



SYLLABUS

I. GENERAL DATA

1.1. Course	: IMPORT WORKSHOP
1.2. Code	: NG02905
1.4. Academic Cycle	: IX
1.5. Credits	: 02
1.4. Nature of the Course	: Obligatory
1.5. Weekly hours	: 4 (2 Lab - 2 Workshop)
1.6. Requirement	: Export Workshop
1.7. Academic Semester	: 2006-II

II. SUMMARY:

This course is intended to be "experiential" rather than theoretical. Imported amount of goods has grown during the last five years. For this reason, it is important to bring up to date to students all the resources and tools they need to manage and operate a profitable importing company or business.

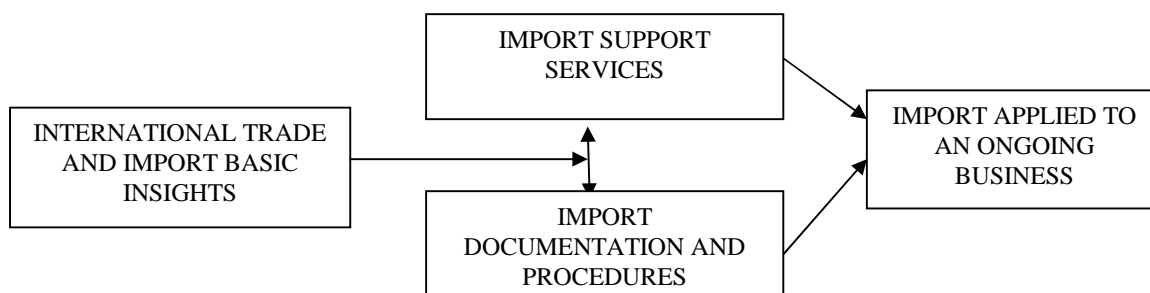
III. PROFESSIONAL COMPETENCES:

This course is designed to provide students with tools and technical skills that are necessary to do successful import operations. Course contents are focused to completely review all steps for carrying out imports and to encourage students to formulate a methodology taking into account all commercial, operational and legal aspects involved. Thus, course goal is to publish a planning guide primarily aimed at small companies who may wish to import goods for resale, as raw materials or as components for use in manufacturing processes.

IV. COMPETITION OF THE COURSE:

- To learn how to manage all stages for carrying out imports (tools and techniques)
- To put into practice all concepts previously learned on past courses.
- To formulate strategies for small and medium businesses to carry out successful import businesses.
- To identify key aspects regarding imports operations in an ongoing business.

V. LEARNING RED





VI. LEARNING UNITS

Main Objective: At the end of this unit students will be able to completely understand import basics insights.

Total hours: 12

<i>ITEMS</i>	<i>WEEKS</i>
Introductory class. Commercial information sources. Why to import. Locating and selecting potential suppliers. Import quotations. Trading terms (INCOTERMS) and other common Terms in international trade. Identifying harmonized codes and tariffs.	1st to 3rd

UNIT II: IMPORT SUPPORT SERVICES

Objective: At the end of this unit students will be able to completely understand imports support services role.

Total hours: 12

<i>ITEMS</i>	<i>WEEKS</i>
Imports support services. Customs brokers. International freight forwarders (methods of transport, distribution arrangements). Banking and financing (Payment terms, methods of payment, foreign exchange, import finance). Insurance companies.	4th to 6th

WEEK 7TH: MID-TERM EXAM

UNIT III: IMPORT DOCUMENTATION AND PROCEDURES

Main Objective: At the end of this unit students will be able to completely understand import documentation and procedures.

Total hours: 8

<i>ITEMS</i>	<i>WEEKS</i>
Import documentation and procedures. Import laws and regulations. Customs clearance. Import controls and quotas. Taxes.	8th to 9th

UNIT IV: IMPORTS APPLIED TO AN ONGOING BUSINESS

Main Objective: At the end of this unit students will be able to completely understand imports management and to formulate import strategies and procedures for an ongoing business.

Total hours: 20

<i>ITEMS</i>	<i>WEEKS</i>
Preparing a preliminary import strategy. Business Case. Potential suppliers. Request a quotation. Costing. Placing an order. Distribution arrangements. Receiving a shipment. Preliminary market objectives. Warehousing. Determining a selling price. Assignment presentations.	11th to 15th

WEEK 16TH: FINAL EXAM



VII. METHODOLOGY

This course main objective is the application of theory for importing to a real ongoing business. Each session will involve class discussion and practice. In some instances, discussion will be centered on lectures; in others it will be centered on a business case. Student participation is critical to the success of the course. Students are expected to read all papers and cases, attend to class, and to participate in class discussion.

Additionally, during the course, the students will prepare 2 assignments (*):

1. A written and oral presentation related with imports topics previously provided by the teacher.
2. A final paper for an import process focused on an ongoing business. Papers might be later published as business cases.

(*) Notice: Students are required to work in teams of no more than three. Teams with less than three people are strongly discouraged. Only one paper need be handed in for a given group.

Finally, during the course, relevant readings will be assigned. Lectures and discussion will assume familiarity with them. Students should be aware that quick written exams may be taken in every class in response to the dynamics of the course.

VIII. GRADING

There are 3 distinct components to grading that add up to 100% as indicated below

ACTIVITY	%
Case / Readings write-ups Students should form teams of 3 and hand-in a single write-up per team. <ul style="list-style-type: none">• Write-ups for readings are due on the first day that they are discussed in the beginning of the class (make copies to refer to during the class).• Write-ups for cases/topics are due for the next that they are discussed in the beginning of the class (make copies to refer to during the class).	25%
Assignments <ul style="list-style-type: none">• A final paper for an import process focused on an ongoing business. Papers might be later published as business cases	25%
Midterm Exam (in class) (**)	25%
Final Exam (during “Final week”) (**)	25%

(**) Exams schedule to be published by EAPANG.



UNIVERSIDAD RICARDO PALMA

Facultad de Ciencias Económicas y Empresariales

Escuela Académico Profesional de Administración de Negocios Globales



IX. BIBLIOGRAPHY

MANDATORY

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- 📖 MANUAL DE PROMOCION DE EXPORTACIONES, TEORIA POLITICA Y GESTION. ARBUES PEREZ ESPINOZA. USMP. PRIMERA EDICION 2000.
- 📖 TRATADO EMPRESARIAL EN MATERIA ADUANERA. INFORMATIVO CABALLERO BUSTAMANTE. CAMPAÑA 2007/3.
- 📖 LA NEGOCIACION INTERNACIONAL, BILATERAL Y MULTILATERAL. HUBERT WIELAND ALZAMORA. ASOCIACION DE FUNCIONARIOS DEL SERVICIO DIPLOMATICO. SEGUNDA EDICION 2005.