

Course Syllabus

- 1. Course Title: Export and Import of Textiles** **Course Code: IEOG324951**
2. Credit Units: 2 (2/0/4) (2 units of theory, 0 unit of practice, 4 units of self-study)
 Duration: 15 weeks (15 hours of theory + 0 hours of practice, 30 hours of self-study per week)
3. Course Instructors
 1/ M.BA. Pham Thi Ha
 2/ M.BA. Tran Thi Cam Tu
 3/ M.BA. Nguyen Thi Thuy
4. Course Requirements
 Prerequisite courses: Garment Merchandising.

5. Course Descriptions

The course equips students with knowledge about the working process of the Import and Export department at garment enterprises, the compilation of documents for export and import procedures in the garment industry. At the same time, students are also provided with knowledge about the customs clearance for imported and exported goods, procedures for issuing CO and tax regulations for domestic as well as international trade.

6. Course Goals

Goals	Goal descriptions	ELOs	Scale
G1	Professional knowledge in the field of import and export in garment enterprises, in particular: the compilation of documents for export and import procedures, the business of declaring customs for imported and exported goods, and procedures for CO application, tax regulations for domestic as well as international trade ...	ELO-03	5
G2	Problems in the compilation of documents and customs declaration for import and export orders in the garment industry.	ELO-04	4
G3	Teamwork skill related to Import and Export operations in English.	ELO-09	4
		ELO-10	5
		ELO-11	6
G4	Recognizing the role of the import and export department when performing import and export operations. Summary of regulations on export tax in domestic and international trade.	ELO-12	4
		ELO-13	4

7. Course Learning Outcomes (CLOs)

CLOs	CLO Descriptions	ELOs	Scale
G1 CLO1	Choose specific working procedures of specific import and export staff such as the compilation of documents for export - import procedures, business clearance for import and export goods, procedures for applications CO, ...	ELO-03	5
G2 CLO2	Analyze and propose to handle arising problems in the compilation of documents and customs declaration for import and export orders in the garment industry.	ELO-04	4
G3	CLO3 Organize and implement effective teamwork.	ELO-09	4
	CLO4 Select effective communication skills in the learning process; develop presentation skills in public.	ELO-10	5
	CLO5 Manage effectively the relevant documents in the field of import and export in English.	ELO-11	6
G4	CLO6 Estimate the role of the import and export department when performing import and export operations.	ELO-12	4
	CLO7 Explain regulations on export tax in domestic and international trade	ELO-13	4

8. Learning Ethics:

Students must do homework by themselves. If plagiarism is found students will get zero point.

Need a full quote of reference sources.

9. Course Content:

Week	Contents	CLOs	CPT
	CHAPTER 1: OVERVIEW OF IMPORT AND EXPORT IN GARMENT		
1	A/ Content and pedagogical methods in class: (2) Content 1. Concept of import and export 2. Tasks and rights of import and export parts	CLO1 CLO6 CLO7	4
	B/ Self-study contents: (4) + Learn the recruitment requirements for the position of import and export employees in the garment industry	CLO1 CLO6 CLO7	4
	CHAPTER 1: OVERVIEW OF APPAREL IMPORT AND EXPORT (continued)		
2	A/ Content and pedagogical methods in class: (2) Content 3. Organizational structure 4. Working process of the import and export department 5. The methods of exporting goods	CLO1 CLO2 CLO6 CLO7	4
	B/ Self-study contents: (4) + Find out the contents that should be included in the commercial contract & the necessary notes when drafting a commercial contract.	CLO1 CLO2 CLO6 CLO7	4
	CHAPTER 2: DOCUMENTS IN IMPORT AND EXPORT BUSINESS		
3	A/ Content and pedagogical methods in class: (2) Content 1. SALES CONTRACT 1.1. Concept 1.2. Contents in sales contract 1.3. Notes when completing the sales contract	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) Find out the contents needed in Invoice / Packinglist & necessary notes when writing Invoice / Packinglist.	CLO1 CLO2 CLO6 CLO7	5
	CHAPTER 2: DOCUMENTS IN IMPORT AND EXPORT BUSINESS (continued)		
4	A/ Content and pedagogical methods in class: (2) Content 2. Invoice 3. Packinglist 4. Bill of lading (bill of lading/airway bill/roadwaybill...)	CLO1 CLO2 CLO5 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 1: Prepare processing sales contracts / Invoice / Packing List according to the content.	CLO1 CLO2 CLO5 CLO6 CLO7	5
5	CHAPTER 2: DOCUMENTS IN IMPORT AND EXPORT BUSINESS (continued)		

	A/ Content and pedagogical methods in class: (2) Content 4. Bill of lading (bill of lading/airway bill/roadwaybill...) 5. Certificated original – Harmonized Commodity (HS code) 6. Certificated quality	CLO1 CLO2 CLO5 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 2 (group): How to hire market ships	CLO1 CLO2 CLO3 CLO5 CLO6 CLO7	5
	Chapter 3: INTERNATIONAL PAYMENTS METHOD and INCOTERM 2010		
6	A/ Content and pedagogical methods in class: (2) Content 1. Collection 1.1. Clean Collection 1.2. Documentary Collection 1.3. Documentary Credits	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 2 (group): How to International payment methods	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5
	Chapter 3: INTERNATIONAL PAYMENTS METHOD and INCOTERM 2010 (continued)		
7	A/ Content and pedagogical methods in class: (2) Content 3. Money transfer method 3.1. Telegraphic transfer 3.2. Money transfer by mail 3.3. Money transfer procedures. 4. INCOTERMS 2010 4.1 Concept 4.2. Terms in incoterms2010 4.3. Incoterms in the garment industry	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 3: Understanding ports, warehouses in tp.hcm, symbols of ports / warehouses when making import / export declarations.	CLO1 CLO2 CLO6 CLO7	4
	Chapter 3: INTERNATIONAL PAYMENTS METHOD and INCOTERM 2010 (continued)		
8	A/ Content and pedagogical methods in class: (2) Content Presentation Problem 3	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5

	B/ Self-study contents: (4) Learn customs declaration software import and export procedures	CLO1 CLO2 CLO6 CLO7	4
	Chapter 4: IMPORT AND EXPORT IN GARMENT		
9	A/ Content and pedagogical methods in class: (2) Content 1. INTRODUCE CUSTOMS DECLARATION SOFTWARE 2. PROCESS OF IMPORT 2.1. Goods imported by sea 2.2. Goods imported by road	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) + List the necessary documents for imported goods	CLO1 CLO2 CLO6 CLO7	5
	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		
10	A/ Content and pedagogical methods in class: (2) Content 2. IMPORTING PROCESS 2.3. Goods imported by air	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 4: Write mail to exchange information about container leasing / seal number with import and export agents.	CLO1 CLO2 CLO4 CLO6 CLO7	4
	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		
11	A/ Content and pedagogical methods in class: (2) Content Problem 5 (class test): Compile the necessary documents for the procedure of importing goods according to the given content	CLO1 CLO2 CLO5 CLO6 CLO7	5
	B/ Self-study contents: (4) Learn the regulations on tariffs for imported goods - imported goods & non-commercial trade organizations, WTO, CPTPP ...	CLO1 CLO2 CLO4 CLO6 CLO7	
	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		
12	A/ Content and pedagogical methods in class: (2) Content 3. EXPORT PROCESS	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) + List necessary documents for export goods	CLO1 CLO2 CLO6 CLO7	5
13	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		

	A/ Content and pedagogical methods in class: (2) <i>Content</i> 4. Export and import in the place 5. Temporary import of re-export 6. Provisions on tax rates for export goods - goods imported & organized trade organizations, wto, apec	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) Problem 6: Declare CO on the National Portal	CLO1 CLO2 CLO6 CLO7	5
	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		
14	A/ Content and pedagogical methods in class: (2) <i>Content</i> Problem 7 (class test): Compile the necessary documents for the procedure of exporting goods according to the given content	CLO1 CLO2 CLO6 CLO7	5
	B/ Self-study contents: (4) + Review all the content learned. + Prepare questions about issues that are unclear, prepare for revision of all subjects.	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5
	Chapter 4: IMPORT AND EXPORT IN GARMENT (continued)		
15	A/ Content and pedagogical methods in class: (2) <i>Content</i> + Review the end of the subject + Answering questions of students	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5
	B/ Self-study contents: (4) + Review the end of the subject	CLO1 CLO2 CLO3 CLO4 CLO6 CLO7	5

10. Student Assessment:

- Grading scale: **10**

- Assessment plan:

Type	Content	Timeline	CLOs	CPT	Assessment method	Assessment tool	Rate (%)
Formative Assessment							50
Problem 1	Prepare processing sales contracts / Invoice / Packing List according to the content.	Week 4	CLO1 CLO2 CLO4 CLO6 CLO7	4	Essay writing, personal	Rubrics	10
Problem 2	+ How to hire market ships + How to International payment methods	Week 4/6	CLO1 CLO2 CLO3 CLO4 CLO6	4	Essay writing, presentation group	Rubrics	10

			CLO7					
Problem 3	Understanding ports, warehouses in tp.hcm, symbols of ports / warehouses when making import / export declarations.	Week 7	CLO1 CLO2 CLO4 CLO6 CLO7	4	Essay writing, personal	Rubrics	5	
Problem 4	Write mail to exchange information about container leasing / seal number with import and export agents.	Week 10	CLO1 CLO2 CLO4 CLO6 CLO7	5	Essay writing, presentation group	Rubrics	10	
Problem 5	Compile the necessary documents for the procedure of importing goods according to the given content	Week 12	CLO1 CLO2 CLO4 CLO6 CLO7	5	Essay writing, personal	Rubrics	30	
Problem 6	Declare CO on the National Portal	Week 13	CLO1 CLO2 CLO4 CLO6 CLO7	5			5	
Problem 7	Compile the necessary documents for the procedure of exporting goods according to the given content	Week 14	CLO1 CLO2 CLO4 CLO6 CLO7	6			30	
Final examination								50
	Essay: Individual - Prepare the full set of documents for the export / import shipment according to the given information (essay / open topic - no exam).		CLO1 CLO2 CLO4 CLO6 CLO7		Essay writing, personal	Rubrics		

CLOs	Assessment Types							Final exam
	Ex#1	Ex#2	Ex#3	Ex#4	Ex#5	Ex#6	Ex#7	
CLO1	x	x	x	x	x	x	x	x
CLO2	x	x	x	x	x	x	x	x
CLO4	x	x	x	x	x	x	x	x
CLO6	x	x	x	x	x	x	x	x
CLO7	x	x	x	x	x	x	x	x

11. Learning Resources

- Doan Thi Hong Van, Kim Ngoc Dat - Import-Export Administration - Labor and Social Publishing House - 2010.

- International Chamber of Commerce - Incoterms 2010, ICC's rules on the use of international and domestic trade conditions - Statistical Publishing House - 2010.

- Dr. Jan Yager (Translator: Hoang Thu Huong) - Skills of writing commercial documents and letters - Saigon Culture Publishing House - 2010.

12. Date of first approval: June 15, 2018

13. **Approved by:**
Dean



M.Edu. Vu Minh Hanh

Head of Department



Dr. Nguyen Ngoc Chau

Instructor



M.Eco. Pham Thi Ha

14. **Date and up-to-date content**

1st time: Date	Instructor Head of Department
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