

# **Course Syllabus (Modules) for Customs and Foreign Trade Services**

**Shanghai Donghai College**

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# 1. Fundamentals of International Trade

## I. Basic Course Information

|                                 |                                                                                                                                                                                         |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of International Trade                                                                                                                                                     |
| <b>Course Code</b>              | 1202073330                                                                                                                                                                              |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                     |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                               |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services, Modern Logistics Management                                                                                                                         |
| <b>Teaching Hours / Credits</b> | 60 Teaching Hours / 4 Credits (60 Theoretical Hours + 0 Practical Hours)                                                                                                                |
| <b>Semester Offered</b>         | Semester 1                                                                                                                                                                              |
| <b>Prerequisite Courses</b>     | None (or Fundamentals of Economics may be offered concurrently)                                                                                                                         |
| <b>Subsequent Courses</b>       | International Business Documentation Practical Training, Commodity Inspection and Quarantine, Fundamentals of Customs Affairs, Customs Clearance Practice, AEO Compliance Certification |
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| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                            |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                                                                              |

## II. Course Description

Fundamentals of International Trade is a professional basic course for majors such as Customs and Foreign Trade Services and Modern Logistics Management, and is offered to first-year students. The course systematically introduces the basic theories, policy instruments, business processes, and core operating norms of international trade. With transaction negotiation and contract formation as the main thread, it focuses on key modules including international trade terms, commodity clauses, transport and insurance, payment and settlement, and contract performance.

Course Features: The course adopts an integrated teaching model of theory-practice integration, case-driven learning, and integration of course learning with certificate requirements. Through authentic business cases, simulated negotiation, and practical

training on the Smart Vocational Education platform, it cultivates the professional ethics, legal awareness, communication and coordination ability, and basic business skills required of participants in international business activities. It also lays a solid foundation for subsequent core professional courses and for obtaining vocational certificates such as International Business Documentation Specialist and the Customs Affairs Proficiency Test.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with the entry-level competency requirements of positions such as foreign trade salesperson, documentation clerk, customs declarer, and freight forwarding operator. It cultivates students' ability to master basic international trade processes, apply trade terms, conduct transaction negotiation and contract formation, and handle basic documents and settlement operations. It is a core course supporting the International Trade Foundation Competency in the professional talent cultivation objectives.

#### **(II) Course Objectives(Corresponding to Graduate Requirements 2, 7, and 8)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, classifications, origin, development, and current trends of international trade;
- (2) Understand the core viewpoints of classical and modern international trade theories;
- (3) Master trade policy measures such as tariffs and non-tariff barriers;
- (4) Be familiar with the legal meanings of the four stages of transaction negotiation: inquiry, offer, counter-offer, and acceptance;
- (5) Master the standard expression of clauses on commodity name, quality, quantity, and packaging in contracts;
- (6) Master the division of risks, costs, and responsibilities under six commonly used trade terms: FOB, CFR, CIF, FCA, CPT, and CIP;
- (7) Master the selection of international cargo transport modes, major transport documents, and insurance coverage;
- (8) Master the core procedures and features of remittance, collection, and letter of credit;

(9) Understand the procedures for performing import and export contracts, including L/C examination, goods preparation, customs declaration, inspection declaration, document preparation, and settlement.

## **2. Ability Objectives**

- (1) Select appropriate trade terms according to transaction conditions and perform simple price conversion;
- (2) Conduct preliminary negotiation for import and export transactions, including simulated offer and acceptance;
- (3) Read and complete basic documents such as commercial invoices, packing lists, and bills of exchange;
- (4) Analyze the impact of trade terms, transport insurance, and payment methods on the risks and costs of both parties;
- (5) Apply international trade practices and basic legal knowledge to analyze simple trade dispute cases;
- (6) Use the Internet to search customs tariff rates, trade policies, exchange-rate information, and other business data.

## **3. Quality Objectives (Ideological and Political Objectives)**

- (1) Legal and Integrity Awareness: Emphasize professional ethics of honoring contracts and keeping promises during contract formation and performance;
- (2) Patriotism and Open Vision: Enhance national pride and a global perspective through China's foreign trade achievements and the Belt and Road Initiative;
- (3) Risk and Responsibility Awareness: Guide students to identify trade risks and cultivate a prudent and responsible business attitude;
- (4) Craftsmanship Spirit: Pursue consistency between documents and consistency between documents and contracts, cultivating a rigorous and meticulous work style;
- (5) Teamwork: Cultivate communication and coordination ability through group case discussion and simulated negotiation.

# **IV. Course Content and Requirements**

## **1. Teaching Content Structure**

This course consists of 60 teaching hours and is divided into six major teaching modules, covering core knowledge from theoretical foundations to whole-process operations. The specific arrangement is as follows:

| Module | Core Teaching Content | Theoretical Hours | Practical Hours | Competency Focus |
|--------|-----------------------|-------------------|-----------------|------------------|
|--------|-----------------------|-------------------|-----------------|------------------|

| Module       | Core Teaching Content                                     | Theoretical Hours | Practical Hours | Competency Focus                                  |
|--------------|-----------------------------------------------------------|-------------------|-----------------|---------------------------------------------------|
| Module 1     | International Trade Cognition and Theoretical Foundations | 8                 | 0               | Industry cognition and theoretical literacy       |
| Module 2     | Transaction Negotiation and Contract Formation            | 10                | 0               | Negotiation and contract-signing ability          |
| Module 3     | International Trade Terms and Commodity Pricing           | 10                | 0               | Trade-term application and quotation ability      |
| Module 4     | International Cargo Transport and Insurance               | 10                | 0               | Transport and insurance arrangement ability       |
| Module 5     | International Payment and Settlement                      | 10                | 0               | Application ability of settlement instruments     |
| Module 6     | Contract Performance and Comprehensive Practical Training | 12                | 0               | Whole-process operation and comprehensive ability |
| <b>Total</b> |                                                           | <b>60</b>         | <b>0</b>        |                                                   |

Note: Case discussion, simulated negotiation, document completion, and Smart Vocational Education platform exercises are integrated into classroom teaching and are not counted as separate practical hours.

## 2. Detailed Teaching Content

### (1) Module One: International Trade Cognition and Theoretical Foundations (8 teaching hours)

| Unit                                      | Teaching Content                                                               | Teaching Requirements                          |
|-------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------|
| 1.1 Overview of International Trade       | Basic concepts, classification, origin, and development of international trade | Distinguish basic types of international trade |
| 1.2 Current Trends in International Trade | Globalization, regional economic integration, digital trade, etc.              | Understand current development trends          |
| 1.3 International Trade Theories          | Absolute advantage, comparative advantage, factor endowment theory, etc.       | Understand basic theoretical viewpoints        |
| 1.4 International Trade Policies          | Tariff and non-tariff barriers, export promotion measures                      | Identify common policy measures                |

### (2) Module Two: Transaction Negotiation and Contract Formation (10 teaching hours)

| Unit                                            | Teaching Content                                                   | Teaching Requirements                                      |
|-------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------|
| 2.1 Forms and Stages of Transaction Negotiation | Inquiry, offer, counter-offer, and acceptance                      | Master the constitutive conditions of offer and acceptance |
| 2.2 Legal Effect of Offer and Acceptance        | Withdrawal/revocation of an offer and effective time of acceptance | Determine whether a contract is formed in simple cases     |
| 2.3 Contract Formation                          | Written contract forms and major clauses                           | Understand simple sales contracts                          |

Integrated Activity: Simulated transaction negotiation

### (3) Module Three: International Trade Terms and Commodity Pricing (10 teaching hours)

| Unit                                         | Teaching Content                                                     | Teaching Requirements                                  |
|----------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------|
| 3.1 Overview of Trade Terms                  | Incoterms 2020 and their functions                                   | Understand the meaning of trade terms                  |
| 3.2 FOB, CFR, and CIF                        | Risk transfer, cost allocation, and responsibilities                 | Distinguish among the three terms and calculate prices |
| 3.3 FCA, CPT, and CIP                        | Terms applicable to any mode of transport                            | Select terms correctly                                 |
| 3.4 Commodity Price Clauses                  | Pricing currency, unit price, and trade terms                        | Complete simple quotation conversions                  |
| 3.5 Quality, Quantity, and Packaging Clauses | Methods of expression, more-or-less clauses, and transport packaging | Draft basic clauses                                    |

Integrated Activities: Case analysis of trade terms and price conversion; practice in drafting commodity clauses

#### **(4) Module Four: International Cargo Transport and Insurance (10 teaching hours)**

| Unit                    | Teaching Content                                                          | Teaching Requirements                           |
|-------------------------|---------------------------------------------------------------------------|-------------------------------------------------|
| 4.1 Modes of Transport  | Ocean transport, air transport, multimodal transport                      | Select appropriate modes of transport           |
| 4.2 Transport Documents | Ocean bill of lading, air waybill, etc.                                   | Identify types and functions of bills of lading |
| 4.3 Transport Clauses   | Port of shipment, port of destination, transshipment, partial shipment    | Correctly draft transport clauses               |
| 4.4 Cargo Insurance     | Risks, losses, coverage types (basic and additional coverage)             | Understand the scope of insurance liability     |
| 4.5 Insurance Practice  | Calculation of insured amount, insurance application, insurance documents | Calculate the insured amount                    |

Integrated Activity: Case analysis of transport insurance

#### **(5) Module Five: International Payment and Settlement (10 teaching hours)**

| Unit                               | Teaching Content                                      | Teaching Requirements                         |
|------------------------------------|-------------------------------------------------------|-----------------------------------------------|
| 5.1 Payment Instruments            | Bill of exchange, promissory note, and cheque         | Complete a simple bill of exchange            |
| 5.2 Remittance                     | Telegraphic transfer, mail transfer, and demand draft | Master remittance procedures and risks        |
| 5.3 Collection                     | Types and procedures of documentary collection        | Understand differences between D/P and D/A    |
| 5.4 Letter of Credit               | Definition, features, parties, and procedures         | Master basic letter-of-credit operations      |
| 5.5 Combination of Payment Methods | Selection criteria and integrated application         | Select appropriate methods according to cases |

Integrated Activity: Bill-of-exchange completion and letter-of-credit analysis

#### **(6) Module Six: Contract Performance and Comprehensive Practical Training (12 teaching hours)**

| Unit                            | Teaching Content                                                                                                                          | Teaching Requirements                                            |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 6.1 Export Contract Performance | Preparing goods, examining/amending L/C, chartering or booking space, customs declaration, insurance, document preparation and settlement | Master the four links of goods, documents, shipping, and payment |

| Unit                              | Teaching Content                                                                                 | Teaching Requirements                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------|
| 6.2 Import Contract Performance   | Opening L/C, transport, document examination, payment, and customs declaration                   | Understand basic procedures             |
| 6.3 Major Foreign Trade Documents | Invoice, packing list, bill of lading, bill of exchange, insurance policy, certificate of origin | Read and complete simple documents      |
| 6.4 Comprehensive Case Training   | Simulation of the full process of an export transaction                                          | Apply learned knowledge comprehensively |

Integrated Activity: Comprehensive case training

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                                                                                  | Evaluation Criteria |
|----------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                                                                                                | Process records     |
| Final Examination    | 50%    | Theoretical knowledge of international trade theories, trade policies, transaction negotiation, trade terms, transport, insurance, payment and settlement, and contract performance | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension       | Excellent (90-100)                                                                         | Good (80-89)                                                     | Moderate (70-79)                                      | Pass (60-69)                                                    | Fail (<60)                           |
|----------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------|
| Application of Trade Terms | Skillfully select and explain multiple trade terms and perform multi-step price conversion | Correctly select common trade terms and perform basic conversion | Select common terms with occasional conversion errors | Basically select proper terms but have difficulty in conversion | Unclear understanding of trade terms |
| Document Processing        | Independently complete major documents with very few errors                                | Complete major documents with few errors                         | Complete basic documents with several errors          | Complete documents only with guidance                           | Unable to complete documents         |

## VI. Teaching Materials

### 1. Primary Textbook

Lu Danping. International Trade Theory and Practice. Higher Education Press.

### 2. Reference Textbooks

Zhang Wei. Fundamentals and Practice of International Trade (3rd Edition).

Chen Yan. International Trade Case Analysis.

Chinese-English bilingual edition of Incoterms® 2020.

### 3. Reference Standards

Teaching Standards for Customs and Foreign Trade Services Major in Higher Vocational Schools; Incoterms® 2020 of the International Chamber of Commerce; Uniform Customs and Practice for Documentary Credits (UCP600).

#### **4. Digital Resources**

Smart Vocational Education platform, China University MOOC, official website of the General Administration of Customs of China (GACC), and SimTrade platform.

## 2. Fundamentals of Economics

### I. Basic Course Information

|                                 |                                                                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of Economics                                                                                                                                                                                                              |
| <b>Course Code</b>              | 120101976                                                                                                                                                                                                                              |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                                                                    |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                                                                              |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                                                                     |
| <b>Teaching Hours / Credits</b> | 60 Teaching Hours / 4 Credits (60 Theoretical Hours + 0 Practical Hours)                                                                                                                                                               |
| <b>Semester Offered</b>         | Semester 1                                                                                                                                                                                                                             |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Management                                                                                                                                                                        |
| <b>Subsequent Courses</b>       | Commodity Inspection and Quarantine, AI + Customs Tariff Classification, Import and Export Tax Calculation Practical Training, International Business Documentation Practical Training, Single Window Comprehensive Practical Training |
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| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                                                               |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                                                                           |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                                                                                                                             |

### II. Course Description

Fundamentals of Economics is a foundational course for cultivating professional competencies and establishing disciplinary foundations for students majoring in Customs and Foreign Trade Services and Modern Logistics Management. As a comprehensive foundational course integrating both theoretical knowledge and practical applications, it takes the laws governing economic operations and the logic of resource allocation as its central thread. The course systematically covers core theoretical knowledge, including supply and demand equilibrium, elasticity analysis, consumer behavior, production costs, market structures, income distribution, market failure, macroeconomic accounting, unemployment and inflation, and the open economy. It aims to develop students' abilities in economic logical thinking, cost - benefit analysis, interpretation of market mechanisms, understanding of macroeconomic policies, and rational decision-making, thereby laying a solid theoretical foundation for their future careers in trade operations, logistics

management, business administration, and grassroots economic services.

Course Features: The course adopts a teaching model that integrates case-based learning, the integration of theory and practice, and the alignment of courses with occupational competencies. It incorporates current economic issues and real-world professional application scenarios while aligning with the economic literacy requirements specified in relevant vocational skill-level standards.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with occupational clusters in enterprise operations management, marketing, international trade, financial accounting, and related fields. It develops students' core competencies in analyzing economic phenomena, assessing supply, demand, and price trends, conducting cost – benefit analyses, evaluating market performance, interpreting macroeconomic policies, and making rational decisions. As a core foundational course supporting the “Economic Literacy and Business Decision-Making” module in professional talent development, it provides a solid foundation in economic theory for subsequent professional coursework and the development of students' occupational competencies.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 2, 8, and 9)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, core assumptions, and research methods of economics (Chapter 1);
- (2) Master the theories of demand and supply, as well as the formation mechanism of equilibrium prices (Chapter 2);
- (3) Master the concepts and calculation methods of price elasticity of demand and price elasticity of supply (Chapter 3);
- (4) Understand utility theory, the conditions for consumer equilibrium, and the laws governing consumer behavior (Chapter 4);
- (5) Master the basic principles of production functions, cost classification, and profit accounting (Chapter 5);
- (6) Understand the types of market structures, the logic of firm equilibrium, and the fundamentals of game theory (Chapter 6);

- (7) Be familiar with methods for measuring income distribution and understand the dialectical relationship between equity and efficiency (Chapter 7);
- (8) Master the causes and manifestations of market failure, as well as common approaches to its governance (Chapter 8);
- (9) Be familiar with the scope of macroeconomic research, its core objectives, and major economic indicators (Chapter 9);
- (10) Master the accounting logic, meaning, and limitations of Gross Domestic Product (GDP) (Chapter 10);
- (11) Understand the causes of unemployment and inflation, as well as the mechanisms underlying their interrelationship (Chapter 11);
- (12) Be familiar with the principles of international trade, exchange rate determination mechanisms, and the operating laws of an open economy (Chapter 12).

## **2. Ability Objectives**

- (1) Apply the principles of supply and demand equilibrium to analyze price fluctuations in common goods;
- (2) Calculate the price elasticity of demand and provide a reference basis for corporate pricing and promotional strategies;
- (3) Apply the logic of costs and profits to analyze firms' short-term operating decisions and long-term scale choices;
- (4) Distinguish among different types of market structures and assess industry competition patterns and the behavioral characteristics of firms;
- (5) Identify market failures in real-world contexts and propose preliminary governance approaches and recommendations;
- (6) Interpret the meaning of key macroeconomic indicators, such as GDP, the unemployment rate, and the inflation rate;
- (7) Analyze the practical impacts of exchange rate fluctuations on import and export trade and residents' cross-border consumption;
- (8) Apply economic principles comprehensively to analyze current economic issues and typical real-world cases;
- (9) Complete economic issue research collaboratively in groups and produce standardized analytical reports.

## **3. Quality Objectives**

- (1) Awareness of the Importance of Knowledge Development: Build a systematic

framework of economic theories, master analytical methods, and strengthen the foundation for professional learning;

(2) Awareness of Rational Decision-Making: Develop an understanding of trade-offs, make rational decisions, and mitigate economic risks;

(3) Awareness of Social Responsibility: Understand the relationship between equity and efficiency, and pay attention to people's well-being and high-quality development;

(4) Teamwork Spirit: Enhance communication and collaboration skills and develop a work model characterized by division of labor and complementary strengths;

(5) Awareness of Continuous Development: Maintain a commitment to self-directed learning, expand professional competencies, and adapt to evolving development needs.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

This course comprises thirteen major teaching modules, covering a comprehensive knowledge system ranging from the fundamental principles of microeconomics to the application of macroeconomics. Through activities such as case analysis, in-class practical training, and discussions of current economic issues, theoretical instruction is integrated with practical learning, thereby achieving the integration of theory and practice and enabling students to apply what they have learned.

| Module   | Core Teaching Content                           | Theoretical Hours | Practical Hours | Competency Focus                                                                           |
|----------|-------------------------------------------------|-------------------|-----------------|--------------------------------------------------------------------------------------------|
| Module 1 | Introduction to Economics (Chapter 1)           | 4                 | 0               | Disciplinary awareness and the development of economic thinking                            |
| Module 2 | Theories of Supply and Demand (Chapter 2)       | 5                 | 0               | Analysis of supply and demand patterns and assessment of price mechanisms                  |
| Module 3 | Elasticity Theory (Chapter 3)                   | 5                 | 0               | Elasticity measurement and its application to business decision-making                     |
| Module 4 | Consumer Behavior (Chapter 4)                   | 4                 | 0               | Utility analysis and understanding the logic of consumption decisions                      |
| Module 5 | Production and Cost Theory (Chapter 5)          | 6                 | 0               | Production factor allocation and cost and profit accounting                                |
| Module 6 | Market Structures and Firm Behavior (Chapter 6) | 6                 | 0               | Assessment of market structures and analysis of firms' competitive behavior                |
| Module 7 | Income Distribution Theory (Chapter 7)          | 3                 | 0               | Measurement of income disparities and interpretation of distribution policies              |
| Module 8 | Market Failure (Chapter 8)                      | 3                 | 0               | Identification of market deficiencies and analysis of governance approaches                |
| Module 9 | Introduction to Macroeconomics (Chapter 9)      | 4                 | 0               | Understanding the macroeconomic framework and interpreting economic performance indicators |

| Module       | Core Teaching Content                        | Theoretical Hours | Practical Hours | Competency Focus                                                                         |
|--------------|----------------------------------------------|-------------------|-----------------|------------------------------------------------------------------------------------------|
| Module 10    | Gross Domestic Product (GDP)<br>(Chapter 10) | 4                 | 0               | National economic accounting and assessment of development quality                       |
| Module 11    | Unemployment and Inflation<br>(Chapter 11)   | 5                 | 0               | Analysis of macroeconomic phenomena and understanding the effects of economic policies   |
| Module 12    | The Open Economy<br>(Chapter 12)             | 4                 | 0               | Understanding international economic principles and analyzing exchange rate fluctuations |
| Module 13    | Final Review                                 | 3                 | 0               | Knowledge integration and comprehensive application                                      |
| <b>Total</b> | —                                            | <b>60</b>         | <b>0</b>        | —                                                                                        |

## 2. Detailed Teaching Content

### (1) Module 1: Introduction to Economics (4 Teaching Hours)

| Unit                                                                                    | Teaching Content                                                                                                                                     | Teaching Requirements                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 The Starting Point of Economic Inquiry: Scarcity and Rationality                    | The definition and connotations of scarcity, the rational-person assumption, and the basic premises of economic inquiry                              | Be able to distinguish resource scarcity from absolute shortage and understand the core logic of the rational-person assumption                                                                     |
| 1.2 The Fundamental Economic Problem: Choice                                            | The three fundamental economic questions—what to produce, how to produce, and for whom to produce; opportunity cost; and the principle of trade-offs | Be able to apply the concept of opportunity cost to explain individual and social decision-making behavior                                                                                          |
| 1.3 Methods of Economic Analysis                                                        | Positive and normative analysis, equilibrium analysis, and marginal analysis                                                                         | Be able to distinguish positive statements from normative statements and master the basic approach to marginal analysis                                                                             |
| 1.4 Learning Through Application: The Institutional Characteristics of a Market Economy | The general characteristics of a market economy and the connotations of a socialist market economy                                                   | Be able to correctly understand the relationship between a market economy and the social system, and understand the theoretical logic underlying the proposition that “socialism also has a market” |

### (2) Module 2: Theories of Supply and Demand (5 Teaching Hours)

| Unit                                        | Teaching Content                                                                                                                                         | Teaching Requirements                                                                                                  |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 2.1 Consumer Decision-Making: Demand Theory | The definition of demand, the law of demand, factors affecting demand, the demand curve, and changes in demand                                           | Be able to draw a demand curve and distinguish between changes in quantity demanded and changes in demand              |
| 2.2 Firm Decision-Making: Supply Theory     | The definition of supply, the law of supply, factors affecting supply, the supply curve, and changes in supply                                           | Be able to draw a supply curve and distinguish between changes in quantity supplied and changes in supply              |
| 2.3 Equilibrium Price Theory                | The formation mechanism of equilibrium prices, the impact of changes in supply and demand on equilibrium, and the regulatory role of the price mechanism | Be able to analyze the effects of changes in supply and demand on market equilibrium prices and equilibrium quantities |

| Unit                                                                                                | Teaching Content                                                                        | Teaching Requirements                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.4 Learning Through Application: The Value of Labor and the Pursuit of Happiness through Hard Work | The manifestations of the law of value and the meaning of labor as the creator of value | Be able to understand the value of labor from the perspective of supply and demand theory and develop a sound understanding that “hard work creates happiness” |

### (3) Module 3: Elasticity Theory (5 Teaching Hours)

| Unit                                                                  | Teaching Content                                                                                                                     | Teaching Requirements                                                                                                                                                   |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 Price Elasticity of Demand                                        | The basic definition of elasticity; the calculation and types of price elasticity of demand; and factors affecting demand elasticity | Be able to calculate the price elasticity coefficient of demand and distinguish the characteristics of goods with different types of elasticity                         |
| 3.2 Price Elasticity of Supply                                        | The calculation and types of price elasticity of supply and the key factors affecting supply elasticity                              | Be able to analyze differences in the price elasticity of supply among different goods and the reasons for such differences                                             |
| 3.3 Practical Applications of Elasticity Theory                       | The relationship between elasticity and firms’ total revenue and the application of elasticity in corporate pricing and policymaking | Be able to apply elasticity theory to explain real-world economic issues, such as the phenomenon of “a bumper harvest hurting farmers” and corporate pricing strategies |
| 3.4 Learning Through Application: Analyzing the Risks of Campus Loans | The characteristics of demand elasticity in consumer credit and the economic risks of excessive indebtedness                         | Be able to apply elasticity theory to identify the risks of irrational consumption and develop a rational approach to consumption                                       |

### (4) Module 4: Consumer Behavior (4 Teaching Hours)

| Unit                                                                  | Teaching Content                                                                                       | Teaching Requirements                                                                                                                                   |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 Preferences and Utility                                           | The definition of utility, cardinal and ordinal utility, and the law of diminishing marginal utility   | Be able to apply the law of diminishing marginal utility to explain everyday consumption behavior                                                       |
| 4.2 Consumer Equilibrium                                              | The budget constraint line, indifference curves, and the conditions for achieving consumer equilibrium | Be able to describe the logic underlying the achievement of consumer equilibrium and understand the effects of income and prices on consumption choices |
| 4.3 Applications of Consumer Behavior Theory                          | Consumer surplus and the income and substitution effects of price changes                              | Be able to apply consumer behavior theory to explain typical phenomena in consumption decision-making                                                   |
| 4.4 Learning Through Application: The Long-Term Value of Perseverance | Time preferences and intertemporal choice, and the cumulative utility of long-term persistence         | Be able to understand the value of long-term persistence from the perspective of utility and develop a commitment to perseverance                       |

### (5) Module 5: Production and Cost Theory (6 Teaching Hours)

| Unit                              | Teaching Content                                                                                                         | Teaching Requirements                                                                                                                               |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 Forms and Objectives of Firms | The main organizational forms of firms and the core objective of profit maximization in business operations              | Be able to distinguish the characteristics of different forms of business organization and understand the core logic of firm operations             |
| 5.2 Production Functions          | The classification of factors of production, short-run production functions, and the law of diminishing marginal returns | Be able to explain the relationships among total product, average product, and marginal product, and master the law of diminishing marginal returns |

|                                                                                               |                                                                                                                                    |                                                                                                                      |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 5.3 Costs and Profits                                                                         | Accounting costs and economic costs, accounting profits and economic profits, and the meaning of cost functions                    | Be able to distinguish economic costs from accounting costs and understand the core meaning of economic profit       |
| 5.4 Short-Run Production and Cost Analysis                                                    | The classification and patterns of change of short-run costs and the relationship between short-run production and short-run costs | Be able to explain the trends in different types of short-run costs and the characteristics of short-run cost curves |
| 5.5 Long-Run Production and Cost Analysis                                                     | The three types of returns to scale, long-run cost curves, and the selection of the optimal scale of production                    | Be able to identify the type of returns to scale and understand the logic of firms' long-run scale decisions         |
| 5.6 Learning Through Application: Reducing Costs and Improving Efficiency in the Real Economy | Major approaches to reducing corporate costs and the policy significance of cost reduction in the real economy                     | Be able to apply cost theory to analyze feasible approaches to reducing costs and improving efficiency in firms      |

**(6) Module 6: Market Structures and Firm Behavior (6 Teaching Hours)**

| Unit                                                               | Teaching Content                                                                                                                                                          | Teaching Requirements                                                                                                                        |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1 Types of Market Structures                                     | Criteria for classifying market structures and the characteristics of the four major market types: perfect competition, monopolistic competition, oligopoly, and monopoly | Be able to distinguish the core characteristics of different market structures and understand the regulatory logic of the Anti-Monopoly Law  |
| 6.2 Revenue and Profit Maximization                                | The relationships among total revenue, average revenue, and marginal revenue, and the equilibrium conditions for firms' profit maximization                               | Be able to derive the conditions for firms' profit maximization and analyze firms' equilibrium states under different market structures      |
| 6.3 Fundamentals of Game Theory                                    | The basic elements of games, Nash equilibrium, and the prisoner's dilemma model                                                                                           | Be able to apply the prisoner's dilemma model to analyze competitive and cooperative behavior in oligopolistic markets                       |
| 6.4 Learning Through Application: The Multiple Objectives of Firms | Corporate social responsibility and the dialectical relationship between long-term value and profit maximization                                                          | Be able to take a dialectical view of firms' business objectives and understand the importance of fulfilling corporate social responsibility |

**(7) Module 7: Income Distribution Theory (3 Teaching Hours)**

| Unit                                                                      | Teaching Content                                                                                                      | Teaching Requirements                                                                                                 |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 7.1 Measuring Income Inequality                                           | The meaning of the Lorenz curve, the calculation and economic significance of the Gini coefficient                    | Be able to assess the degree of fairness in income distribution using the Lorenz curve and the Gini coefficient       |
| 7.2 Policies for Promoting Distributional Equity                          | Taxation mechanisms for income regulation and the role of social security and welfare policies                        | Be able to analyze the effects of different redistribution policies on income equity                                  |
| 7.3 The Relationship between Equity and Efficiency                        | The meanings of equity and efficiency, trade-offs between the two, and approaches to their coordination               | Be able to understand dialectically the logical relationship between "making the cake bigger" and "dividing the cake" |
| 7.4 Learning Through Application: Pathways to Achieving Common Prosperity | China's income distribution system, the meaning of common prosperity, and directions for its practical implementation | Be able to understand the policy logic of common prosperity in light of income distribution theory                    |

**(8) Module 8: Market Failure (3 Teaching Hours)**

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

|                                                                           |                                                                                                                                               |                                                                                                                                                   |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.1 Major Manifestations of Market Failure                                | The definition of market failure and four typical forms of market failure: monopoly, public goods, externalities, and information asymmetry   | Be able to identify various forms of market failure in real-world economic contexts                                                               |
| 8.2 Public Goods and Common Resources                                     | The characteristics of public goods, the free-rider problem, and the causes of the tragedy of the commons                                     | Be able to distinguish private goods from public goods and explain the logic underlying the overuse of common resources                           |
| 8.3 Externalities and Their Governance                                    | Positive and negative externalities and approaches to addressing externalities, such as Pigouvian taxes and the assignment of property rights | Be able to apply externality theory to analyze real-world environmental issues, such as pollution control                                         |
| 8.4 Information Asymmetry and Moral Hazard                                | Adverse selection, moral hazard, signaling, and the design of incentive mechanisms                                                            | Be able to explain market problems arising from information asymmetry and understand the basic principles of risk prevention and control          |
| 8.5 Learning Through Application: Ecological and Environmental Protection | The logic of addressing environmental externalities and the economic significance of developing an ecological civilization                    | Be able to understand the necessity of ecological protection from the perspective of market failure and develop an awareness of green development |

**(9) Module 9: Introduction to Macroeconomics (4 Teaching Hours)**

| Unit                                                                         | Teaching Content                                                                                                                                                         | Teaching Requirements                                                                                                                          |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.1 Fundamental Issues in Macroeconomics                                     | The subject matter of macroeconomics and the four major macroeconomic objectives: economic growth, price stability, full employment, and balance of payments equilibrium | Be able to distinguish the differences between macroeconomic and microeconomic research and master the core objectives of macroeconomic policy |
| 9.2 Key Macroeconomic Indicators                                             | The meaning and significance of major macroeconomic indicators, including price indices, the unemployment rate, and the balance of payments                              | Be able to interpret the economic significance and policy signals conveyed by common macroeconomic indicators                                  |
| 9.3 Economic Growth and Economic Development                                 | The meaning of economic growth, quality requirements for economic development, and the key factors influencing economic growth                                           | Be able to distinguish economic growth from economic development and understand the meaning of high-quality development                        |
| 9.4 Learning Through Application: China's New Normal of Economic Development | The characteristics of China's new normal of economic development and the practical requirements for high-quality development                                            | Be able to understand the stage-specific characteristics of China's economic development in light of macroeconomic theory                      |

**(10) Module 10: Gross Domestic Product (GDP) (4 Teaching Hours)**

| Unit                                                     | Teaching Content                                                                                                         | Teaching Requirements                                                                       |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 10.1 Core Indicators of National Economic Accounting     | The definition and accounting methods of Gross Domestic Product (GDP) and the meaning of Gross National Product (GNP)    | Be able to distinguish between GDP and GNP and understand the basic logic of GDP accounting |
| 10.2 Limitations of GDP                                  | The inherent limitations of GDP accounting and deviations in measuring welfare levels arising from non-market activities | Be able to objectively evaluate the value and limitations of GDP as an economic indicator   |
| 10.3 Sustainable Development and Ecological Civilization | The meaning of sustainable development, the concept of Green                                                             | Be able to understand the economic significance of sustainable                              |

| Unit                                                                                         | Teaching Content                                                                                                        | Teaching Requirements                                                                                                                |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              | GDP, and the development of a socialist ecological civilization                                                         | development and develop an awareness of ecological civilization                                                                      |
| 10.4 Learning Through Application: The Dialectical Relationship between Wealth and Happiness | The relationship between economic growth and national happiness and the multidimensional meaning of people's well-being | Be able to take a dialectical view of the relationship between wealth growth and happiness and develop a sound perspective on wealth |

**(11) Module 11: Unemployment and Inflation (5 Teaching Hours)**

| Unit                                                            | Teaching Content                                                                                                                | Teaching Requirements                                                                                                                         |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 11.1 Inflation                                                  | The definition and measurement of inflation; types, causes, and economic effects of inflation                                   | Be able to analyze the fundamental causes of inflation and understand its effects on the economy and residents' daily lives                   |
| 11.2 Unemployment                                               | The definition and types of unemployment, the natural rate of unemployment, and the economic and social effects of unemployment | Be able to distinguish among different types of unemployment and understand the policy implications of full employment                        |
| 11.3 The Phillips Curve                                         | The core meaning of the Phillips curve and the short-run and long-run relationships between unemployment and inflation          | Be able to explain the trade-off between unemployment and inflation and understand the logic of trade-offs in macroeconomic policymaking      |
| 11.4 Learning Through Application: The Foundation of Well-Being | The relationship among employment stability, price stability, and residents' sense of well-being                                | Be able to understand the fundamental role of ensuring people's well-being in promoting residents' happiness from a macroeconomic perspective |

**(12) Module 12: The Open Economy (4 Teaching Hours)**

| Unit                                                                               | Teaching Content                                                                                                                    | Teaching Requirements                                                                                                                           |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.1 The Open Economy and International Trade                                      | The characteristics of an open economy, the theory of comparative advantage, and the sources of gains from international trade      | Be able to apply the principle of comparative advantage to explain the necessity of and gains from international trade                          |
| 12.2 Foreign Exchange and Exchange Rates                                           | The definition of foreign exchange, methods of quoting exchange rates, and the effects of exchange rate fluctuations on the economy | Be able to analyze the effects of exchange rate appreciation and depreciation on imports and exports and residents' cross-border consumption    |
| 12.3 Exchange Rate Determination and Influencing Factors                           | The theory of purchasing power parity and the key factors influencing exchange rate fluctuations                                    | Be able to understand the basic logic of exchange rate determination and analyze the major causes of exchange rate fluctuations                 |
| 12.4 Learning Through Application: An International Perspective in an Open Economy | Trends in the development of economic globalization and China's practical approaches to opening up to the outside world             | Be able to develop an open-economy perspective and understand the strategic significance of China's policies of opening up to the outside world |

**(13) Module 13: Final Review (3 Teaching Hours)**

| Unit                                     | Teaching Content                                                                                                   | Teaching Requirements                                                           |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 13.1 Integration of the Knowledge System | A systematic review of the core concepts of microeconomics and a review of the logical framework of macroeconomics | Be able to construct a comprehensive foundational knowledge system of economics |

| Unit                                    | Teaching Content                                                                | Teaching Requirements                                                                                  |
|-----------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 13.2 Comprehensive Application Training | Analysis of real-world economic cases and discussion of current economic issues | Be able to apply economic principles comprehensively to analyze and explain real-world economic issues |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                                                          | Evaluation Criteria |
|----------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                                                                        | Process records     |
| Final Examination    | 50%    | Theoretical Knowledge (including supply and demand theory, elasticity, production costs, market structures, macroeconomic indicators, and the open economy) | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension                      | Excellent (90-100)                                                                                                                         | Good (80-89)                                                                                                     | Moderate (70-79)                                                                                         | Pass (60-69)                                                                        | Fail (<60)                                                    |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Analysis of Economic Principles           | Skillfully applies economic principles to systematically analyze complex economic phenomena and develops a complete chain of reasoning.    | Independently applies theories to analyze typical economic problems with clear logic.                            | Analyzes common economic phenomena with simple guidance.                                                 | Can only identify basic economic concepts; analysis contains numerous omissions.    | Unable to apply basic principles to conduct analysis.         |
| Cost and Business Decision-Making         | Innovatively develops business pricing and optimization solutions by integrating elasticity and cost theories.                             | Proposes reasonable pricing and cost-optimization approaches based on relevant theories.                         | Completes simple cost and supply-and-demand decision analyses with guidance.                             | Requires extensive prompting to complete basic decision-making analysis.            | Unable to conduct basic business decision-making analysis.    |
| Macroeconomic and Open-Economy Assessment | Uses multiple macroeconomic indicators to anticipate economic conditions and analyzes the combined effects of exchange rates and policies. | Accurately interprets macroeconomic indicators and analyzes the economic impacts of exchange rates and policies. | Identifies the meaning of major macroeconomic indicators and provides simple analyses of policy impacts. | Can understand only basic economic indicators, with limited and one-sided analysis. | Unable to understand the meaning of macroeconomic indicators. |
| Integrated Scenario Application           | Independently develops analytical frameworks based on                                                                                      | Integrates course knowledge to solve typical economic problems in trade                                          | Completes economic scenario analysis tasks with guidance.                                                | Relies heavily on guidance and can only barely complete basic scenario tasks.       | Unable to complete economic scenario analysis tasks.          |

|  |                                                                                                |                                   |  |  |  |
|--|------------------------------------------------------------------------------------------------|-----------------------------------|--|--|--|
|  | current economic issues and innovatively solves business- and trade-related economic problems. | and business operation scenarios. |  |  |  |
|--|------------------------------------------------------------------------------------------------|-----------------------------------|--|--|--|

## **VI. Teaching Materials**

### **1. Primary Textbook**

Feng Rui. Fundamentals of Economics (3rd Edition). Higher Education Press, 2022.

### **2. Reference Textbooks**

Miao Daiwen. Fundamentals of Economics (6th Edition). China Renmin University Press, 2023.

Jiang Nengzhi and Han Wei. Fundamentals of Economics. Tsinghua University Press, 2019.

### **3. Reference Standards**

Harmonized System (HS) 2026 Edition,

GB/T 1.1-2020 Directives for Standardization – Part 1: Rules for the Structure and Drafting of Standardizing Documents,

GB/T 2828.1-2012 Sampling Procedures for Inspection by Attributes – Part 1: Sampling Schemes Indexed by Acceptance Quality Limit (AQL) for Lot-by-Lot Inspection.

### **4. Digital Resources**

Chaoxing Online Teaching Platform, Smart Vocational Education Customs Affairs Resource Repository, Official Website of the National Standardization Administration.

### 3. Fundamentals of Management

#### I. Basic Course Information

|                                 |                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of Management                                                                                                                                                                                                           |
| <b>Course Code</b>              | 1202073331                                                                                                                                                                                                                           |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                                                                  |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                                                                            |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                                                                   |
| <b>Teaching Hours / Credits</b> | 34 Teaching Hours / 2 Credits (34 Theoretical Hours + 0 Practical Hours)                                                                                                                                                             |
| <b>Semester Offered</b>         | Semester1                                                                                                                                                                                                                            |
| <b>Prerequisite Courses</b>     | /                                                                                                                                                                                                                                    |
| <b>Subsequent Courses</b>       | Freight Forwarding English, Transportation Management Practice, AEO Compliance and Risk Control, Comprehensive Practical Training for International Freight Forwarding, Supply Chain Management, Commodity Inspection and Quarantine |
| <b>Author</b>                   | Wu Juanjuan                                                                                                                                                                                                                          |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                                                             |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                                                                         |
| <b>Date Formulated/Revised</b>  | September 2024                                                                                                                                                                                                                       |

#### II. Course Description

Fundamentals of Management is a compulsory basic professional course offered for freshmen in the majors of Customs and Foreign Trade Services & Modern Logistics Management. Targeting students with zero relevant professional foundation, this course takes the full operation process of enterprises as the main line, and adopts the textbook Enterprise Management Basics. It systematically covers 11 core modules including enterprise cognition, strategic management, organizational management, corporate culture, human resource management, production management, financial management, quality management, logistics & supply chain management, brand marketing and innovation management.

Closely aligned with grassroots posts in freight forwarding, warehousing and foreign trade SMEs, the course integrates real enterprise cases, PPT lectures, group discussions and scenario simulation into teaching. Ideological and political elements such as compliance operation, pursuit of excellence, teamwork and risk prevention are

embedded in all teaching sessions. As a prerequisite theoretical course for all core logistics and customs majors, it builds a complete logical framework for subsequent courses like English for International Freight Forwarding, it cultivates technical and skilled talents equipped with basic management thinking who are competent for grassroots team and operation posts in enterprises.

Course Features: Integrated post & curriculum design, case-driven teaching, industry-oriented theories closely linked to front-line freight forwarding and logistics posts, realizing the integrated classroom mode of "theoretical explanation - case analysis - exercise consolidation".

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This is the introductory core basic course for logistics and customs majors. It provides theoretical support for follow-up courses including Freight Forwarding English and Supply Chain Management. Targeting grassroots posts such as freight forwarding team leaders, warehouse supervisors and foreign trade operation specialists, it constructs an integrated knowledge system of general management theories plus foreign trade & freight forwarding industrial application. It undertakes the core task of cultivating students' professional cognition and comprehensive vocational literacy in the talent training program.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 3, 8, and 9)**

##### **1. Knowledge Objectives**

- (1) Master the basic definitions of enterprises and management, as well as the complete operational framework of business operation.
- (2) Be familiar with core concepts and methodologies of ten management modules: strategy, organization, corporate culture, human resources, production, finance, quality, supply chain, brand marketing and innovation.
- (3) Master general management procedures of SMEs and daily operation key points of freight forwarding & logistics enterprises.
- (4) Understand the development trend of modern enterprise management, as well as basic common sense of business compliance and risk control.

##### **2. Ability Objectives**

- (1) Distinguish management modes of different enterprises and identify the

operational gaps between freight forwarding SMEs and manufacturing enterprises.

(2)Independently analyze practical management problems in strategy, organization, quality and supply chain of enterprises.

(3) Design simple organizational and operation plans combining logistics & freight forwarding scenarios.

(4)Conduct basic business analysis and resolve common conflicts at grassroots posts with management theories.

(5) Develop self-study ability to sort knowledge, finish chapter exercises and analyze enterprise cases.

### **3. Quality Objectives**

(1) Overall Planning Awareness: Establish a holistic business mindset and analyze management issues from a comprehensive perspective.

(2) Craftsman Spirit: Form refined management awareness, attach importance to process and quality control, and reject extensive operation.

(3)Compliance & Integrity Literacy: Abide by the compliance bottom line of foreign trade and freight forwarding industries, and foster the spirit of contracts.

(4)Teamwork Competence: Improve communication and coordination through group case discussions.

(5) Career Development Awareness: Master self-management skills and lay a foundation for future grassroots management posts.

## **IV. Course Content and Requirements**

### **1. Teaching Content Structure**

The course consists of 11 core chapters, plus flexible hours, review hours and examination hours, with a total of 34 class hours (all theoretical lectures & case exercise sessions). Real cases of manufacturing and freight forwarding enterprises are adopted for task-based teaching.

| <b>Module</b>                                    | <b>Core Teaching Content</b>                                                                                        | <b>Theoretical Hours</b> | <b>Practical Hours</b> | <b>Competency Focus</b>                                            |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|--------------------------------------------------------------------|
| Module 1<br>Overview of Enterprises & Management | Definition & classification of enterprises, basic management functions, business operation logic                    | 4                        | 0                      | Basic enterprise cognition & discrimination of management concepts |
| Module 2<br>Strategic Management                 | Classification of corporate strategies, formulation & implementation, strategic planning for small & medium freight | 4                        | 0                      | Corporate strategy analysis & drafting of simple development plans |

| Module                                          | Core Teaching Content                                                                              | Theoretical Hours | Practical Hours | Competency Focus                                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------------------------------------|
| nt                                              | forwarders                                                                                         |                   |                 |                                                                             |
| Module 3<br>Organizational Management           | Types of organizational structures, department division, power & authorization allocation          | 4                 | 0               | Organizational design & job authority division for SMEs                     |
| Module 4<br>Corporate Culture Management        | Composition of corporate culture, construction modes for freight forwarding enterprises            | 2                 | 0               | Corporate culture diagnosis & construction planning ability                 |
| Module 5<br>Human Resource Management           | Recruitment, training, performance appraisal and employee incentive approaches                     | 2                 | 0               | Grassroots staff management & performance assessment practice               |
| Module 6<br>Production Management               | Production workflow, workshop site control, coordination between production and freight forwarding | 2                 | 0               | Analysis of manufacturing site management problems                          |
| Module 7<br>Financial Management                | Basic financial indicators, cost control of freight forwarding businesses                          | 2                 | 0               | Enterprise cost & revenue analysis ability                                  |
| Module 8<br>Quality Management                  | Full-process quality supervision, DJI quality control cases                                        | 2                 | 0               | Quality monitoring and deviation correction ability                         |
| Module 9<br>Logistics & Supply Chain Management | Cross-border supply chain system, warehouse & freight forwarding operation rules                   | 2                 | 0               | Control ability of cross-border logistics & freight forwarding supply chain |
| Module 10<br>Brand & Marketing Management       | Brand building, overseas customer development for foreign trade                                    | 2                 | 0               | Customer development & maintenance for freight forwarders                   |
| Module 11<br>Innovation Management              | Digital & operational innovation of freight forwarding SMEs                                        | 2                 | 0               | Optimization & innovation design for enterprise operation                   |
| Flexible Hours                                  | Knowledge gap filling & extended industry cases                                                    | 2                 | 0               | Supplementary expansion of industry knowledge                               |
| Final Review                                    | Review of full-module knowledge, comprehensive exercises & case studies                            | 2                 | 0               | Knowledge integration & comprehensive exam skills                           |
| Final Closed-book Exam                          | Unified written assessment                                                                         | 2                 | 0               | Comprehensive knowledge evaluation                                          |
| <b>Total</b>                                    | /                                                                                                  | <b>34</b>         | <b>0</b>        | /                                                                           |

## 2. Detailed Teaching Content

### Module 1 Overview of Enterprises & Management (4 Hours)

| Unit                                | Teaching Content                                                                      | Teaching Requirements                                                            |
|-------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 1.1 Basic Concepts of Enterprises   | Definition & classification (manufacturing / freight forwarding / foreign trade)      | Distinguish operational differences between freight forwarders and manufacturers |
| 1.2 Core Contents of Management     | Four management functions and business objectives                                     | Give practical examples of freight forwarding management work                    |
| 1.3 Management & Career Development | Self-management for college students, competence requirements for grassroots managers | Build self-management awareness and clarify post competency standards            |

### Module 2 Strategic Management (4 Hours)

| Unit                                  | Teaching Content                                             | Teaching Requirements                                                   |
|---------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------|
| 2.1 Hierarchy of Corporate Strategies | Corporate-level, business-level and functional strategies    | Distinguish different strategic layouts of freight forwarding companies |
| 2.2 Strategy Formulation Procedures   | Environmental analysis, objective setting and implementation | Draft a simple development plan for small freight forwarders            |

### Module 3 Organizational Management (4 Hours)

| Unit                                 | Teaching Content                                                  | Teaching Requirements                                                         |
|--------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 3.1 Common Organizational Structures | Functional, divisional and flat structures plus their pros & cons | Match suitable structures according to freight forwarding enterprise scale    |
| 3.2 Department & Power Allocation    | Job setting, balance of centralization and authorization          | Rationally divide authority of operation & sales departments in freight firms |

### Module 4 Corporate Culture Management (2 Hours)

| Unit                                            | Teaching Content                                       | Teaching Requirements                                               |
|-------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------|
| 4.1 Composition of Corporate Culture            | Spiritual, institutional and material culture carriers | Identify different forms of corporate culture                       |
| 4.2 Culture Construction for Foreign Trade SMEs | Compliance & service-oriented culture design           | Draw up a preliminary corporate culture plan for freight forwarders |

### Module 5 Human Resource Management (2 Hours)

| Unit                                   | Teaching Content                                              | Teaching Requirements                         |
|----------------------------------------|---------------------------------------------------------------|-----------------------------------------------|
| 5.1 Staff Recruitment & Training       | Recruitment and pre-job training for freight forwarding posts | Design basic staff training programs          |
| 5.2 Performance Appraisal & Incentives | Common assessment methods and employee motivation tools       | Devise incentive schemes for freight salesmen |

### Module 6 Production Management (2 Hours)

| Unit                                     | Teaching Content                                         | Teaching Requirements                                          |
|------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|
| 6.1 Workshop Site Management             | 5S management, production scheduling and process control | Analyze pain points of manufacturing workshop management       |
| 6.2 Linkage between Production & Freight | Factory delivery and warehousing coordination logic      | Understand integrated operation of manufacturing and logistics |

### Module 7 Financial Management (2 Hours)

| Unit                                     | Teaching Content                                         | Teaching Requirements                                |
|------------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| 7.1 Basic Corporate Financial Indicators | Cost, revenue and profit concepts                        | Read simple revenue & expenditure statements of SMEs |
| 7.2 Cost Control of Freight Forwarders   | Expense control of transportation, labor and warehousing | Sort major cost control points of freight businesses |

### **Module 8 Quality Management (2 Hours)**

| Unit                             | Teaching Content                                          | Teaching Requirements                                    |
|----------------------------------|-----------------------------------------------------------|----------------------------------------------------------|
| 8.1 Full-process Quality Control | Pre-inspection, in-process monitoring and post-inspection | Build complete quality supervision workflow for goods    |
| 8.2 Enterprise QC Cases          | DJI product quality control & freight document inspection | Identify quality deviations and propose correction plans |

### **Module 9 Logistics & Supply Chain Management (2 Hours)**

| Unit                                         | Teaching Content                                  | Teaching Requirements                                    |
|----------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| 9.1 Complete Supply Chain Chain              | Supplier-factory-forwarder-customer system        | Sort the whole cross-border logistics workflow           |
| 9.2 Warehouse & Freight Operation Management | Order, warehousing and transportation supervision | Analyze typical problems in freight warehouse management |

### **Module 10 Brand & Marketing Management (2 Hours)**

| Unit                             | Teaching Content                                | Teaching Requirements                                         |
|----------------------------------|-------------------------------------------------|---------------------------------------------------------------|
| 10.1 Corporate Brand Building    | Brand positioning for foreign trade enterprises | Differentiate domestic and cross-border brand operation modes |
| 10.2 Overseas Customer Marketing | Development and maintenance of foreign clients  | Design a basic customer development plan for freight firms    |

### **Module 11 Innovation Management (2 Hours)**

| Unit                                    | Teaching Content                             | Teaching Requirements                                                 |
|-----------------------------------------|----------------------------------------------|-----------------------------------------------------------------------|
| 11.1 Types of Corporate Innovation      | Process, business and digital transformation | Identify digital upgrading directions for freight forwarding industry |
| 11.2 Innovation Implementation for SMEs | Low-cost business optimization solutions     | Put forward feasible improvement suggestions for freight SME          |

### **Flexible Hours (2 Hours)**

| Unit                                                  | Teaching Content                              | Teaching Requirements                                                                               |
|-------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Identify and address any gaps throughout all chapters | Answer students' questions and expand freight | Make up weak knowledge points of all chapters <br>Address the weak knowledge points in each chapter |

### **Final Review (2 Hours)**

| Unit                                    | Teaching Content                                                     | Teaching Requirements                                         |
|-----------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------|
| Full-module Knowledge Sort-out          | Systematic review of core points in 11 chapters                      | Form a complete knowledge framework of enterprise management  |
| Comprehensive Exercises & Case Analysis | Chapter exercises and integrated freight forwarding management cases | Apply multi-dimensional theories to solve enterprise problems |

### **Final Closed-book Exam (2 Hours)**

| Unit                 | Teaching Content                                                                                                     | Teaching Requirements |
|----------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------|
| All chapters covered | question types include multiple choice, short answer questions and comprehensive enterprise management case analysis |                       |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                               | Evaluation Criteria                                                            |
|----------------------|--------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Regular Performance  | 60%    | Class attendance (30%), group case presentation & class discussion (15%), chapter homework (15%) | Scored based on attendance records, homework quality and classroom performance |
| Final Examination    | 40%    | Closed paper: single choice, short answers, enterprise comprehensive case analysis               | Marked uniformly against standard answer keys                                  |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension       | Excellent (90-100)                                                                               | Good (80-89)                                                                    | Moderate (70-79)                                                         | Pass (60-69)                                            | Fail (<60)                                            |
|----------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|
| Theoretical Discrimination | Master all module concepts proficiently and expand freight forwarding cases independently        | Accurately grasp most theories, only a few points need hints                    | No mistakes in basic concepts but confused with complex management logic | Can memorize simple definitions yet mix up most modules | Unable to recognize basic enterprise management terms |
| Enterprise Scheme Design   | Independently design innovative complete strategy/organization/incentive plans for freight firms | Finish standard SME management plans without assistance                         | Complete basic plans under minor guidance                                | Only draft simple fragments with massive prompts        | Cannot finish basic management design tasks           |
| Business Problem Analysis  | Analyze enterprise pain points from multiple angles and propose implementable solutions          | Accurately identify major management problems and corresponding countermeasures | Detect obvious defects with single-sided solutions                       | Only find superficial phenomena without solutions       | Cannot spot management problems of enterprises        |

## VI. Teaching Materials

### 1. Primary Textbook

Enterprise Management Basics, Yan Yikang, Lixin Accounting Press, September 2024  
1st Edition.

### 2. Reference Textbooks

Fundamentals of Management, Guo Zheng et al., China Renmin University Press,  
July 2017.

Selected Teaching Cases of Management, Wang Fengbin, Fudan University Press.

Management (A Global Perspective), Heinz Weihrich & Harold Koontz, Economic  
Science Press.

Management: Building Competitive Advantage, Thomas S. Bateman, Peking University Press.

### **3. Reference Standards**

Real operation cases on organization, human resources and quality control of small & medium freight forwarders; DJI cross-border logistics quality control materials; Practical templates of strategy & marketing plans for foreign trade SMEs.

### **4. Digital Resources**

Superstar Learning Online Course & Chapter Exercise Bank; Vocational Education Cloud Resource Library for Customs & Logistics Majors; Micro-lectures on enterprise management; Public operation data of domestic cross-border freight forwarding enterprises

## 4. Fundamentals of E-Commerce

### I. Basic Course Information

|                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of E-Commerce                                                                                                          |
| <b>Course Code</b>              | 1202073343                                                                                                                          |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective |
| <b>Course Category</b>          | Professional Basic Course                                                                                                           |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services                                                                                                  |
| <b>Teaching Hours / Credits</b> | 51 Teaching Hours / 3 Credits (51 Theoretical Hours + 0 Practical Hours)                                                            |
| <b>Semester Offered</b>         | Semester 2                                                                                                                          |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Economics, Fundamentals of Management                                          |
| <b>Subsequent Courses</b>       | JIT and Intelligent Customs Clearance, AEO Compliance and Risk Control, Intelligent Supply Chain Management                         |
| <b>Author</b>                   | Yan Yun                                                                                                                             |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                            |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                        |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                          |

### II. Course Description

Fundamentals of E-Commerce is a career initiation and foundation-building course for the Customs Affairs and Foreign Trade Services major. It is a professional basic course integrating both theory and application. Centered on the basic theories and business models of e-commerce, the course systematically teaches core knowledge including the connotation and characteristics of e-commerce, development status and trends, mainstream business models, e-commerce laws and regulations, electronic payment, e-commerce logistics, network marketing, mobile e-commerce, cross-border e-commerce, and smart retail. It aims to cultivate students' abilities in e-commerce cognition, internet thinking, and basic e-commerce practical application.

Course Features: The course adopts a teaching model of "case-driven, integration of theory and practice, and online-offline integration," incorporating cutting-edge industry developments and real-world cases into the teaching process. It aligns with the digital transformation needs of the customs affairs and foreign trade services industry in the digital economy era, laying a foundation for subsequent careers in

customs operations, cross-border e-commerce, digital trade, and related fields.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with job clusters including customs declarer, cross-border e-commerce operations specialist, and foreign trade documentation specialist. It cultivates students' core competencies in basic e-commerce theoretical cognition, e-commerce platform operation, network marketing tool application, and foundational cross-border e-commerce operations. It serves as a key foundational course supporting the "Digital Trade and Cross-Border E-Commerce" module in the program's talent development objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 2, and 3)**

##### **1. Knowledge Objectives**

- (1) Master the connotation, characteristics, classification, development status, and trends of e-commerce (Chapter 1);
- (2) Understand the main e-commerce models (B2B, B2C, C2C, O2O, etc.) and their operating mechanisms (Chapter 1);
- (3) Be familiar with the E-Commerce Law of the People's Republic of China and laws and regulations related to e-commerce security and marketing (Chapter 2);
- (4) Master the basic concepts, main tools, and security requirements of electronic payment (Chapter 3);
- (5) Understand the relationship between e-commerce and logistics, e-commerce logistics models, and smart logistics applications (Chapter 4);
- (6) Master the basic tools and methods of network marketing (search engine marketing, graphic and text marketing, community marketing, short video marketing, live streaming marketing, etc.) (Chapter 5);
- (7) Understand the development status, trends, and industry applications of mobile e-commerce (Chapter 6);
- (8) Understand the concepts, development status, trends, and mainstream platforms of cross-border e-commerce (Chapter 7);
- (9) Understand the integrated development of rural e-commerce and rural revitalization (Chapter 8);
- (10) Understand the concepts, development trends, and omnichannel operation models

of smart retail (Chapter 9).

## **2. Ability Objectives**

- (1) Accurately distinguish different e-commerce models and analyze the business models of typical e-commerce enterprises;
- (2) Apply e-commerce laws and regulations to make basic compliance judgments on e-commerce business practices;
- (3) Use common electronic payment tools to complete online payment operations;
- (4) Apply basic network marketing tools to conduct simple online promotion planning;
- (5) Identify mainstream cross-border e-commerce platforms and understand their basic operational processes;
- (6) Provide basic analysis and recommendations for e-commerce aspects in customs declaration and foreign trade operations.

## **3. Quality Objectives**

- (1) Internet Thinking: Cultivate digital economy and internet business thinking to adapt to digital trade development trends;
- (2) Innovation Awareness: Stimulate e-commerce model innovation and entrepreneurial awareness, paying attention to technology-driven business transformation;
- (3) Compliance Awareness: Strengthen awareness of e-commerce laws and regulations, establish the concept of integrity and compliance in business operations;
- (4) International Perspective: Develop a cross-border e-commerce and global digital trade perspective, understanding international rules of the digital economy;
- (5) Teamwork: Enhance communication, collaboration, and teamwork capabilities through group projects.

# **IV. Course Content and Requirements**

## **1. Teaching Content Structure**

This course comprises ten teaching modules, covering a full-chain knowledge system from basic e-commerce theory to industry applications. The course is primarily lecture-based, supplemented by case analysis, discussion, and interactive activities to achieve an organic integration of theoretical knowledge and practical application.

| Module | Core Teaching Content | Theoretical Hours | Practical Hours | Competency Focus |
|--------|-----------------------|-------------------|-----------------|------------------|
|--------|-----------------------|-------------------|-----------------|------------------|

| Module       | Core Teaching Content                       | Theoretical Hours | Practical Hours | Competency Focus                                    |
|--------------|---------------------------------------------|-------------------|-----------------|-----------------------------------------------------|
| Module 1     | Introduction to E-Commerce (Chapter 1)      | 6                 | 0               | Disciplinary cognition and model identification     |
| Module 2     | E-Commerce Laws and Regulations (Chapter 2) | 6                 | 0               | Legal cognition and compliance judgment             |
| Module 3     | Electronic Payment (Chapter 3)              | 3                 | 0               | Payment tool application capability                 |
| Module 4     | E-Commerce Logistics (Chapter 4)            | 6                 | 0               | E-commerce logistics cognition                      |
| Module 5     | Network Marketing (Chapter 5)               | 6                 | 0               | Network marketing tool application                  |
| Module 6     | Mobile E-Commerce (Chapter 6)               | 3                 | 0               | Mobile commerce cognition                           |
| Module 7     | Cross-Border E-Commerce (Chapter 7)         | 6                 | 0               | Cross-border e-commerce cognition                   |
| Module 8     | Rural E-Commerce (Chapter 8)                | 6                 | 0               | Rural e-commerce cognition                          |
| Module 9     | Smart Retail (Chapter 9)                    | 6                 | 0               | Smart retail cognition                              |
| Module 10    | Final Review                                | 3                 | 0               | Knowledge integration and comprehensive application |
| <b>Total</b> | —                                           | <b>51</b>         | <b>0</b>        | —                                                   |

## 2. Detailed Teaching Content

### (1) Module 1: Introduction to E-Commerce (6 Teaching hours)

| Unit                                              | Teaching Content                                                                                    | Teaching Requirements                                                      |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1.1 Connotation and Characteristics of E-Commerce | Definition, connotation, and basic characteristics of e-commerce                                    | Accurately describe the connotation and core characteristics of e-commerce |
| 1.2 Development Status and Trends of E-Commerce   | Domestic and international development history, current status, and cutting-edge trends             | Understand the development trajectory and future directions of e-commerce  |
| 1.3 E-Commerce Models                             | Definitions, characteristics, and typical cases of B2B, B2C, C2C, O2O models                        | Distinguish different e-commerce models and provide examples               |
| 1.4 Emerging Technologies in E-Commerce           | Applications of big data, cloud computing, AI and other emerging technologies in e-commerce         | Understand the driving role of emerging technologies in e-commerce         |
| 1.5 E-Commerce Careers and Entrepreneurship       | Job clusters, competency requirements, and entrepreneurial opportunities in the e-commerce industry | Establish e-commerce career awareness and entrepreneurial mindset          |

### (2) Module 2: E-Commerce Laws and Regulations (6 Teaching Hours)

| Unit                               | Teaching Content                                                                         | Teaching Requirements                             |
|------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------|
| 2.1 Overview of the E-Commerce Law | Legislative background, scope of application, and basic principles of the E-Commerce Law | Understand the core content of the E-Commerce Law |

| Unit                                          | Teaching Content                                                                                        | Teaching Requirements                                             |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 2.2 E-Commerce Security Laws and Regulations  | Basic requirements of the Cybersecurity Law, Data Security Law, and Personal Information Protection Law | Understand the legal framework for e-commerce security            |
| 2.3 E-Commerce Marketing Laws and Regulations | Application of the Advertising Law and Anti-Unfair Competition Law in e-commerce marketing              | Make basic compliance judgments on e-commerce marketing practices |

### (3) Module 3: Electronic Payment (3 Teaching Hours)

| Unit                               | Teaching Content                                                                             | Teaching Requirements                                 |
|------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 3.1 Overview of Electronic Payment | Concepts, development history, and main types of electronic payment                          | Understand the basic concepts of electronic payment   |
| 3.2 Third-Party Payment Tools      | Functions and features of mainstream third-party payment tools such as Alipay and WeChat Pay | Understand how to use third-party payment tools       |
| 3.3 Electronic Payment Security    | Security risks and preventive measures in electronic payment                                 | Understand security safeguards for electronic payment |

### (4) Module 4: E-Commerce Logistics (6 Teaching Hours)

| Unit                                       | Teaching Content                                                                                  | Teaching Requirements                                            |
|--------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 4.1 Understanding E-Commerce and Logistics | Relationship between e-commerce and logistics, characteristics and models of e-commerce logistics | Understand the basic concepts and models of e-commerce logistics |
| 4.2 E-Commerce Logistics Applications      | Warehouse management, distribution management, and logistics information management               | Understand the main business processes of e-commerce logistics   |
| 4.3 Smart Logistics and Supply Chain       | Smart logistics technologies, supply chain collaboration, and unmanned delivery                   | Understand cutting-edge smart logistics applications             |

### (5) Module 5: Network Marketing (6 Teaching Hours)

| Unit                                              | Teaching Content                                                                  | Teaching Requirements                                    |
|---------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------|
| 5.1 Understanding Network Marketing and Its Tools | Concepts, characteristics, and common tools of network marketing                  | Understand the basic tools of network marketing          |
| 5.2 Search Engine Marketing                       | Basic principles and applications of SEO and SEM                                  | Understand search engine marketing methods               |
| 5.3 Graphic and Text Marketing                    | Graphic and text marketing methods on WeChat Official Accounts, Xiaohongshu, etc. | Understand basic graphic and text marketing methods      |
| 5.4 Community Marketing                           | Community operation strategies and user growth methods                            | Understand the basic concepts of community marketing     |
| 5.5 Short Video Marketing                         | Marketing strategies on short video platforms such as Douyin and Kuaishou         | Understand short video marketing methods                 |
| 5.6 Live Streaming Marketing                      | Live streaming sales models and streamer operation techniques                     | Understand the basic formats of live streaming marketing |
| 5.7 Digital Advertising Marketing                 | In-feed advertising, precision marketing, etc.                                    | Understand digital advertising placement methods         |

### (6) Module 6: Mobile E-Commerce (3 Teaching Hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                                   | Teaching Content                                                                    | Teaching Requirements                                          |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 6.1 Overview of Mobile E-Commerce                      | Concepts, characteristics, and development history of mobile e-commerce             | Understand the basic concepts of mobile e-commerce             |
| 6.2 Development Status and Trends of Mobile E-Commerce | Market size, user behavior, and development trends of mobile e-commerce             | Understand the development status of mobile e-commerce         |
| 6.3 Industry Applications of Mobile E-Commerce         | Industry applications such as mobile shopping, mobile payment, and mobile marketing | Understand the main application scenarios of mobile e-commerce |

#### **(7) Module 7: Cross-Border E-Commerce (6 Teaching Hours)**

| Unit                                                         | Teaching Content                                                                                   | Teaching Requirements                                        |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 7.1 Understanding Cross-Border E-Commerce                    | Concepts, characteristics, and main models of cross-border e-commerce                              | Understand the basic concepts of cross-border e-commerce     |
| 7.2 Development Status and Trends of Cross-Border E-Commerce | Global market size, policy environment, and development trends                                     | Understand the development status of cross-border e-commerce |
| 7.3 Cross-Border E-Commerce Platforms                        | Features and operational key points of mainstream platforms such as Amazon, AliExpress, and Shopee | Understand mainstream cross-border e-commerce platforms      |

#### **(8) Module 8: Rural E-Commerce (6 Teaching Hours)**

| Unit                                                            | Teaching Content                                                                                          | Teaching Requirements                                                 |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 8.1 Overview of Rural E-Commerce                                | Concepts, development background, and significance of rural e-commerce                                    | Understand the basic concepts of rural e-commerce                     |
| 8.2 Operating Models and Development Trends of Rural E-Commerce | Agricultural products upward distribution, industrial products downward distribution, and platform models | Understand rural e-commerce operating models                          |
| 8.3 Rural Revitalization and Live Streaming E-Commerce          | Live streaming support for agriculture, e-commerce poverty alleviation, and digital village construction  | Understand the pathways of e-commerce supporting rural revitalization |

#### **(9) Module 9: Smart Retail (6 Teaching Hours)**

| Unit                                                             | Teaching Content                                                                      | Teaching Requirements                                   |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------|
| 9.1 Overview of Smart Retail                                     | Concepts, development background, and characteristics of smart retail                 | Understand the basic concepts of smart retail           |
| 9.2 Development Trends and Application Scenarios of Smart Retail | Applications such as unmanned retail, smart shelves, and AI-powered shopping guidance | Understand cutting-edge smart retail applications       |
| 9.3 Omnichannel Operations in Smart Retail                       | Online-offline integration, omnichannel marketing, and membership systems             | Understand the basic concepts of omnichannel operations |

#### **(10) Module 10: Final Review (3 Teaching Hours)**

| Unit                           | Teaching Content                                               | Teaching Requirements                                  |
|--------------------------------|----------------------------------------------------------------|--------------------------------------------------------|
| 10.1 Knowledge Integration     | Review of core concepts and key chapters                       | Construct a knowledge framework of e-commerce          |
| 10.2 Comprehensive Application | Case analysis of e-commerce in customs/foreign trade scenarios | Apply integrated knowledge to solve practical problems |

### **V. Assessment Requirements**

## 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                     | Evaluation Criteria |
|----------------------|--------|------------------------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                                   | Process records     |
| Final Examination    | 50%    | Theoretical knowledge (e-commerce concepts, models, laws and regulations, payment, logistics, network marketing, etc.) | Standard answer key |

## 2. Competency Achievement Evaluation Rubric

| Competency Dimension                             | Excellent (90-100)                                                                                                              | Good (80-89)                                                                                           | Moderate (70-79)                                                         | Pass (60-69)                                                         | Fail (<60)                                                     |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------|
| E-Commerce Model Cognition and Differentiation   | Precisely analyze and compare business models of multiple e-commerce enterprises, identifying their profit logic                | Independently distinguish major e-commerce models and describe their characteristics                   | Differentiate models with minimal guidance                               | Differentiate basic models with substantial guidance                 | Unable to distinguish basic models such as B2B, B2C, C2C       |
| Legal and Regulatory Compliance Judgment         | Skillfully apply e-commerce laws to analyze complex business scenarios and accurately identify compliance risks                 | Apply laws to make compliance judgments on common e-commerce practices                                 | Judge basic compliance issues with prompts                               | Identify only obvious violations                                     | Legal and Regulatory Compliance Judgment                       |
| Network Marketing Tool Application               | Systematically develop network marketing plans and skillfully combine multiple marketing tools                                  | Accurately identify and describe major network marketing tools and their application scenarios         | Identify common marketing methods and understand their basic functions   | Identify only individual marketing tools                             | Unable to identify basic network marketing tools               |
| Electronic Payment and Logistics Cognition       | Systematically analyze payment-logistics synergy mechanisms and propose optimization suggestions                                | Accurately describe major payment tools and e-commerce logistics models                                | Understand payment processes and basic logistics models                  | Understand only isolated concepts of payment or logistics            | Unable to understand basic concepts of payment and logistics   |
| Cross-Border E-Commerce and Industry Application | Comprehensively analyze cross-border e-commerce platform operation strategies and provide recommendations for customs scenarios | Identify mainstream cross-border e-commerce platforms and understand their basic operational processes | Understand basic concepts and major platforms of cross-border e-commerce | Understand only isolated knowledge points of cross-border e-commerce | Unable to understand basic concepts of cross-border e-commerce |

## VI. Teaching Materials

### 1. Primary Textbook

Xu Yingnan. Fundamentals and Practice of E-Commerce (3rd Edition). Higher Education Press, 2024.

## **2. Reference Textbooks**

(1) Beijing Hongke Jingwei Technology Co., Ltd. Vocational Skills Level Standards for Online Store Operations and Promotion (Version 2.0, 2021).

(2) Beijing Hongke Jingwei Technology Co., Ltd. Online Store Promotion (Intermediate Level). Higher Education Press, 2020.

(3) Bai Dongrui, Yue Yunkang (Eds.). Introduction to E-Commerce (5th Edition). Posts & Telecom Press, 2022.

(4) Su Li, Xiang Chengjiu. Fundamentals and Practice of E-Commerce (2nd Edition). China Renmin University Press, 2023.

(5) China Employment Training and Technical Instruction Center, Ministry of Human Resources and Social Security (Eds.). E-Commerce Specialist (Fundamental Knowledge). China Labor and Social Security Press, 2023.

(6) Liu Junyan (Ed.). Fundamentals of Cross-Border E-Commerce. Electronic Industry Press, 2023.

(7) Sui Dongxu, Sui Haijun. Fundamentals and Practice of Rural E-Commerce. Tsinghua University Press, 2022.

(8) Cheng Zhaozhao, Li Xingguo, Peng Baihua (Eds.). Live Streaming E-Commerce Practice. China Fortune Press, 2023.

## **3. Digital Resources**

Chaoxing Online Teaching Platform, China University MOOC Platform E-Commerce Course Resources.

## 5. Fundamentals of Modern Logistics

### I. Basic Course Information

|                                 |                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of Modern Logistics                                                                                                                                                       |
| <b>Course Code</b>              | 120101062                                                                                                                                                                              |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                    |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                              |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                     |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (68 Theoretical Hours + 0 Practical Hours)                                                                                                               |
| <b>Semester Offered</b>         | Semester 2                                                                                                                                                                             |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Economics,<br>Fundamentals of Management                                                                                          |
| <b>Subsequent Courses</b>       | AI + Customs Tariff Classification, JIT & Intelligent Customs Clearance,<br>International Business Documentation Practical Training, Single Window<br>Comprehensive Practical Training |
| <b>Author</b>                   | Feng Zhuyi                                                                                                                                                                             |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                               |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                           |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                                                                             |

### II. Course Description

Fundamentals of Modern Logistics is a career initiation and foundation-building course for majors in Customs and Foreign Trade Services and Modern Logistics Management. It is a comprehensive course integrating both theory and practice. Centered on the full-cycle logistics operation, the course systematically delivers core knowledge including logistics system, functional elements, international logistics, green smart logistics and logistics cost control. It develops students' capabilities of logistics system analysis, process optimization, resource coordination and cross-border logistics compliance application, laying a solid foundation for their future careers in warehouse operation, transportation scheduling, customs assistant, logistics planning and other posts.

Course Features: The course adopts a teaching model of "integration of post requirements, course content, competition and certification, case-driven approach, and combination of virtual and real scenarios", aligning with vocational qualification

examinations such as Logistics Service Specialist and Customs Clearance Proficiency Test.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly matches post groups including logistics specialist, warehouse administrator, transportation dispatcher and customs assistant. It cultivates students' core capabilities of logistics system identification, process control, cross-border logistics operation and green logistics planning, and acts as a key foundational course supporting the "Logistics Operation and Cross-border Coordination" module in the talent training objectives of the major.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 2, and 8)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, research objects and research methods of modern logistics and supply chain (Module 1);
- (2) Master the structural composition of logistics systems and operation logic of seven major functional elements (Module 2);
- (3) Understand the planning principles and site selection methods of logistics networks and distribution centers (Module 3);
- (4) Be familiar with the composition of logistics costs, accounting methods and quality management system (Module 4);
- (5) Master the whole-process operation modes of procurement, production, sales and reverse logistics for enterprises (Module 5);
- (6) Be familiar with third-party logistics and logistics outsourcing service modes as well as decision-making logic (Module 6);
- (7) Master the basic processes of international logistics and shipping customs clearance as well as the application of Incoterms (Module 7);
- (8) Learn about the cutting-edge development trends of logistics finance, low-carbon green logistics and smart logistics (Module 8).

##### **2. Ability Objectives**

- (1) Accurately identify the composition of logistics systems and core business attributes of each link;
- (2) Apply the cost comparison method to complete the comparison and selection of

transportation modes and logistics outsourcing schemes;

(3) Make quality judgments on warehousing and transportation processes in accordance with industrial standards;

(4) Access and interpret national logistics standards as well as warehousing & transportation operation specifications;

(5) Design simple site selection schemes for distribution centers and layout optimization plans for warehouses;

(6) Identify compliance risks in cross-border logistics and sort out basic shipping documents in a standardized manner;

(7) Provide basic scheme support for enterprises to reduce logistics costs and realize green transformation.

### **3. Quality Objectives**

(1) Quality Awareness: Establish a professional philosophy of "precision and efficiency, service first", and strictly abide by the safety bottom line of logistics operations;

(2) Compliance Awareness: Strengthen the awareness of cross-border logistics and customs declaration laws and regulations, and comply with import and export supervision norms;

(3) Craftsmanship Spirit: Cultivate a rigorous attitude towards logistics processes, warehouse inventory and document accounting, and pursue excellence in quality;

(4) Innovation Awareness: Stimulate thinking on logistics process optimization, and explore development paths of low-carbon green logistics and sustainable development;

(5) Teamwork: Complete network planning and process optimization group projects to improve cross-departmental communication and collaboration capabilities.

## **IV. Course Content and Requirements**

### **1. Teaching Content Structure**

This course consists of 8 teaching modules, covering a full-chain knowledge system ranging from basic logistics theories to cross-border, green and smart logistics industrial applications. Practical teaching is embedded in theoretical teaching through projects such as "Distribution Center Site Selection Practice", "Logistics Cost Accounting Simulation" and "Cross-border Logistics Process Deduction", realizing the approach of "learning by doing, doing by learning".

| Module       | Core Teaching Content                                         | Theoretical Hours | Practical Hours | Competency Focus                                                                  |
|--------------|---------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------------------------------------------|
| Module 1     | Logistics Cognition & Supply Chain Basics                     | 8                 | 0               | Logistics system cognition and concept discrimination ability                     |
| Module 2     | Management of Logistics System Functional Elements            | 16                | 0               | Logistics link analysis and operation optimization ability                        |
| Module 3     | Logistics Network & Distribution Center Planning              | 8                 | 0               | Node site selection and warehouse layout planning ability                         |
| Module 4     | Logistics Cost & Quality Management                           | 8                 | 0               | Cost accounting and quality problem analysis & control ability                    |
| Module 5     | Operation of All Types of Enterprise Logistics                | 6                 | 0               | Practical ability in enterprise procurement, production, sales logistics          |
| Module 6     | Third-party Logistics & Logistics Service Outsourcing         | 6                 | 0               | Ability to select and design logistics service schemes                            |
| Module 7     | International Logistics & Shipping Customs Clearance Practice | 8                 | 0               | Cross-border logistics process and document processing ability                    |
| Module 8     | Logistics Finance, Green & Smart Logistics                    | 8                 | 0               | Capability in new business form cognition and sustainable logistics scheme design |
| <b>Total</b> | —                                                             | <b>68</b>         | <b>0</b>        | —                                                                                 |

## 2. Detailed Teaching Content

### (1) Module 1: Logistics Cognition & Supply Chain Basics (8 Teaching Hours)

| Unit                                        | Teaching Content                                                                                                                                                             | Teaching Requirements                                                         |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1.1 Development Context of Modern Logistics | Definition of logistics, collaborative relationship among commodity flow, capital flow and information flow, iteration process from traditional logistics to smart logistics | Distinguish core characteristics of logistics in different development stages |
| 1.2 Basic Supply Chain Theories             | Hierarchical structure of supply chain, formation mechanism of bullwhip effect, layout characteristics of global supply chain                                                | Draw simple upstream and downstream supply chain flow charts                  |
| 1.3 Research Methods of Modern Logistics    | Case analysis, field investigation, cost comparison, system modeling                                                                                                         | Select appropriate methods to carry out logistics business analysis           |

### (2) Module 2: Management of Logistics System Functional Elements (16 Teaching Hours)

| Unit                                               | Teaching Content                                                                                                | Teaching Requirements                                                            |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 2.1 Cargo Transportation Management                | Characteristics of five transportation modes, types of unreasonable transportation, logic of route optimization | Select the optimal transportation scheme based on cost and timeliness            |
| 2.2 Warehouse & Inventory Management               | ABC inventory classification, EOQ economic order quantity, inbound & outbound warehouse operation process       | Complete basic inventory calculation and warehouse area planning                 |
| 2.3 Loading, Unloading & Packaging Standardization | Cargo activity index, standardized packaging, protection requirements for dangerous goods packaging             | Evaluate the efficiency of loading/unloading operations and packaging compliance |

**(3) Module 3: Logistics Network & Distribution Center Planning (8 Teaching Hours)**

| Unit                               | Teaching Content                                                                                                     | Teaching Requirements                                                                 |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 3.1 Logic of Logistics Node Layout | Functional classification of distribution centers, gravity model for site selection, layout principles of warehouses | Complete simple site selection calculation and layout design for distribution centers |

**(4) Module 4: Logistics Cost & Quality Management (8 Teaching Hours)**

| Unit                                            | Teaching Content                                                                                                            | Teaching Requirements                                                 |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 4.1 Composition & Accounting of Logistics Costs | Iceberg theory of logistics costs, collection of transportation/warehousing/administrative costs, basic accounting formulas | Complete collection and calculation of single-project logistics costs |
| 4.2 Total Logistics Quality Management          | TQC total quality management, PDCA cycle, fishbone diagram for quality problem analysis                                     | Sort out logistics abnormal improvement processes with PDCA           |

**(5) Module 5: Operation of All Types of Enterprise Logistics (6 Teaching Hours)**

| Unit                                            | Teaching Content                                                                                    | Teaching Requirements                                                   |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 5.1 Production, Procurement & Reverse Logistics | MRP material requirement planning, JIT lean production, return & exchange reverse logistics process | Describe the whole material circulation logic of manufacturing industry |

**(6) Module 6: Third-party Logistics & Logistics Service Outsourcing (6 Teaching Hours)**

| Unit                                                         | Teaching Content                                                                                                | Teaching Requirements                                       |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 6.1 Decision-making of Self-operated vs Outsourced Logistics | Types of third-party logistics services, benefits and risks of outsourcing, key points of cooperation contracts | Write simple comparison proposals for logistics outsourcing |

**(7) Module 7: International Logistics & Shipping Customs Clearance Practice (8 Teaching Hours)**

| Unit                                      | Teaching Content                                                                           | Teaching Requirements                                                                    |
|-------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 7.1 Core Cross-border Logistics Processes | Incoterms, import & export shipping procedures, identification of basic shipping documents | Understand core information of bills of lading and sort out cross-border logistics nodes |

**(8) Module 8: Logistics Finance, Green & Smart Logistics (8 Teaching Hours)**

| Unit                                    | Teaching Content                                                                                                | Teaching Requirements                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 8.1 Business Modes of Logistics Finance | Warehouse receipt pledge, advance payment, risk prevention and control of supply chain finance                  | Draw complete business flow charts for warehouse receipt pledge |
| 8.2 Low-carbon Green & Smart Logistics  | Reverse packaging recycling, logistics carbon footprint calculation, application of WMS/TMS intelligent systems | Design simple green schemes for express package recycling       |

**V. Assessment Requirements**

**1. Assessment Structure (Formative Assessment + Summative Assessment)**

| Assessment Component | Weight | Assessment Content                                                                                       | Evaluation Criteria |
|----------------------|--------|----------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                     | Process records     |
| Final Examination    | 50%    | Theoretical knowledge (logistics system, cost accounting, cross-border logistics, green logistics, etc.) | Standard answer key |

## 2. Competency Achievement Evaluation Rubric

| Competency Dimension               | Excellent (90-100)                                                                                                     | Good (80-89)                                                                              | Moderate (70-79)                                      | Pass (60-69)                          | Fail (<60)                                                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------|-----------------------------------------------------------|
| Logistics Operation Capability     | Innovatively design cost-saving & efficiency-improving logistics schemes and predict full-process risks systematically | Independently complete comparative optimization of transportation and warehousing schemes | Complete basic process analysis with minimal guidance | Only identify obvious process defects | Unable to distinguish basic logistics functional elements |
| Logistics Management Capability    | Complete special schemes covering full cost calculation and quality improvement                                        | Accurately calculate costs and sort out complete quality control processes                | No major errors in basic cost calculation             | Minor errors in cost accounting       | Fundamental calculation mistakes                          |
| Logistics Collaboration Capability | Independently design full-process documents and risk prevention plans for cross-border logistics                       | Skilledly sort out shipping procedures and identify key compliance points                 | Interpret basic documents under guidance              | Only recognize simple trade terms     | Unable to read basic shipping documents                   |
| Logistics Development Capability   | Propose feasible low-carbon digital optimization schemes combining industry frontiers                                  | Understand core logic of green logistics and complete basic schemes                       | Know basic concepts of green logistics                | Vague cognition, only recite theories | No relevant knowledge of green logistics                  |

## VI. Teaching Materials

### 1. Primary Textbook

Zhang Li. Fundamentals of Modern Logistics Management (Project-based Tutorial).  
Northeast University Press, Latest Edition.

### 2. Reference Textbooks

Cui Jiehe. Introduction to Logistics. Peking University Press.  
Wang Zhitai. Modern Logistics. China Materials Press.

### 3. Reference Standards

GB/T 18354 Logistics Terminology;  
GB/T 30331 Requirements for Warehousing Services Quality;  
Incoterms 2020;  
Harmonized System (HS) 2026 Edition.

### 4. Digital Resources

Chaoxing Online Teaching Platform, Smart Vocational Education Customs &

Logistics Resource Repository, China Federation of Logistics & Purchasing Standards Platform, China Customs Single Window Training System, Logistics Simulation Teaching Software.

## 6. Fundamentals of Commodity Science

### I. Basic Course Information

|                                 |                                                                                                                                                                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of Commodity Science                                                                                                                                                                                                               |
| <b>Course Code</b>              | 120201019                                                                                                                                                                                                                                       |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                                                                             |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                                                                                       |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                                                                              |
| <b>Teaching Hours / Credits</b> | 51 Teaching Hours / 3 Credits (51 Theoretical Hours + 0 Practical Hours)                                                                                                                                                                        |
| <b>Semester Offered</b>         | Semester 2                                                                                                                                                                                                                                      |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Economics,<br>Fundamentals of Management                                                                                                                                                   |
| <b>Subsequent Courses</b>       | Commodity Inspection and Quarantine, AI + Customs Tariff Classification,<br>Import and Export Tax Calculation Practical Training, International<br>Business Documentation Practical Training, Single Window<br>Comprehensive Practical Training |
| <b>Author</b>                   | Yan Yun                                                                                                                                                                                                                                         |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                                                                        |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                                                                                    |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                                                                                                                                      |

### II. Course Description

Fundamentals of Commodity Science is a career initiation and foundation-building course for majors in Customs and Foreign Trade Services and Modern Logistics Management. It is a comprehensive course integrating both theory and practice. Centered on the full life cycle of commodities, the course systematically teaches core knowledge including commodity classification, quality, standards, packaging, inspection, and storage maintenance. It aims to cultivate students' abilities in commodity cognition, quality control, compliant circulation, and commercial application, laying a solid foundation for subsequent careers in customs operations, e-commerce selection, quality inspection, and related fields.

Course Features: The course adopts a teaching model of "integration of post requirements, course content, competition, and certification, case-driven approach, and combination of virtual and real scenarios," aligning with professional qualification examinations such as the Customs Clearance Proficiency Test.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with job clusters including customs declarer, and quality inspector. It cultivates students' core competencies in commodity attribute identification, quality evaluation, standard application, and compliant circulation. It serves as a key foundational course supporting the "Commodity Management and Circulation" module in the program's talent development objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 3, and 9)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, research objects, and research methods of commodity science (Chapter 1);
- (2) Master the commodity classification system, coding rules, and HS code application (Chapter 2);
- (3) Understand the constituent elements, influencing factors, and evaluation methods of commodity quality (Chapter 3);
- (4) Be familiar with the grading, structure, and formulation process of commodity standards (Chapter 4);
- (5) Master the procedures, methods, and quality supervision requirements of commodity inspection (Chapter 5);
- (6) Understand the functions, technologies, and labeling specifications of commodity packaging (Chapter 6);
- (7) Master the principles, methods, and prevention of common quality issues in commodity storage maintenance (Chapter 7);
- (8) Be familiar with quality indicators and inspection points for agricultural and industrial products (Chapters 8 and 9).

##### **2. Ability Objectives**

- (1) Accurately identify commodity categories, attributes, and key quality parameters;
- (2) Apply HS coding rules to complete classification of common commodities;
- (3) Make preliminary quality judgments on commodities based on relevant standards;
- (4) Access and interpret implementation standards and certification marks for commodities;
- (5) Design simple commodity inspection plans and implement quality sampling

inspections;

(6) Identify commodity packaging labels and avoid compliance risks in circulation;

(7) Provide commodity-based justifications for customs declaration and e-commerce selection.

### 3. Quality Objectives

(1) Quality Awareness: Establish a professional philosophy of "quality first," strictly uphold commodity quality and safety standards;

(2) Compliance Awareness: Strengthen awareness of commodity circulation regulations, comply with import and export inspection and quarantine requirements;

(3) Craftsmanship Spirit: Cultivate a rigorous attitude toward commodity details, pursue excellence in quality;

(4) Innovation Awareness: Stimulate commodity optimization thinking, explore green commodities and sustainable development pathways;

(5) Teamwork: Enhance cross-departmental communication and collaboration skills through group projects.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

This course comprises ten teaching modules, covering a full-chain knowledge system from basic commodity theory to industry applications. Practical components are embedded into theoretical teaching through projects such as "Commodity Classification Practice" and "Quality Inspection Simulation," achieving a "learning by doing, doing by learning" approach.

| Module   | Core Teaching Content                                | Theoretical Hours | Practical Hours | Competency Focus                                     |
|----------|------------------------------------------------------|-------------------|-----------------|------------------------------------------------------|
| Module 1 | Introduction to Commodity Science (Chapter 1)        | 6                 | 0               | Disciplinary cognition and research ability          |
| Module 2 | Commodity Classification (Chapter 2)                 | 6                 | 0               | Classification, coding, and attribute identification |
| Module 3 | Commodity Quality (Chapter 3)                        | 6                 | 0               | Quality evaluation and influencing factor analysis   |
| Module 4 | Commodity Standards (Chapter 4)                      | 6                 | 0               | Standard interpretation and application              |
| Module 5 | Commodity Inspection and Supervision (Chapter 5)     | 6                 | 0               | Inspection plan design and quality supervision       |
| Module 6 | Commodity Packaging (Chapter 6)                      | 6                 | 0               | Packaging identification and compliance judgment     |
| Module 7 | Scientific Commodity Storage Maintenance (Chapter 7) | 6                 | 0               | Maintenance plan design and problem prevention       |

| Module       | Core Teaching Content                                              | Theoretical Hours | Practical Hours | Competency Focus                                     |
|--------------|--------------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------|
| Module 8     | Agricultural Product Quality Indicators and Inspection (Chapter 8) | 3                 | 0               | Agricultural product characterization and inspection |
| Module 9     | Industrial Product Quality Indicators and Inspection (Chapter 9)   | 3                 | 0               | Industrial product characterization and inspection   |
| Module 10    | Final Review                                                       | 3                 | 0               | Knowledge integration and comprehensive application  |
| <b>Total</b> | —                                                                  | <b>51</b>         | <b>0</b>        | —                                                    |

## 2. Detailed Teaching Content

### (1) Module 1: Introduction to Commodity Science (6 Teaching hours)

| Unit                                                  | Teaching Content                                                         | Teaching Requirements                                  |
|-------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------|
| 1.1 Research Objects and Content of Commodity Science | Definition of commodities, attributes (natural/social), research content | Distinguish between commodities and general items      |
| 1.2 Development and Evolution of Commodity Science    | Domestic and international development trajectory, disciplinary trends   | Understand cutting-edge developments in the discipline |
| 1.3 Research Methods of Commodity Science             | Scientific experimentation, field investigation, comparative analysis    | Select appropriate simple research methods             |

### (2) Module 2: Commodity Classification (6 Teaching Hours)

| Unit                                       | Teaching Content                                                          | Teaching Requirements                      |
|--------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------|
| 2.1 Classification Concepts and Principles | Significance, principles (scientific, systematic, etc.) of classification | Understand classification logic            |
| 2.2 Classification Criteria and Methods    | Classification by use, raw material, processing technology, etc.          | Classify commodities according to criteria |
| 2.3 Commodity Coding and Barcodes          | HS code structure, EAN/UPC barcode application                            | Query the first 6 digits of HS codes       |
| 2.4 Commodity Catalogs and Systems         | National standard classification, industry standard classification        | Identify common commodity catalogs         |

### (3) Module 3: Commodity Quality (6 Teaching Hours)

| Unit                                           | Teaching Content                                                           | Teaching Requirements                     |
|------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------|
| 3.1 Quality and Commodity Quality              | Definition of quality, commodity quality composition (intrinsic/extrinsic) | Describe commodity quality elements       |
| 3.2 Quality Characteristics and Evaluation     | Characteristics such as suitability, reliability, safety                   | Evaluate key commodity quality indicators |
| 3.3 Quality Influencing Factors and Management | Impact of raw materials, technology, environment on quality                | Analyze causes of quality fluctuations    |

### (4) Module 4: Commodity Standards (6 Teaching Hours)

| Unit                                  | Teaching Content                                                      | Teaching Requirements                                        |
|---------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------|
| 4.1 Standards and Commodity Standards | Definition of standards, role of commodity standards                  | Understand the authority of standards                        |
| 4.2 Levels of Commodity Standards     | International standards, national standards, industry standards, etc. | Identify designation codes for different levels of standards |
| 4.3 Standard Structure and Content    | Foreword, scope, technical requirements, etc.                         | Interpret core provisions of standards                       |
| 4.4 Standardization and Formulation   | Significance of standardization, formulation procedures               | Understand the process of enterprise standard development    |

**(5) Module 5: Commodity Inspection and Supervision (6 Teaching Hours)**

| Unit                                 | Teaching Content                                                  | Teaching Requirements                  |
|--------------------------------------|-------------------------------------------------------------------|----------------------------------------|
| 5.1 Overview of Commodity Inspection | Purpose, basis, types of inspection                               | Understand the necessity of inspection |
| 5.2 Sampling and Inspection Methods  | Sampling plans, sensory/physical/chemical/microbiological testing | Design simple sampling plans           |
| 5.3 Commodity Quality Supervision    | State supervision, industry supervision, social supervision       | Understand the supervision system      |

**(6) Module 6: Commodity Packaging (6 Teaching Hours)**

| Unit                       | Teaching Content                                                         | Teaching Requirements                                     |
|----------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------|
| 6.1 Packaging Cognition    | Packaging functions (protection, convenience, promotion)                 | Analyze packaging functional requirements                 |
| 6.2 Packaging Technologies | Shockproof, moisture-proof, rust-proof, and other packaging technologies | Select appropriate packaging technologies for commodities |
| 6.3 Packaging Labels       | Transport marks, warning marks, certification marks                      | Identify dangerous goods marks and certification labels   |

**(7) Module 7: Scientific Commodity Storage Maintenance (6 Teaching Hours)**

| Unit                                | Teaching Content                                                    | Teaching Requirements                             |
|-------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|
| 7.1 Types of Quality Changes        | Physical changes, chemical changes, biological changes              | Identify common quality change phenomena          |
| 7.2 Influencing Factors and Control | Effects of temperature, humidity, oxygen, microorganisms on quality | Develop temperature and humidity control measures |
| 7.3 Commodity Maintenance Methods   | Anti-mold, anti-corrosion, anti-insect, anti-rust techniques        | Design simple maintenance plans                   |

**(8) Module 8: Agricultural Product Quality Indicators and Inspection (3 Teaching Hours)**

| Unit                                        | Teaching Content                                                     | Teaching Requirements                               |
|---------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------|
| 8.1 Agricultural Product Quality Indicators | Sensory indicators, physiochemical indicators, safety indicators     | List key indicators for major agricultural products |
| 8.2 Agricultural Product Inspection Points  | Pesticide residue testing, heavy metal testing, freshness assessment | Judge agricultural product freshness                |

**(9) Module 9: Industrial Product Quality Indicators and Inspection (3 Teaching Hours)**

| Unit                                      | Teaching Content                                                     | Teaching Requirements                                    |
|-------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------|
| 9.1 Industrial Product Quality Indicators | Textiles (fiber content), home appliances (safety performance), etc. | Identify core quality parameters of industrial products  |
| 9.2 Industrial Product Inspection Points  | Durability testing, safety testing, compatibility testing            | Design basic safety inspection steps for home appliances |

### (10) Module 10: Final Review (3 Teaching Hours)

| Unit                           | Teaching Content                                    | Teaching Requirements                                  |
|--------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| 10.1 Knowledge Integration     | Review of core concepts and key chapters            | Construct a knowledge framework of commodity science   |
| 10.2 Comprehensive Application | Case study analysis in customs/e-commerce scenarios | Apply integrated knowledge to solve practical problems |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                     | Evaluation Criteria |
|----------------------|--------|----------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)   | Process records     |
| Final Examination    | 50%    | Theoretical knowledge (commodity classification, quality, standards, inspection, etc.) | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension                | Excellent (90-100)                                      | Good (80-89)                                              | Moderate (70-79)                              | Pass (60-69)                                      | Fail (<60)                              |
|-------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|---------------------------------------------------|-----------------------------------------|
| Commodity Classification and Coding | Accurately classify complex commodities                 | Independently classify common commodities                 | Complete classification with minimal guidance | Complete classification with substantial guidance | Unable to complete basic classification |
| Commodity Quality Evaluation        | Systematically analyze quality and propose improvements | Accurately evaluate key quality indicators                | Identify major quality defects                | Identify only obvious quality defects             | Unable to identify quality defects      |
| Scenario Application Ability        | Innovatively solve practical customs problems           | Comprehensively apply knowledge to solve typical problems | Complete scenario tasks with guidance         | Complete scenario tasks with substantial guidance | Unable to complete scenario tasks       |

## VI. Teaching Materials

### 1. Primary Textbook

Dou Zhiming. Fundamentals of Commodity Science (6th Edition). Higher Education Press, 2023.

### 2. Reference Textbooks

Wan Rong. Introduction to Modern Commodity Science (3rd Edition). China Finance and Economics Press, 2013.

Cao Ruying. Introduction to Commodity Science. Higher Education Press, 2010.

### 3. Reference Standards

Harmonized System (HS) 2026 Edition,

GB/T 1.1-2020 Directives for Standardization – Part 1: Rules for the Structure and Drafting of Standardizing Documents,

GB/T 2828.1-2012 Sampling Procedures for Inspection by Attributes – Part 1: Sampling Schemes Indexed by Acceptance Quality Limit (AQL) for Lot-by-Lot Inspection.

#### **4. Digital Resources**

Chaoxing Online Teaching Platform, Smart Vocational Education Customs Affairs Resource Repository, China Commodity Information Service Platform, China Customs Commodity Code Query System, Official Website of the National Standardization Administration.

## 7. Fundamentals of Customs Clearance

### I. Basic Course Information

|                                 |                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Fundamentals of Customs Clearance                                                                                                                                                |
| <b>Course Code</b>              | 1202073333                                                                                                                                                                       |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                              |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                                                        |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,                                                                                                                                              |
| <b>Teaching Hours / Credits</b> | 34Teaching Hours / 2 Credits (27 Theoretical Hours + 7 Practical Hours)                                                                                                          |
| <b>Semester Offered</b>         | Semester 2                                                                                                                                                                       |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade                                                                                                                                              |
| <b>Subsequent Courses</b>       | Single Window Comprehensive Practical Training、AI + Customs Tariff Classification、Import and Export Tax Calculation Practical Training、Graduation Practice and Internship Report |
| <b>Author</b>                   | Feng Qin                                                                                                                                                                         |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                         |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                     |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                                                                       |

### II. Course Description

Fundamentals of Customs Affairs is a core compulsory basic course for higher vocational students majoring in Customs and Foreign Trade Services. It connects the predecessor course Fundamentals of International Trade and lays a professional foundation for follow-up courses such as Electronic Customs Declaration Training and Tariff Classification. It also serves as a core pre-course for preparing for the Customs Declaration Competence Test Certificate. Closely aligned with the latest laws, regulations and policies of customs authorities, this course systematically covers five core modules: customs systems, customs compliance, trade control, customs valuation and rules of origin. It integrates theoretical knowledge with on-job practical requirements.

Adopting the teaching mode of "theoretical lecture + case analysis + group discussion + practical exercises", the course takes typical work tasks of customs declarants as the orientation and focuses on key and difficult contents including customs valuation and

origin administration. It cultivates students' basic customs theories, standardized operational procedures and compliance awareness, and meets the basic customs competence requirements of positions in foreign trade enterprises, customs brokerage firms and cross-border e-commerce companies, enabling students to quickly adapt to industrial posts.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This core professional basic course occupies a connecting role in the talent training system of the Customs and Foreign Trade Services major. The predecessor course Fundamentals of International Trade provides basic international trade theoretical support, while this course focuses on constructing core professional knowledge covering customs supervision and customs compliance. It connects subsequent practical courses such as electronic customs declaration training, tariff classification and tariff collection, and provides theoretical support for the implementation of post skills.

Aligned with vocational standards and post competence requirements of the customs declaration industry, the course balances the cultivation of professional literacy and certificate examination demands. Centering on core contents such as basic customs knowledge, trade control, customs valuation and rules of origin, it acts as the core carrier for cultivating students' professional cognition of customs work, compliance awareness and basic operational capabilities, laying a solid foundation for students to engage in customs declaration, foreign trade compliance, cross-border e-commerce customs and other posts.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 4, 7, and 8)**

##### **1. Knowledge Objectives**

- (1) Master basic theoretical knowledge of customs including customs overview, administrative systems, law enforcement powers and customs clearance facilitation reforms; (Chapter 1)
- (2) Master core business management systems covering customs supervision, bonded administration and customs audit; (Chapter 2)
- (3) Master trade policies, classifications of trade control and major measures such as import & export licensing and quota administration; (Chapter 4)

- (4) Master principles, legal bases and applicable conditions of all customs valuation methods, as well as rules for determining dutiable prices of special goods; (Chapter 6)
- (5) Master classifications of rules of origin, wholly obtained criteria, substantial transformation criteria and administration requirements for preferential / non-preferential origins; (Chapter 7)
- (6) Master basic legal knowledge including customs administrative penalties, administrative reconsideration and customs protection of intellectual property rights. (Chapter 3)

## **2. Ability Objectives**

- (1) Accurately identify responsibilities of all functional customs departments and independently complete basic business communication with customs authorities;
- (2) Interpret cases involving customs supervision, bonded administration and customs audit, and complete relevant basic formalities in a standardized manner;
- (3) Distinguish various trade control measures and properly conduct compliance procedures for import & export quotas and licenses;
- (4) Apply transaction value method, deductive value method and other valuation methods to calculate dutiable prices in accordance with customs valuation rules;
- (5) Judge the origin of goods based on origin criteria and assist in application procedures for certificates of origin;
- (6) Conduct preliminary screening of customs compliance risks and identify & avoid common violations in customs declaration.

## **3. Quality Objectives**

- (1) Establish awareness of law and compliance, abide by customs laws and regulations voluntarily and adhere to the integrity bottom line of the customs industry;
- (2) Develop rigorous and meticulous professionalism, and form work habits of carefully verifying documents and standardizing operations;
- (3) Strengthen awareness of national sovereignty and border security, and understand the vital role of customs in import & export supervision and trade security;
- (4) Improve teamwork and communication capabilities to meet cross-department and cross-institutional collaboration demands of customs declaration and foreign trade posts;
- (5) Reinforce industry responsibility and professional identity, recognize the value of the customs industry and form a lifelong learning concept for career development.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

The course consists of six teaching modules covering a complete knowledge system including customs systems, customs compliance, trade control, customs valuation and rules of origin. Practical teaching accounts for 40% of total class hours. Through post-oriented projects such as case analysis, valuation simulation, origin judgment practice and trade compliance drills, the course realizes learning by doing and integrates theory with practical operation.

| Module       | Core Teaching Content                              | Theoretical Hours | Practical Hours | Competency Focus                             |
|--------------|----------------------------------------------------|-------------------|-----------------|----------------------------------------------|
| Module 1     | Basic Knowledge of Customs Systems (Chapter 1)     | 4                 | 0               | Basic Customs Professional Competence        |
| Module 2     | Legal Basis of Customs Compliance (Chapters 2 & 3) | 6                 | 4               | Customs Compliance Practical Competence      |
| Module 3     | Trade Policies and Trade Control (Chapter 4)       | 4                 | 0               | Comprehensive Customs Application Competence |
| Module 4     | Customs Valuation Practice (Chapter 6)             | 5                 | 2               | Customs Compliance Practical Competence      |
| Module 5     | Practice of Rules of Origin (Chapter 7)            | 4                 | 1               | Customs Compliance Practical Competence      |
| Module 6     | Comprehensive Training and Review                  | 4                 | 0               | Comprehensive Customs Application Competence |
| <b>Total</b> | ——                                                 | 27                | 7               | ——                                           |

### 2. Detailed Teaching Content

#### (1) Module 1: Basic Knowledge of Customs Systems (4 Hours)

| Unit                                                     | Teaching Content                                                                                                                                                                              | Teaching Requirements                                                                                                                                                                             |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 1-1<br>Customs Overview                             | Nature, missions and functions of customs; customs organizational structure; World Customs Organization and development of China Customs                                                      | Understand the nature and functions of customs; master the scope of customs powers; be familiar with customs organizational structure and identify competent departments for different businesses |
| Unit 2 Customs Administrative System                     | Vertical administration system of customs; division of responsibilities among General Administration of Customs, regional customs offices and subordinate customs; customs territory division | Understand the characteristics of vertical administration; master responsibilities of three-level customs authorities; match businesses with corresponding customs tiers                          |
| Unit3 Customs Law Enforcement and Clearance Facilitation | Legal bases and procedures of customs law enforcement; integrated customs clearance, two-step declaration, two-stage entry and collective tax payment                                         | Master basic principles of customs law enforcement; understand clearance reform measures; explain applicable scenarios of facilitation policies                                                   |

#### (2) Module 2: Legal Basis of Customs Compliance (10 Hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                                              | Teaching Content                                                                                                                                                                             | Teaching Requirements                                                                                                                                                        |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 2-1 Customs Supervision System                               | Framework of supervision system; classification of supervised goods; basic inbound and outbound supervision procedures; rights and obligations of customs supervised parties                 | Understand the framework of supervision system; master characteristics of supervised goods; be familiar with general inbound and outbound supervision procedures             |
| Unit 2-2 Bonded Supervision and Customs Audit                     | Concepts of bonded goods; bonded processing and bonded logistics; special supervision zones; contents and procedures of customs audit & verification; basics of enterprise credit management | Master characteristics of bonded goods; understand functions of bonded zones; grasp objectives of customs audit; preliminary understanding of the value of credit management |
| Unit 2-3 Customs Statistics, Customs Security and Advance Rulings | Scope and principles of customs statistics; applicable scenarios and forms of customs affairs security; types, application and use of advance rulings                                        | Master basic statistical requirements; grasp applicable scenarios of customs security; understand functions and application channels of advance rulings                      |
| Unit 2-4 Customs Protection of Intellectual Property Rights       | Scope of protection, record-filing, security, investigation and handling procedures for infringement                                                                                         | Understand protection modes and record-filing procedures; identify common infringement risks                                                                                 |
| Unit 2-5 Customs Administrative Penalties and Remedies            | Types and procedures of administrative penalties; applicable conditions and basic procedures of administrative reconsideration and administrative appeal                                     | Distinguish types of penalties; understand applicable scenarios of reconsideration and appeal; master basic remedy channels                                                  |

### (3) Module 3: Trade Policies and Trade Control (4 Hours)

| Unit                                                        | Teaching Content                                                                                                                                                 | Teaching Requirements                                                                                                                                 |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 3-1 Overview of Trade Policies and Trade Control       | Free trade vs. protective trade; tariff and non-tariff measures; objectives, principles and system of trade control, and its connection with customs supervision | Distinguish types of trade policies; understand the necessity of trade control; master coordination relations between control and customs supervision |
| Unit 3-2 Import & Export Licensing and Quota Administration | Control over licenses, quotas, dual-use items, endangered species and solid waste; tiered administration, competent authorities and document types               | Master scope of major controlled commodities; distinguish quota, licensing and document administration; understand basic declaration requirements     |
| Unit 3-3 Foreign Exchange Administration and Trade Remedies | Basic requirements for goods trade foreign exchange; concepts and applicable scenarios of anti-dumping, anti-subsidy and safeguard measures                      | Understand key compliance points of foreign exchange; distinguish three types of trade remedy measures; grasp the meaning of fair trade               |

### (4) Module 4: Customs Valuation Practice (7 Hours)

| Unit                                 | Teaching Content                                                                                                                                                                    | Teaching Requirements                                                                                                                  |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Unit 4-1 Basics of Customs Valuation | Legal bases and principles of customs valuation; definition of dutiable price; concepts and qualifying conditions of transaction value; items to be included or excluded from value | Master basic valuation principles; understand composition of transaction value; judge whether transaction value meets legal conditions |
| Unit 4-2 Major Valuation Methods     | Applicable sequence and conditions of transaction value method, identical goods value method, similar goods value method, deductive value method,                                   | Master qualifying conditions of all five valuation methods; select methods in statutory order; perform simple valuation calculations   |

|                                                                         |                                                                                                                                                                          |                                                                                                       |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|                                                                         | computed value method and reasonable method                                                                                                                              |                                                                                                       |
| Unit 4-3 Valuation of Special Goods                                     | Valuation rules for domestic sale of bonded goods, outward repair goods, outward processing goods, temporary imported goods, leased goods and specific duty-exempt goods | Master key valuation points for special goods and match rules with business scenarios                 |
| Unit 4-4 Determination of Freight & Insurance and Export Dutiable Price | Rules for confirming freight and insurance; handling procedures when freight & insurance are unavailable; valuation rules for exported goods                             | Calculate freight and insurance fees; handle abnormal situations; master basic export valuation rules |

### (5) Module 5: Practice of Rules of Origin (5 Hours)

| Unit                                           | Teaching Content                                                                                                                                                                                  | Teaching Requirements                                                                                                                |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Unit 5-1 Basics of Rules of Origin             | Concept, classification and functions of origin; wholly obtained criterion and substantial transformation criterion (tariff classification change, value-added percentage, processing procedures) | Master two core origin judgment criteria; understand functions of origin rules; conduct preliminary origin judgment for simple goods |
| Unit 5-2 Administration of Preferential Origin | Applicable free trade agreements, certificates of origin, direct transport rule, accumulation rule and de minimis rule                                                                            | Major free trade agreements; types of preferential certificates of origin; significance of direct transport                          |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                 | Evaluation Criteria                                                                              |
|----------------------|--------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Regular Performance  | 20%    | Class attendance, in-class participation, Q&A interaction and learning attitude                                    | Excellent: full attendance and active participation; Fail: frequent absence and no participation |
| Project Assignment   | 20%    | Case analysis reports, customs document sorting, compliance verification reports                                   | Excellent: standard format, clear logic, thorough analysis and reasonable conclusions            |
| Practical Assessment | 20%    | Valuation calculation, origin judgment and document verification practice                                          | Excellent: standardized operation, accurate results and complete supporting basis                |
| Final Exam           | 40%    | Closed written test including single choice, multiple choice, true/false, case analysis and short answer questions | Excellent: comprehensive knowledge mastery, reasonable case analysis and standardized answers    |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension                    | Excellent (90-100)                                                                                                      | Good (80-89)                                                                              | Moderate (70-79)                                                | Pass (60-69)                                                  | Fail (<60)                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|
| Basic Customs Professional Competence   | Master customs systems and trade control proficiently; independently interpret policies and match competent departments | Grasp major systems and control measures; interpret common policies and match departments | Master core systems basically; interpret simple policies        | Know basic concepts; require hints for policy interpretation  | Vague concepts, unable to interpret policies             |
| Customs Compliance Practical Competence | Skilled in bonded, valuation and IPR compliance; comprehensive risk identification                                      | Handle routine compliance businesses and identify major risks                             | Complete basic compliance operations and identify obvious risks | Simple compliance operations with limited risk identification | Cannot finish compliance operations; weak risk awareness |

|                                              |                                                                                                  |                                                               |                                                          |                                                  |                                                   |
|----------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| Comprehensive Customs Application Competence | Resolve complex cases integrating valuation, origin and compliance with professional suggestions | Process routine comprehensive cases with reasonable proposals | Complete simple comprehensive tasks with feasible advice | Finish basic comprehensive tasks with assistance | Unable to integrate knowledge for problem-solving |
|----------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|---------------------------------------------------|

## **VI. Teaching Materials**

### **1. Primary Textbook**

Fundamentals of Customs Affairs (Latest Edition), compiled by China Customs Brokers Association

### **2. Reference Textbooks**

- (1) Syllabus for Customs Declaration Competence Test
- (2) Latest Announcements and Clearance Facilitation Documents issued by General Administration of Customs of China
- (3) Customs Law of the People's Republic of China, Regulations on Import and Export Duties of the People's Republic of China
- (4) National Teaching Standard for Higher Vocational Major of Customs and Foreign Trade Services
- (5) Industry Specifications for Cross-border E-commerce Customs Work

### **3. Reference Standards**

- (1) WTO Agreement on Customs Valuation, WTO Agreement on Rules of Origin
- (2) INCOTERMS 2020
- (3) Rules of Origin under all Free Trade Agreements (RCEP, China-ASEAN FTA, China-Peru FTA, China-New Zealand FTA, etc.)
- (4) World Customs Organization Kyoto Convention (International Standard Rules for Customs Supervision)
- (5) Customs Law of the People's Republic of China
- (6) Foreign Trade Law of the People's Republic of China
- (7) Export Control Law of the People's Republic of China
- (8) Regulations on Implementation of Customs Administrative Penalties
- (9) Administrative Reconsideration Law of the People's Republic of China, Administrative Penalty Law of the People's Republic of China
- (10) Measures of the People's Republic of China for Customs Valuation of Import and Export Goods (Core Basis for Customs Valuation)
- (11) Regulations of the People's Republic of China on the Origin of Import and

Export Goods + Supporting Provisions for Implementation of Non-Preferential Rules of Origin, Measures for Administration of Preferential Origin

(12) Regulations of the People's Republic of China on Customs Audit and its Implementation Measures

(13) Regulations of the People's Republic of China on Customs Affairs Security

(14) Regulations on Customs Protection of Intellectual Property Rights

(15) Measures for Administration of Customs Enterprises' Credit (AEO System)

(16) Measures for Administration of Import and Export Tariff Quotas

(17) Measures for Administration of Automatic Import Licenses, Measures for Administration of Export Licenses (Basis for Trade Control Chapter), etc.

#### **4. Digital Resources**

Chaoxing Online Teaching Platform, Vocational Education Smart Platform Customs Resource Database, China Commodity Information Service Platform, China Customs Commodity Code Query System, Standardization Administration of China Official Website

## 8. International Trade Geography

### I. Basic Course Information

|                                 |                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | International Trade Geography                                                                                                     |
| <b>Course Code</b>              | 1202073344                                                                                                                        |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory Restricted Elective <input type="checkbox"/> Any Elective <input type="checkbox"/> |
| <b>Course Category</b>          | Professional basic course                                                                                                         |
| <b>Applicable Majors</b>        | Secondary and higher vocational education programs in customs and foreign trade services                                          |
| <b>Teaching Hours / Credits</b> | 36 hours / 2 credits (32 hours theory + 4 hours practice)                                                                         |
| <b>Semester Offered</b>         | The third semester                                                                                                                |
| <b>Prerequisite Courses</b>     | The foundation of international trade                                                                                             |
| <b>Subsequent Courses</b>       | International freight forwarding and container transportation practice                                                            |
| <b>Author</b>                   | Yao Jinlan                                                                                                                        |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                          |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                      |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                        |

### II. Course Overview

"International Trade Geography" is a foundational vocational course for the integrated vocational and higher vocational majors in Customs and Foreign Trade Services, and also serves as the core foundational course for the "National International Freight Forwarder" qualification certificate. The course centers on the geographical environment and international trade relations, systematically teaching topics such as the world trade market, regional economic organizations, international transportation geography, and an overview of major economic and trade countries. Based on the background of the construction of the Shanghai Free Trade Zone and the development of the "Belt and Road" initiative, it adopts student-led lectures, case teaching, enterprise awareness, and informatization training to achieve "integration of teaching and doing." It cultivates students' core professional abilities such as understanding foreign trade geography, transportation route applications, country-specific market analysis, and trade plan assessment, preparing students for international freight

forwarding, customs clearance, Laying a solid foundation for foreign trade business, logistics management, and other positions.

### **III. Course Positioning and Objectives**

#### **(1) Course Positioning**

This course is the core foundational support for talent training in customs and foreign trade services, directly connecting positions such as international freight forwarders, customs brokers, foreign trade salespeople, and logistics specialists, with a focus on three core competency modules: geographic knowledge, market analysis, and transportation planning. The curriculum connects vocational education with higher vocational applications, emphasizing timeliness, comprehensiveness, and vocational orientation, serving the needs of Shanghai's foreign trade logistics industry, achieving integration of courses and certificates, and integration of industry and academia.

#### **(2) Course Objectives (Corresponding to Graduation Requirements 2, 4, and 8)**

##### **1. Knowledge Objectives**

- (1) Master the research subjects, content, and the impact of the geographical environment on international trade geography.
- (2) Understand major international sea, air, and railway routes, as well as the geographic locations of major ports and airports worldwide.
- (3) Understand the national conditions, geographical environment, and import and export commodity structure of major trading powers in Asia, Europe, the Americas, Oceania, and Africa.
- (4) Be familiar with the distribution of world trade markets, forms of regional economic integration, and the development profile of core organizations such as the European Union.
- (5) Understand the business etiquette, customs, and key points for trade cooperation in major trading countries.

##### **2. Capability Objectives**

- (1) Be able to analyze the characteristics and influencing factors of international trade activities by combining natural and human environments.
- (2) Able to identify and apply major international sea and air routes and ports and airports, and preliminarily select transportation modes.
- (3) Able to collect, organize, and analyze country-specific economic and trade

information, and complete trade market research reports.

(4) Be able to collaborate in groups to organize materials, create courseware, conduct classroom presentations, and conduct discussions.

(5) Be able to use information technology tools to solve basic geographic-related issues in foreign trade freight transport.

### 3. Quality Objectives

(1) Patriotism: Establish a global perspective, enhance national confidence, and recognize the value of the Belt and Road Initiative.

(2) Professional Ethics: Cultivate rigorous and meticulous, honest and compliant, and responsibility-oriented professional ethics in foreign trade.

(3) Teamwork: Possess communication and coordination, division of labor, and efficient teamwork skills.

(4) Innovative awareness: able to optimize trade routes and market plans based on geographical features, possessing innovative thinking.

(5) Lifelong learning: Ability to independently update knowledge and adapt to changes in the industry and international landscape.

## IV. Course Content and Requirements

### 1. Structure of Teaching Content

This course consists of six major modules, covering a complete knowledge system of international trade geography, with about 11% practical hours. Through mapping training, country analysis, group presentations, and free trade zone cognition, students achieve "learning by doing, doing by learning."

| Module   | Core Teaching Content                                      | Theoretical Hours | Practical Hours | Competency Focus                                                             |
|----------|------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------------------------------|
| Module 1 | Introduction and Geographic Environment Foundation         | 6                 | 0               | Trade geographic cognition and environmental analysis ability                |
| Module 2 | World Trade Markets and Regional Economic Organizations    | 6                 | 0               | Trade market and regional organization analysis capabilities                 |
| Module 3 | International trade and transportation geography           | 10                | 0               | International transport route and port application capabilities              |
| Module 4 | A major trading powerhouse on the world's major continents | 10                | 0               | Country-specific economic and trade and trade exchange analysis capabilities |
| Module 5 | Comprehensive practice                                     | 0                 | 4               | Comprehensive application and team collaboration skills                      |
| Module 6 | Mobile                                                     | 4                 | 0               | Ability to integrate and apply knowledge comprehensively                     |

| Module | Core Teaching Content | Theoretical Hours | Practical Hours | Competency Focus |
|--------|-----------------------|-------------------|-----------------|------------------|
| Total  |                       | 32                | 4               | 36               |

## 2. Detailed Teaching Content

### (1) Module One: Introduction and Fundamentals of Geographical Environment

(6 class hours)

| Unit                                             | Teaching Content                                                                         | Teaching Requirements                                       |
|--------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1.1 Introduction                                 | Research subjects, content, course positioning, and significance of learning             | Master core concepts and understand the value of the course |
| 1.2 Natural Environment and International Trade  | The impact of terrain, climate, resources, and other factors on trade and transportation | Able to combine case analysis with the impact mechanism     |
| 1.3 Cultural Environment and International Trade | The impact of population, culture, politics, and economy on trade                        | Able to analyze country-specific cases                      |

### (2) Module 2: World Trade Markets and Regional Economic Organizations (6

class hours)

| Unit                                      | Teaching Content                                                                                      | Teaching Requirements                                                      |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 2.1 World Trade Market                    | Market characteristics, formation conditions, and main distribution                                   | Grasp the distribution pattern and analyze China's status                  |
| 2.2 Regional Economic Integration         | Concept, form, and impact on international trade                                                      | Understanding the role of integration and analyzing trade patterns         |
| 2.3 Major regional economic organizations | Overview of the EU's development history, institutions, challenges, and other organizational profiles | Grasp the characteristics of the EU and understand the impact of the rules |

### (3) Module 3: International Trade and Transportation Geography (10 class

hours)

| Unit                                                | Teaching Content                                                               | Teaching Requirements                                                         |
|-----------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 3.1 Overview of Transportation Modes                | Features and applicable scenarios for sea, air, rail, and intermodal transport | Understand the advantages and disadvantages of various transportation methods |
| 3.2 International maritime geography                | Main routes, basic ports, and route selection                                  | Skilled in memory and able to fill in and mark core ports                     |
| 3.3 International Air Freight and Railway Geography | Air routes and major airports; International rail and intermodal transport     | Familiarize yourself with key nodes and routes                                |
| 3.4 Transportation Mode Selection                   | Preferred transportation methods based on goods, distance, and cost            | Able to formulate basic transportation plans                                  |

### (4) Module 4: Trade Powers on Major Continents (10 class hours)

| Unit                     | Teaching Content                                                                                          | Teaching Requirements                                                    |
|--------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 4.1 Asian trading power  | Geography, industry, import and export goods of China, Japan, Korea, Singapore                            | Grasp the structure of economic and trade and analyze bilateral trade    |
| 4.2 European Trade Power | Geography, industry, and key points of China-Europe trade in Germany, France, the UK, and other countries | Able to analyze advantageous industry connections and key considerations |
| 4.3 A major trading      | The economic structure and trade status of                                                                | Able to assess the economic and                                          |

| Unit                                             | Teaching Content                                                                      | Teaching Requirements                               |
|--------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------|
| nation in the Americas                           | the US, Canada, and Brazil                                                            | trade conditions of American countries              |
| 4.4 Oceania and Africa are a major trading power | Geography and commodity structure of Australia, South Africa, Egypt, trade with China | Able to analyze key points of bilateral cooperation |

#### (5) Module 5: Comprehensive Practice (4 class hours)

| Unit                                 | Teaching Content                                                                                | Teaching Requirements                                                              |
|--------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 5.1 Trade geography group report     | Choose your country/route/market, collect information, create courseware, and display in groups | Complete team research and summarize application scenarios of geographic knowledge |
| 5.2 Route Charts and Market Analysis | Port route mapping, simplified country market reports                                           | Complete basic practical exercises and written output                              |

#### (6) Module 6: Mobile (4 class hours)

| Unit                       | Teaching Content                                                | Teaching Requirements                                           |
|----------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|
| 6.1 Teaching Supplement    | Key and difficult Q&A, industry trends, and knowledge expansion | Consolidate the core and keep pace with industry changes        |
| 6.2 Assessment Preparation | Knowledge sorting, achievement reviews, and ability reviews     | Build a knowledge system and clarify directions for improvement |

### V. Assessment Requirements

#### 1. Assessment Structure (Formative Evaluation + Summative Evaluation)

| Assessment Component | Weight | Assessment Content                                                                                                                                                         | Evaluation Criteria               |
|----------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Usual results        | 60%    | Attendance (20%), classroom interaction (10%), homework (20%), group presentations (10%)                                                                                   | Process recording and performance |
| Final exams          | 40%    | Theoretical knowledge (world trade markets and regional economic organizations, international trade and transportation geography, major continental trading powers, etc.). | Standard answer                   |

#### 2. Competency Achievement Evaluation Scale

| Competency Dimension                                  | Excellent (90-100)                     | Good (80-89)                                                            | Moderate (70-79)                        | Pass (60-69)                           | Fail (<60)                                   |
|-------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------------|
| Trade Geography Cognition and Analysis                | Able to innovate and analyze impacts   | Able to independently complete case analyses                            | A little guidance is required           | Requires more guidance                 | Fundamental analysis cannot be completed     |
| International transportation planning and application | Able to optimize transportation plans  | independently select methods and fill out diagrams                      | Basically completing the map            | Many errors in the drawing and plan    | Unable to identify route ports               |
| Country Market and Trade Analysis                     | Plans can be systematically formulated | Able to independently analyze country-specific economic and trade trade | Country analysis is basically completed | Incomplete analysis and incorrect data | Country characteristics cannot be identified |
| Teamwork and                                          | Smooth                                 | Reports are                                                             | The report is                           | The report                             | Unable to                                    |

| <b>Competency Dimension</b> | <b>Excellent (90-100)</b>          | <b>Good (80-89)</b>               | <b>Moderate (70-79)</b> | <b>Pass (60-69)</b> | <b>Fail (&lt;60)</b>    |
|-----------------------------|------------------------------------|-----------------------------------|-------------------------|---------------------|-------------------------|
| Presentation                | reporting and perfect coordination | complete and coordination is good | basically complete      | was incomplete      | participate in missions |

## **VI. Teaching Materials**

### **1. Main Textbook**

International Trade Geography (3rd Edition). Edited by Wang Kai, Tsinghua University Press, 2025

### **2. Reference Textbooks**

International Trade Geography (3rd Edition) (21st Century International Business Textbook and Supplementary Series). Edited by Huang Sencai, Yang Qing, Yu Shiming, Jinan University Press, 2025

International Trade Geography (3rd Edition). Edited by Wang Kai, Tsinghua University Press, 2025

### **3. Reference Standards**

- (1) National standards for the qualification certificate examination for international freight forwarding practitioners
- (2) Talent Training Program for Integrated Customs and Foreign Trade Service Majors in Secondary and Higher Vocational Education
- (3) Vocational skill standards for international trade and international logistics industries

### **4. Digital Resources**

Chaoxing Network Teaching Platform, Smart Vocational Education Customs Professional Resource Library, China Commodity Information Service Platform, Route and Port Atlas, National Standardization Administration Official Website.

## 9. AI + Customs Tariff Classification

### I. Basic Course Information

|                                 |                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | AI + Customs Tariff Classification                                                                                                          |
| <b>Course Code</b>              | 120101287                                                                                                                                   |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective         |
| <b>Course Category</b>          | Professional Basic Course                                                                                                                   |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services                                                                                                          |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (48 Theoretical Hours + 20 Practical Hours)                                                                   |
| <b>Semester Offered</b>         | Semester 2                                                                                                                                  |
| <b>Prerequisite Courses</b>     | Fundamentals of Customs Clearance                                                                                                           |
| <b>Subsequent Courses</b>       | JIT and Intelligent Customs Clearance, Import and Export Tax Calculation Practical Training, Single Window Comprehensive Practical Training |
| <b>Author</b>                   | Wu Xieling                                                                                                                                  |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                    |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                |
| <b>Date Formulated/Revised</b>  | September 2025                                                                                                                              |

### II. Course Description

\*AI + Customs Tariff Classification\* is a core major course for students majoring in Customs Affairs & Foreign Trade Services, directly corresponding to core job tasks for positions such as import & export commodity pre-classification specialists, customs consulting specialists, and customs compliance managers. Guided by the philosophy of "Master Classification, Empowered by Digital Intelligence," this course designs teaching content based on the China Customs Import and Export Tariff and the Harmonized Commodity Description and Coding System (HS). It focuses on cultivating four core competencies: application of the Harmonized System, interpretation of General Rules of Interpretation, analysis of commodity attributes, and AI-aided classification. It serves as a critical bridge course for students to transition from basic theories to practical customs clearance operations.

Course Features: Centered on the application of the General Rules of Interpretation and supported by AI technology, this course integrates curriculum with vocational

certification standards. It adopts real classification exam questions from the Customs Practitioner Competency Test, authentic classification cases from enterprises under the Modern Apprenticeship Program, and the AI pre-classification robot platform Xiao Ai as teaching carriers. It delivers integrated teaching combining theoretical analysis, case discussion, and AI-assisted decision-making.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly targets entry-level roles, including import and export commodity pre-classification specialists, customs affairs officers, and customs compliance administrators. It underpins the core professional competency of accurate commodity classification and compliant declaration for customs clearance. It equips students with comprehensive vocational capabilities: proficiently applying the General Rules of Interpretation, accurately retrieving commodity codes, analyzing commodity classification factors and attributes, and leveraging AI tools to resolve complex classification issues efficiently.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 2, 3, 4, and 9)**

##### **1. Knowledge Objectives**

- (1) Master the commodity classification principles, structure, explanatory notes, and hierarchical definitions of the Harmonized Commodity Description and Coding System (HS).
- (2) Fully grasp the definitions and internal logic of General Rules of Interpretation (Rules 1 to 6) of the Harmonized System.
- (3) Be familiar with the distribution pattern and commodity scope of major import and export commodities (focusing on animal and plant products, mineral products, chemicals, mechanical and electrical goods, and textiles) across Sections and Chapters.
- (4) Acquire essential commodity knowledge and master methodologies for analyzing commodity classification factors and attributes.
- (5) Be proficient in searching methods of the Handbook for Querying Import & Export Commodity Codes.
- (6) Understand the working principles, application scenarios, and auxiliary classification workflow of AI pre-classification robots.

## **2. Ability Objectives**

- (1)(1) Skilfully retrieve HS codes via the Handbook for Querying Import & Export Commodity Codes and independently complete code lookup.
- (2) Flexibly apply the General Rules of Interpretation to deliver accurate tariff classification for typical import and export commodities.
- (3) Synthesize classification factors including commodity composition, processing technology, functions, and usage, and draft standard classification basis and pre-classification proposals.
- (4) Utilize AI pre-classification robots for auxiliary classification, accurately extract classification factors, verify classification logic, and reasonably judge and revise AI-generated results.
- (5) Complete truthful and accurate declaration factor filings in compliance with the Catalogue of Standardized Declaration Elements for Import and Export Commodities of the People's Republic of China.

## **3. Quality Objectives**

- (1) Compliance & Integrity: Abide by customs laws and regulations, foster professional ethics and promote legal awareness for accurate classification and truthful declaration.
- (2) Rigor & Meticulousness: Cultivate a precise work attitude toward commodity details and regulatory provisions to eliminate risks arising from classification errors.
- (3) Accountability & Responsibility: Strengthen social responsibility for a fair tax burden, trade facilitation and national border security.
- (4) Team Collaboration: Possess communication and coordination skills for business, customs clearance and client liaison, and collaborate efficiently within teams.
- (5) Digital & Innovative Mindset: Embrace technological transformation brought by AI, develop lifelong learning habits, and adeptly deploy intelligent tools such as pre-classification robots, Doubao and DeepSeek to support classification decision-making. Establish a digital working philosophy that "human judgment of rules and classification factors is core, while AI serves as an efficient auxiliary."

## **IV. Course Content and Requirements**

### **1. Teaching Content Structure**

The course spans 68 class hours (48 theoretical + 20 practical), divided into 12 teaching modules. It follows the tariff Sections and Chapters as the main thread for

commodity classification learning, embedding hands-on AI-aided classification practice in every Section/Chapter module to realize integrated delivery of theory, case studies and practical training.

| Module    | Core Teaching Content                                                                                                                        | Theoretical Hours | Practical Hours | Competency Focus                                                                         |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------------------------------------------|
| Module 1  | Overview of Harmonized Commodity Description and Coding System: classification principles, structure, explanatory notes and code definitions | 2                 | 0               | Basic Classification Cognition                                                           |
| Module 2  | General Rules of Interpretation of Harmonized System: interpretation and comprehensive application of Rules 1 – 6                            | 4                 | 2               | Rule Application Competency                                                              |
| Module 3  | Sections I – IV: Classification of Animals, Plant Products and Foodstuffs                                                                    | 6                 | 4               | Animal, Plant & Foodstuff Classification Competency                                      |
| Module 4  | Section V Mineral Products; Section VI Chemicals & Chemical Products Classification                                                          | 6                 | 4               | Mineral & Chemical Product Classification Competency                                     |
| Module 5  | Section VII Plastics, Rubber and Articles Thereof Classification                                                                             | 2                 | 2               | Plastic & Rubber Product Classification Competency                                       |
| Module 6  | Section VIII Leather & Fur Articles; Section IX Wood & Wood Articles; Section X Pulp & Paper Products Classification                         | 4                 | 2               | Raw Material Product Classification Competency                                           |
| Module 7  | Section XI Textile Raw Materials & Textile Articles Classification                                                                           | 6                 | 4               | Textile Classification Competency                                                        |
| Module 8  | Section XII Footwear, Headgear, Umbrellas; Section XIII Stone, Ceramics & Glassware; Section XIV Precious Metal Articles Classification      | 4                 | 2               | Miscellaneous Manufactured Goods Classification Competency                               |
| Module 9  | Sections XV & XVI Mechanical & Electrical Products Classification                                                                            | 4                 | 4               | Mechanical & Electrical Product Classification Competency                                |
| Module 10 | Section XVII Vehicles, Aircraft & Vessels; Section XVIII Optical Instruments, Clocks & Musical Instruments Classification                    | 2                 | 2               | Transport Equipment & Instrument Classification Competency                               |
| Module 11 | Sections XIX – XXI Arms & Ammunition, Miscellaneous Manufactured Articles, Works of Art & Antiques Classification                            | 2                 | 0               | Recognition of Other Commodity Categories                                                |
| Module 12 | Comprehensive Classification Training                                                                                                        | 2                 | 2               | AI Classification Tool Application & Comprehensive Classification of Complex Commodities |
| Total     | —                                                                                                                                            | 48                | 20              | —                                                                                        |

## 2. Detailed Teaching Content

### (1) Module 1: Harmonized System Fundamentals (2 hours)

| Unit                              | Teaching Content                                                          | Teaching Requirements                    |
|-----------------------------------|---------------------------------------------------------------------------|------------------------------------------|
| 1.1 Overview of Harmonized System | Origin, evolution, classification principles and overall structure of the | Understand the basic framework of the HS |

|                                       |                                                                                                       |                                                                                  |
|---------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                       | Harmonized System                                                                                     |                                                                                  |
| 1.2 Code Definitions & Hierarchy      | Hierarchical definitions of heading, subheading and tariff item number, and coding rules at each tier | Master concepts and interrelations of all code tiers                             |
| 1.3 HS and Customs Tariff Correlation | Linkages between HS, Customs Import & Export Tariff and Customs Statistical Commodity Catalogue       | Understand internal connections and application scenarios of the three documents |

**(2) Module 2: Application of General Rules of Interpretation (6 Hours)**

| Unit                                    | Teaching Content                                                      | Teaching Requirements                                        |
|-----------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------|
| 2.1 General Rules of Interpretation     | Connotations of Rules 1 to 6                                          | Comprehend the meaning of each rule                          |
| 2.2 Application of Classification Rules | Order of priority and precautions for General Rules of Interpretation | Conduct commodity classification following rule sequence     |
| 2.3 Typical Case Analysis               | Interpret classification cases via General Rules of Interpretation    | Explain classification procedures supported by General Rules |

**(3) Module 3: Animal & Plant Commodity Classification (6 Theoretical Hours + 4 Practical Hours)**

| Unit                               | Teaching Content                                                                                    | Teaching Requirements                                                                      |
|------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 3.1 Live Animals & Animal Products | Classification key points for live animals and animal-derived products                              | Distinguish classification differences for animal products with varying processing degrees |
| 3.2 Plant Products                 | Classification rules for plants, culinary spices, major plant seeds and vegetable weaving materials | Master core classification principles for plants and plant products                        |
| 3.3 Animal & Vegetable Fats & Oils | Classification of chemically modified fats, mixed edible oils and vegetable/animal waxes            | Apply classification methodologies for oil and fat commodities                             |
| 3.4 Foodstuffs                     | Classification rules for homogenized foods and mixed food preparations                              | Independently complete classification of food commodities                                  |

**Practical Project: Animal, Plant & Foodstuff Classification Training (4 hours)**

- Complete classification of animal, plant and food commodities and write an analysis of classification factors.

**(4) Module 4: Mineral & Chemical Product Classification (6 Theoretical Hours + 4 Practical Hours)**

| Unit                                             | Teaching Content                                                                                                     | Teaching Requirements                                                 |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 4.1 Mineral Product Classification               | Key rules for non-metallic and metallic mineral goods                                                                | Classify common minerals (salt, graphite, stone, metallic ores, etc.) |
| 4.2 Inorganic & Organic Compounds Classification | Interpretation of "chemical definition", categorization and classification of common inorganic and organic chemicals | Master classification approaches for inorganic and organic compounds  |
| 4.3 Composite Chemical Product Classification    | Rules for pharmaceuticals, fertilizers, dyes, pigments, paints, cosmetics, soaps and other chemical products         | Apply specific classification methods for composite chemical goods    |

**Practical Project: Mineral & Chemical Product Classification Training (4 hours)**

- Conduct classification based on mineral and chemical commodity cases and

analyze supporting classification basis.

**(5) Module 5: Plastics, Rubber and Articles Thereof Classification (2 Theoretical Hours + 2 Practical Hours)**

| Unit                                | Teaching Content                                                                                 | Teaching Requirements                                                                 |
|-------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 5.1 Polymers & Copolymers           | Definitions of monomer units, polymers and copolymers, plus their classification methods         | Grasp foundational knowledge for polymer classification                               |
| 5.2 Plastic Articles Classification | Classification principles for polymers of different compositions                                 | Distinguish classification rules for primary plastic forms vs. finished plastic goods |
| 5.3 Rubber and Rubber Articles      | Concepts and classification key points for natural rubber, synthetic rubber and reclaimed rubber | Differentiate rubber types and classify rubber articles correctly                     |

**Practical Project: Plastic & Rubber Product Classification Training (2 hours) – Classify typical plastic and rubber articles and accurately distinguish between plastic and rubber goods for correct coding.**

**(6) Module 6: Leather, Fur, Wood & Paper Product Classification (4 Theoretical Hours + 2 Practical Hours)**

| Unit                                      | Teaching Content                                                                                                                | Teaching Requirements                                                   |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 6.1 Leather & Fur Articles Classification | Definitions and classification of raw hides, tanned leather, reconstituted leather, apparel accessories, fur and artificial fur | Complete classification of leather and fur articles independently       |
| 6.2 Wood & Wood Articles Classification   | Rules for logs, plywood, wood flooring and wood manufactures; scope of weaving materials                                        | Classify typical wooden goods and woven articles                        |
| 6.3 Pulp & Paper Products Classification  | Concepts and classification of mechanical pulp, chemical pulp, newsprint, coated paper and other paper types                    | Master classification rules for various paper grades and printed matter |

**Practical Project: Leather, Wood & Paper Product Classification Training (2 hours) – Independently classify all types of raw material manufactured goods.**

**(7) Module 7: Textile Raw Materials & Textile Articles Classification (6 Theoretical Hours + 4 Practical Hours)**

| Unit                                | Teaching Content                                                         | Teaching Requirements                                             |
|-------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------|
| 7.1 Textile Raw Materials           | Synthetic/man-made fibers, monofilaments and flat strips, yarns          | Distinguish fiber types and physical forms                        |
| 7.2 Blended Textile Materials       | Classification rules for goods composed of two or more textile materials | Master blended fiber proportion judgment and classification rules |
| 7.3 Fabrics & Manufactured Textiles | Woven fabrics, knitted fabrics, carpets and special textiles             | Classify all types of fabrics                                     |
| 7.4 Apparel & Clothing Accessories  | Classification principles for garments and scope of apparel accessories  | Complete classification of clothing and accessories               |

**Practical Project: Textile Classification Training (4 hours) – Independently**

**classify textile commodities.**

**(8) Module 8: Miscellaneous Manufactured Goods Classification (4 Theoretical Hours + 2 Practical Hours)**

| Unit                                                      | Teaching Content                                                                                                                                                                        | Teaching Requirements                                                                                           |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 8.1 Footwear, Headgear, Umbrellas and Human Hair Articles | Classification principles for footwear and headwear                                                                                                                                     | Complete classification of shoes and hats                                                                       |
| 8.2 Stone, Ceramic and Glass Products                     | Asbestos and asbestos articles; differences between pottery and porcelain; distinctions between imitation gemstones and synthetic gemstones; classification of glass optical components | Classify asbestos goods, ceramic wares, glass and glass articles                                                |
| 8.3 Precious Metals and Jewelry Articles                  | Scope of jewelry vs. imitation jewelry, classification principles for precious metal alloys and clad precious metals                                                                    | Distinguish precious metals, clad precious metals and imitation jewelry and master their classification methods |

**Practical Project: Miscellaneous Manufactures Classification Training (2 hours).**

**Independently classify footwear, ceramics, glassware and precious metal articles.**

**(9) Module 9: Classification of Mechanical and Electrical Products (4 Theoretical Hours + 4 Practical Hours)**

| Unit                                                         | Teaching Content                                                                                                 | Teaching Requirements                                                               |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 9.1 Classification of Machine Parts                          | Judgment criteria for parts classified under complete machines or separate headings                              | Master general classification principles for machine parts                          |
| 9.2 Multi-function and Combined Machines                     | Classification rules for multi-function machines, combined machines and functional units                         | Understand judgment rules based on primary function                                 |
| 9.3 Classification of Specific Mechanical & Electrical Goods | Classification of typical mechanical & electrical products (motors, pumps, machine tools, home appliances, etc.) | Classify mechanically and electrically operated goods with specific HS descriptions |

**Practical Project: Mechanical & Electrical Product Classification Training (4 hours). Conduct classification analysis for typical mechanical & electrical products, independently complete their classification and analyze classification factors.**

**(10) Module 10: Classification of Transport Equipment and Instrumentation (2 Theoretical Hours + 2 Practical Hours)**

| Unit                                    | Teaching Content                                                                                                                                                                                              | Teaching Requirements                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 10.1 Transport Equipment Classification | Classification principles for incomplete or semi-finished goods, dual-power locomotives, complete vehicles and vessels; classification methods for spare parts and accessories of special transport equipment | Master classification rules for special transport equipment and its spare parts |

| Unit                                                     | Teaching Content                                                                                                                          | Teaching Requirements                                                           |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 10.2 Optical Instruments, Clocks and Musical Instruments | Classification of measuring instruments, optical devices, medical instruments; classification of clock glass and musical instrument parts | Acquire relevant commodity knowledge and master classification of typical goods |

**Practical Project: Transport Equipment & Instrumentation Classification**

**Training (2 hours). Independently classify transport vehicles and instruments.**

**(11) Module 11: Classification of Miscellaneous Manufactures, Works of Art and Antiques (2 Theoretical Hours)**

| Unit                                                 | Teaching Content                                                                                                  | Teaching Requirements                                                       |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 11.1 Arms, Ammunition and Miscellaneous Manufactures | Classification of telescopic sights, military-specific transport vehicles, furniture, lamps and lighting fixtures | Understand basic classification directions and methods for such commodities |
| 11.2 Works of Art and Antiques                       | Classification provisions for antiques over one hundred years old; classification of postal stationery            | Master classification rules for works of art and antiques                   |

**(12) Module 12: Comprehensive Classification Training (2 Theoretical Hours + 2 Practical Hours)**

| Unit                                        | Teaching Content                                                                                                                              | Teaching Requirements                                                                                                                                                                                    |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.1 Application of AI Classification Tools | Basic working principles, operating procedures, input & output specifications and result verification methods of AI pre-classification robots | Utilize AI pre-classification robots for auxiliary classification, clarify classification factors, classification logic and application of General Rules, and judge the rationality of AI output results |
| 12.2 Drafting Pre-classification Proposals  | Analysis of classification basis, standard format and drafting specifications for pre-classification proposals                                | Draft standardized pre-classification proposals                                                                                                                                                          |

**Practical Project: Comprehensive Classification Training (2 hours). Analyze classification factors of complex commodities, independently operate AI classification tools, and draft complete pre-classification proposals.**

**V. Assessment Requirements**

**1. Assessment Structure (Formative Assessment + Summative Assessment)**

| Assessment Component  | Weight | Assessment Content                                                                                                                                       | Evaluation Criteria                                                                                  |
|-----------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Regular Performance   | 40%    | Attendance (10%), In-class Performance (10%), Post-class Classification Assignments for All Modules (80%)                                                | Process records                                                                                      |
| Practical Assignments | 20%    | Three comprehensive group projects: Textile Classification, Mechanical & Electrical Product Classification, AI-aided Pre-classification of Holiday Goods | Classification accuracy, standardization of classification basis, rationality of AI tool application |
| Final Exam            | 40%    | Application of General Rules of Interpretation, classification of commodities in key HS Sections and Chapters                                            | Standard answer key                                                                                  |

**2. Competency Achievement Evaluation Rubric**

| Competency Dimension            | Excellent (90-100)                                                                          | Good (80-89)                                                          | Moderate (70-79)                                     | Pass (60-69)                                                      | Fail (<60)                                                                            |
|---------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Rule Application                | Flexibly and comprehensively apply General Rules to resolve complex cases                   | Accurately apply rules to classify typical commodities                | Basically apply rules with occasional deviations     | Poor command of rules requiring instructor guidance               | Incorrect rule application leading to severe classification errors                    |
| Commodity Analysis              | In-depth analysis of commodity attributes and precise extraction of classification factors  | Comprehensive analysis of major classification factors                | Identification of basic classification factors       | Insufficient commodity knowledge and incomplete factor extraction | Inability to analyze commodity attributes; classification based on subjective guesses |
| AI Auxiliary Application        | Efficiently operate AI tools, critically verify outputs and optimize classification schemes | Skilfully use AI tools and correctly judge the rationality of outputs | Basic operation of AI tools requiring manual recheck | Unskilled AI operation with excessive reliance on AI              | Failure to effectively utilize AI tools for classification support                    |
| Documentation & Standardization | Pre-classification proposals with rigorous logic, sufficient basis and zero errors          | Complete and standardized proposals with accurate data                | Basically correct with minor flaws                   | Obvious errors or omissions present                               | Wrong or missing core classification basis                                            |

## VI. Teaching Materials

### 1. Primary Textbook

Handbook for Import and Export Commodity Code Inquiry (2025 Edition), compiled by the China Customs Brokers Association, China Customs Press, 2025 (designated textbook for the Customs Practitioner Competency Test).

### 2. Reference Textbooks

Zong Huimin, Import and Export Commodity Classification (3rd Edition), 2022.

### 3. Reference Standards

Harmonized Commodity Description and Coding System (HS 2025 Edition)

Customs Import and Export Tariff of the People's Republic of China (2025)

Catalogue of Standardized Declaration Elements for Import and Export Commodities of the People's Republic of China (2025 Edition)

### 4. Digital Resources

Chaoxing Online Teaching Platform, Vocational Education Smart Platform Customs Affairs Resource Library, China Commodity Information Service Platform, China Customs Commodity Code Inquiry System, Dianjieda Pre-classification Robot Online Platform.

## 10. JIT and Intelligent Customs Clearance

### I. Basic Course Information

|                                 |                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | JIT and Intelligent Customs Clearance                                                                                                                                                  |
| <b>Course Code</b>              | 1202073334                                                                                                                                                                             |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                    |
| <b>Course Category</b>          | Professional Core Course                                                                                                                                                               |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services, Modern Logistics Management                                                                                                                        |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (48 Theoretical Hours + 20 Practical Hours)                                                                                                              |
| <b>Semester Offered</b>         | Semester 3                                                                                                                                                                             |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, International Trade Geography, Fundamentals of Customs Clearance                                                                                  |
| <b>Subsequent Courses</b>       | Commodity Inspection and Quarantine, AI + Customs Tariff Classification, Import and Export Tax Calculation Practical Training, International Business Documentation Practical Training |
| <b>Author</b>                   | Gao Jing                                                                                                                                                                               |
| <b>Reviewer</b>                 | Yan Yun                                                                                                                                                                                |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                           |
| <b>Date Formulated/Revised</b>  | June 2025                                                                                                                                                                              |

### II. Course Description

JIT and Intelligent Customs Clearance is a core course for the major of Customs and Foreign Trade Services, belonging to the compulsory module of vocational ability education. The course takes the customs declaration procedures of goods under customs supervision as its main line, systematically teaching core knowledge such as customs declaration and customs administration, foreign trade control, customs declaration procedures for various types of goods under customs supervision, and the filling of customs declarations. It cultivates students' core abilities in customs clearance operations, document processing, tax calculation, and compliance management, laying a solid foundation for future work in customs operations, customs brokerage, international trade, and related fields.

Course Features: Adopting a “project-driven, case-based, virtual-real combined” teaching model, aligning with professional qualification examinations such as the Customs Level Test, and using training software to simulate real customs clearance

scenarios, achieving “learning by doing, doing by learning.” The course closely follows the requirements of the Customs Level Test and appropriately adds targeted exercises.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly targets job groups such as customs officers and customs declarers, cultivating students’ core abilities in customs supervision compliance judgment, customs declaration process operation, customs declaration form filling, and tax calculation. It is a key core course supporting the “customs clearance operation and compliance management” module of the professional talent cultivation objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 2, 3, and 4)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts of customs declaration and customs administration, customs functions, and customs declaration management system (Module 1);
- (2) Understand the policy framework and document management requirements of import/export customs declaration and foreign trade control (Module 2);
- (3) Understand the customs declaration procedures and operational points for general import and export goods (Module 4);
- (4) Master the customs declaration procedures and management requirements for bonded import and export goods (Module 5);
- (5) Be familiar with the customs declaration handling of other import and export goods (specific duty-reduced/tax-exempt goods, temporary entry/exit goods, etc.) (Module 6);
- (6) Master the filling specifications and audit points of import/export goods customs declaration forms (Module 7);
- (7) Understand the types, calculation methods, and payment procedures of import and export taxes and fees (Module 8).

##### **2. Ability Objectives**

- (1) Be able to accurately determine the applicable trade control measures and regulatory documents for commodities;
- (2) Be able to independently complete the full-process customs declaration operation

for general import and export goods;

(3) Be able to design customs declaration plans for bonded processing goods and complete verification and cancellation;

(4) Be able to accurately fill in various types of customs declaration forms and review common errors;

(5) Be able to calculate import and export taxes and fees and determine the applicable tax rate;

(6) Be able to provide customs clearance solutions and compliance advice for import and export enterprises.

### **3. Quality Objectives**

(1) Compliance Awareness: Establish a “law-abiding and compliant” professional philosophy, strictly adhering to the bottom line of customs laws and regulations;

(2) Integrity: Cultivate honest and trustworthy character, abide by the professional ethics of the customs brokerage industry;

(3) Craftsmanship Spirit: Develop a rigorous attitude towards document details, pursuing zero-error quality;

(4) Innovation Awareness: Stimulate thinking on customs clearance process optimization, explore intelligent customs clearance and digital customs declaration paths;

(5) Team Collaboration: Enhance cross-departmental communication and collaboration skills through group projects.

## **IV. Course Content and Requirements**

### **1. Teaching Content Structure**

This course comprises eight teaching modules, covering the entire chain from customs declaration basics to tax calculation. Practical teaching is embedded into theoretical teaching through projects such as “Declaration Form Filling Training” and “Tax Calculation Exercise,” achieving a “learning by doing, doing by learning” approach.

| <b>Module</b> | <b>Core Teaching Content</b>                                    | <b>Theory Hours</b> | <b>Practice Hours</b> | <b>Competency Focus</b>                      |
|---------------|-----------------------------------------------------------------|---------------------|-----------------------|----------------------------------------------|
| Module 1      | Customs Declaration and Customs Administration (Project 1)      | 4                   | 0                     | Customs cognition and declaration management |
| Module 2      | Import/Export Declaration and Foreign Trade Control (Project 2) | 8                   | 0                     | Trade control compliance judgment            |

| Module       | Core Teaching Content                                                | Theory Hours | Practice Hours | Competency Focus                                    |
|--------------|----------------------------------------------------------------------|--------------|----------------|-----------------------------------------------------|
| Module 3     | Customs Declaration of General Import/Export Goods (Project 4)       | 8            | 0              | General goods declaration process operation         |
| Module 4     | Customs Declaration of Bonded Import/Export Goods (Project 5)        | 8            | 0              | Bonded goods declaration plan design                |
| Module 5     | Customs Declaration of Other Import/Export Goods (Project 6)         | 8            | 0              | Special supervised goods handling                   |
| Module 6     | Filling of Import/Export Goods Customs Declaration Forms (Project 7) | 12           | 0              | Declaration form filling and auditing               |
| Module 7     | Calculation and Payment of Import/Export Taxes and Fees (Project 8)  | 12           | 0              | Tax calculation and compliant payment               |
| Module 8     | Final Review                                                         | 4            | 0              | Knowledge integration and comprehensive application |
| <b>Total</b> |                                                                      | <b>64+4</b>  | <b>0</b>       |                                                     |

## 2. Detailed Teaching Content

### (1) Module 1: Customs Declaration and Customs Administration (4 Teaching Hours)

| Unit                                                | Teaching Content                                                                                 | Teaching Requirements                                             |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1.1 Overview of Customs Declaration                 | Definition of customs declaration, subjects of customs declaration, scope of customs declaration | Distinguish different types of customs declaration                |
| 1.2 Customs Administration                          | Customs functions, organizational structure, customs district division                           | Understand the basic management system of customs                 |
| 1.3 Customs Declaration Units and Customs Declarers | Classification of customs declaration units, qualifications and management of customs declarers  | Identify qualification requirements for customs declaration units |

### (2) Module 2: Import/Export Declaration and Foreign Trade Control (8 Teaching Hours)

| Unit                                        | Teaching Content                                                                                 | Teaching Requirements                                                               |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 2.1 Overview of Foreign Trade Control       | Purpose of control, means of control, relevant laws and regulations                              | Understand the basic logic of control policies                                      |
| 2.2 Import/Export Licensing System          | License management, quota management, automatic import licensing                                 | Determine whether goods require a license                                           |
| 2.3 Customs Regulatory Documents            | Types of regulatory documents, application procedures, validity period management                | Look up and verify regulatory document information                                  |
| 2.4 Import/Export Inspection and Quarantine | Scope of inspection and quarantine, inspection application process, integrated customs clearance | Distinguish the relationship between inspection application and customs declaration |

### (3) Module 3: Customs Declaration of General Import/Export Goods (8 Teaching Hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                           | Teaching Content                                                                   | Teaching Requirements                                      |
|------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------|
| 3.1 Overview of General Import/Export Goods    | Concept, characteristics, scope of application                                     | Distinguish general goods from special import/export goods |
| 3.2 Customs Declaration Procedure (Pre-stage)  | Declaration preparation, document collection, preliminary commodity classification | Prepare complete customs declaration documents             |
| 3.3 Customs Declaration Procedure (On-site)    | Electronic declaration, on-site document submission, inspection coordination       | Operate the single window declaration process              |
| 3.4 Customs Declaration Procedure (Post-stage) | Customs clearance, verification and cancellation, file archiving                   | Complete post-clearance management tasks                   |

**(4) Module 4: Customs Declaration of Bonded Import/Export Goods (8 Teaching Hours)**

| Unit                                                 | Teaching Content                                                                | Teaching Requirements                                     |
|------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------------------|
| 4.1 Overview of Bonded Processing Goods              | Concept, scope, management principles                                           | Understand the core logic of the bonded system            |
| 4.2 Bonded Processing Customs Declaration Procedures | Filing, material import, finished product export, verification and cancellation | Design bonded processing customs declaration plans        |
| 4.3 Bonded Warehousing and Logistics                 | Types of bonded warehouses, inbound/outbound management, transfer               | Handle customs declarations related to bonded warehousing |

**(5) Module 5: Customs Declaration of Other Import/Export Goods (8 Teaching Hours)**

| Unit                                       | Teaching Content                                                                | Teaching Requirements                                       |
|--------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------|
| 5.1 Specific Duty-Reduced/Tax-Exempt Goods | Qualification for reduction/exemption, approval process, subsequent supervision | Judge the conditions for applying reduction/exemption       |
| 5.2 Temporary Entry/Exit Goods             | ATA Carnet, conditions and time limits for temporary entry/exit                 | Handle temporary entry/exit procedures                      |
| 5.3 Other Special Goods                    | Returned goods, repair items, leased goods, etc.                                | Handle customs declarations under special supervision modes |

**(6) Module 6: Filling of Import/Export Goods Customs Declaration Forms (12 Teaching Hours)**

| Unit                                                | Teaching Content                                                         | Teaching Requirements                                          |
|-----------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|
| 6.1 Overview of Customs Declaration Forms           | Types of customs declaration forms, legal effect, filling specifications | Understand the legal significance of customs declaration forms |
| 6.2 Filling the Header of Customs Declaration Forms | Operating unit, consignor/consignee unit, trade mode, etc.               | Accurately fill the header of customs declaration forms        |
| 6.3 Filling the Body of Customs Declaration Forms   | Commodity items, quantity, price, origin, etc.                           | Accurately fill the body of customs declaration forms          |
| 6.4 Review and                                      | Self-check points, common errors,                                        | Review customs declaration                                     |

| Unit                                   | Teaching Content     | Teaching Requirements    |
|----------------------------------------|----------------------|--------------------------|
| Amendment of Customs Declaration Forms | amendment procedures | forms and correct errors |

**(7) Module 7: Calculation and Payment of Import/Export Taxes and Fees (12 Teaching Hours)**

| Unit                                         | Teaching Content                                          | Teaching Requirements                      |
|----------------------------------------------|-----------------------------------------------------------|--------------------------------------------|
| 7.1 Overview of Import/Export Taxes and Fees | Customs duties, VAT, consumption tax, anti-dumping duties | Identify different types of taxes and fees |
| 7.2 Determination of Dutiable Value          | CIF/FOB price adjustments, royalties                      | Calculate the dutiable value               |
| 7.3 Application of Tax Rates and Origin      | MFN rates, preferential rates, rules of origin            | Determine the applicable tax rate          |
| 7.4 Tax Calculation and Payment              | Ad valorem duty, specific duty, compound duty calculation | Complete comprehensive tax calculations    |

**(8) Module 8: Final Review (4 Teaching Hours)**

| Unit                          | Teaching Content                                            | Teaching Requirements                                       |
|-------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| 8.1 Knowledge Integration     | Core concepts, key chapter summaries                        | Build a knowledge framework of customs clearance            |
| 8.2 Comprehensive Application | Case analysis and simulation exercises of customs scenarios | Comprehensively apply knowledge to solve practical problems |

**V. Assessment Requirements**

**1. Assessment Structure (Formative Assessment + Summative Assessment)**

| Assessment Component | Weight | Assessment Content                                                                                      | Evaluation Criteria |
|----------------------|--------|---------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                    | Process records     |
| Final Examination    | 50%    | Theoretical knowledge (customs declaration procedures, declaration form filling, tax calculation, etc.) | Standard answer key |

**2. Competency Achievement Evaluation Rubric**

| Competency Dimension                  | Excellent (90-100)                                                                                | Good (80-89)                                                | Moderate (70-79)                                     | Pass (60-69)                                             | Fail (<60)                                     |
|---------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|
| Customs Declaration Process Operation | Independently complete full customs declaration process for all types of goods and optimize plans | Independently complete common customs declaration processes | Complete declaration processes with minimal guidance | Complete declaration processes with significant guidance | Unable to complete basic declaration processes |
| Customs Declaration Form Filling      | Accurately fill all types of declaration forms and detect                                         | Independently complete declaration form filling             | Complete filling with minimal guidance               | Complete filling with significant guidance               | Unable to complete declaration form filling    |

| Competency Dimension         | Excellent (90-100)                          | Good (80-89)                                              | Moderate (70-79)                       | Pass (60-69)                                      | Fail (<60)                        |
|------------------------------|---------------------------------------------|-----------------------------------------------------------|----------------------------------------|---------------------------------------------------|-----------------------------------|
|                              | potential errors                            |                                                           |                                        |                                                   |                                   |
| Scenario Application Ability | Innovatively solve practical customs issues | Comprehensively apply knowledge to solve typical problems | Complete scenario tasks under guidance | Complete scenario tasks with substantial guidance | Unable to complete scenario tasks |

## VI. Teaching Materials

### 1. Primary Textbook

Luo Xingwu. Customs Practice. Chief Editor. China Customs Press. Related textbooks for Customs Level Test.

### 2. Reference Textbooks

China Customs Brokers Association. Customs Practice. China Customs Press.  
Textbook Compilation Committee of the General Administration of Customs.  
Customs Law and Related Regulations Compilation.

### 3. Reference Standards and Regulations

Customs Law of the People's Republic of China;  
Regulations of the People's Republic of China on Import and Export Tariffs;  
Harmonized System (HS) 2026 Edition;  
Filling Specification for Import/Export Goods Customs Declaration Forms of the People's Republic of China;  
GB/T 7714 Bibliographic References Rules.

### 4. Digital Resources

Superstar Online Teaching Platform,  
Smart Vocational Education Customs Professional Resource Database,  
China Customs Official Website,  
China International Trade Single Window Platform,  
Customs Level Test Online Practice System.

## 11. AEO Compliance and Risk Control

### I. Basic Course Information

|                                 |                                                                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | AEO Compliance and Risk Control                                                                                                                                                                    |
| <b>Course Code</b>              | 1202073335                                                                                                                                                                                         |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                                |
| <b>Course Category</b>          | Professional Core Course                                                                                                                                                                           |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                                 |
| <b>Teaching Hours / Credits</b> | 51 Teaching Hours / 3 Credits (30 Theoretical Hours + 21 Practical Hours)                                                                                                                          |
| <b>Semester Offered</b>         | Semester 3                                                                                                                                                                                         |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Economics,<br>Fundamentals of Management                                                                                                      |
| <b>Subsequent Courses</b>       | Transport Management Practice, Import and Export Tax Calculation<br>Practical Training, International Business Documentation Practical<br>Training, Single Window Comprehensive Practical Training |
| <b>Author</b>                   | Feng Zhuyi                                                                                                                                                                                         |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                           |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                                       |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                                                                                         |

### II. Course Description

AEO Compliance and Risk Control is an international characteristic core course for majors in Customs and Foreign Trade Services and Modern Logistics Management. It is a comprehensive course integrating both theory and post practice. Centered on the global AEO mutual recognition system, the course systematically teaches core knowledge including standards of AEO certification for various countries, construction of enterprise internal control system, trade safety risk control, customs verification and audit, cross-border supply chain compliance management. It cultivates students' abilities in AEO qualification application, enterprise compliance diagnosis, supply chain risk identification and customs audit response, laying a solid foundation for careers in foreign trade compliance, AEO internal audit, customs supervisor and cross-border logistics risk control.

Course Features: The course adopts a teaching model of "integration of post requirements, course content, competition and certification, case-driven approach, and

combination of virtual and real scenarios", aligning with vocational competency assessment for Customs AEO Internal Auditors.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with job clusters including foreign trade compliance specialist, AEO internal auditor, customs supervisor and supply chain risk control specialist. It cultivates students' core competencies in interpretation of AEO standards, construction of enterprise internal control, trade safety management and customs audit response. It serves as a key core course supporting the "International Supply Chain Safety and Compliance" module in the program's talent development objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 4, and 6)**

##### **1. Knowledge Objectives**

- (1) Master the background, international regulations and hardware & software prerequisites for global AEO certification;
- (2) Understand the classification standards and customs clearance facilitation policies of China and countries along the Belt and Road Initiative;
- (3) Master core clauses of four major modules: enterprise internal control, trade safety, law-abiding operation and financial compliance;
- (4) Be familiar with the whole process and operation standards of customs verification and audit as well as enterprise coordination requirements;
- (5) Master the differences among AEO systems of Singapore, South Korea, EU, Japan, Uruguay, UAE, Brazil and other countries;
- (6) Understand common compliance risk categories and risk identification methods of cross-border supply chains;
- (7) Master the full procedures of AEO qualification application, annual maintenance and post-audit rectification;
- (8) Be familiar with preferential customs clearance policies under the AEO mutual recognition framework.

##### **2. Ability Objectives**

- (1) Accurately interpret clauses of general and advanced AEO certification standards;
- (2) Independently complete AEO compliance self-inspection and internal control defect diagnosis for foreign trade enterprises;

- (3) Design risk control schemes for enterprise premises, personnel and business partner safety;
- (4) Sort out customs audit workflows and prepare complete supporting documents;
- (5) Compare national AEO systems and draft application materials for cross-border enterprises;
- (6) Identify import and export compliance risks and propose targeted rectification measures;
- (7) Provide full-process professional support for enterprises' AEO application and annual review.

### 3. Quality Objectives

- (1) Compliance Awareness: Establish bottom-line thinking of global trade compliance, strictly abide by customs supervision and cross-border trade laws and regulations;
- (2) Risk Awareness: Build full-chain supply chain risk control thinking and take initiative to identify import and export potential hazards;
- (3) Craftsmanship Spirit: Maintain rigorous standards for internal audit and document filing, pursue standardized enterprise compliance management;
- (4) Innovation Awareness: Optimize internal control and risk control workflows combined with enterprise business scenarios;
- (5) Teamwork: Improve cross-department communication and diagnostic capabilities through simulated enterprise internal audit group projects.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

This course consists of fourteen teaching modules plus one flexible assessment module. Practical teaching projects including "Simulated Enterprise AEO Internal Audit", "Customs Audit Scenario Deduction", "Multi-country AEO Scheme Comparison" are embedded in theoretical classes to realize the mode of "learning by doing, doing by learning".

| Module   | Core Teaching Content                                           | Theoretical Hours | Practical Hours | Competency Focus                                                               |
|----------|-----------------------------------------------------------------|-------------------|-----------------|--------------------------------------------------------------------------------|
| Module 1 | Overall Framework and Core Elements of AEO Compliance Standards | 2                 | 1               | Global AEO system cognition and standard interpretation ability                |
| Module 2 | Basic Implementation Conditions of Chinese AEO Enterprises      | 2                 | 1               | Domestic enterprise AEO qualification preliminary judgment ability             |
| Module 3 | Complete Standards for Advanced AEO Certification               | 2                 | 1               | Certification clause decomposition and enterprise compliance diagnosis ability |

| Module          | Core Teaching Content                                                            | Theoretical Hours | Practical Hours | Competency Focus                                                             |
|-----------------|----------------------------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------------------------------|
| Module 4        | Operation Standards of Customs Verification and Audit                            | 2                 | 1               | Audit document sorting and response ability                                  |
| Module 5        | Construction of Enterprise Trade Safety System                                   | 4                 | 2               | Supply chain safety scheme design ability                                    |
| Module 6        | Common Misunderstandings and Risk Prevention of Enterprise Law-abiding Operation | 4                 | 2               | Compliance risk identification and rectification ability                     |
| Module 7        | AEO Mutual Recognition Cooperation Mechanism of Belt and Road Countries          | 2                 | 1               | International AEO policy analysis ability                                    |
| Module 8        | Singapore Customs AEO System and Supply Chain Risk Control                       | 1                 | 2               | Practical AEO operation ability for Southeast Asian enterprises              |
| Module 9        | South Korea Customs AEO System and Supply Chain Risk Control                     | 1                 | 2               | Compliance operation ability for China-South Korea trading enterprises       |
| Module 10       | EU Customs AEO System and Supply Chain Risk Control                              | 1                 | 2               | Compliance diagnosis ability for EU cross-border enterprises                 |
| Module 11       | Japan Customs AEO System and Supply Chain Risk Control                           | 1                 | 2               | Risk control ability for import & export enterprises trading with Japan      |
| Module 12       | Uruguay Customs AEO System and Supply Chain Risk Control                         | 2                 | 1               | AEO business ability for Latin American small and medium enterprises         |
| Module 13       | UAE Customs AEO System and Supply Chain Risk Control                             | 2                 | 1               | Risk identification ability for Middle East cross-border supply chains       |
| Module 14       | Brazil Customs AEO System and Supply Chain Risk Control                          | 2                 | 1               | Compliance management ability for South American import & export enterprises |
| Flexible Period | Comprehensive Review & Task Assessment                                           | 2                 | 1               | Knowledge integration and comprehensive practical application ability        |
| <b>Total</b>    | —                                                                                | <b>30</b>         | <b>21</b>       | —                                                                            |

## 2. Detailed Teaching Content

### (1) Module 1: Overall Framework and Core Elements of AEO Compliance Standards (3 Teaching Hours)

| Unit                                                   | Teaching Content                                                                                      | Teaching Requirements                                                          |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1.1 Basic Connotation of AEO System                    | Origin of AEO, background of global supply chain security, common characteristics of national systems | Clearly elaborate the core objectives of establishing the AEO system           |
| 1.2 Complete Framework of AEO Compliance Standards     | Four core modules: internal control, trade safety, law-abiding operation, financial compliance        | Sort out all assessment dimensions of AEO certification completely             |
| 1.3 Facilitation Policies under AEO Mutual Recognition | Simplified clearance, lower inspection rate, guarantee exemption for mutually recognized countries    | Distinguish applicable scenarios of different preferential policies            |
| 1.4 Horizontal Comparison of National AEO Systems      | Differences in certification thresholds between developed and developing countries                    | Independently analyze applicable certification types for different enterprises |

**(2) Module 2: Basic Implementation Conditions of Chinese AEO Enterprises (3 Teaching Hours)**

| Unit                                                                    | Teaching Content                                                            | Teaching Requirements                                                      |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 2.1 Entry Thresholds for Two Types of AEO Certification                 | Mandatory qualification requirements for general and advanced certification | Quickly judge whether an enterprise meets application qualifications       |
| 2.2 Certification Differences by Business Type                          | Distinction of standards for production, trading and logistics enterprises  | Sort out matching certification conditions according to enterprise formats |
| 2.3 Advantages and Existing Difficulties of Domestic AEO Implementation | Customs clearance dividends and common obstacles in enterprise application  | Objectively analyze pros and cons of AEO certification for enterprises     |

**(3) Module 3: Complete Standards for Advanced AEO Certification (3 Teaching Hours)**

| Unit                                                              | Teaching Content                                                                              | Teaching Requirements                                                                                                                 |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 3.1 Item-by-item Interpretation of Advanced Certification Clauses | Internal control, premises, personnel, business partner, goods, transportation safety clauses | Interpret each advanced certification clause item by item, distinguish boundaries between internal control and trade safety standards |
| 3.2 Typical Successful & Failed Enterprise Certification Cases    | Key rectification items and high-frequency deduction clauses identified                       | Locate enterprise compliance weaknesses combined with internal audit cases, sort out high-problem checklist                           |
| 3.3 Targeted Solutions for Certification Difficulties             | Formulate enterprise rectification plans against certification standards                      | Compile complete AEO compliance rectification plans based on deduction clauses                                                        |

**(4) Module 4: Operation Standards of Customs Verification and Audit (3 Teaching Hours)**

| Unit                                                    | Teaching Content                                                | Teaching Requirements                                                |
|---------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|
| 4.1 Types and Trigger Conditions of Customs Audits      | Routine audit, special audit, certification review audit        | Distinguish different audit triggering scenarios                     |
| 4.2 Key Document Inspection Checklist                   | Financial, customs declaration, warehouse, partner archives     | Prepare full set of supporting audit documents in advance            |
| 4.3 Correlation Between Audit Standards and AEO Clauses | Mapping relations between audit focus and certification modules | Update enterprise internal control system according to audit results |

**(5) Module 5: Construction of Enterprise Trade Safety System (6 Teaching Hours)**

| Unit                                                           | Teaching Content                                                         | Teaching Requirements                               |
|----------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------|
| 5.1 Control Standards for Premises, Personnel and Goods Safety | Factory access control, warehouse zoning, visitor management regulations | Draft enterprise premises safety management systems |
| 5.2 Full-cycle Inspection Process of Business Partners         | Qualification audit standards for suppliers, forwarders and clients      | Establish business partner risk control ledgers     |
| 5.3 Crisis Management & Emergency Drill Mechanisms             | Emergency response plans for goods loss and illegal smuggling incidents  | Compile standardized trade safety emergency plans   |

**(6) Module 6: Common Misunderstandings and Risk Prevention of Enterprise**

### Law-abiding Operation (6 Teaching Hours)

| Unit                                                    | Teaching Content                                                      | Teaching Requirements                                        |
|---------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------|
| 6.1 High-frequency Declaration Risks of HS Code & Price | Misclassification, under-declaration, inconsistent document risks     | Rapidly identify core declaration compliance loopholes       |
| 6.2 Penalty Provisions in Customs Laws                  | Classification of minor, general and serious dishonesty penalties     | Clarify legal consequences of non-compliance                 |
| 6.3 Long-term Self-inspection Mechanisms                | Monthly self-check, quarterly internal audit, annual review workflows | Establish long-term enterprise compliance management systems |

### (7) Module 7: AEO Mutual Recognition Cooperation Mechanism of Belt and Road Countries (3 Teaching Hours)

| Unit                                                                 | Teaching Content                                                        | Teaching Requirements                                                           |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 7.1 List of Countries with China's AEO Mutual Recognition Agreements | Coverage and applicable enterprises of Belt and Road mutual recognition | Accurately match preferential policies for enterprises' export target countries |
| 7.2 Core Preferential Clauses of Bilateral Mutual Recognition        | Lower inspection rate, deposit reduction and exemption                  | Calculate customs clearance cost savings for enterprises                        |
| 7.3 Commonalities and Differences of National AEO Standards          | Comparison of certification thresholds and supervision modes            | Provide country-specific compliance suggestions for cross-border enterprises    |

### (8) Module 8: Singapore Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)

| Unit                                                                     | Teaching Content                                             | Teaching Requirements                                                   |
|--------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------|
| 8.1 Classification & Application Procedures of Singapore AEO             | Application materials and review cycle of two AEO categories | Simulate application document drafting for Singapore export enterprises |
| 8.2 Supporting Clearance Preferential Policies for Singapore             | Simplified sea and air cargo clearance rules                 | Judge preferential policy scope available to enterprises                |
| 8.3 China-Singapore Mutual Recognition Supply Chain Control Requirements | Key inspection items of bilateral joint supervision          | Identify potential risks in China-Singapore trade supply chains         |

### (9) Module 9: South Korea Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)

| Unit                                                                 | Teaching Content                                                 | Teaching Requirements                                                    |
|----------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|
| 9.1 Classification & Application Thresholds of South Korea AEO       | Differentiated review standards for import & export enterprises  | Simulate internal audit work for Korean-funded foreign trade enterprises |
| 9.2 Clearance Preferences under China-South Korea Mutual Recognition | Reduced inspection, deferred declaration policies                | Sort core compliance points for China-South Korea trade                  |
| 9.3 Bilateral Co-supervision Requirements                            | Common inspection items of joint China-South Korea customs audit | Complete risk self-inspection and rectification in advance               |

**(10) Module 10: EU Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)**

| Unit                                                      | Teaching Content                                                    | Teaching Requirements                                            |
|-----------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|
| 10.1 Application Scope of AEO-F / AEO-S Certificates      | Distinction between financial compliance and cargo safety standards | Distinguish enterprise types applicable to two EU certifications |
| 10.2 Full List of China-EU Mutual Recognition Preferences | Simplified clearance, local inspection exemption benefits           | Calculate clearance advantages for enterprises exporting to EU   |
| 10.3 Mandatory EU Supply Chain Control Clauses            | Document retention and cargo tracking requirements                  | Optimize internal control archives for EU export businesses      |

**(11) Module 11: Japan Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)**

| Unit                                                                 | Teaching Content                                                   | Teaching Requirements                                               |
|----------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|
| 11.1 Application Procedures & Review Standards of Japan AEO          | Differentiated requirements for production and trading enterprises | Simulate certification preparation for Japan-oriented enterprises   |
| 11.2 Simplified Clearance Rules under China-Japan Mutual Recognition | Fast port release, reduced on-site inspection                      | Identify compliance dividends for Japan trade                       |
| 11.3 Core Risk Control Points of Japan Customs                       | Mandatory full cargo trace document retention                      | Establish risk control ledgers for Japan import & export businesses |

**(12) Module 12: Uruguay Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)**

| Unit                                                                             | Teaching Content                                       | Teaching Requirements                                                    |
|----------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------|
| 12.1 Full Certification Process of Uruguay AEO                                   | Special supervision clauses for Latin American regions | Sort out application difficulties for Latin American export enterprises  |
| 12.2 Simplified Border Clearance Policies under China-Uruguay Mutual Recognition | Preferential measures for inland ports                 | Design compliance solutions for Latin American foreign trade enterprises |
| 12.3 Typical Supply Chain Risks in Latin America                                 | Control loopholes of cross-border multimodal transport | Design targeted risk control workflows                                   |

**(13) Module 13: UAE Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)**

| Unit                                                            | Teaching Content                                           | Teaching Requirements                                             |
|-----------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------------|
| 13.1 Classification Standards of UAE AEO                        | Characteristic supervision clauses for Middle East customs | Adapt internal control systems for Middle East export enterprises |
| 13.2 Clearance Preferences under China-UAE Mutual Recognition   | Fast clearance rules at Dubai ports                        | Calculate compliance benefits for Middle East trade enterprises   |
| 13.3 Key Risk Control Points for Middle East Cross-border Cargo | Hidden risks of transit goods and trade agents             | Identify compliance hazards in Middle East business operations    |

**(14) Module 14: Brazil Customs AEO System and Supply Chain Risk Control (3 Teaching Hours)**

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                                                              | Teaching Content                             | Teaching Requirements                                         |
|-----------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------|
| 14.1 Dual Review Standards of Brazil AEO (Tax + Safety)                           | Special tax supervision assessment clauses   | Distinguish unique certification thresholds of Brazil         |
| 14.2 Simplified Import Declaration Measures under China-Brazil Mutual Recognition | Reduced on-site inspection for export goods  | Sort clearance advantages for enterprises exporting to Brazil |
| 14.3 High-frequency Audit Risks for South American Trade                          | Common classification and price audit issues | Draft self-inspection checklists for Brazil businesses        |

### (15) Comprehensive Review & Task Assessment (3 Teaching Hours)

| Unit                                         | Teaching Content                                                                                  | Teaching Requirements                                            |
|----------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 15.1 Systematic Review of Core Knowledge     | Integrated sorting of domestic and multi-country AEO standards, internal control and risk control | Build complete AEO compliance knowledge framework                |
| 15.2 Comprehensive Case Practical Assessment | Simulated full internal audit for multi-national mixed trading enterprises                        | Synthesize all knowledge to solve enterprise compliance problems |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                     | Evaluation Criteria |
|----------------------|--------|------------------------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance (20%), Class Interaction (10%), Assignments (10%), Class Discipline (10%)                                   | Process records     |
| Final Examination    | 50%    | Theoretical knowledge covering AEO standards, cross-country mutual recognition, enterprise risk control, customs audit | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension                         | Excellent (90-100)                                                                                                   | Good (80-89)                                                                               | Moderate (70-79)                                 | Pass (60-69)                               | Fail (<60)                                         |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| AEO Standard Interpretation & Internal Audit | Independently conduct full internal audit for transnational enterprises and issue professional rectification reports | Complete single enterprise internal audit and accurately identify major compliance defects | Finish basic self-inspection with minor guidance | Only spot obvious compliance problems      | Cannot understand AEO certification clauses        |
| Cross-border Supply Chain Risk Control       | Systematically predict multi-country trade risks and design full-cycle long-term control plans                       | Identify mainstream national risks and build basic control workflows                       | Carry out basic risk screening                   | Only discover superficial business hazards | Cannot distinguish different compliance risks      |
| Customs Audit Response                       | Prepare complete audit documents and communicate proficiently with customs officials                                 | Sort full audit document checklists and handle routine audits                              | Prepare basic files under guidance               | Only provide partial basic documents       | Do not understand audit coordination procedures    |
| Country-specific AEO Scheme Application      | Design innovative compliance schemes matching multi-country mutual recognition                                       | Draft complete application plans for single target country                                 | Write basic application materials                | Only recite standard clauses               | Cannot distinguish national AEO system differences |

|  |                                 |  |  |  |  |
|--|---------------------------------|--|--|--|--|
|  | based on enterprise<br>business |  |  |  |  |
|--|---------------------------------|--|--|--|--|

## **VI. Teaching Materials**

### **1. Primary Textbook**

Yan Yukang. Introduction to AEO System. China Customs Press, Latest Edition.

### **2. Reference Textbooks**

Lin Qian. Analysis of Cross-border Trade Compliance and Remedy Cases. China Customs Press.

Audit Department of General Administration of Customs. Practical Guide for Enterprise AEO Certification. Internal Customs Training Materials.

### **3. Reference Standards**

Measures for the Administration of Customs Enterprise Credit of the People's Republic of China;

WCO SAFE Framework of Standards to Secure and Facilitate Global Trade;

Text of China's Bilateral AEO Mutual Recognition Agreements with Various Countries;

GB/T 3904 General Specifications for Customs Advanced Certified Enterprises.

### **4. Digital Resources**

Chaoxing Online Teaching Platform, Smart Vocational Education Customs Resource Repository, China Customs Enterprise Credit Public Platform, Customs AEO Online Training System, Cross-border Supply Chain Compliance Case Library

## 12. International Business Documentation Practical Training

### I. Basic Course Information

|                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | International Business Documentation Practical Training                                                                             |
| <b>Course Code</b>              | 1202073336                                                                                                                          |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective |
| <b>Course Category</b>          | Professional Core Practical Training Course                                                                                         |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services, Modern Logistics Management                                                                     |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (0 Theoretical Hours + 68 Practical Hours)                                                            |
| <b>Semester Offered</b>         | Semester 4                                                                                                                          |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade                                                                                                 |
| <b>Subsequent Courses</b>       | Internship                                                                                                                          |
| <b>Author</b>                   | Mou Aichun                                                                                                                          |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                            |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                        |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                          |

### II. Course Description

International Business Documentation Practical Training is a professional core practical training course offered by Shanghai Donghai Vocational and Technical College for the Customs and Foreign Trade Services major. It is designed for positions such as foreign trade business personnel, international business documentation clerks, international freight forwarding documentation clerks, customs declaration and inspection documentation clerks, and cross-border trade business assistants. Taking the export business process in international trade as its main line, and focusing on the preparation, checking, circulation, and filing of documents under letters of credit, the course trains students' full-process vocational competence from contract conclusion and letter of credit checking to document presentation and settlement.

This course is offered in the second semester of the second academic year. It follows Fundamentals of International Trade and connects with internship. The course builds on theoretical knowledge such as international trade rules, trade terms, contracts, and settlement, and transforms this knowledge into operable, assessable, and transferable job tasks.

Course Features: The course adheres to work-process orientation, project-task driven teaching, and the integration of post requirements, course content, competitions, and certificates. Teaching content is organized into seven modules: foreign trade contracts and letters of credit, basic documents, shipping consignment and insurance documents and certificates of origin, customs declaration and inspection documents, sea freight and shipping documents, drafts and settlement document checking, and comprehensive practical training and filing. The course emphasizes digital documentation, the International Trade “Single Window” teaching simulation environment, and cross-border trade platform applications, cultivating students’ business processing competence in both paper-based and electronic documents.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with job clusters including international business documentation clerk, foreign trade salesperson, foreign trade merchandiser, international freight forwarding documentation clerk, customs declaration and inspection documentation clerk, international settlement assistant, and cross-border trade business assistant. It is a key course for the Customs and Foreign Trade Services major to cultivate technically skilled talents who can understand rules, prepare documents, check documents, manage document circulation, and complete filing.

#### **(II) Course Objectives(Corresponding to Graduate Requirements 3, 6, and8)**

##### **1. Knowledge Objectives**

- (1) Understand the forms, composition, major English clauses, and performance logic of international sales contracts;
- (2) Master the differences among FOB, CFR, and CIF in costs, risks, transportation, and insurance responsibilities;
- (3) Understand the letter of credit business process, main parties, key clauses, and common fields in SWIFT letters of credit;
- (4) Master the functions, formats, and preparation points of commercial invoices, packing lists, weight notes, measurement lists, shipping orders, insurance policies, certificates of origin, customs declaration and inspection documents, marine bills of lading, shipping advice, beneficiary certificates, and drafts;
- (5) Master the checking principles of document-credit consistency,

document-document consistency, and date logic, and understand the impact of discrepancies on settlement;

(6) Understand the basic requirements for document presentation, settlement, document circulation, document arrangement, and business filing.

## **2. Ability Objectives**

(1) Prepare FOB/CFR/CIF contracts based on business materials, check letters of credit, and provide standardized amendment suggestions;

(2) Prepare commercial invoices, packing lists, weight notes, measurement lists, and basic certificate documents according to letters of credit and supplementary materials;

(3) Complete export shipping instructions, insurance applications, insurance policies, general certificates of origin, preferential certificates of origin, and application forms;

(4) Prepare customs declaration and inspection power-of-attorney documents, related training documents, sea freight shipping orders, marine bills of lading, shipping advice, and drafts;

(5) Check and revise a complete set of settlement documents, prepare for document presentation and settlement within business deadlines, and complete document arrangement and filing;

(6) Use digital training platforms or the Single Window teaching simulation environment to handle business materials and document circulation.

## **3. Quality Objectives**

(1) Contract Spirit: Establish contract spirit and awareness of integrity and law compliance, respecting contractual agreements and letter of credit clauses;

(2) Awareness of International Rules: Strengthen awareness of international rules and understand the role of UCP 600, ISBP 821, Incoterms® 2020, and URC 522 in business operations;

(3) Risk Prevention Awareness: Proactively identify soft clauses, discrepancies, date conflicts, and document logic risks;

(4) Rigorous Work Attitude: Develop meticulous work habits to reduce errors in amounts, dates, commodity names, quantities, and English expressions;

(5) Teamwork: Develop teamwork, cross-position communication, data confidentiality, and digital learning competence.

# **IV. Course Content and Requirements**

## **1. Teaching Content Structure**

The course content is organized into seven modules based on typical job tasks of international business documentation. The total course workload is 68 practical teaching hours.

| Module       | Core Teaching Content                                                                                                                                                     | Theoretical Hours | Practical Hours | Competency Focus                                                                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|--------------------------------------------------------------------------------------------------------|
| Module 1     | Foreign trade contracts and letters of credit: contract conclusion, L/C reading, SWIFT format recognition, checking, and amendment suggestions                            | 0                 | 10              | Contract clause analysis, trade term application, L/C reading and checking                             |
| Module 2     | Commercial invoices, packing lists, and basic certificate documents: preparation of invoices, packing lists, weight notes, measurement lists, and certificates            | 0                 | 10              | Commercial invoice preparation, packing document preparation, certificate document preparation         |
| Module 3     | Export consignment, insurance, and certificates of origin: shipping instructions, insurance application, insurance policy, certificates of origin, and application forms  | 0                 | 12              | Shipping document preparation, insurance document preparation, certificate of origin preparation       |
| Module 4     | Customs declaration and inspection documents: inspection entrustment, inspection forms, customs declaration power of attorney, and export goods declaration form training | 0                 | 10              | Customs declaration and inspection document preparation, regulatory document information checking      |
| Module 5     | Sea freight shipping orders, marine bills of lading, and shipping advice: preparation and checking of shipping orders, bills of lading, and shipping advice               | 0                 | 10              | Sea freight shipping order preparation, marine bill of lading preparation, shipping advice preparation |
| Module 6     | Drafts, checking of settlement documents, and document presentation: drafts, complete settlement document checking, and presentation lists                                | 0                 | 10              | Draft preparation, document consistency checking, document presentation and settlement                 |
| Module 7     | FOB/CFR/CIF comprehensive practical training and filing: preparation, checking, presentation, and filing of a full set of export documents                                | 0                 | 6               | Comprehensive business processing, filing, and digital platform application                            |
| <b>Total</b> | -                                                                                                                                                                         | <b>0</b>          | <b>68</b>       | -                                                                                                      |

## 2. Detailed Teaching Content

### (1) Module 1: Foreign Trade Contracts and Letters of Credit (10 Teaching Hours)

| Unit                                      | Teaching Content                                                                                                                | Teaching Requirements                                                                  |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1.1 Conclusion of Foreign Trade Contracts | Contract forms and components; major English clauses; commodity name, quantity, price, shipment, insurance, and payment clauses | Prepare FOB/CFR/CIF contracts based on business correspondence and negotiation results |
| 1.2 Reading Letters of Credit             | Definition, business process, SWIFT L/C format, and major clauses                                                               | Understand basic L/C clauses and sort out the business process                         |
| 1.3 Checking Letters of Credit            | Consistency between contract and L/C; shipment period, presentation period, amount, document requirements, and                  | Check letters of credit and propose amendment suggestions                              |

|  |                   |  |
|--|-------------------|--|
|  | soft clause risks |  |
|--|-------------------|--|

**(2) Module 2: Commercial Invoices, Packing Lists, and Basic Certificate Documents (10 Teaching Hours)**

| Unit                            | Teaching Content                                                                                                   | Teaching Requirements                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 2.1 Commercial Invoice          | Definition, function, format, major columns, and L/C invoice clause requirements                                   | Prepare commercial invoices according to letters of credit and supplementary materials |
| 2.2 Packing Documents           | Purpose, format, quantity, weight, and packaging information of packing lists, weight notes, and measurement lists | Complete packing lists, weight notes, and measurement lists                            |
| 2.3 Basic Certificate Documents | Language, tense, and certification matters of beneficiary certificates and other basic certificates                | Design and prepare certificate documents according to special L/C clauses              |

**(3) Module 3: Export Consignment, Insurance, and Certificates of Origin (12 Teaching Hours)**

| Unit                             | Teaching Content                                                                                                                             | Teaching Requirements                                                                               |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 3.1 Export Shipping Instructions | Function, format, transport clauses, shipper and consignee information of shipping instructions                                              | Complete export shipping instructions according to letters of credit and supplementary materials    |
| 3.2 Insurance Documents          | Functions of insurance applications and insurance policies; insured amount calculation; amount in words; risks covered and insurance clauses | Complete insurance applications and insurance policies                                              |
| 3.3 Certificates of Origin       | Formats, issuance points, and preparation standards for general and preferential certificates of origin and application forms                | Complete general certificates of origin, preferential certificates of origin, and application forms |

**(4) Module 4: Customs Declaration and Inspection Documents (10 Teaching Hours)**

| Unit                                            | Teaching Content                                                                                                             | Teaching Requirements                                                                  |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 4.1 Inspection Entrustment and Inspection Forms | Training context for outbound goods inspection entrustment letters and outbound goods inspection forms                       | Complete outbound goods inspection entrustment letters and inspection forms            |
| 4.2 Customs Declaration Entrustment             | Function and format of customs declaration power of attorney and entrusted declaration agreements                            | Judge whether entrusted customs declaration is required and complete related documents |
| 4.3 Export Goods Declaration Form               | Columns, transaction terms, supervision mode, quantity, price, and other completion points of export goods declaration forms | Complete export goods declaration forms based on business materials                    |

**(5) Module 5: Sea Freight Shipping Orders, Marine Bills of Lading, and Shipping Advice (10 Teaching Hours)**

| Unit                           | Teaching Content                                                       | Teaching Requirements                                              |
|--------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------|
| 5.1 Sea Freight Shipping Order | Formats of shipping orders for bulk cargo and container cargo; freight | Prepare sea freight shipping orders based on foreign trade company |

|                           |                                                                                        |                                                                    |
|---------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                           | payment method; shipper, consignee, and notify party                                   | shipping instructions                                              |
| 5.2 Marine Bill of Lading | Function, format, place and date of issue, clean bill of lading, and consignee clauses | Complete marine bills of lading according to L/C transport clauses |
| 5.3 Shipping Advice       | Function, format, issuance time, and special L/C requirements for shipping advice      | Design and prepare shipping advice                                 |

**(6) Module 6: Drafts, Checking of Settlement Documents, and Document Presentation (10 Teaching Hours)**

| Unit                                     | Teaching Content                                                                                                                                       | Teaching Requirements                                                                                                          |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 6.1 Draft Preparation                    | Definition, function, format, parties, drawing date, and L/C draft clauses                                                                             | Prepare drafts under L/C payment terms                                                                                         |
| 6.2 Document Checking                    | Principles of document-credit consistency and document-document consistency; correspondence between settlement document names and issuing institutions | Check invoices, packing lists, insurance policies, certificates of origin, marine bills of lading, shipping advice, and drafts |
| 6.3 Document Presentation and Settlement | Presentation deadline, document circulation, settlement material arrangement, and bank checking concerns                                               | Prepare for document presentation and settlement within business deadlines                                                     |

**(7) Module 7: FOB/CFR/CIF Comprehensive Practical Training and Filing (6 Teaching Hours)**

| Unit                                                | Teaching Content                                                                                                 | Teaching Requirements                                                            |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 7.1 FOB Comprehensive Practical Training            | FOB trade process, document types, cost responsibilities, and date relationships                                 | Complete and check a full set of FOB documents                                   |
| 7.2 CFR Comprehensive Practical Training            | CFR export process, transport documents, and settlement document logic                                           | Complete and check a full set of CFR documents                                   |
| 7.3 CIF Comprehensive Practical Training and Filing | CIF trade process, insurance documents, document presentation and settlement, document classification and filing | Complete CIF document packages, document presentation and settlement, and filing |

**V. Assessment Requirements**

**1. Assessment Structure (Formative Assessment + Summative Assessment)**

| Assessment Component  | Weight | Assessment Content                                                                                                                                                              | Evaluation Criteria                                |
|-----------------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Professional Literacy | 10%    | Attendance, class performance, integrity and law compliance, teamwork, business confidentiality, and document standardization                                                   | Process records, learning records, peer evaluation |
| Module Projects       | 30%    | Completion quality of seven module projects, worksheet records, phased outcomes, and problem correction                                                                         | Project products and worksheet evaluation          |
| Document Preparation  | 25%    | Preparation of commercial invoices, packing lists, shipping, insurance, certificates of origin, customs declaration and inspection documents, sea freight documents, and drafts | Document work scoring                              |

|                                  |     |                                                                                                                                           |                                     |
|----------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Document Checking                | 20% | L/C checking, discrepancy identification in settlement documents, document-credit consistency, and document-document consistency checking | Checking report and on-site defense |
| Comprehensive Practical Training | 10% | FOB/CFR/CIF comprehensive business processing, document filing, and training report                                                       | Comprehensive outcome evaluation    |
| Theory Assessment                | 5%  | UCP 600, ISBP 821, Incoterms® 2020, URC 522, and basic documentation knowledge                                                            | Closed-book or online test          |

## 2. Competency Achievement Evaluation Rubric

| Competency Dimension              | Excellent (90-100)                                                                   | Good (80-89)                                         | Moderate (70-79)                                     | Pass (60-69)                                         | Fail (<60)                                |
|-----------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|-------------------------------------------|
| Document Preparation              | Complete columns, accurate data, standardized format, and clear English expression   | Main columns complete with a few non-critical errors | Able to complete basic documents with several errors | Complete with guidance; insufficient standardization | Unable to complete basic documents        |
| Document Checking                 | Systematically identify discrepancies and provide standardized amendment suggestions | Identify major discrepancies and make corrections    | Identify common errors                               | Identify only obvious errors                         | Unable to identify key discrepancies      |
| Comprehensive Business Processing | Independently complete the full-process document package and filing notes            | Complete major processes and material arrangement    | Complete comprehensive tasks with guidance           | Process connection is incomplete                     | Unable to form complete business outcomes |

## VI. Teaching Materials

### 1. Primary Textbook

International Business Documentation Practical Training, edited by Mou Aichun and Li Lin, published by Lixin Accounting Press.

### 2. Reference Textbooks

Teaching materials and reference resources related to course tasks, including International Trade Practice, International Settlement, Customs Declaration Practice, and International Freight Forwarding.

### 3. Reference Standards

Uniform Customs and Practice for Documentary Credits (UCP 600);  
International Standard Banking Practice (ISBP 821); Incoterms® 2020;  
Uniform Rules for Collections (URC 522), and relevant national and industry regulations on foreign trade, customs declaration, settlement, and documentation management.

### 4. Digital Resources

International business documentation training systems, international trade comprehensive training platforms, POCIB or similar platforms, SIMTRADE or

similar platforms, the International Trade Single Window teaching simulation environment, online course platforms, document template banks, letter of credit case banks, discrepancy case banks, and online test item banks.

## 13. Fundamentals of Commodity Science

### I. Basic Course Information

|                                 |                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Single Window Comprehensive Practical Training                                                                                                                      |
| <b>Course Code</b>              | 1202073337                                                                                                                                                          |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                 |
| <b>Course Category</b>          | Professional Core Courses                                                                                                                                           |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,                                                                                                                                 |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (17 Theoretical Hours + 51 Practical Hours)                                                                                           |
| <b>Semester Offered</b>         | Semester 4                                                                                                                                                          |
| <b>Prerequisite Courses</b>     | Fundamentals of Customs Clearance、Fundamentals of International Trade、JIT and Intelligent Customs Clearance、International Business Documentation Practical Training |
| <b>Subsequent Courses</b>       | Graduation Practice and Internship Report                                                                                                                           |
| <b>Author</b>                   | Feng Qin                                                                                                                                                            |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                            |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                        |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                                                          |

### II. Course Description

Single Window Comprehensive Practical Training is a core practical course for majors of Customs and Foreign Trade Services and Modern Logistics Management. It is offered to higher vocational students who have mastered theoretical knowledge including customs fundamentals, international trade practice and international business documents, and provides core practical support for on-the-job internship and formal employment.

Closely aligned with the latest customs clearance mode of the Customs Single Window, this course takes real business workflows of customs declarants as guidance and systematically trains seven core modules: enterprise qualification declaration, license processing, certificate of origin application, conveyance declaration, manifest declaration, import & export goods declaration, and processing trade declaration.

The teaching mode integrates intensive theoretical lectures, platform operation, case drills and project training. Relying on Yuanheng Single Window Training Software, it realizes the integration of teaching, learning, operation, training and evaluation. It

cultivates students' standardized, efficient and compliant customs clearance capabilities, aligns with Customs Declarant Occupational Standards and the requirements of Customs Affairs Competence Test, and enables students to quickly qualify for posts such as customs declaration assistant, customs clerk and foreign trade document specialist.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This core practical course realizes the integration of vocational posts and curriculum for majors of Customs and Foreign Trade Services and Modern Logistics Management. It connects previous theoretical courses and links to subsequent on-the-job internships and formal jobs. Centered on the whole clearance process of Single Window, it focuses on high-frequency practical tasks of customs declarants and develops four core capabilities: Single Window system operation, customs clearance handling, document processing and compliance verification. It serves as a key carrier for transforming theoretical knowledge into post operation skills and integrating posts, courses, competitions and certificates, laying a solid practical foundation for students engaging in customs declaration, foreign trade and cross-border e-commerce customs posts.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 3, 6, 7, and 8)**

##### **1. Knowledge Objectives**

- (1) Master the platform architecture, functional modules, login and basic operation procedures of the Single Window; (Module 1)
- (2) Be familiar with relevant provisions on record-filing of import & export enterprises and registration of customs declarant entities; (Module 1)
- (3) Master processing requirements and rules for import & export licenses and dual-use item certificates; (Module 2&3)
- (4) Be familiar with inbound and outbound declaration procedures of conveyances (vessel, air transport) and manifest management rules; (Module 4)
- (5) Master standard procedures for sea and air import & export goods declaration as well as filling and verification rules for customs declarations; (Module 5)
- (6) Be familiar with provisions on filing, import & export declaration and write-off of processing trade manuals; (Module 6)

- (7) Understand common problems and solutions in Single Window clearance.  
( Module 7)

## **2. Ability Objectives**

- (1) Independently complete enterprise qualification registration and information maintenance on the Single Window;
- (2) Skilfully submit online applications for import & export licenses and certificates of origin;
- (3) Standardly complete inbound & outbound declaration of sea and air conveyances as well as manifest entry and verification;
- (4) Accurately fill out import & export customs declarations and finish data verification and submission on the Single Window;
- (5) Independently complete practical operations including filing, import & export declaration and write-off of processing trade manuals;
- (6) Troubleshoot common declaration errors and conduct compliance verification and revision of documents;
- (7) Independently finish the whole-process operation of a complete import or export clearance transaction.

## **3. Quality Objectives**

- (1) Establish awareness of law and compliance; strictly abide by customs clearance rules and stick to the bottom line of authentic and compliant documents;
- (2) Develop rigorous, meticulous and pursuit-of-perfection professionalism, and form habits of accurate data entry and standardized operation;
- (3) Strengthen sense of responsibility and integrity; eliminate illegal acts such as false declaration and document forgery;
- (4) Improve teamwork and communication skills to meet collaborative demands of customs declaration and foreign trade posts;
- (5) Enhance professional identity and industrial responsibility, recognize the value of customs industry and establish the concept of standardized employment.

# **IV. Course Content and Requirements**

## **1. Teaching Content Structure**

The course consists of seven teaching modules covering full-process practical operations of Single Window clearance. It has 17 theoretical hours and 51 practical hours with practical sessions accounting for 75%. Post-oriented practical training is

carried out based on training software.

| Module       | Core Teaching Content                          | Theoretical Hours | Practical Hours | Competency Focus                               |
|--------------|------------------------------------------------|-------------------|-----------------|------------------------------------------------|
| Module 1     | Enterprise Qualification Application (4 Hours) | 1                 | 3               | Basic Single Window Operation Capability       |
| Module 2     | License Application (4 Hours)                  | 1                 | 3               | Customs Clearance Document Handling Capability |
| Module 3     | Certificate of Origin Application (4 Hours)    | 1                 | 3               | Customs Clearance Document Handling Capability |
| Module 4     | Conveyance Declaration (8 Hours)               | 2                 | 6               | Customs Clearance Document Handling Capability |
| Module 5     | Waterborne Manifest Declaration (8 Hours)      | 2                 | 6               | Customs Clearance Document Handling Capability |
| Module 6     | Goods Declaration (24 Hours)                   | 7                 | 17              | Core: Goods Declaration Practical Capability   |
| Module 7     | Processing Trade Declaration (12 Hours)        | 3                 | 9               | Core: Processing Trade Practical Capability    |
| <b>Total</b> | ——                                             | <b>17</b>         | <b>51</b>       | ——                                             |

## 2. Detailed Teaching Content

### (1) Module 1: Enterprise Qualification Application (4 Hours)

| Unit                                                      | Teaching Content                                                                                                        | Teaching Requirements                                                                          |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Unit 1-1 Basic Understanding of Single Window             | Single Window platform architecture, functional modules, login methods and interface operations                         | Master core functions of the Single Window; grasp account login and basic interface operations |
| Unit 1-2 Enterprise Registration and Record-filing        | Registration of import & export enterprises, record-filing of customs declarants, information entry and document upload | Independently complete enterprise registration; accurately input record-filing information     |
| Unit 3 Qualification Maintenance and Authority Management | Enterprise information modification, authority allocation, account management and password reset                        | Maintain enterprise qualification; reasonably allocate operation authorities                   |

### (2) Module 2: License Application (4 Hours)

| Unit                                              | Teaching Content                                                                                                 | Teaching Requirements                                                     |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Unit 2-1 Basics of Licenses                       | Classification of import & export licenses, applicable commodities, processing procedures and required documents | Master license classification; be familiar with processing requirements   |
| Unit 2-2 Application for Import & Export Licenses | License information entry, commodity declaration, document upload and submission for review                      | Accurately fill in license information and finish online application      |
| Unit 2-3 Special License Processing               | Application for dual-use item certificates and endangered species certificates and solid waste certificates      | Grasp key points for special license application and assist in submission |

### (3) Module 3: Certificate of Origin Application (4 Hours)

| Unit                                      | Teaching Content                                                            | Teaching Requirements                                                      |
|-------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Unit 3-1 Basics of Certificates of Origin | Classification of preferential and non-preferential certificates of origin, | Master classification of certificates of origin and relevant filling rules |

|                                                              |                                                                                            |                                                                           |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|                                                              | applicable scenarios and filling specifications                                            |                                                                           |
| Unit 3-2 Application for Preferential Certificates of Origin | Information entry, commodity details and submission of RCEP and GSP certificates of origin | Fill out preferential certificates of origin and finish online submission |
| Unit 3-3 Verification and Printing of Certificates of Origin | Information proofreading, error revision, document preview and filing                      | Verify certificate information and standardize printing and filing        |

#### **(4) Module 4: Conveyance Declaration (8 Hours)**

| Unit                                           | Teaching Content                                                                                | Teaching Requirements                                                   |
|------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Unit 4-1 Vessel Inbound & Outbound Declaration | Inbound and outbound declaration procedures for vessels, basic information entry and submission | Complete vessel declaration on the Single Window                        |
| Unit 4-2 Air Conveyance Declaration            | Inbound and outbound air declaration, flight information and submission for review              | Standardly finish air conveyance declaration                            |
| Unit 4-3 Handling of Declaration Errors        | Information revision, declaration cancellation and resubmission                                 | Troubleshoot declaration errors and complete revision and re-submission |

#### **(5) Module 5: Waterborne Manifest Declaration (8 Hours)**

| Unit                                                      | Teaching Content                                                                         | Teaching Requirements                                   |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Unit 5-1 Basics of Manifests                              | Classification of import and export manifests, filling specifications and data standards | Master manifest filling rules and data requirements     |
| Unit 5-2 Entry and Submission of Import Manifests         | Entry and proofreading of vessel name, voyage number and commodity information, upload   | Accurately input import manifests and finish submission |
| Unit 5-3 Declaration and Confirmation of Export Manifests | Filling, verification, submission and confirmation of export manifests                   | Standardly complete export manifest declaration         |

#### **(6) Module 6: Goods Declaration (24 Hours)**

| Unit                                                     | Teaching Content                                                                                                                | Teaching Requirements                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Unit 6-1 Specifications for Filling Customs Declarations | Classification of declarations, filling requirements for header and item lines, supervision modes and duty exemption categories | Master filling rules and core columns of customs declarations         |
| Unit 6-2 Sea Import Goods Declaration                    | Entry of sea customs declarations, commodity information, verification, submission and revision                                 | Fill out sea import declarations and complete submission              |
| Unit 6-3 Sea Export Goods Declaration                    | Filling, information proofreading, submission and release inquiry of export declarations                                        | Standardly finish sea export declaration                              |
| Unit 6-4 Air Goods Declaration                           | Filling of air declarations, declaration of special commodities and submission for review                                       | Complete air goods declaration                                        |
| Unit 6-5 Declaration Errors and Document Verification    | Revision, cancellation of declarations, document matching and compliance verification                                           | Troubleshoot declaration errors and conduct document compliance check |

#### **(7) Module 7: Processing Trade Declaration (12 Hours)**

| Unit                                | Teaching Content                                                                                       | Teaching Requirements                                         |
|-------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Unit 7-1 Basics of Processing Trade | Types of processing trade manuals, filing requirements and applicable scope                            | Be familiar with processing trade rules and key filing points |
| Unit 7-2 Practical Manual Filing    | Entry of manual information, declaration of raw materials and finished products, submission for review | Complete filing of processing trade manuals                   |

|                                                                        |                                                                    |                                                                  |
|------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------|
| Unit 7-3 Import & Export Declaration and Write-off of Processing Trade | Import & export declaration, manual write-off and document sorting | Complete clearance and write-off procedures for processing trade |
|------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------|

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component        | Weight | Assessment Content                                                                                     | Evaluation Criteria                                                        |
|-----------------------------|--------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Regular Performance         | 20%    | Attendance, classroom performance, practical attitude and Q&A interaction                              | Excellent: full attendance, positive attitude and active practice          |
| Training Project Assignment | 40%    | Practical tasks of all modules, document filling and submission quality                                | Excellent: standardized operation, accurate data and error-free submission |
| Final Practical Exam        | 40%    | Whole-process Single Window clearance operation (including customs declaration filling and submission) | Excellent: complete procedures, accurate data and zero errors              |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension          | Excellent (90-100)                                                      | Good (80-89)                                                 | Moderate (70-79)                                              | Pass (60-69)                                | Fail (<60)                                 |
|-------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|--------------------------------------------|
| Basic Single Window Operation | Skilled platform operation; independently finish qualification handling | Master platform operation; complete qualification procedures | Basic platform operation; need prompts for qualification work | Simple operation; require assistance        | Unable to operate the platform             |
| Customs Document Handling     | Independently apply for all documents with zero errors                  | Complete major documents with minor trivial errors           | Finish basic documents with multiple errors                   | Complete simple documents with help         | Cannot process any documents               |
| Goods Declaration Practice    | Independently finish full declaration with perfect accuracy             | Complete declaration with minor non-critical errors          | Finish basic declaration with many errors                     | Complete simple declaration with assistance | Unable to submit declarations              |
| Processing Trade Practice     | Independently complete filing and clearance with standard procedures    | Finish filing and declaration with minor errors              | Complete basic filing with many errors                        | Complete simple filing with assistance      | Cannot conduct processing trade operations |

## VI. Teaching Materials

### 1. Primary Textbook

Practical Operation of Single Window (Self-compiled Training Handout)

### 2. Reference Textbooks

Single Window Operation Manual issued by General Administration of Customs of China.

### 3. Reference Standards

- (1) National Occupational Standard for Customs Declarants
- (2) Administrative Measures for Customs Single Window Clearance
- (3) Specifications for the Compilation of Import and Export Customs Declarations

(4) National Teaching Standard for Customs and Foreign Trade Services Major

(5) Practical Examination Outline of Customs Affairs Competence Test.

#### **4. Digital Resources**

Chaoxing Online Teaching Platform, Smart Vocational Education Customs Affairs Resource Repository, China Commodity Information Service Platform, China Customs Commodity Code Query System, Official Website of the National Standardization Administration.

## 14. Transportation Management Practice

### I. Basic Course Information

|                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Transportation Management Practice                                                                                                  |
| <b>Course Code</b>              | 1202073338                                                                                                                          |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective |
| <b>Course Category</b>          | Professional Core Course                                                                                                            |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services                                                                                                  |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (40 Theoretical Hours + 28 Practical Hours)                                                           |
| <b>Semester Offered</b>         | Semester 4                                                                                                                          |
| <b>Prerequisite Courses</b>     | Fundamentals of Modern Logistics, Fundamentals of International Trade, Fundamentals of Customs Clearance                            |
| <b>Subsequent Courses</b>       | Graduation Practice and Internship Report                                                                                           |
| <b>Author</b>                   | Yao Jinlan                                                                                                                          |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                            |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                        |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                          |

### II. Course Description

Transportation Management Practice is a core professional skills course for the Customs and Foreign Trade Services major. It serves as a crucial bridging course connecting logistics fundamentals with professional practice courses such as freight forwarding and customs clearance operations. Centered on the operation and management of freight transportation, this course systematically introduces the basic principles of freight transport and the practical operations of the five main modes of transport (road, railway, waterway, aviation, and multimodal transport). It integrates the application of intelligent technologies such as big data and artificial intelligence in the transportation sector, cultivating students' core professional competencies in transportation solution design, transportation cost accounting, transportation documentation processing, and transportation contract management and insurance claims.

Course Features: The course adopts a ‘competency mapping-oriented, task-driven’ teaching model, combined with enterprise case studies and intelligent tool

applications. It enables students to master traditional transportation management knowledge while developing the ability to use intelligent methods to solve transportation operation problems.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with positions such as freight forwarding operator, transport dispatcher, customs operations officer, multimodal transport coordinator, and logistics customer service specialist. It cultivates students' core competencies in understanding business processes, documentation flow, cost calculation, and transportation contracts and insurance across various modes of transport. It is a key skills course supporting the core competency module of ‘international logistics solution design and cost accounting techniques’ within the professional talent cultivation objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 2, and 7)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, functions, system composition, and transportation rationalization theories of freight transport.
- (2) Be familiar with the characteristics, business processes, documentation management, and freight calculation methods of five transport modes: road, railway, waterway, aviation, and multimodal transport.
- (3) Master the nature and functions of the Bill of Lading and the flow process of shipping documents.
- (4) Master the air cargo rate system (General Cargo Rates, Class Rates, Specific Commodity Rates) and calculation rules.
- (5) Master the calculation methods for railway cargo delivery deadlines and the composition of railway freight charges.
- (6) Understand the legal status, forms of liability, and division of liability of multimodal transport operators.
- (7) Master the rights and obligations of parties involved in cargo transport contracts and the basic principles and coverage types of cargo transport insurance.
- (8) Understand the application scenarios of intelligent technologies such as big data and artificial intelligence in the transportation field.

## **2. Ability Objectives**

- (1) Be able to reasonably select transport modes and design transport solutions based on factors such as cargo characteristics, transport requirements, and cost.
- (2) Be able to accurately calculate transport costs for different modes including road, waterway, railway, and aviation.
- (3) Be able to proficiently fill in, read, and apply major transport documents such as Bills of Lading, Air Waybills, and Road Waybills.
- (4) Be able to initially design and organize simple multimodal transport solutions.
- (5) Possess the basic ability to handle common transport contract disputes and process cargo transport insurance claims.
- (6) Be able to use intelligent tools (AI, data analysis platforms, etc.) to assist in transport decision-making and cost optimization.

## **3. Quality Objectives**

- (1) Rigor and Truth-Seeking: Develop a conscientious, meticulous, accurate, and standardized work attitude.
- (2) Integrity and Professional Dedication: Establish professional values of honesty, trustworthiness, compliance with laws and regulations, and prioritizing safety.
- (3) Risk Management: Cultivate a strong awareness of risk prevention and emergency response capabilities.
- (4) Teamwork: Possess communication and coordination skills within transport operation teams.
- (5) Innovative Thinking: Cultivate an innovative awareness of using intelligent methods to optimize transport solutions.
- (6) Patriotism and Global Outlook: Recognize the strategic importance of the transportation industry in the "Belt and Road" initiative and national economic development.

# **IV. Course Content and Requirements**

## **1. Teaching Content Structure**

This course comprises seven teaching modules, covering a complete knowledge system from transport fundamentals to multimodal transport, contracts, and insurance. The course emphasizes the integration of theory and practice through case teaching, simulation operations, freight calculation training, and other activities, achieving ‘learning by doing and doing by learning.’

| Module       | Core Teaching Content                               | Theoretical Hours | Practical Hours | Competency Focus                                                     |
|--------------|-----------------------------------------------------|-------------------|-----------------|----------------------------------------------------------------------|
| Module 1     | Introduction to Freight Transport (Chapter 1)       | 4                 | 2               | Transport system awareness and transport mode selection ability      |
| Module 2     | Road Freight Transport(Chapter 2)                   | 4                 | 4               | Road transport operation and cost accounting ability                 |
| Module 3     | Waterway Freight Transport (Chapter 3)              | 8                 | 6               | Waterway transport organization and documentation processing ability |
| Module 4     | Railway Freight Transport (Chapter 4)               | 6                 | 4               | Railway transport organization and time management ability           |
| Module 5     | Air Freight Transport (Chapter 5)                   | 6                 | 4               | Air cargo organization and rate calculation ability                  |
| Module 6     | Container Multimodal Transport (Chapter 6)          | 4                 | 4               | Multimodal transport solution design and liability analysis ability  |
| Module 7     | Cargo Transport Contracts and Insurance (Chapter 7) | 6                 | 4               | Contract management and risk prevention ability                      |
| Review       | Final Review and Q&A                                | 4                 | 0               | Comprehensive application ability                                    |
| <b>Total</b> | —                                                   | <b>40</b>         | <b>28</b>       | —                                                                    |

## 2. Detailed Teaching Content

### (1) Module 1: Introduction to Freight Transport(6 Teaching hours)

| Unit                                | Teaching Content                                                                                                                          | Teaching Requirements                                                                    |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1.1 Freight Transport and Logistics | Concepts and functions of freight transport; Relationship between transport and logistics; Requirements of modern logistics for transport | Master the concept of transport; Understand the core position of transport in logistics. |
| 1.2 Freight Transport System        | Components of the transport system (means of transport, routes, nodes, goods, participants)                                               | Be able to identify the constituent elements of different transport systems.             |
| 1.3 Modes of Freight Transport      | Technical and economic characteristics of five transport modes; Transport rationalization                                                 | Be able to compare different transport modes; Identify forms of irrational transport.    |
| 1.4 Freight Transport Market        | Concepts and characteristics of the transport market; Transport demand and supply; Transport pricing                                      | Understand market principles; Be familiar with types of freight rates.                   |

### (2) Module 2: Road Freight Transport (8 Teaching Hours)

| Unit                                    | Teaching Content                                                                         | Teaching Requirements                                                                 |
|-----------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 2.1 Overview of Road Freight Transport  | Concepts, characteristics, and types of road freight; Vehicles, routes, goods, terminals | Master basic knowledge of road freight; Be able to identify facilities and equipment. |
| 2.2 Full Truckload (FTL) Transport      | Meaning, process, and main documents (consignment note, waybill) for FTL                 | Master the FTL business process; Be able to fill out consignment notes.               |
| 2.3 Less-than-Truckload (LTL) Transport | Meaning, characteristics, process, and vehicle organization modes for LTL                | Master LTL characteristics; Distinguish between FTL and LTL.                          |
| 2.4 Special Cargo Transport             | Transport requirements for dangerous, oversized, live, and valuable goods                | Understand the special requirements for special cargo transport.                      |

| Unit                     | Teaching Content                                                               | Teaching Requirements                                   |
|--------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------|
| 2.5 Road Freight Charges | Pricing standards, tariffs, calculation methods (FTL, LTL, charter, container) | Be able to proficiently calculate road freight charges. |

### (3) Module 3: Waterway Freight Transport (14 Teaching Hours)

| Unit                                 | Teaching Content                                                                                                       | Teaching Requirements                                                    |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 3.1 Overview of Waterway Transport   | Concepts and characteristics of waterway transport; Four basic conditions: ships, ports, goods, routes; Voyage concept | Master the characteristics and basic conditions of waterway transport.   |
| 3.2 Vessel Operation Modes           | Liner transport (meaning, characteristics, liability division, process); Tramp transport (classification, process)     | Distinguish between liner and tramp; Master liner characteristics.       |
| 3.3 Import/Export Cargo Organization | 11-step import process; 9-step export process                                                                          | Be able to draw business flow charts for import/export.                  |
| 3.4 Shipping Documents               | Major documents: shipping order, loading list, mate's receipt, Bill of Lading, and their flow                          | Master the nature, functions, and types of B/L; Be able to fill out B/L. |
| 3.5 Waterway Freight Charges         | Composition of general cargo liner freight, calculation standards, surcharges; Formulas and case studies               | Be able to proficiently calculate liner freight charges.                 |

### (4) Module 4: Railway Freight Transport (10 Teaching Hours)

| Unit                               | Teaching Content                                                                                  | Teaching Requirements                                                                |
|------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 4.1 Overview of Railway Transport  | Concepts and characteristics of railway freight; Basic conditions; Concept of a "consignment lot" | Master railway freight characteristics; Understand the meaning of "consignment lot". |
| 4.2 Modes of Railway Transport     | Wagonload, LTL (less-than-carload express), and container transport                               | Be able to select an appropriate railway transport mode.                             |
| 4.3 Railway Transport Organization | Dispatch, en-route, and arrival operations process; Cargo waybill                                 | Master the three-stage operations process.                                           |
| 4.4 Railway Freight Charges        | Rate classes, rates, tariff distance, chargeable weight; Calculation formulas                     | Be able to proficiently calculate railway freight and delivery deadlines.            |

### (5) Module 5: Air Freight Transport (10 Teaching Hours)

| Unit                                     | Teaching Content                                                                               | Teaching Requirements                                                                   |
|------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 5.1 Overview of Air Transport            | Concepts, characteristics, system components of air cargo; Flight time calculation             | Master air cargo characteristics; Be able to calculate flight time.                     |
| 5.2 Modes of Air Transport               | Scheduled flights, charter flights, consolidated consignment, road-air intermodal, air express | Distinguish between various modes; Focus on consolidated consignment.                   |
| 5.3 International Air Cargo Organization | 9-step export process, 7-step import process; Air Waybill                                      | Master import/export processes; Understand the difference between master and house AWB. |
| 5.4 Air Freight Charges                  | Chargeable weight determination; GCR, CCR, SCR rate calculations                               | Be able to proficiently calculate various air freight charges.                          |

### (6) Module 6: Container Multimodal Transport (8 Teaching Hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                     | Teaching Content                                                                                                             | Teaching Requirements                                                           |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 6.1 Overview of Multimodal Transport     | Concepts and characteristics of multimodal transport; Multimodal transport operator and its legal status                     | Master the definition, classification, rights, and obligations of the operator. |
| 6.2 Organization of Multimodal Transport | Required conditions, organizational forms, business process, multimodal transport documents                                  | Be able to design a simple intermodal plan; Be familiar with MTD.               |
| 6.3 Division of Liability                | Network liability system, uniform liability system; Period of responsibility; Limitation of liability; Claims and litigation | Be able to analyze liability attribution in multimodal transport cases.         |

### (7) Module 7: Cargo Transport Contracts and Insurance (8 Teaching Hours)

| Unit                          | Teaching Content                                                                                                                                                          | Teaching Requirements                                                                                      |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 7.1 Cargo Transport Contracts | Contract concepts, characteristics, classification; Conclusion, modification, termination; Rights and obligations of parties; Dispute resolution                          | Master contract validity; Be able to analyze contract cases.                                               |
| 7.2 Cargo Transport Insurance | Insurance concepts, basic principles; Perils and losses at sea; Marine insurance coverage in China; Sum insured and premium calculation; Insurance application and claims | Be able to select appropriate coverage, calculate premiums, and process insurance applications and claims. |

### (8) Final Review and Q&A (4 Teaching Hours)

| Unit   | Teaching Content                                                                                                                                                                           | Teaching Requirements                                           |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Review | Overall course knowledge framework review; Key and difficult points review (freight calculation, document flow, liability division); Analysis of typical examples; Exam technique guidance | Systematically master course knowledge; Identify and fill gaps. |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                        | Evaluation Criteria |
|----------------------|--------|---------------------------------------------------------------------------|---------------------|
| Regular Performance  | 50%    | Attendance 15%, Assignments 20%, Class Participation and Interaction 15%  | Process records     |
| Final Examination    | 50%    | Written theory exam (Multiple Choice, True/False, Calculation, Flowchart) | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension             | Excellent (90-100)                               | Good (80-89)                                  | Moderate (70-79)                     | Pass (60-69)                    | Fail (<60)                     |
|----------------------------------|--------------------------------------------------|-----------------------------------------------|--------------------------------------|---------------------------------|--------------------------------|
| Freight Calculation Ability      | Accurate calculation, able to optimize selection | Accurate calculation, correct method          | Basically correct, occasional errors | Can complete basic calculations | Unable to complete calculation |
| Documentation Processing Ability | Standardized completion, error-free              | Standardized completion, basically correct    | Main content correct                 | Can complete basic filling      | Unable to complete             |
| Case Analysis Ability            | Comprehensive analysis, correct conclusions      | Relatively comprehensive analysis, reasonable | Can identify main issues             | Requires substantial guidance   | Unable to analyze              |

|                         |                                    |                               |                             |                   |                  |
|-------------------------|------------------------------------|-------------------------------|-----------------------------|-------------------|------------------|
|                         |                                    | conclusions                   |                             |                   |                  |
| Solution Design Ability | Innovative and reasonable solution | Complete and correct solution | Solution basically feasible | Solution has gaps | Unable to design |

## **VI. Teaching Materials**

### **1. Primary Textbook**

Li Youzhen. Transportation Management Practice (2nd Edition). Higher Education Press, 2024.

### **2. Reference Textbooks**

Ke Fufen. Transportation Management Practice. Xi'an Jiaotong University Press, 2018.

Wang Jinyan. Logistics Transportation Management Practice. Tsinghua University Press, 2014.

### **3. Reference Standards**

Teaching Standards for Customs and Foreign Trade Services in Higher Vocational Colleges.

Customs Declaration Service Operation Specifications (HS/T 32-2010).

International Freight Forwarding Service Quality Requirements (GB/T 22152-2008).

### **4. Digital Resources**

Official Website of the General Administration of Customs of China ([www.customs.gov.cn](http://www.customs.gov.cn)), China Railway 95306 Freight Service Website, Rate inquiry systems on official websites of major airlines and shipping companies, Course resource repository on the Xuexitong (Learning Platform).

## 15. Import and Export Tax Calculation Practical Training

### I. Basic Course Information

|                                 |                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Import and Export Tax Calculation Practical Training                                                                              |
| <b>Course Code</b>              | 1202073335                                                                                                                        |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective |
| <b>Course Category</b>          | Professional Core Course                                                                                                          |
| <b>Applicable Majors</b>        | Customs Affairs and Foreign Trade Services, Modern Logistics Management                                                           |
| <b>Teaching Hours / Credits</b> | 51 hours / 3 credits (Theory 48 hours + Practice 0 hours)                                                                         |
| <b>Semester Offered</b>         | Semester 4                                                                                                                        |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Customs Clearance Practice                                                                   |
| <b>Subsequent Courses</b>       | Commodity Inspection and Quarantine, AI + Tariff Classification, International Business Document Practice                         |
| <b>Author</b>                   | Gao Jing                                                                                                                          |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                          |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                      |
| <b>Date Formulated/Revised</b>  | December 2025                                                                                                                     |

### II. Course Description

Import and Export Tax Calculation Practical Training is a core vocational skills course for the Customs Affairs and Foreign Trade Services major, with strong practical orientation. The course is oriented toward the working process of import/export tax calculation, integrating tax fundamentals, import/export dutiable value determination, tariff classification and rate application, and tax calculation. It cultivates students' ability to apply relevant theories and methods to analyze and solve practical problems in import/export tax calculation, enabling them to acquire the professional qualifications, competencies, and professional ethics required for customs declaration occupations.

Course Features: Adopting a "project-driven, case-based, virtual-real combined" teaching model, aligned with the Customs Declarer Professional Qualification Examination and the Customs Proficiency Test. Training software is used to simulate real tax calculation scenarios, achieving "learning by doing, doing by learning." The

course keeps pace with customs revenue administration reforms and appropriately incorporates targeted exercises.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly targets job clusters such as customs declarers and customs affairs specialists, cultivating students' core competencies in import/export tax calculation, dutiable value assessment, tax rate application judgment, and origin determination. It is a key core course supporting the "tax calculation and compliance management" module of the professional talent cultivation objectives.

#### **(II) Course Objectives (Corresponding to Graduation Requirements 3, 4, and 6)**

##### **1. Knowledge Objectives**

- (1) Be able to identify the valuation criteria for imported goods and understand the basic concepts of dutiable value;
- (2) Be able to assess the dutiable value of imported goods, mastering the transaction value method and adjustment items;
- (3) Be able to calculate the dutiable value of exported goods;
- (4) Be able to calculate VAT, consumption tax, and export tax rebates;
- (5) Be able to master the assessment and collection procedures for customs duties and import-related taxes.

##### **2. Ability Objectives**

- (1) Cultivate students' comprehensive ability to apply tax calculation skills and enhance their professional adaptability;
- (2) Cultivate students' ability to identify new problems and systematically analyze and solve them;
- (3) Cultivate students' ability to organize and complete work tasks in a planned manner;
- (4) Cultivate students' ability to independently learn new knowledge and technologies and explore new problems;
- (5) Cultivate students' ability to utilize online and market resources for product and professional resource selection and accumulation, and to apply various materials;
- (6) Cultivate students' ability to work independently and handle emergencies.

### 3. Quality Objectives

- (1) Possess good professional conduct and high professional ethics;
- (2) Possess strong language expression skills;
- (3) Possess strong comprehension and communication skills;
- (4) Possess innovation capability and the ability to engage in continuous learning;
- (5) Possess good team awareness and teamwork spirit.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

This course comprises seven chapters of teaching content, covering the complete knowledge system from import/export tax overview to tax calculation. Practical teaching is embedded into theoretical teaching through projects such as "Dutiable Value Calculation Practice" and "Comprehensive Tax Calculation Training," realizing "learning by doing, doing by learning."

| Module       | Core Teaching Content              | Theory Hours | Practice Hours | Competency Orientation         |
|--------------|------------------------------------|--------------|----------------|--------------------------------|
| Ch. 1        | Overview of Import/Export Taxes    | 3            | 0              | Tax Awareness & Composition    |
| Ch. 2        | Determination of Dutiable Value    | 3            | 3              | Dutiable Value Assessment      |
| Ch. 3        | (Textbook Bridging Chapter)        | 0            | 0              | —                              |
| Ch. 4        | Origin Determination               | 3            | 3              | Rules of Origin Application    |
| Ch. 5        | Tax Rate Determination             | 3            | 6              | Tax Rate Application Judgment  |
| Ch. 6        | Assessment & Collection of Duties  | 3            | 3              | Collection Procedure Operation |
| Ch. 7        | Calculation of Import/Export Taxes | 3            | 3              | Comprehensive Tax Calculation  |
| Review       | Comprehensive Review (Ch. 1–7)     | 3            | 0              | Knowledge Integration          |
| <b>Total</b> |                                    | <b>21</b>    | <b>18</b>      |                                |

### 2. Detailed Teaching Content

#### (1) Chapter 1: Overview of Import/Export Taxes (3 hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                     | Teaching Content                                            | Teaching Requirements              |
|--------------------------|-------------------------------------------------------------|------------------------------------|
| 1.1 Overview of Taxes    | Types, components & assessment basis of import/export taxes | Understand basic tax composition   |
| 1.2 Tariff Overview      | Definition & classification (import/export/transit duties)  | Distinguish different tariff types |
| 1.3 Import-Related Taxes | VAT & consumption tax scope and calculation methods         | Understand import tax levy logic   |

**(2) Chapter 2: Determination of Dutiable Value (6 hours)**

| Unit                         | Teaching Content                                             | Teaching Requirements                    |
|------------------------------|--------------------------------------------------------------|------------------------------------------|
| 2.1 Dutiable Value Overview  | Definition, valuation criteria, transaction value conditions | Understand legal basis of dutiable value |
| 2.2 Transaction Value Method | Definition, components & adjustment items                    | Apply transaction value method           |
| 2.3 Non-Transaction Value    | Identical/similar goods, deductive, computed methods         | Select alternative methods when needed   |
| 2.4 Export Dutiable Value    | FOB adjustment, freight & insurance deduction                | Calculate export dutiable value          |

**(3) Chapter 4: Origin Determination (6 hours)**

| Unit                         | Teaching Content                                        | Teaching Requirements                         |
|------------------------------|---------------------------------------------------------|-----------------------------------------------|
| 4.1 Rules of Origin Overview | Definition, wholly obtained, substantial transformation | Understand basic rules of origin logic        |
| 4.2 Preferential Rules       | FTA rate conditions, certificate of origin              | Determine preferential origin eligibility     |
| 4.3 Non-Preferential Rules   | MFN rate application, anti-circumvention clauses        | Distinguish preferential vs. non-preferential |

**(4) Chapter 5: Tax Rate Determination (9 hours)**

| Unit                      | Teaching Content                           | Teaching Requirements                    |
|---------------------------|--------------------------------------------|------------------------------------------|
| 5.1 Classification & Rate | HS structure, GRI rules, rate lookup       | Determine tariff code from description   |
| 5.2 Types of Tariff Rates | MFN, FTA, preferential, ordinary rates     | Apply correct tariff rate                |
| 5.3 Rate Effective Timing | Import/export date principle, rate changes | Determine applicable timing              |
| 5.4 Rate Practice         | Multi-scenario comprehensive training      | Complete full rate determination process |

**(5) Chapter 6: Assessment & Collection of Duties (6 hours)**

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                        | Teaching Content                                          | Teaching Requirements                       |
|-----------------------------|-----------------------------------------------------------|---------------------------------------------|
| 6.1 Duty Collection Process | Declaration, duty payment order, payment deadline         | Master basic duty collection process        |
| 6.2 Import VAT              | Tax base determination, rate application, calculation     | Accurately calculate import VAT             |
| 6.3 Import Consumption Tax  | Ad valorem/specific/compound levy, taxable scope          | Accurately calculate import consumption tax |
| 6.4 Exemptions & Refunds    | Statutory/specific/temporary exemption, refund conditions | Determine exemption eligibility             |

### (6) Chapter 7: Import/Export Tax Calculation (6 hours)

| Unit                       | Teaching Content                                            | Teaching Requirements                                |
|----------------------------|-------------------------------------------------------------|------------------------------------------------------|
| 7.1 Ad Valorem Duty        | Dutiable value $\times$ ad valorem rate, CIF/FOB conversion | Complete ad valorem calculation                      |
| 7.2 Specific Duty          | Quantity $\times$ unit amount, compound duty                | Complete specific & compound duty                    |
| 7.3 Export Rebate          | Rebate rate application, refundable amount                  | Calculate export tax rebate                          |
| 7.4 Comprehensive Practice | Full-process tax calculation simulation case                | Complete comprehensive tax calculation independently |

## V. Assessment Requirements

### 1. Assessment Structure (Process + Summative Evaluation)

| Assessment Item   | Weight | Assessment Content                                                            | Evaluation Criteria |
|-------------------|--------|-------------------------------------------------------------------------------|---------------------|
| Usual Performance | 50%    | Attendance (20%), Class Interaction (10%), Assignments (15%), Discipline (5%) | Process records     |
| Final Exam        | 50%    | Final exam (tax calculation theory & practice)                                | Standard answers    |

### 2. Competency Achievement Rubric

| Competency Dimension      | Excellent (90-100)                     | Good (80-89)                          | Average (70-79)            | Pass (60-69)               | Fail (<60)                        |
|---------------------------|----------------------------------------|---------------------------------------|----------------------------|----------------------------|-----------------------------------|
| Dutiable Value Assessment | Can precisely assess complex scenarios | Can independently assess common goods | Needs minimal guidance     | Needs substantial guidance | Cannot complete basic assessment  |
| Tax Calculation           | Can solve complex multi-tax problems   | Can accurately calculate common taxes | Can complete with guidance | Needs extensive guidance   | Cannot complete basic calculation |

| Competency Dimension | Excellent (90-100)                        | Good (80-89)                               | Average (70-79)            | Pass (60-69)             | Fail (<60)                     |
|----------------------|-------------------------------------------|--------------------------------------------|----------------------------|--------------------------|--------------------------------|
| Scenario Application | Can innovatively solve customs tax issues | Can comprehensively solve typical problems | Can complete with guidance | Needs extensive guidance | Cannot complete scenario tasks |

## VI. Teaching Materials

### 1. Main Textbook

Huang Xinchun. Import and Export Tax Calculation Practice. China Customs Professional Textbook.

### 2. Reference Textbooks

China Customs Brokers Association. Import and Export Tax Calculation Practice. China Customs Press.

Textbook Compilation Committee of the General Administration of Customs. Compilation of the Customs Law and Related Regulations of the People's Republic of China.

### 3. Reference Standards and Regulations

Customs Law of the People's Republic of China;

Regulations of the People's Republic of China on Import and Export Tariffs;

Harmonized System (HS) 2026 Edition;

Regulations of the People's Republic of China on the Origin of Import and Export Goods;

GB/T 7714 Bibliographic References Rules.

### 4. Digital Resources

Superstar Online Teaching Platform, Smart Vocational Education Customs Professional Resource Database, China Customs Official Website, China International Trade Single Window Platform, Customs Proficiency Test Online Practice System.

## VII. Key and Difficult Teaching Points

### 1. Key Teaching Points

Fundamentals of import/export taxes, types and calculation of customs duties, duty collection procedures and exemption systems, other taxes and tax disputes.

### 2. Difficult Teaching Points

Duty and import-related tax collection procedures, duty and import-related tax exemption systems.

## **VIII. Measures and Methods to Improve Teaching Quality**

This course is primarily focused on the fundamental knowledge of import/export tax calculation. One of its teaching objectives is to introduce students to professional theoretical knowledge, laying a solid foundation for subsequent courses. Therefore, the teaching process should align with the teaching content, organizing theoretical study and practical training to achieve the course objectives.

### **1. Life-Oriented Teaching Philosophy**

Using real-life situations and actual international trade scenarios as teaching materials, so that educational content, methods, and tools all derive from authentic business practice, enabling students' theoretical knowledge to ultimately serve practical work.

### **2. Student-Centered Education Philosophy**

Modern pedagogy holds that "students are the principal actors in learning and development, and should be placed in a vibrant, proactive position." Through group teaching, role-playing, and situational teaching, students' ability to analyze and solve problems is enhanced.

### **3. Learning Through Activity**

Educator Chen Heqin's "Living Education" theory advocates: "Teaching through doing, learning through doing, improving through doing," which fully embodies the spirit of higher vocational education and showcases the teaching essence of Customs Affairs and Foreign Trade Services.

### **4. Teaching Methodology Reform**

(1) Group Teaching: Divide students into groups based on learning profiles, organize group discussions, assign role-play, and conduct situational teaching to enhance problem-solving skills.

(2) Case-Based Teaching: Provide real case information, pose questions, and organize group or class discussions to stimulate students' inquiry interest.

(3) Task-Driven Teaching: Set practical tasks as teaching objectives, with classroom and practical teaching revolving around task completion to further motivate students.

(4) Heuristic Teaching: Stimulate students' learning desire through various approaches, encouraging active thinking, problem identification, and gradual problem-solving.

(5) Discussion-Based Teaching: Use questioning and probing to prompt students to think and discuss, improving their reasoning and problem-solving abilities.

(6) Multi-Angle Interactive Teaching: Foster interaction among school, students, and enterprises, integrating lectures, lab practice, and technical seminars into a multi-angle interactive teaching system.

### **5. Evaluation Method**

The usual-to-final ratio is 6:4. Usual performance: Attendance 30%, Class Interaction 10%, Assignments 15%, Discipline 5%. Final exam: 40%.

## 16. Freight Forwarding English

### I. Basic Course Information

|                                 |                                                                                                                                         |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Freight Forwarding English                                                                                                              |
| <b>Course Code</b>              | 1202073340                                                                                                                              |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective     |
| <b>Course Category</b>          | Professional Extension Course                                                                                                           |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                      |
| <b>Teaching Hours / Credits</b> | 51 Teaching Hours / 3 Credits (51 Theoretical Hours + 0 Practical Hours)                                                                |
| <b>Semester Offered</b>         | Semester 4                                                                                                                              |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Management,<br>Fundamentals of Customs Clearance, Fundamentals of Modern Logistics |
| <b>Subsequent Courses</b>       | /                                                                                                                                       |
| <b>Author</b>                   | Wu Juanjuan                                                                                                                             |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                            |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                              |

### II. Course Description

Freight Forwarding English is a core compulsory course offered for majors of Customs Affairs and Foreign Trade Services. It serves as a bridging course connecting basic general English with practical post operations in international freight forwarding.

Aligned with typical work tasks of front-line posts including freight forwarder, foreign trade document clerk and cross-border customer service, this course adopts the integrated teaching thread of "freight forwarding business + English application". It systematically covers five core modules: professional vocabulary for freight forwarding, business sentence patterns, English business correspondence, international freight documents, and cross-cultural business communication. The full business chain is covered, including industry orientation, inquiry & quotation, booking communication, freight notices, operation instructions, market development, agency agreements and freight settlement.

Ideological and political elements such as compliance operation, foreign trade development under the Belt and Road Initiative and integrity service are integrated

into the whole teaching process. Task-based learning, case study and role-playing are adopted in class. Hierarchical teaching is carried out to address students' weak foundation in English.

The course cultivates students' vocational abilities to read foreign documents, compose business emails and conduct oral communication for cross-border business. It provides dual support of language and expertise for students to engage in posts such as international freight forwarder, foreign trade document clerk and overseas customer liaison.

Course Features: Modular teaching guided by post requirements, scenario-based tasks, and integrated language & specialty, realizing the closed-loop teaching of "learning – practicing – applying".

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This compulsory language course tailored to post demands of customs and logistics majors connects general English courses in advance, and supports follow-up training courses and vocational certificate examinations afterwards.

All knowledge of English vocabulary, grammar, listening, speaking, reading and writing is embedded in real working scenarios of sea freight, air freight, booking, customs clearance and claims. It establishes a three-in-one training system: "English language tools – freight forwarding expertise – post practical application".

As both a tool course to improve students' communication ability in cross-border business and a vocational skill course conforming to FIATA standards and enterprise employment criteria, it undertakes the key integrated education task of combining foreign trade practice and professional English in the talent training program.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 7, and 9)**

##### **1. Knowledge Objectives**

(1) Master the full business flow of international freight forwarding; be familiar with complete workflows including inquiry, quotation, booking, customs clearance, cargo claim, agency signing and freight settlement, as well as general FIATA industry standards.

(2) Memorize English professional vocabulary and fixed business phrases covering ports, shipping lines, shipping companies, air transport, customs clearance and

settlement; master English definitions and filling specifications of columns on bills of lading, packing lists, commercial invoices and agency agreements.

(3) Be proficient in standard formats and opening/closing fixed phrases of freight forwarding English correspondence; master core business grammar including tenses, modal verbs, various clauses and non-finite verbs to avoid Chinglish expressions.

(4) Learn the development history and achievements of China's cross-border logistics and freight forwarding industry under the Belt and Road Initiative; master Chinese and foreign business etiquette as well as compliance vocational culture of freight forwarding.

## **2. Ability Objectives**

(1)Reading Ability: Comprehend emails from overseas clients, sea/air waybills, agency agreements and official customs announcements in English; quickly extract core information including freight rates, sailing schedules, cargo volume and rights & liabilities, and complete Chinese-English translation.

(2)Listening & Speaking Ability: Simulate communication scenarios with overseas clients, shipping agents and overseas forwarders; independently finish standard English dialogues covering inquiry, booking, abnormal cargo notification and claim negotiation in line with international business etiquette.

(3)Writing Ability: Independently draft standardized English business documents including inquiry letters, quotation emails, booking applications, cargo damage notices and reconciliation notifications.

(4)Vocational Practical Ability: Complete simulated full-process freight forwarding projects integrating English and professional knowledge; independently expand professional English via FIATA official websites and industry dictionaries.

(5)Comprehensive Business Ability: Handle simulated full cross-border freight forwarding businesses by integrating reading, writing and oral skills to deal with overseas client liaison, document checking and business negotiation.

## **3. Quality Objectives**

(1)Craftsman Spirit: Develop rigorous and error-free awareness for document drafting; pursue excellence and eliminate false freight rates and false documents.

(2)National Sentiment and Cultural Confidence: Understand achievements of China's foreign trade logistics industry through Belt and Road freight forwarding cases; build industry pride and the awareness of telling China's foreign trade stories to global partners.

(3) Compliance and Integrity Awareness: Abide by compliance bottom lines in customs declaration, document drafting and freight accounting; foster professional integrity and contract spirit.

(4) International Vision and Responsibility Awareness: Respect cultural differences in global business; establish global supply chain thinking and recognize the strategic value of freight forwarding for national opening-up.

(5) Teamwork and Professional Norms: Cultivate communication and collaboration through group role-plays; build dedication and customer-oriented service awareness.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

The course consists of ten modules with a total of 51 class hours, all theoretical sessions. Real enterprise materials such as inquiry emails, bill of lading samples, agency agreements and business correspondence are adopted for task-based learning to realize "learning by doing".

| Module    | Core Teaching Content                                                                                      | Theoretical Hours | Practical Hours | Competency Focus                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------------------------------------------------------------------------|
| Module 1  | Overview of freight forwarding industry, introduction to FIATA, industry basic vocabulary and job titles   | 9                 | 0               | English cognition of freight forwarding industry, basic oral communication skills |
| Module 2  | Vocabulary of shipping lines & ports, inquiry & quotation dialogues, drafting inquiry and quotation emails | 6                 | 0               | Listening, speaking and letter-writing skills for inquiry & quotation scenarios   |
| Module 3  | Short sentences for container loading, space reservation, loading & delivery, simple cargo notifications   | 6                 | 0               | Oral communication and simple document processing for daily freight updates       |
| Module 4  | English emails for booking, space adjustment and schedule delay & apology                                  | 6                 | 0               | Reading and writing of various freight forwarding business emails                 |
| Module 5  | English instructions for stuffing and customs clearance; reading of B/L and packing lists                  | 6                 | 0               | English expression for freight operations and interpretation of core documents    |
| Module 6  | Oral skills for client development, promotional emails for agent cooperation                               | 3                 | 0               | Communication and document writing for overseas business expansion                |
| Module 7  | English expressions of agreement clauses, commission and rights & liabilities                              | 3                 | 0               | Reading of agency agreements and business negotiation skills                      |
| Module 8  | Vocabulary of freight & surcharges, reconciliation and invoice notification letters                        | 3                 | 0               | Communication and document writing for freight settlement                         |
| Module 9  | Simulated full freight forwarding business, integrated training of documents and correspondence            | 3                 | 0               | Comprehensive English application ability for freight forwarding                  |
| Module 10 | Review of all knowledge points                                                                             | 3                 | 0               | Knowledge induction and integration ability                                       |

| Module       | Core Teaching Content | Theoretical Hours | Practical Hours | Competency Focus |
|--------------|-----------------------|-------------------|-----------------|------------------|
|              | Final Exam            | 3                 |                 |                  |
| <b>Total</b> | –                     | <b>51</b>         | <b>0</b>        | –                |

## 2. Detailed Teaching Content

### Module 1 Basic Knowledge of Freight Forwarding Industry (9 Hours)

| Unit                                                       | Teaching Content                                                                              | Teaching Requirements                                                   |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1.1 Overview of International Freight Forwarding Industry  | Definition, industrial chain, classification of sea, air and rail freight forwarding          | Briefly introduce freight forwarding business scope in English          |
| 1.2 FIATA Introduction                                     | General FIATA industry terms, English titles of freight forwarding posts                      | Recite standard English job titles in freight forwarding                |
| 1.3 Basic Industry Vocabulary and Entry-level Oral English | Basic words of enterprises, carriers and terminals; self-introduction and reception dialogues | Master basic industry vocabulary and simple workplace English reception |

### Module 2 Inquiry and Quotation Business (6 Hours)

| Unit                                                          | Teaching Content                                                                | Teaching Requirements                                                      |
|---------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 2.1 Vocabulary of Ports, Shipping Lines and Transport Vessels | English names of major global trade ports, shipping lines, vessels and aircraft | Accurately read and translate mainstream port and transport terms          |
| 2.2 Oral Dialogues for Inquiry & Quotation                    | Dialogues of client inquiry, freight calculation and rate explanation           | Independently complete two-way English dialogues for inquiry and quotation |
| 2.3 Inquiry and Quotation Correspondence                      | Email structure, templates and rate clauses                                     | Independently draft formal inquiry and quotation emails                    |

### Module 3 Daily Freight Information Communication (6 Hours)

| Unit                                      | Teaching Content                                                        | Teaching Requirements                                               |
|-------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|
| 3.1 Basic Expressions for Cargo and Space | Short sentences of container type, weight, volume and space reservation | Fluently update daily cargo information via short English sentences |
| 3.2 Short Notices of Cargo Status         | Loading, pickup and delay notifications                                 | Draft brief English notices for cargo updates                       |
| 3.3 Oral English for Daily Business Calls | Phone talks for temporary space adjustment and cargo confirmation       | Simulate short cross-border business calls in English               |

### Module 4 Regular Business Correspondence (6 Hours)

| Unit                                               | Teaching Content                                        | Teaching Requirements                                                 |
|----------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|
| 4.1 Booking Application Emails                     | English elements and templates of booking forms         | Independently write standard English booking requests                 |
| 4.2 Emails for Space Adjustment and Schedule Delay | Letters for space reallocation and sailing postponement | Draft apology and notification emails according to business scenarios |
| 4.3 Universal Business Sentence Patterns           | Opening, closing, apology and thanks fixed phrases      | Flexibly optimize email expressions with standard business patterns   |

### Module 5 Freight Operation Instructions and Documents (6 Hours)

| Unit                                             | Teaching Content                                                             | Teaching Requirements                                              |
|--------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 5.1 English Operation Instructions               | Written English guides for stuffing, trucking and customs inspection         | Read and repeat full-process freight operation instructions        |
| 5.2 Interpretation of Core Freight Documents     | Term translation of columns on B/L, AWB, packing list and commercial invoice | Fully translate professional terms on mainstream freight documents |
| 5.3 Oral Communication for Document Verification | Dialogues for checking and correcting document discrepancies                 | Communicate and notify document errors in English                  |

### Module 6 Overseas Market Development (3 Hours)

| Unit                                         | Teaching Content                                                             | Teaching Requirements                                                    |
|----------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 6.1 Oral English for New Client Development  | Dialogues of cold calling, business introduction and cooperation negotiation | Independently complete English role-plays of overseas client development |
| 6.2 Promotional Emails for Agent Cooperation | English promotion letters for overseas agent recruitment                     | Write professional cooperation promotion emails                          |
| 6.3 English for Client Maintenance           | Short follow-up and greeting letters                                         | Master basic expressions for long-term client retention                  |

### Module 7 Freight Forwarding Agency Agreements (3 Hours)

| Unit                                     | Teaching Content                                                      | Teaching Requirements                                   |
|------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------|
| 7.1 Core Vocabulary of Agency Agreements | Terms of commission, rights, liabilities and compensation             | Fluently translate key contract terminology             |
| 7.2 Interpretation of Contract Clauses   | English clauses of agency rights, expense settlement and cargo claims | Comprehend complete simple overseas agency agreements   |
| 7.3 Negotiation Oral English             | Dialogues for negotiation on commission and compensation clauses      | Simulate English talks for cooperation term negotiation |

### Module 8 Freight Billing and Reconciliation (3 Hours)

| Unit                                                | Teaching Content                                                      | Teaching Requirements                                            |
|-----------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------|
| 8.1 Vocabulary of Freight and Surcharges            | Terms of ocean freight, air freight, fuel surcharge and terminal fees | Distinguish English expressions of all freight charges           |
| 8.2 Reconciliation and Invoice Confirmation Letters | Monthly reconciliation and invoice verification emails                | Independently draft English freight reconciliation notifications |
| 8.3 Oral Communication for Charge Disputes          | English expressions for checking and negotiating rate differences     | Handle freight billing disputes in English                       |

### Module 9 Full-process Comprehensive Training (3 Hours)

| Unit                                               | Teaching Content                                                                            | Teaching Requirements                                                                 |
|----------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 9.1 Simulated Complete Freight Forwarding Projects | Integrated English tasks covering inquiry, quotation, booking, documents and reconciliation | Independently finish a full set of cross-border freight forwarding English operations |
| 9.2 Multi-party Role-play                          | Group simulation of clients, forwarders and carriers                                        | Collaborate to complete full cross-border business English dialogues                  |

### Module 10 Final Review (3 Hours)

| Unit | Teaching Content | Teaching Requirements |
|------|------------------|-----------------------|
|------|------------------|-----------------------|

| Unit                                 | Teaching Content                                                                            | Teaching Requirements                                              |
|--------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 10.1 Systematic Knowledge Review     | Consolidation of industry vocabulary, sentence patterns, document terms and email templates | Build a complete knowledge framework of freight forwarding English |
| 10.2 Comprehensive Exercise Training | Mock tests including translation, letter writing and scenario Q&A                           | Master all types of final exam question formats                    |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                                                                      | Evaluation Criteria |
|----------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Regular Performance  | 60%    | Class attendance (25%), in-class role-play & group presentation (15%), vocabulary recitation & correspondence homework (15%), classroom discipline & participation (5%) | Process records     |
| Final Examination    | 40%    | Professional vocabulary translation, document reading & translation, business letter writing, scenario dialogue questions, comprehensive business reading               | Standard answer key |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension                         | Excellent (90-100)                                                                                        | Good (80-89)                                                                  | Moderate (70-79)                                                        | Pass (60-69)                                                            | Fail (<60)                                                 |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------|
| Professional Vocabulary & Document Reading   | Fluent translation of all document terms; self-expand industry vocabulary                                 | Accurate translation of most document and business words                      | No errors in basic vocabulary; hints needed for complex terms           | Correct translation of basic words; numerous professional term mistakes | Unable to recognize basic freight forwarding English words |
| Business Letter Writing                      | All types of emails finished independently; standard format, natural expressions with zero grammar errors | Standard business emails with minor grammatical flaws                         | Basic emails completed with single sentence structures and small errors | Simple notification letters finished with format & grammar defects      | Unable to write a complete English business letter         |
| Oral Communication for Cross-border Business | Fluent full-process negotiation & client talks with standard business etiquette                           | Complete standard business dialogues with coherent expressions                | Basic inquiry and booking talks with stuttering sentences               | Only simple short sentences; unable to finish full dialogues            | Unable to conduct basic business English talks             |
| Comprehensive Business Application           | Independently handle full freight forwarding businesses and solve abnormal issues                         | Complete standard full-process English freight forwarding tasks independently | Finish basic full tasks with minor prompts                              | Complete simple business fragments under extensive guidance             | Unable to finish basic simulated business tasks            |

## VI. Teaching Materials

### 1. Primary Textbook

Practical English Handbook for International Freight Forwarding and Logistics, Wang Chuanjian, East China University of Science and Technology Press.

### 2. Reference Textbooks

Professional English for International Freight Forwarders, compiled by China International Freight Forwarders Association, China Foreign Trade Press.

### **3. Reference Standards**

Standard English document templates issued by FIATA;

Standard English templates of sea and air waybills;

Collection of real English business correspondence from freight forwarding enterprises;

Vocabulary handbook of major Belt and Road ports and shipping lines.

### **4. Digital Resources**

Superstar Learning Online course of Freight Forwarding English;

Official FIATA English industry specification website;

Original freight rate and operation notices from carrier official websites.

## 17. Comprehensive Practical Training of Modern Logistics

### I. Basic Course Information

|                                 |                                                                                                                                                                                                                             |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Comprehensive Practical Training of Modern Logistics                                                                                                                                                                        |
| <b>Course Code</b>              | 1202073341                                                                                                                                                                                                                  |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective                                                                                         |
| <b>Course Category</b>          | Professional Core Course                                                                                                                                                                                                    |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                                                                                                          |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (10 Theoretical Hours + 58 Practical Hours)                                                                                                                                                   |
| <b>Semester Offered</b>         | Semester 3                                                                                                                                                                                                                  |
| <b>Prerequisite Courses</b>     | Fundamentals of Modern Logistics, Warehousing and Distribution Practice, International Multimodal Transport Practice, International Freight Forwarding, Logistics Technology Practice, Customs Clearance Practice (I), etc. |
| <b>Subsequent Courses</b>       | Interdisciplinary Comprehensive Practical Training, Internship and Social Practice, etc.                                                                                                                                    |
| <b>Author</b>                   | Wang Zhonghua                                                                                                                                                                                                               |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                                                                                                                    |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                                                                                                                |
| <b>Date Formulated/Revised</b>  | March 2026                                                                                                                                                                                                                  |

### II. Course Description

Comprehensive Practical Training of Modern Logistics is a professional core comprehensive practical training course for the Logistics Management major, serving as a critical bridge connecting theoretical learning and enterprise job practice. Grounded in the frontiers of the modern logistics industry and supported by the "Third-Party Logistics System Management Enterprise Edition" platform, the course simulates the real operational scenarios of third-party logistics enterprises. It integrates core business processes—including system management, resource management, customer management, warehousing management, transportation management, exception management, contract management, settlement management, and statistical analysis—into practical training tasks.

The course adopts a "role simulation + task-driven" practical training model, following a progressive logic of "basic cognition → system operation → process management → comprehensive operation." By playing different job roles within a

logistics enterprise, students complete the full-cycle business operations from customer engagement, warehousing operations, and transportation scheduling to settlement and verification in a simulated environment. Students will develop proficiency in using third-party logistics enterprise information management systems, business negotiation and execution capabilities, cross-departmental coordination skills, and macro-level business operation control capabilities.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course aligns with the national professional teaching standards and the Ministry of Education's standards for practical training facilities in higher vocational logistics management programs. It addresses the competency development needs of key job clusters in modern logistics enterprises, including warehousing management, transportation scheduling, customer service, and system operations. Against the backdrop of accelerating development in modern logistics and digital supply chains, the course aims to cultivate high-quality technical and skilled talents capable of utilizing modern information technology for logistics business operations and management. Leveraging the software and hardware resources of the Modern Logistics Comprehensive Practical Training Room, the course centers on the work tasks of third-party logistics enterprises to carry out simulation-based practical training. It serves as a key course bridging professional theoretical knowledge and hands-on international logistics operations, aiming to develop students' comprehensive professional competence in full-process logistics operations. This lays a practical foundation for engaging in international logistics-related positions such as supply chain coordination, multimodal transport coordination, and warehousing management, aligning with the program's overall objective of cultivating knowledgeable, interdisciplinary, internationally-oriented, high-quality technical and skilled talents.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 5, 7, and 9)**

##### **1. Knowledge Objectives**

(1) Master the basic architecture, data flow logic, and functional module interrelationships of third-party logistics enterprise information systems (Modules 1 – 11);

- (2) Master foundational system management knowledge, including branch management, system roles and user permission configuration, as well as project-based management and customized workflow design (Module 1);
- (3) Master core knowledge and operational standards for resource management, including logistics service provider management, carrier evaluation and maintenance, vehicle information management, and warehouse/bin location information management (Module 2);
- (4) Master the processes and strategic methods for constructing customer information, including shipper and consignee file management, cargo dictionary and barcode data management, and the creation and configuration strategies for customer remote service platform accounts (Module 3);
- (5) Master the business process standards and system operation essentials for warehousing operations, including inbound, outbound, inventory counting, stock transfer, inventory adjustment, and replenishment management (Modules 4 – 6);
- (6) Master the process standards and operational details for consolidation scheduling, transportation order generation and management, transportation scheduling strategies, transportation monitoring, and document verification (Module 7);
- (7) Understand the basic framework of contract management, the core logic of settlement management (including cost attribution and calculation rules for key settlement types such as warehousing receivables, transportation receivables, warehousing payables, and transportation payables, as well as the reconciliation mechanism of settlement systems), the closed-loop handling process for exception events, and the fundamental methods of statistical analysis in decision support (Modules 8 – 11).

## **2. Ability Objectives**

- (1) Independently complete basic system configuration, including branch management, system role and permission allocation, system user management, and project-based workflow design;
- (2) Conduct comprehensive configuration and maintenance of resource data, including logistics service providers, carriers, vehicles, and warehouse/bin locations;
- (3) Perform standardized operations in customer information registration, shipper and consignee file management, cargo dictionary creation, and customer remote platform account authorization;

- (4) Proficiently handle the full-process operations of inbound consignment, inbound operations, and inbound verification;
- (5) Efficiently complete outbound consignment, outbound operations, and outbound verification;
- (6) Execute inventory counting, stock transfer, inventory adjustment, and replenishment management tasks to ensure accurate and timely inventory data updates;
- (7) Organize consolidation scheduling, manage transportation orders, execute transportation scheduling plans, conduct transportation monitoring, and complete transport document verification;
- (8) Identify and record exception events, and carry out exception reporting and follow-up tracking according to standard procedures;
- (9) Effectively reconcile and process various warehouse and transportation receivables and payables;
- (10) Utilize statistical reports to analyze business performance and provide data support for management decision-making.

### **3. Quality Objectives**

- (1) Cultivate sound professional ethics and career loyalty, with a rigorous and meticulous work attitude and awareness of risk prevention in logistics positions;
- (2) Foster teamwork spirit and communication and coordination skills, enabling collaboration within training groups, in line with the program's requirement for "good interpersonal and communication skills";
- (3) Develop the ability for autonomous learning and problem-solving, actively thinking and responding to abnormal situations in logistics operations
- (4) Cultivate professional competence and job responsibility awareness, standardizing the operation of logistics equipment and software systems while developing good professional work habits;
- (5) Establish an international perspective and modern logistics mindset, adapting to modern logistics development trends and maintaining the capacity for continuous adaptation to the logistics industry's evolution.

## **IV. Course Content and Requirements**

### **1. Teaching Content Structure**

This course is built upon the "Third-Party Logistics System Management Enterprise

Edition" platform, following a progressive advancement logic of "system cognition → basic configuration → business process training → comprehensive operations enhancement." Real business scenarios of third-party logistics enterprises are embedded into practical training tasks, employing a project-based module and task-driven teaching model. The course comprises 11 teaching modules, corresponding to 11 projects, with multiple practical training tasks under each, totaling 68 class hours. The curriculum standards systematically incorporate requirements from national professional teaching standards regarding "curriculum setup and scheduling, faculty, teaching conditions, quality assurance, and graduate outcomes."

Each module includes four components: knowledge instruction, teacher demonstration, student practice, and task assessment, ensuring that students "learn by doing and do by learning." Class hours for each module are scientifically allocated based on the complexity and importance of the training content, ensuring balanced development of basic configuration capabilities, core business operation capabilities, and comprehensive management decision-making capabilities. The Higher Vocational Logistics Service and Management standards emphasize that training content must closely reflect enterprise realities; the training tasks in this course ensure logical workflows and genuine adaptability to new technologies and business models in the logistics industry.

| Module   | Core Teaching Content           | Theoretical Hours | Practical Hours | Competency Focus                             |
|----------|---------------------------------|-------------------|-----------------|----------------------------------------------|
| Module 1 | System Management               | 1                 | 2               | System cognition                             |
| Module 2 | Resource Management             | 1                 | 5               | Resource information cognition and creation  |
| Module 3 | Customer Management             | 1                 | 7               | Customer maintenance capability              |
| Module 4 | Warehousing Inbound Management  | 1                 | 7               | Warehouse core solution design and operation |
| Module 5 | Inventory Management            | 1                 | 5               | Warehouse core solution design and operation |
| Module 6 | Commodity Packaging (Chapter 6) | 1                 | 5               | Warehouse core solution design and operation |
| Module 7 | Transportation Management       | 1                 | 11              | Distribution solution design and application |
| Module 8 | Exception Management            | 1                 | 1               | Problem-solving capability                   |

| Module       | Core Teaching Content                                     | Theoretical Hours | Practical Hours | Competency Focus                      |
|--------------|-----------------------------------------------------------|-------------------|-----------------|---------------------------------------|
| Module 9     | Contract Management                                       | 0                 | 1               | Contract maintenance capability       |
| Module 10    | Settlement Management                                     | 1                 | 3               | Cost and profit settlement capability |
| Module 11    | Statistical Analysis and Comprehensive Practical Training | 1                 | 11              | Comprehensive application capability  |
| <b>Total</b> | —                                                         | <b>10</b>         | <b>58</b>       | —                                     |

## 2. Detailed Teaching Content

### (1) Module 1: System Management (3 Teaching hours)

| Unit                           | Teaching Content                                                                                                                                                                                               | Teaching Requirements                                                                                                               |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Task 1: Branch Management      | Understand the branch structure of third-party logistics enterprises; learn the creation, editing, and deactivation of branches; understand the business collaboration model between headquarters and branches | Independently complete branch creation, information maintenance, and status changes                                                 |
| Task 2: System Role Management | Principles of role definition and permission allocation; role creation and permission template settings based on job positions                                                                                 | Create roles and configure corresponding permissions according to job requirements                                                  |
| Task 3: System User Management | User account creation, modification, enable/disable operations; user-role binding relationship settings                                                                                                        | Independently complete user account management based on departmental positions; handle permission changes after personnel transfers |
| Task 4: Project Management     | Creation, configuration, and management of logistics projects; resource allocation strategies for multi-project parallel operations                                                                            | Independently create logistics projects and complete project resource allocation and status tracking                                |

### (2) Module 2: Resource Management (6 Teaching Hours)

| Unit                                          | Teaching Content                                                                                              | Teaching Requirements                                                                    |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Task 1: Logistics Service Provider Management | Service provider qualification review, information entry, service rating, and cooperation status management   | Complete service provider information entry, qualification review, and tiered evaluation |
| Task 2: Carrier Management                    | Carrier file establishment, cooperation model setup, capacity resource monitoring and scheduling coordination | Complete carrier file entry, capacity allocation, and performance tracking               |
| Task 3: Vehicle Information Management        | Vehicle file establishment, vehicle status tracking, and driver information maintenance                       | Complete vehicle information entry, maintenance plan formulation, and status updates     |
| Task 4: Warehouse/Bin Location Information    | Warehouse basic information setup, area division, bin coding, and storage                                     | Independently complete warehouse information entry, area division, and                   |

| Unit       | Teaching Content    | Teaching Requirements                                                        |
|------------|---------------------|------------------------------------------------------------------------------|
| Management | capacity management | bin coding; reasonably allocate bin locations based on cargo characteristics |

### (3) Module 3: Customer Management (8 Teaching Hours)

| Unit                                                         | Teaching Content                                                                                                               | Teaching Requirements                                                                                    |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Task 1: Basic Information Management                         | Customer basic information entry, classification and tiered management, customer file maintenance and updates                  | Complete comprehensive customer information entry and maintenance; achieve dynamic customer file updates |
| Task 2: Shipper Management                                   | Shipper information registration, cooperation agreement management, shipping preference settings, and data tracking            | Complete shipper registration, configure cooperation plans, and perform dynamic tracking                 |
| Task 3: Consignee Management                                 | Consignee file establishment, address management, and batch receipt preference settings                                        | Complete consignee file configuration and standardize consignee information                              |
| Task 4: Cargo Dictionary                                     | Standardized cargo information compilation, cargo classification coding, specification parameters, and barcode data management | Independently create cargo dictionary entries with complete and controllable classification and coding   |
| Task 5: Customer Remote Service Platform Account Maintenance | Creation, permission configuration, and status maintenance of remote service platform accounts                                 | Complete remote account creation, role assignment, and routine maintenance                               |

### (4) Module 4: Warehousing Inbound Management (8 Teaching Hours)

| Unit                                                              | Teaching Content                                                                                                                                                                        | Teaching Requirements                                                                           |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Task 1: Inbound Consignment                                       | Creation of inbound consignment orders, approval processes, transportation reservations, and resource preparation                                                                       | Independently create inbound consignments, complete approval processes, and organize resources  |
| Task 2: Inbound Operations                                        | Cargo arrival processing, unloading and inspection, putaway positioning, and storage area management                                                                                    | Complete the full process of unloading, inspection, and putaway; achieve precise bin allocation |
| Task 3: Inbound Verification                                      | System entry of inbound data, inbound order verification, inventory updates, and ledger synchronization                                                                                 | Complete full verification of inbound data; ensure accurate system inventory synchronization    |
| Task 4: Full Inbound Process Operation (Manual Racking Warehouse) | Inbound consignment order creation, cargo arrival processing, unloading and inspection, putaway positioning, storage area management, system data entry, and inbound order verification | Independently complete the full inbound process for manual racking warehouses                   |

|                                                                     |                                                                                                                                                                                         |                                                                                       |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Task 5: Full Inbound Process Operation (Automated Stereo Warehouse) | Inbound consignment order creation, cargo arrival processing, unloading and inspection, putaway positioning, storage area management, system data entry, and inbound order verification | Independently complete the full inbound process for fully automated stereo warehouses |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

**(5) Module 5: Warehousing Outbound Management (6 Teaching Hours)**

| Unit                                                                 | Teaching Content                                                                                                                                                                              | Teaching Requirements                                                                                                          |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Task 1: Outbound Consignment                                         | Outbound consignment order creation, approval processes, outbound batching, and transportation coordination                                                                                   | Independently create outbound consignments, complete approvals, and match batch resources                                      |
| Task 2: Outbound Operations                                          | Picking strategy formulation, picking order generation, picking execution, and checking and packaging                                                                                         | Complete the full process of picking, checking, and packaging; continuously improve picking efficiency                         |
| Task 3: Outbound Verification                                        | System entry of outbound data, outbound order verification, transportation handover, and inventory synchronization                                                                            | Complete outbound data verification; ensure complete handover procedures and real-time inventory updates                       |
| Task 4: Full Outbound Process Operation (Manual Racking Warehouse)   | Outbound consignment order creation, picking strategy formulation, picking order generation, picking execution and checking and packaging, system data entry, and outbound order verification | Independently complete the full outbound process for manual racking warehouses (both normal and exceptional scenarios)         |
| Task 5: Full Outbound Process Operation (Automated Stereo Warehouse) | Outbound consignment order creation, picking strategy formulation, picking order generation, picking execution and checking and packaging, system data entry, and outbound order verification | Independently complete the full outbound process for fully automated stereo warehouses (both normal and exceptional scenarios) |

**(6) Module 6: Warehousing Inventory Management (6 Teaching Hours)**

| Unit                                  | Teaching Content                                                                                           | Teaching Requirements                                                                                          |
|---------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Task 1: Inventory Counting Management | Counting plan formulation, counting execution, variance analysis, and adjustment handling                  | Independently implement counting operations; complete variance analysis and propose adjustment recommendations |
| Task 2: Stock Transfer Management     | Stock transfer application, approval and execution, and system bin information updates                     | Complete the full stock transfer process and system synchronization                                            |
| Task 3: Inventory Adjustment          | Adjustment reason analysis, system adjustment operations, and adjustment record management                 | Complete compliant inventory adjustments with complete and traceable records                                   |
| Task 4: Replenishment Management      | Replenishment demand analysis, replenishment plan generation, replenishment execution, and effect tracking | Independently complete demand analysis, replenishment plan formulation, and execution tracking                 |

**(7) Module 7: Transportation Management (12 Teaching Hours)**

| Unit                             | Teaching Content                                                                               | Teaching Requirements                                                 |
|----------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Task 1: Consolidation Scheduling | Consolidation plan formulation, cargo consolidation, and vehicle and route planning management | Formulate consolidation plans and complete vehicle and route planning |

| Unit                                                                                      | Teaching Content                                                                                                                         | Teaching Requirements                                                                             |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Task 2: Transportation Orders                                                             | Creation, review, amendment, and cancellation of transportation orders; order status tracking                                            | Independently create and maintain transportation orders; achieve full-process status tracking     |
| Task 3: Transportation Scheduling                                                         | Capacity matching, vehicle assignment, driver scheduling, route optimization, and dispatch order issuance                                | Complete capacity matching, assignment, and route optimization; issue dispatch instructions       |
| Task 4: Transportation Monitoring                                                         | In-transit tracking, exception alerts, real-time position and status monitoring, and delivery confirmation processing                    | Monitor in-transit status in real time; conduct alerts and rapid emergency response               |
| Task 5: Document Verification                                                             | Transportation document verification, freight confirmation, and business closure management                                              | Complete transportation document verification, freight confirmation, and business closure         |
| Task 6: Transportation Operations (Full-Process Consecutive Operation Training)           | Transportation order creation, consolidation scheduling, transportation scheduling, transportation monitoring, and document verification | Complete the full transportation management process consecutively                                 |
| Task 7: Transportation Operations (One Order, Multiple Vehicles)                          | Vehicle transportation operations with multiple cargoes per vehicle                                                                      | Complete full transportation management processes for single and multiple customers consecutively |
| Task 8: Transportation Operations (Multiple Orders, Multiple Vehicles, Multiple Waybills) | Operations with multiple orders, multiple vehicles, and multiple waybills                                                                | Complete full transportation management processes for single and multiple customers consecutively |

#### **(8) Module 8: Exception Management (2 Teaching Hours)**

| Unit                                                 | Teaching Content                                                                                                                                                           | Teaching Requirements                                                                                |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Task 1: Exception Event Identification and Recording | Identification, classification, and standardized recording of exceptions (e.g., cargo damage/loss, delays, account discrepancies) in warehousing/transportation/settlement | Accurately identify exception types and conduct standardized recording and reporting                 |
| Task 2: Exception Handling Process                   | Exception cause analysis, handling plan formulation, and coordination with relevant positions to implement measures                                                        | Formulate and execute exception handling plans; coordinate with related positions to achieve closure |
| Task 3: Exception Analysis and Improvement           | Exception data statistics, root cause analysis, preventive measure formulation, and knowledge base development                                                             | Analyze root causes of exceptions; formulate improvement measures and enhance the knowledge base     |

#### **(9) Module 9: Contract Management (1 Teaching Hours)**

| Unit                                               | Teaching Content                                                                                                                                 | Teaching Requirements                                                                                 |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Task 1: Contract Templates and Contract Management | Management of warehousing/transportation/service contract templates; full lifecycle contract management (drafting, approval, signing, archiving) | Create contract templates, initiate contract approvals, and complete signing and archiving operations |

#### **(10) Module 10: Settlement Management (4 Teaching Hours)**

| Unit                                          | Teaching Content                                                                                                  | Teaching Requirements                                                                         |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Task 1: Warehouse Receivables Management      | Warehouse cost calculation rules, invoice generation, customer settlement, and payment tracking                   | Generate warehouse cost invoices; complete customer settlement and payment tracking           |
| Task 2: Transportation Receivables Management | Transportation cost pricing rules, invoice management, customer settlement, and collection follow-up              | Generate transportation cost invoices; complete settlement and accounts receivable processing |
| Task 3: Warehouse Payables Management         | Warehouse service procurement cost accounting, supplier reconciliation, payment application, and payment tracking | Generate supplier payable invoices; verify and complete payment processes                     |
| Task 4: Transportation Payables Management    | Carrier freight cost calculation, invoice verification, payment and record management                             | Generate carrier invoices; complete reconciliation and payment processes                      |

**(11) Module 11: Statistical Analysis and Comprehensive Practical Training (12 Teaching Hours)**

| Unit                                          | Teaching Content                                                                                                                                                                                                   | Teaching Requirements                                                                                                                             |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Task 1: Data Statistical Report Application   | Generation and analysis of warehouse reports, transportation reports, and financial statistical reports; KPI indicator monitoring                                                                                  | Independently generate various reports; conduct data extraction and operational analysis                                                          |
| Task 2: Comprehensive Warehouse Training      | Warehouse inbound, inventory management, and outbound management                                                                                                                                                   | Proficiently operate inbound/outbound operations and conduct inventory management tasks                                                           |
| Task 3: Comprehensive Transportation Training | Transportation consignment, consolidation scheduling, transportation orders, transportation scheduling, in-transit tracking, and document verification                                                             | Complete reasonable transportation route planning and scheduling; complete the entire transportation management process                           |
| Task 4: Comprehensive Operations Training     | Integrate all module business skills; complete full-process business closed-loop countermeasure exercises from customer engagement, warehousing operations, and transportation scheduling to settlement management | Systematically master collaborative operation capabilities across all third-party logistics businesses; establish a complete business closed-loop |

**V. Assessment Requirements**

**1. Assessment Methods**

Total Score = Formative Assessment (60%) + Summative Assessment (40%)

| Assessment Component       | Assessment Content                                               | Weight | Evaluator  |
|----------------------------|------------------------------------------------------------------|--------|------------|
| Formative Assessment (60%) | Class Performance (attendance, participation, learning attitude) | 30%    | Instructor |
|                            | Module Task Completion (task completion rate and accuracy)       | 30%    | Instructor |
| Summative Assessment (40%) | Comprehensive Project Practical Assessment                       | 40%    | Instructor |

**2. Course Outcomes and Effectiveness**

Through a diversified and multi-dimensional assessment and evaluation system, the following outcomes are expected:

| Evaluation Dimension   | Expected Outcome Indicators                                                                                                                                                                                                     |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skills Mastery         | Over 90% of students can independently complete operational tasks for each module; over 70% achieve an excellent level                                                                                                          |
| Job Competence         | Students can competently perform core positions such as warehousing management and transportation scheduling; outstanding students in comprehensive training can meet the competency requirements of junior enterprise managers |
| Competency Enhancement | Compared to pre-course and post-course competency assessments, students' comprehensive ability improvement rate shall be no less than 40%                                                                                       |
| Course Satisfaction    | Student satisfaction with course content, teaching methods, and training conditions shall be no less than 90%                                                                                                                   |

## VI. Teaching Materials

### 1. Reference Standards

The formulation of this curriculum standard strictly adheres to the following policy documents and standards:

Implementation Plan for National Vocational Education Reform (State Council Document [2019] No. 4)

Guiding Opinions of the Ministry of Education on the Formulation and Implementation of Professional Talent Training Programs in Vocational Colleges (Ministry of Education Document [2019] No. 13)

Ministry of Education 2025 New Edition of Teaching Standards for Higher Vocational Modern Logistics Management

Ministry of Education Standards for the Construction of Practical Training Facilities for Logistics Management in Higher Vocational Colleges

Ministry of Education Notice on the Development of 2025-Level Curriculum Standards

Logistics Management "1+X" Certificate Vocational Skills Level Standards

National Vocational College Skills Competition Modern Logistics Event Standards

### 2. Recommended Textbooks

**Primary Textbook:** Comprehensive Logistics Practical Training Guidebook (2017 campus self-compiled textbook). This textbook, grounded in current logistics industry practices, focuses on strengthening operational skills development and effectively presents the latest practical knowledge and operational techniques in modern logistics

management. It emphasizes the integration of examples, case studies, and theory, as well as the combination of practical training and theoretical instruction, featuring engaging content with strong operability.

**Reference Textbooks:**

Modern Logistics Practical Training (2nd Edition) / Higher Education Press Editorial Group / Higher Education Press / 2024, New Loose-Leaf Textbook

Warehousing and Distribution Management Practice / Tsinghua University Press / 2023 (Warehousing Module Reference)

Transportation Management Practice / Higher Education Press / 2023 (Transportation Module Reference)

## 18. International Freight Forwarding Practical Training

### I. Basic Course Information

|                                 |                                                                                                                                     |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | International Freight Forwarding Practical Training                                                                                 |
| <b>Course Code</b>              | 120102182                                                                                                                           |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective |
| <b>Course Category</b>          | Professional Extension Courses                                                                                                      |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services                                                                                                  |
| <b>Teaching Hours / Credits</b> | 68 Teaching Hours / 4 Credits (0 Theoretical Hours + 68 Practical Hours)                                                            |
| <b>Semester Offered</b>         | Semester 3                                                                                                                          |
| <b>Prerequisite Courses</b>     | Fundamentals of International Trade, Fundamentals of Economics, Fundamentals of Modern Logistics                                    |
| <b>Subsequent Courses</b>       | Transportation Management Practice, International Business Documentation Training, Single Window Comprehensive Training             |
| <b>Author</b>                   | Yao Jinlan                                                                                                                          |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                            |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                        |
| <b>Date Formulated/Revised</b>  | September 2025                                                                                                                      |

### II. Course Description

International Freight Forwarding Practical Training is a practical training course for the Customs and Foreign Trade Services major. Relying on the Changfengwang Freight Forwarding Simulation Training System, oriented towards real enterprise business scenarios, and adopting a modular, task-driven teaching model, this course comprehensively simulates core operational processes in international freight forwarding business, including sea freight, air freight, and land transport. The course content covers key skills such as trade term application, port and route design, quotation calculation, documentation processing, and exception handling. It emphasizes the deep integration of theory and practice, cultivating students' ability to independently handle international freight forwarding business, enhancing their professional competence and practical operation level, and laying a solid skills foundation for future employment in freight forwarding, customs affairs, logistics, and related positions.

Course Features: Relying on the freight forwarding simulation training system,

adopting a ‘task-based progression, integration of teaching, learning, and doing’ teaching model, aligning with the WorldSkills Competition freight forwarding project standards, and achieving the integration of ‘Post, Course, Competition, Certification.’

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly aligns with positions such as freight forwarding operator, customs operations officer, transport dispatcher, and logistics customer service specialist. It cultivates students' core competencies in customer consultation, quotation calculation, transport arrangement, documentation preparation and review, and exception handling. It is a key skills course supporting the core competency module of ‘international freight forwarding operations and solution design’ within the professional talent cultivation objectives.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 3, 4,6,and 9)**

##### **1. Knowledge Objectives**

- (1) Master the rules of responsibility, risk, and cost allocation under international trade terms (Incoterms® 2020).
- (2) Be familiar with major global ports, routes, and freight rate structures; master the calculation rules and quotation composition under different modes of transport.
- (3) Master the standards and review points for various international freight forwarding business documents (Bill of Lading, Air Waybill, Booking Note, Shipping Order, etc.).
- (4) Be familiar with the quotation calculation logic and cost analysis methods for FCL/LCL sea freight and general/special air freight.
- (5) Master the handling processes and industry standards for special operations such as telex release, insurance claims, and exception complaints.
- (6) Understand the transport declaration requirements and operational points for special goods such as dangerous goods and live animal transport.
- (7) Be familiar with the complaint handling and flight re-routing plan formulation methods for air freight exceptions (delays, re-routing, cargo damage/shortage, etc.).

##### **2. Ability Objectives**

- (1) Be able to independently respond to customer inquiries, analyze needs, propose

solutions, and proficiently reply to customer emails.

(2) Be able to accurately calculate freight quotations for FCL/LCL sea freight and general/class-rated air freight.

(3) Be able to reasonably design transport routes and plans based on cargo characteristics, transport requirements, and cost factors.

(4) Be able to proficiently prepare and review core business documents such as Bills of Lading, Air Waybills, Booking Notes, and Shipping Orders.

(5) Be able to complete transport operation arrangements including Booking Note review, booking operations, trucking order issuance, and air cargo pickup notice issuance.

(6) Be able to handle sea/air freight exceptions (including complaints, claims, re-routing, telex release, etc.) and formulate reasonable solutions.

(7) Be able to use the simulation training system to complete comprehensive freight forwarding business process operations, with multi-task coordination and comprehensive decision-making capabilities.

### **3. Quality Objectives**

(1) Rigor and Truth-Seeking: Develop a conscientious, meticulous, accurate, and standardized professional attitude, ensuring the accuracy and compliance of documentation processing.

(2) Integrity and Professional Dedication: Establish professional values of honesty, trustworthiness, and compliance with laws and regulations, strengthening customer service awareness and sense of responsibility.

(3) Risk Management: Cultivate strong risk prevention awareness and emergency response capabilities to effectively handle transport exceptions and complaint incidents.

(4) Teamwork: Possess communication and coordination skills within freight forwarding teams and cross-departmental collaboration awareness.

(5) Innovative Thinking: Cultivate innovative awareness of using system tools to optimize transport plans and cost structures.

(6) Compliance Awareness: Establish compliance operation awareness and national security concepts, understanding the importance of policies and regulations such as export controls.

## **IV. Course Content and Requirements**

## 1. Teaching Content Structure

This course relies on the Changfengwang Freight Forwarding Simulation Training System and comprises eight teaching modules, covering a complete knowledge system from basic system operation to comprehensive business training. All course hours are practical computer-based hours, adopting an ‘integration of teaching, learning, and doing’ model. Through modular task-driven training, it achieves ‘learning by doing and doing by learning.’

| Module                | Core Teaching Content                                         | Theoretical Hours | Practical Hours | Competency Focus                                                       |
|-----------------------|---------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------------------------|
| Module 1              | Fundamentals and System Operation                             | 0                 | 4               | System operation and trade term application ability                    |
| Module 2              | Ports and Route Design                                        | 0                 | 4               | Port awareness and route solution design ability                       |
| Module 3              | Quotation Calculation                                         | 0                 | 16              | Sea/air freight quotation and cost analysis ability                    |
| Module 4              | Customer Consultation Business                                | 0                 | 4               | Customer communication and business consultation handling ability      |
| Module 5              | Transport Operation Arrangement                               | 0                 | 8               | Transport organization and operational coordination ability            |
| Module 6              | Documentation Review                                          | 0                 | 12              | Documentation preparation, review, and standardized processing ability |
| Module 7              | Exception Handling                                            | 0                 | 6               | Complaint handling and insurance claims ability                        |
| Module 8              | Special Business                                              | 0                 | 8               | Special rate calculation and special cargo transport handling ability  |
| Review and Assessment | Course Review and Comprehensive Practical Training Assessment | 0                 | 6               | Comprehensive business processing ability                              |
| <b>Total</b>          |                                                               | <b>0</b>          | <b>68</b>       | —                                                                      |

## 2. Detailed Teaching Content

### (1) Module 1: Fundamentals and System Operation (4 Teaching hours)

| Unit                                                      | Teaching Content                                                                                                                                                                                                                                                                                           | Teaching Requirements                                                                                                                                            |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Course Introduction and System Operation Guide        | Course introduction, training objectives and requirements; Changfengwang Freight Forwarding Simulation Training System login and basic operations; System interface awareness (distribution and functions of six major modules); Differences and operations between progression mode and single-point mode | Be able to independently complete system login and basic operations; be familiar with the functional layout of each module                                       |
| 1.2 Trade Term Fundamentals and Comprehensive Application | Responsibility, risk, and cost allocation of E/F/C/D groups under international trade terms (Incoterms® 2020); Analysis of cost allocation and responsibility bearing at each stage under FOB/CFR/CIF terms                                                                                                | Be able to accurately distinguish the responsibility intervals and cost allocations of each group of trade terms; be able to analyze and apply with actual cases |

**(2) Module 2: Ports and Route Design (4 Teaching Hours)**

| Unit                                          | Teaching Content                                                                                                                                                                                                                 | Teaching Requirements                                                                                               |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 2.1 Major Global Ports and Route Fundamentals | Awareness of international major routes (Trans-Pacific, Asia-Europe, Atlantic routes, etc.); Locations and names of East Coast/West Coast/Great Lakes ports in the US, South American ports, African ports, major European ports | Be able to identify the locations and affiliated routes of major global ports; master port classification knowledge |
| 2.2 Route Solution Design and Optimization    | Design transport routes and modes based on customer needs; Comparison and selection of technical and economic characteristics of different routes                                                                                | Be able to design reasonable transport routes and modes according to customer requirements                          |

**(3) Module 3: Quotation Calculation(16 Teaching Hours)**

| Unit                                                       | Teaching Content                                                                                                                                                                                                               | Teaching Requirements                                                                                                      |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 3.1 FCL Sea Freight Quotation                              | FOB/CFR/CIF quotation calculation for FCL import/export sea freight; Identification of cost types (ocean freight, THC, DOC, booking fee, customs declaration fee, etc.); Determination of chargeable weight and chargeable ton | Be able to independently complete full-scope quotations for FCL sea freight business under different trade terms           |
| 3.2 LCL Sea Freight Quotation                              | FOB/CFR/CIF quotation calculation for LCL import/export sea freight; Volume calculation and rating rules for LCL cargo; Methods for determining the number of containers                                                       | Be able to independently complete full-scope quotations for LCL sea freight business under different trade terms           |
| 3.3 Land Transport Quotation for Sea Freight Import/Export | Selection and quotation of trucking suppliers under CY to DOOR and DOOR to DOOR; Trucking cost calculation and quotation techniques                                                                                            | Be able to complete quotations and supplier selection for the land transport segment in sea freight import/export business |
| 3.4 Air Freight Quotation                                  | General Cargo Rate (GCR) calculation for air freight; Determination of chargeable weight (actual weight vs. volumetric weight); Economic analysis of rate breakpoints                                                          | Be able to independently complete freight quotation calculations for general air cargo                                     |
| 3.5 Land Transport Quotation for Air Freight Business      | Inquiry and quotation for the land transport segment in air freight import/export business; Issuance and operation of air cargo pickup notices                                                                                 | Be able to complete quotations and pickup arrangements for the land transport segment in air freight business              |

**(4) Module 4: Customer Consultation Business (4 Teaching Hours)**

| Unit                                                        | Teaching Content                                                                                                                                               | Teaching Requirements                                                                                     |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 4.1 Transport Insurance Consultation and Claims Settlement  | Insurance types (basic coverage, additional coverage) and scope of cover; Insurance premium calculation; Insurance liability determination and claims handling | Be able to complete insurance business consultation and claims plan formulation                           |
| 4.2 Letter of Credit and Certificate of Origin Consultation | Issuance process, review points, and effective information extraction of Letters of Credit; Classification and usage instructions of Certificates of Origin    | Be able to independently complete consultation responses for Letters of Credit and Certificates of Origin |

**(5) Module 5: Transport Operation Arrangement (8 Teaching Hours)**

| Unit                                 | Teaching Content                                                                                                                                                         | Teaching Requirements                                                                                                                |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 Sea Freight Trucking Arrangement | Booking Note review (content completeness, accuracy, review points); Shipping Order (BOOKING) completion; Container release note confirmation; Trucking notice (for port | Be able to independently complete the entire process of Booking Note review, Shipping Order completion, and trucking notice issuance |

|                                               |                                                                                                                         |                                                                                             |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|                                               | delivery/home delivery) issuance                                                                                        |                                                                                             |
| 5.2 LCL Sea Freight Consolidation Arrangement | Consolidation principles and business organization for LCL cargo; Calculation of the number of containers for LCL cargo | Be able to complete consolidation organization and calculation for LCL sea freight business |
| 5.3 Air Freight Operation Arrangement         | Completion and issuance of air cargo pickup notices; Air freight booking operations                                     | Be able to independently complete air cargo pickup notice issuance and booking arrangements |

**(6) Module 6: Documentation Review (12 Teaching Hours)**

| Unit                                                            | Teaching Content                                                                                                                                                                                                                           | Teaching Requirements                                                                                     |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 6.1 Sea Freight Documentation Review and Preparation            | Reading, content, and completion standards of carrier's Bill of Lading; Issuance requirements and precautions for forwarder's Bill of Lading; B/L review points (consignee, notify party, cargo description, freight payment method, etc.) | Be able to independently complete the preparation and review of Bills of Lading                           |
| 6.2 Booking Note and Shipping Order Review                      | Content composition and review points of Booking Note; Completion standards and review of Shipping Order (BOOKING); Identification of booking channels (direct booking, booking through co-loaders)                                        | Be able to independently complete the review and completion of Booking Notes and Shipping Orders          |
| 6.3 Container Release Note and Air Freight Documentation Review | Review points for Container Release Note; Distinction between carrier's master airway bill and forwarder's house airway bill; Issuance content and review of house airway bills                                                            | Be able to independently complete Container Release Note review and air freight documentation preparation |

**(7) Module 7: Exception Handling (6 Teaching Hours)**

| Unit                                                    | Teaching Content                                                                                                                                                                                                                            | Teaching Requirements                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 7.1 Sea Freight Complaint Handling and Insurance Claims | Investigation of sea freight exceptions (wet damage, cargo shortage, etc.); Complaint cause analysis and customer response; Sea freight claims process (application of tally reports, claims principles); Insurance claims handling methods | Be able to independently complete sea freight complaint handling and insurance claims operations      |
| 7.2 Air Freight Exception and Re-routing Handling       | Types and cause investigation of air freight exceptions (flight delays, cargo damage, misrouting, etc.); Flight re-routing plan formulation and principles; Complaint handling process and customer communication                           | Be able to independently complete air freight exception investigation and re-routing plan formulation |

**(8) Module 8: Special Business (8 Teaching Hours)**

| Unit                                     | Teaching Content                                                                                                                                                                                                     | Teaching Requirements                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 8.1 Special Air Freight Rate Calculation | Calculation of Class Rates (CCR) and Specific Commodity Rates (SCR) for air freight; Applicable conditions and calculation rules for class rates                                                                     | Be able to independently complete freight rate calculations for special air cargo                                      |
| 8.2 Dangerous Goods Transport Business   | Concept, classification, and hierarchy of dangerous goods; Dangerous goods transport declaration process and required materials; Application process and precautions for dangerous goods identification certificates | Be able to identify types of dangerous goods and understand the complete dangerous goods transport declaration process |

**(9) Review and Comprehensive Assessment (6 Teaching Hours)**

| Unit                                              | Teaching Content                                                                                                                                                                                           | Teaching Requirements                                                                    |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Review                                            | Overall course knowledge framework review; Key and difficult points review (quotation calculation, documentation preparation, exception handling); Analysis of typical examples                            | Systematically master course knowledge and operational skills                            |
| Final Comprehensive Practical Training Assessment | Comprehensive training module task assessment (including complete sea/air freight full-process operations); Comprehensive evaluation of email responses, documentation preparation, and exception handling | Be able to independently complete comprehensive freight forwarding business full-process |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Assessment + Summative Assessment)

| Assessment Component | Weight | Assessment Content                                                                                                                        | Evaluation Criteria                      |
|----------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Regular Performance  | 60%    | Class attendance (10%); Simulation system operation (40%); Class discipline and interaction (10%)                                         | Process records and system scoring       |
| Final Examination    | 40%    | Final comprehensive practical training assessment (completion rate, accuracy, and standardization of comprehensive training module tasks) | System scoring and instructor evaluation |

### 2. Competency Achievement Evaluation Rubric

| Competency Dimension             | Excellent (90-100)                                            | Good (80-89)                                              | Moderate (70-79)                     | Pass (60-69)                    | Fail (<60)                      |
|----------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| Quotation Calculation Ability    | Accurate calculation, able to select optimal solution         | Accurate calculation, correct method                      | Basically correct, occasional errors | Can complete basic calculations | Unable to complete calculation  |
| Documentation Processing Ability | Standardized preparation, error-free                          | Standardized preparation, basically correct               | Main content correct                 | Can complete basic filling      | Unable to complete              |
| Exception Handling Ability       | Comprehensive analysis, reasonable and effective solutions    | Relatively comprehensive analysis, reasonable conclusions | Can identify main issues             | Requires substantial guidance   | Unable to handle                |
| Comprehensive Business Ability   | Proficient full-process operation, reasonable decision-making | Standardized operation, complete process                  | Basically correct process            | Process has gaps                | Unable to operate independently |

## VI. Teaching Materials

### 1. Training Platform

Changfengwang Freight Forwarding Simulation Training System (Logis Technology Co., Ltd.), comprising six major modules (Customer Consultation, Quotation, Work Plan Arrangement, Customer Communication, Complaints and Claims, Comprehensive Training) with 70 levels.

### 2. Reference Textbooks

Fang Zhaoqi, Xuan Lingling. International Freight Forwarding Practice. China

Machine Press, 2025.

Yang Lixiang, Pan An. International Freight Forwarding Practice. Beijing Institute of Technology Press, 2024.

### **3. Reference Standards**

WorldSkills Competition Freight Forwarding Project Technical Description.

International Freight Forwarding Service Quality Requirements (GB/T 22152-2008).

Incoterms® 2020 International Trade Terms Interpretation Rules.

### **4. Digital Resources**

Changfengwang Teaching Platform (system-integrated PPT, videos, training manuals, and other resources).

Official Website of the General Administration of Customs of China ([www.customs.gov.cn](http://www.customs.gov.cn)).

Rate inquiry systems on official websites of major airlines and shipping companies.

## 19. Smart Supply Chain Management

### I. Basic Course Information

|                                 |                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Smart supply chain management                                                                                                     |
| <b>Course Code</b>              | 1202073342                                                                                                                        |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory Restricted Elective <input type="checkbox"/> Any Elective <input type="checkbox"/> |
| <b>Course Category</b>          | Professional Extension Course                                                                                                     |
| <b>Applicable Majors</b>        | Customs and foreign trade services, modern logistics management                                                                   |
| <b>Teaching Hours / Credits</b> | 68 hours / 4 credits (34 hours theory + 34 hours practice)                                                                        |
| <b>Semester Offered</b>         | Fourth semester                                                                                                                   |
| <b>Prerequisite Courses</b>     | Modern logistics foundation, management fundamentals                                                                              |
| <b>Subsequent Courses</b>       | International logistics, supply chain finance, international business document training, and comprehensive single-window training |
| <b>Author</b>                   | Yao Jinlan                                                                                                                        |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                          |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                      |
| <b>Date Formulated/Revised</b>  | March 2025                                                                                                                        |

### II. Course Overview

"Smart Supply Chain Management" is a core compulsory course for logistics management and customs foreign trade majors. It combines theoretical knowledge with industry practice, integrating digital technologies such as IoT, big data, smart warehousing, intelligent transportation, and digital forecasting. The course centers on the digital operation of the entire supply chain process, systematically explaining core topics such as smart supply chain infrastructure, supply chain driving elements, supply chain operations, integrated supply chain planning, smart logistics, loading and unloading handling, unmanned warehousing, transportation and distribution, and procurement.

Course Features: Adopts a teaching model of "integration of jobs, courses, competitions, and certificates, case-driven, and virtual-real integration," cultivating students' digital supply chain analysis and optimization abilities, providing knowledge, skills, and professional competence support for roles such as supply chain specialists,

digital operations, and smart logistics management.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly connects with positions such as Digital Supply Chain Specialist, Smart Supply Chain Operations Position, Intelligent Logistics Administrator, and Supply Chain Data Analyst. It is a key supporting course for the three core competencies in training logistics and customs foreign trade professionals: digital supply chain planning, intelligent operations control, and digital supply chain optimization. The course is rooted in the background of industrial digital transformation, aligns with the real work needs of enterprise smart supply chain positions, and emphasizes digitalization, practical application, and comprehensiveness.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 2, 5, and 8)**

##### **1. Knowledge Objectives**

- (1) Master the basic concepts, system architecture, and digital transformation trends of smart supply chains;
- (2) Master the five major digitalization driving elements of the smart supply chain and the digital application logic of each element;
- (3) Master the full-process operational logic of the digital supply chain, intelligent forecasting, and principles of digital comprehensive planning;
- (4) Master digital technologies for smart logistics systems, smart warehousing, unmanned loading and unloading, and intelligent transportation and distribution;
- (5) Master digital procurement management models, supply chain data collaboration, and intelligent supply chain optimization strategies;
- (6) Understand the application of digital technologies such as IoT, big data, RFID, AGV, WMS, etc. in the supply chain.

##### **2. Capability Objectives**

- (1) Able to distinguish between traditional and smart supply chains, building a simple digital supply chain architecture;
- (2) Able to analyze the driving factors of the smart supply chain in combination with enterprise scenarios and identify entry points for digital transformation;
- (3) Able to use digital tools to intelligently forecast supply chain demand and prepare

digital comprehensive plans;

(4) Able to design implementation plans for intelligent warehousing, unmanned loading and unloading, and digital transportation and distribution, and present them in groups;

(5) Able to develop digital procurement processes, analyze and optimize issues in supply chain data collaboration;

### 3. Quality Objectives

(1) Digital craftsman spirit: Strive for excellence, establishing the quality concept of "efficiency, precision, and controllability" in the digital supply chain;

(2) Innovative digital thinking: Leveraging digital technology to solve complex supply chain problems and cultivate industrial digital innovation awareness;

(3) Team collaboration literacy: Ability to communicate across positions and showcase collaborative results in digital supply chain projects;

(4) Green digital development: Establish the concept of low-carbon, smart logistics and green digital supply chain environmental protection;

(5) Industry professional standards: Comply with supply chain data security standards and develop rigorous professional habits in data processing.

## IV. Course Content and Requirements

### 1. Structure of teaching content

This course consists of ten teaching modules, with a total of 68 class hours, including 34 hours of theory and 34 hours of practice; Modules 1 to 3 focus on theoretical foundations, while modules 4 to 10 focus on practical content such as case practice, solution design, and group presentations.

| Module   | Core Teaching Content                                   | Theoretical Hours | Practical Hours | Competency Focus                                                            |
|----------|---------------------------------------------------------|-------------------|-----------------|-----------------------------------------------------------------------------|
| Module 1 | Basic understanding of smart supply chains              | 6                 | 0               | Ability to understand and analyze supply chain architecture                 |
| Module 2 | Digitalization driving elements for smart supply chains | 4                 | 0               | Ability to decompose and apply supply chain elements                        |
| Module 3 | Digital supply chain operations management              | 4                 | 0               | Full-process operation and control capability for intelligent supply chains |
| Module 4 | Intelligent supply chain demand forecasting             | 2                 | 4               | Practical skills in data forecasting, analysis, and demand planning         |
| Module 5 | Comprehensive supply chain planning                     | 2                 | 4               | Practical skills in digital production and inventory                        |

| Module    | Core Teaching Content                                          | Theoretical Hours | Practical Hours | Competency Focus                                                                       |
|-----------|----------------------------------------------------------------|-------------------|-----------------|----------------------------------------------------------------------------------------|
|           |                                                                |                   |                 | planning                                                                               |
| Module 6  | Smart logistics digital system                                 | 2                 | 6               | Practical capability in designing full-chain smart logistics solutions                 |
| Module 7  | Digital technology for loading, unloading, and handling        | 2                 | 4               | Practical design capability for unmanned loading and unloading scenarios               |
| Module 8  | Intelligent warehousing and WMS system applications            | 4                 | 4               | Digital warehouse operations and practical optimization capabilities                   |
| Module 9  | Intelligent transportation and digital distribution management | 4                 | 6               | Intelligent transportation route planning and practical TMS application skills         |
| Module 10 | Digital intelligent procurement management                     | 4                 | 6               | Practical skills in building digital procurement processes and collaborative solutions |
| Total     | —                                                              | 34                | 34              | 68                                                                                     |

## 2. Detailed teaching content

### (1) Module One: Basic Understanding of Smart Supply Chain (6 class hours)

| Unit                                                                | Teaching Content                                                                                                   | Teaching Requirements                                                                                                           |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1.1 Comparison of Traditional Supply Chains and Smart Supply Chains | Pain points of traditional supply chains, definition of smart supply chains                                        | Grasp the core differences between two types of supply chains and understand the necessity of industrial digital transformation |
| 1.2 Smart Supply Chain System Architecture                          | The underlying layer is digital technology, platform, business application, and ecosystem collaboration            | Able to draw layered architecture diagrams of smart supply chains                                                               |
| 1.3 Current Status and Trends of Smart Supply Chain Development     | Domestic and international enterprise digitalization cases, industry development directions, and policy directions | Able to analyze digital transformation opportunities in combination with industry needs                                         |

### (2) Module 2: Digitalization Driving Elements of Smart Supply Chains (4 class hours)

| Unit                                                     | Teaching Content                                                                                                            | Teaching Requirements                                                  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 2.1 Six Major Digitalization Drivers of the Supply Chain | Key points for digital transformation in inventory, transportation, facilities, information, procurement, and collaboration | Understand the logic behind the digital transformation of each element |
| 2.2 Driving Factors Empowering with Digital Technology   | Applications of the Internet of Things, big data, blockchain, and artificial intelligence in various elements               | It can match technology and supply chain business scenarios            |

### (3) Module 3: Digital Supply Chain Operations Management (4 class hours)

| Unit                                                | Teaching Content                                                                        | Teaching Requirements                                           |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 3.1 Digital Operation Process of Smart Supply Chain | Demand - planning - procurement - warehousing - transportation: full-chain digital flow | Streamlining the complete digital operations process            |
| 3.2 Supply Chain Digital Collaboration              | Data interconnection, order, inventory, and logistics collaboration                     | Able to analyze industry pain points addressed by collaborative |

| Unit                                               | Teaching Content                                                                               | Teaching Requirements                           |
|----------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Platform                                           | mechanisms among upstream and downstream enterprises                                           | platforms                                       |
| 3.3 Digital management of smart supply chain risks | Digital early warning plans for supply interruptions, inventory backlogs, and logistics delays | Establish supply chain risk prediction thinking |

**(4) Module 4: Intelligent Supply Chain Demand Forecasting (6 class hours)**

| Unit                                                                              | Teaching Content                                                                                                | Teaching Requirements                                               |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 4.1 Comparison between traditional demand forecasting and intelligent forecasting | The drawbacks of manual prediction, the advantages of big data intelligent prediction, and applicable scenarios | Distinguish the industries applicable to the two forecasting models |
| 4.2 Intelligent Predictive Foundation Models and Tools                            | Basic prediction algorithms and simple digital forecasting tool operating logic                                 | Able to use foundational models to estimate product demand          |
| 4.3 Application of Forecast Results and Inventory Adjustment                      | Adjust safety stock and procurement plans based on forecast data                                                | Establish a collaborative thinking for forecasting and planning     |

**(5) Module 5: Supply Chain Digital Integrated Plan (6 class hours)**

| Unit                                           | Teaching Content                                                                                        | Teaching Requirements                                                                              |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 5.1 Supply Chain Integrated Planning Framework | Digital integration logic of sales planning, production planning, and inventory planning                | Master the complete framework for digital planning and development                                 |
| 5.2 Process for preparing digital plans        | Data collection, model computation, planning output, and dynamic adjustment processes                   | Able to independently organize the digital planning process for small and medium-sized enterprises |
| 5.3 Dynamic optimization of digital plans      | Plans to adjust in real time and optimize strategies through digital iteration amid market fluctuations | Possess a dynamic planning and innovation mindset                                                  |

**(6) Module 6: Smart Logistics Digital System (8 class hours).**

| Unit                                                                    | Teaching Content                                                                                                                    | Teaching Requirements                                                                              |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 6.1 Overall Architecture of Smart Logistics                             | An integrated system for digital warehousing, intelligent transportation, unmanned sorting, and last-mile digital distribution      | Building a complete framework for smart logistics systems                                          |
| 6.2 Core Digital Systems for Smart Logistics                            | WMS, TMS, OMS, LMS system functions and data interoperability logic                                                                 | Distinguish business boundaries and collaborative relationships among systems                      |
| 6.3 Characteristic Digital Applications of Cross-Border Smart Logistics | Smart customs clearance in free trade zones, cross-border digital logistics tracking, and digital management of overseas warehouses | Analyze the advantages of cross-border smart logistics in combination with foreign trade scenarios |

**(7) Module 7: Digital Technology for Intelligent Loading, Unloading, and Handling (6 class hours).**

| Unit                                                                                                    | Teaching Content                                                                                          | Teaching Requirements                                                                 |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 7.1 Comparison between Traditional Loading and Unloading and Intelligent Unmanned Loading and Unloading | Manual loading and unloading shortcomings, AGVs, automatic sorting, and robotic arm application scenarios | Identify the applicable industries and cargo types for unmanned loading and unloading |
| 7.2 Digital                                                                                             | Equipment scheduling system,                                                                              | Understand the logic behind digital                                                   |

| Unit                                                                     | Teaching Content                                                                                | Teaching Requirements                                                            |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| management and control of intelligent loading and unloading equipment    | real-time monitoring, and digital fault early warning mechanism                                 | management and control of smart devices                                          |
| 7.3 Cost-benefit Analysis of Intelligent Loading and Unloading Solutions | Calculations for unmanned renovation investment, labor cost savings, and efficiency improvement | A simple estimate of the revenue from intelligent loading and unloading upgrades |

**(8) Module 8: Intelligent Warehousing and WMS System Application (8 class hours).**

| Unit                                                    | Teaching Content                                                                                             | Teaching Requirements                                                  |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 8.1 Digital logistics and warehousing equipment         | Functions include high-bay warehouses, RFID, electronic tags, AGVs, and unmanned inventory equipment         | Master the application scenarios of smart warehousing hardware devices |
| 8.2 Core modules of the WMS warehouse management system | Digital operation logic for inbound, location management, stocktaking, outbound, and inventory early warning | Able to organize the entire WMS business module                        |
| 8.3 Digital Warehousing Optimization Strategies         | Intelligent location allocation, dynamic inventory counting, and zero-inventory digital management concepts  | Propose a plan for optimizing and improving warehouse digitalization   |

**(9) Module 9: Intelligent Transportation and Digital Distribution Management (10 class hours).**

| Unit                                                           | Teaching Content                                                                                                   | Teaching Requirements                                                           |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 9.1 Intelligent Transportation Digital System (TMS).           | Intelligent route planning, real-time vehicle positioning, and time-sensitive digital control                      | Master the core digital functions of TMS                                        |
| 9.2 Unmanned Transportation and Intelligent Last-Mile Delivery | Autonomous trucks, unmanned express vehicles, and digital management models for stations                           | Analyze the conditions for the digital implementation of last-mile distribution |
| 9.3 Digital Coordination of Multimodal Transport               | Multimodal transport data docking between sea, road, and rail, and a digital tracking system for one-ticket passes | Design digital tracking processes for multimodal transport                      |

**(10) Module 10: Supply Chain Procurement Management (10 class hours).**

| Unit                                           | Teaching Content                                                                                     | Teaching Requirements                                    |
|------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 10.1 Supply Chain Procurement Platform Model   | Supplier digital management, electronic contracts, and online reconciliation systems                 | Streamline the complete supply chain procurement process |
| 10.2 Supplier Digital Collaborative Management | Supplier data rating, digital early warning of supply timeliness, and dynamic elimination mechanisms | Establish a digital supplier management mindset          |

## V. Assessment Requirements

### 1. Assessment Structure (Formative Evaluation + Summative Evaluation)

| Assessment Component | Weight | Assessment Content                             | Evaluation Criteria |
|----------------------|--------|------------------------------------------------|---------------------|
| Usual results        | 50%    | Attendance (20%), classroom interaction (10%), | Process             |

|             |     |                                                                                                                           |                 |
|-------------|-----|---------------------------------------------------------------------------------------------------------------------------|-----------------|
|             |     | homework (10%), classroom discipline (10%)                                                                                | records         |
| Final exams | 50% | Theoretical knowledge (supply chain demand, warehousing, loading and unloading, supply chain inventory management, etc.). | Standard answer |

## 2. Competency achievement evaluation scale

| Competency Dimension                                    | Excellent (90-100)                                                                       | Good (80-89)                                                                             | Moderate (70-79)                                          | Pass (60-69)                                            | Fail (<60)                                                                  |
|---------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------|
| Digital architecture analysis                           | Independent innovation can break down pain points in enterprise transformation           | Independently completed the digital architecture analysis of the enterprise supply chain | Infrastructure review was completed with minimal guidance | There are obvious flaws in the architectural logic      | It is impossible to distinguish between traditional and smart supply chains |
| Full-process digital solution design hands-on operation | Able to present clear and innovative presentations                                       | The plan structure is complete and the display is standardized                           | No major errors in the basic process design               | Multiple logical loopholes in the process               | Unable to complete a single practical plan                                  |
| Practical ability to analyze digital operation data     | It can output multi-dimensional optimized practical strategies                           | Independently complete data calculations and provide optimization suggestions            | Optimization ideas are thin                               | There are a few errors in the data calculations         | Unable to understand supply chain business data                             |
| Practical demonstration of teamwork and reporting       | Balanced division of labor, smooth reporting, and comprehensive and innovative solutions | Reports are complete, and group coordination is smooth                                   | The report content is basically complete                  | Reports are incomplete and division of labor is chaotic | Unable to participate in group practice                                     |

## VI. Teaching materials

### 1. Main textbook

"Supply Chain Management Practice (with Micro-Lecture, 4th Edition)", Li Zhijun, People's Posts and Telecommunications Publishing House (13th Five-Year National Planning Textbook)

### 2. Reference textbooks

- (1) "Supply Chain Management Practice (with Micro-Lecture, 3rd Edition)" by Li Zhijun, People's Posts and Telecommunications Press
- (2) "Supply Chain Management—Design, Operation, and Improvement" by Zhang Xiangbin and Lin Ping, People's Posts and Telecommunications Press
- (3) "Supply Chain Management, 6th Edition," Ma Shihua, Lin Yong, Machinery Industry Press

### 3. Reference Standardss

- (1) Basic teaching requirements for the higher vocational course "Supply Chain

Management";

(2) Logistics digital management and supply chain operations 1+X vocational skill level certificate assessment standards;

(3) Occupational skill standards in modern logistics and smart supply chain industries;

(4) National policy documents related to digital transformation and digital logistics.

#### **4. Digital resources**

Chaoxing Online Teaching Platform, Smart Vocational Education Customs Professional Resource Library, Smart Supply Chain Digital Case Collection, WMS/TMS System Operation Videos, Course Exercise Bank, and Digital Practice Project Task Books.

## 20. Commodity Inspection and Quarantine

### I. Basic Course Information

|                                 |                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Name</b>              | Commodity Inspection and Quarantine                                                                                                    |
| <b>Course Code</b>              | 1202073345                                                                                                                             |
| <b>Course Nature</b>            | <input checked="" type="checkbox"/> Compulsory <input type="checkbox"/> Limited Elective <input type="checkbox"/> Optional Elective    |
| <b>Course Category</b>          | Professional Extension Course                                                                                                          |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management                                                                     |
| <b>Teaching Hours / Credits</b> | 51 Teaching Hours / 3 Credits (30 Theoretical Hours +21 Practical Hours)                                                               |
| <b>Semester Offered</b>         | 8th Semester of Higher Vocational Education                                                                                            |
| <b>Prerequisite Courses</b>     | International Trade Business Process, Intelligent Commodity Classification                                                             |
| <b>Subsequent Courses</b>       | Single Window Comprehensive Training, Import & Export Tariff Calculation Practical Training, Graduation Practice and Internship Report |
| <b>Author</b>                   | Wu Xieling                                                                                                                             |
| <b>Reviewer</b>                 | Gao Jing                                                                                                                               |
| <b>Approver</b>                 | Zhang Juyang                                                                                                                           |
| <b>Date Formulated/Revised</b>  | September 2025                                                                                                                         |

### II. Course Description

Commodity Inspection and Quarantine is a core professional competency course for majors in Customs Affairs & Foreign Trade Services and Modern Logistics Management. It directly aligns with the core job tasks of positions such as import/export inspection and quarantine declaration, commodity inspection, certificate of origin processing, and special goods quarantine. Guided by the philosophy of "work-study integration and integration of post, course, competition, and certificate," the course designs its teaching content based on real inspection and quarantine declaration workflows. It emphasizes the cultivation of four core competencies: regulatory comprehension, documentation preparation, system operation, and exception handling. This course serves as a critical bridge connecting foundational professional courses with post-based practical training and internships.

Course Features: Regulation-based, documentation-centered, practice-oriented, and post-integrated. It employs real inspection and quarantine cases, the Single Window

simulation platform, and the Certificate of Origin declaration system as carriers to achieve an integrated teaching approach combining theory, case studies, and hands-on practice.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course directly targets positions such as Import/Export Clearance Specialists, Certificate of Origin Declarants, and Cross-border Compliance Assistants. It is a core course that supports the professional core competency—Import and Export Inspection and Quarantine Compliance Declaration Capability. It cultivates students' comprehensive vocational abilities in interpreting regulations, preparing documents, making system declarations, and handling exceptions.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 2, 3, and 4)**

##### **1. Knowledge Objectives**

- (1) Master China's import and export commodity inspection and quarantine laws, regulations, the Legal Inspection Catalog, and HS code classification rules.
- (2) Understand the scope, procedures, and requirements for the inspection and quarantine declaration of entry-exit goods, containers, and means of transport.
- (3) Master the declaration rules for Certificates of Origin, import/export licenses, and quarantine approvals.
- (4) Understand the declaration specifications for special goods such as animals, plants, food, mechanical and electrical products, and dangerous goods.
- (5) Understand the business regulations concerning inspection and quarantine fees, re-inspection, amendments, and cancellations.

##### **2. Ability Objectives**

- (1) Independently query HS codes and the Legal Inspection Catalog to determine the inspection and quarantine attributes of commodities.
- (2) Standardly fill out entry-exit inspection and quarantine declaration forms, Certificate of Origin application forms, and other documents.
- (3) Skillfully operate the Single Window system and the Certificate of Origin declaration system to complete declarations.
- (4) Handle quarantine approval, label review, and pre-shipment inspection for special goods.

(5) Handle business amendments, cancellations, re-inspections, and abnormal document rejections.

(6) Possess communication, coordination, and document filing capabilities for inspection and quarantine declaration business.

### 3. Quality Objectives

(1) Compliance and Integrity: Strictly abide by inspection and quarantine regulations, foster professional integrity in declaration and business operations.

(2) Precision and Meticulousness: Cultivate a work style of accurate documentation, standardized procedures, and attention to detail.

(3) Responsibility and Accountability: Strengthen awareness of national security, food safety, and ecological security responsibilities.

(4) Team Collaboration: Develop skills in business communication, teamwork, and cross-departmental coordination.

(5) Innovative Learning: Stay informed about new cross-border trade regulations and maintain a commitment to continuous learning.

## IV. Course Content and Requirements

### 1. Teaching Content Structure

This course totals 51 teaching hours (Theory 30 + Practice 21), organized into 6 major teaching modules. The structure follows the actual workflow of inspection and quarantine declaration, integrating theory, cases, and practice.

| Module   | Core Teaching Content                                                                                                                                      | Theoretical Hours | Practical Hours | Competency Focus                                     |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|------------------------------------------------------|
| Module 1 | Basics of Inspection and Quarantine Declaration: Legal framework, Legal Inspection Catalog, HS codes, declaration entities, process overview               | 4                 | 2               | Disciplinary cognition and research ability          |
| Module 2 | General Goods Declaration: Entry/exit goods declaration form completion, Single Window declaration, supporting document compilation                        | 6                 | 4               | Classification, coding, and attribute identification |
| Module 3 | Certificate of Origin Declaration: Types of certificates, registration, completion, electronic certification, preference policy interpretation             | 4                 | 4               | Quality evaluation and influencing factor analysis   |
| Module 4 | Special Entry Goods Declaration: Animal/plant quarantine, food, mechanical/electrical products, dangerous goods, wooden packaging declaration and approval | 8                 | 4               | Standard interpretation and application              |
| Module 5 | Special Exit Goods Declaration: Food, mechanical/electrical products, textiles, dangerous goods, wooden packaging                                          | 6                 | 4               | Export compliance declaration capability             |

| Module       | Core Teaching Content                                                                                                                    | Theoretical Hours | Practical Hours | Competency Focus                           |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|--------------------------------------------|
|              | declaration                                                                                                                              |                   |                 |                                            |
| Module 6     | Business Amendments and Exception Handling: Declaration amendments, cancellations, re-inspection, rejection handling, document archiving | 2                 | 3               | Comprehensive business handling capability |
| <b>Total</b> | —                                                                                                                                        | <b>30</b>         | <b>21</b>       | —                                          |

## 2. Detailed Teaching Content

### (1) Module 1: Basics of Inspection and Quarantine Declaration (Theory 4 hrs + Practice 2 hrs)

| Unit                                              | Teaching Content                                                                                                                          | Teaching Requirements                                                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1.1 Legal Framework for Inspection and Quarantine | Law on Import and Export Commodity Inspection and its implementing regulations, customs supervision regulations, Legal Inspection Catalog | Understand the legal framework, scope of legal inspection, and regulatory requirements |
| 1.2 HS Codes and Legal Inspection Query           | General Rules for Classification, code query, legal inspection category, regulatory conditions                                            | Independently query codes and determine legal inspection attributes                    |
| 1.3 Declaration Entities and Processes            | Declaration entity registration, declarant responsibilities, entry-exit declaration procedures                                            | Understand job requirements and key process nodes                                      |

### Practice Project: Commodity Classification and Legal Inspection Catalog Query Exercise (2 hrs)

### (2) Module 2: General Goods Declaration (Theory 6 hrs + Practice 4 hrs)

| Unit                                    | Teaching Content                                                                                       | Teaching Requirements                         |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 2.1 Declaration Form Completion         | Entry/exit declaration form fields, completion standards, common errors                                | Standardly complete a full declaration form   |
| 2.2 Compilation of Supporting Documents | Contract, invoice, packing list, bill of lading, certificate of origin, factory inspection certificate | Compile a complete set of compliant documents |
| 2.3 Single Window Declaration           | System registration, data entry, submission, query, receipt printing                                   | Independently complete electronic declaration |

### Practice Project: Full-process General Goods Entry/Exit Declaration Practical Operation (4 hrs)

### (3) Module 3: Certificate of Origin Declaration (Theory 4 hrs + Practice 4 hrs)

| Unit                                | Teaching Content                                                                  | Teaching Requirements                                       |
|-------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------|
| 3.1 Types of Certificates of Origin | General CO, GSP certificate, regional preferential certificate, RCEP certificate  | Distinguish applicable scenarios for different certificates |
| 3.2 Registration and Completion     | Enterprise registration, certificate application form completion, origin criteria | Standardly complete the application form                    |

|                              |                                                                                                                                |                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 3.3 Electronic Certification | Single Window / China Council for the Promotion of International Trade (CCPIT) system declaration, review, printing, archiving | Complete the entire electronic certification process |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

**Practice Project: Certificate of Origin Electronic Declaration Exercise (4 hrs)**

**(4) Module 4: Commodity Standards (6 Teaching Hours)**

| Unit                                              | Teaching Content                                                                           | Teaching Requirements                                   |
|---------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 4.1 Animal and Plant Product Quarantine           | Approval process, documents, quarantine requirements, epidemic prevention and control      | Handle quarantine approval and compliant declaration    |
| 4.2 Food and Cosmetic Declaration                 | Label review, ingredient testing, filing, safety standards                                 | Complete food entry declaration                         |
| 4.3 Mechanical and Electrical Product Declaration | Filing, pre-shipment inspection, 3C certification, energy efficiency labeling              | Handle mechanical/electrical product entry declaration  |
| 4.4 Dangerous Goods and Wooden Packaging          | Dangerous goods classification, packaging inspection, IPPC marking, fumigation certificate | Handle dangerous goods and wooden packaging declaration |

**Practice Project: Comprehensive Special Entry Goods Declaration Exercise (4 hrs)**

**(5) Module 5: Special Exit Goods Declaration (Theory 6 hrs + Practice 4 hrs)**

| Unit                                                   | Teaching Content                                                  | Teaching Requirements                |
|--------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------|
| 5.1 Food/Cosmetics Export                              | Labels, formulations, inspection, filing, compliance certificates | Handle export declaration            |
| 5.2 Mechanical/Electrical Products and Textiles Export | Type testing, marking, quality certificates, standards conformity | Standardly declare exports           |
| 5.3 Dangerous Goods and Wooden Packaging Export        | Packaging inspection, marking, fumigation, transport conditions   | Compliantly handle export procedures |

**Practice Project: Special Exit Goods Declaration Exercise (4 hrs)**

**(6) Module 6: Business Amendments and Exception Handling (Theory 2 hrs + Practice 3 hrs)**

| Unit                                     | Teaching Content                                                          | Teaching Requirements                                            |
|------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|
| 6.1 Amendment/Cancellation/Re-inspection | Conditions, procedures, documents, system operations                      | Handle amendments, cancellations, and re-inspection applications |
| 6.2 Rejection and Exception Handling     | Common errors, corrections, re-submission, communication and coordination | Quickly handle declaration exceptions                            |

**Practice Project: Declaration Exception Handling Exercise (3 hrs)**

**V. Assessment Requirements**

**1. Assessment Structure (Formative Assessment + Summative Assessment)**

| Assessment Component | Weight | Assessment Content                                | Evaluation Criteria |
|----------------------|--------|---------------------------------------------------|---------------------|
| Regular Grade        | 40%    | Attendance10%, class performance10%, homework80-% | Process records     |

|                      |     |                                                                                                                    |                                                                            |
|----------------------|-----|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Project Assignments  | 10% | 3 comprehensive projects (general goods, special goods, certificate of origin)                                     | Evaluated at Competency Matrix Level L3-L4 (document accuracy, compliance) |
| Practical Assessment | 10% | Practical Filling of inspection and quarantine Items on Customs Declaration Forms, document preparation speed test | Practical skills scoring rubric (time-limited completion, zero errors)     |
| Final Examination    | 40% | Written theory test (regulations, case studies, calculations)                                                      | Standard answer key                                                        |

## 2. Competency Achievement Evaluation Rubric

| Competency Dimension  | Excellent (90-100)                                  | Good (80-89)                                   | Moderate (70-79)                          | Pass (60-69)                  | Fail (<60)                                   |
|-----------------------|-----------------------------------------------------|------------------------------------------------|-------------------------------------------|-------------------------------|----------------------------------------------|
| Compliance Judgment   | Can anticipate risks and propose optimization plans | Can accurately determine regulatory conditions | Requires minimal guidance                 | Requires substantial guidance | Judgment errors lead to serious consequences |
| Document Processing   | Impeccable documents with strong logic, zero errors | Standardized documents with accurate data      | Basically correct, occasional minor flaws | Obvious errors present        | Critical data errors                         |
| Declaration Operation | Proficient operation, handles complex exceptions    | Independent operation, no errors               | Basically operable                        | Unskilled operation           | Unable to complete basic operations          |

## VI. Teaching Materials

### 1. Primary Textbook

2025 Customs Clearance Basic Skills (China Customs Brokers Association, China Customs Press); Entry-Exit Inspection and Quarantine Declaration Practice (Wu Xieling, Lixin Accounting Publishing House)

### 2. Reference Textbooks

Entry-Exit Inspection and Quarantine Operation Practice (Wang Guiying, China Customs Press)

### 3. Reference Standards

Law of the People's Republic of China on Import and Export Commodity Inspection  
 Law of the People's Republic of China on the Quarantine of Entry and Exit Animals and Plants  
 Specifications for Completing the Customs Declaration Form of the People's Republic of China  
 General Administration of Customs Announcements (e.g., on the full promotion of self-service printing of Certificates of Origin, etc.)

### 4. Digital Resources

Chaoxing Online Teaching Platform  
 Smart Vocational Education Customs Professional Resource Database

General Administration of Customs Website (Inspection and Quarantine Laws and Regulations)

National Standardization Management Committee Official Website

Single Window Simulation Training Platform

Certificate of Origin Application System

HS Code Query System

## 21. Graduation Practice and Internship Report

### I. Basic Course Information

|                                 |                                                                             |
|---------------------------------|-----------------------------------------------------------------------------|
| <b>Course Name</b>              | Graduation Practice and Internship Report                                   |
| <b>Course Code</b>              | 120104200                                                                   |
| <b>Course Category</b>          | Practical Course                                                            |
| <b>Applicable Majors</b>        | Customs and Foreign Trade Services,<br>Modern Logistics Management          |
| <b>Teaching Hours / Credits</b> | 576 Teaching Hours / 32 Credits (0 Theoretical Hours + 576 Practical Hours) |
| <b>Semester Offered</b>         | Semester 6                                                                  |
| <b>Author</b>                   | Ha Kai                                                                      |
| <b>Reviewer</b>                 | Gao Jing                                                                    |
| <b>Approver</b>                 | Zhang Juyang                                                                |
| <b>Date Formulated/Revised</b>  | March 2025                                                                  |

### II. Course Description

This course is a core comprehensive practical course for students majoring in Customs and Foreign Trade Services and Modern Logistics Management. It is designed to deeply integrate the professional theoretical knowledge acquired by students during their studies—including international trade, customs declaration and inspection, logistics operations, tax and fee calculation, and document processing—with actual job responsibilities in foreign trade enterprises, logistics enterprises, cross-border e-commerce enterprises, and other related organizations. Through systematic workplace-based practical training, students gain a comprehensive understanding of the operational processes, industry standards, core job responsibilities, and professional development standards of the foreign trade and logistics industry. They develop proficiency in core occupational skills, including customs affairs processing, logistics operations, and practical foreign trade operations. The course comprehensively enhances students' practical professional competencies, job adaptability, and overall occupational competence, helping them adapt quickly to the workplace environment and establish a solid practical foundation for future careers in customs affairs, foreign trade, logistics operations, cross-border trade, and related fields. In this way, the course facilitates a seamless transition from campus learning to employment in the workplace.

### **III. Course Positioning and Objectives**

#### **(I) Course Positioning**

This course serves the goal of cultivating high-quality, technically skilled professionals in foreign trade and logistics. It functions as a core link connecting professional learning on campus with employment in enterprise positions, and provides essential practical support for students' workplace-based employment, career development, and advancement within their professional roles.

#### **(II) Course Objectives (Corresponding to Graduate Requirements 1, 3, and 9)**

##### **1. Knowledge Objectives**

- (1) Master the core foundational knowledge of international trade rules, the complete import and export trade process, the structure of modern logistics systems, and cross-border trade operating models, and become familiar with the basic business forms and operational logic of the foreign trade and logistics industry;
- (2) Master the standards for commodity inspection and quarantine, AI-assisted tariff classification rules, and the bases and calculation methods for import and export taxes and fees. Develop proficiency in the practical accounting procedures and industry standards for various import and export taxes and fees;
- (3) Become familiar with the preparation standards, review criteria, and circulation procedures for various international business documents, and master the operating principles, functional modules, and key points of comprehensive practical training related to the Single Window declaration system;
- (4) Understand the cutting-edge development trends of the foreign trade and logistics industry, and master emerging technologies and industry developments such as digital customs declaration, smart logistics, cross-border e-commerce logistics, AI-assisted tariff classification, and intelligent applications of the Single Window system;
- (5) Become familiar with the operational management systems, job standards, industry quality standards, and relevant regulations concerning production safety and compliant business operations in foreign trade, logistics, and customs declaration enterprises.

##### **2. Ability Objectives**

- (1) Develop the practical ability to independently complete commodity inspection and quarantine declarations, intelligent tariff classification, and accurate calculation of

import and export taxes and fees, and be able to handle routine basic customs affairs in foreign trade;

(2) Develop the ability to prepare, review, revise, and archive international business documents, and be able to complete the standardized processing of a full set of foreign trade documents, including customs declarations, bills of lading, invoices, and packing lists, thereby meeting the requirements of enterprise documentation positions;

(3) Master the comprehensive operational skills of the China International Trade Single Window and be able to independently complete the entire operational process of import and export declarations, data entry, business submission, and information inquiry;

(4) Develop practical capabilities in coordinating foreign trade business, following up on logistics processes, conducting basic customer communication, and collaborating across positions, and be able to independently complete routine tasks in basic foreign trade and logistics positions;

(5) Be able to prepare internship logs and internship reports in a standardized manner, accurately organize and summarize internship duties and business processes, and develop clear workplace writing, business summarization, and technical communication skills.

### **3. Quality Objectives**

(1) Develop a professional awareness of compliant business operations, rigor, and attention to detail in the foreign trade and logistics industry; strictly comply with enterprise rules and regulations, industry operating standards, and customs supervision requirements; and cultivate a pragmatic and excellence-oriented work ethic.

(2) Enhance workplace teamwork, communication and coordination skills, and a sense of job responsibility, and be able to actively collaborate with team members to complete various business tasks, including foreign trade order processing, logistics scheduling, customs declaration, and document processing.

(3) Develop the ability to engage in proactive learning and adapt to industry transformation, keep pace with developments in smart logistics, digital foreign trade, and AI applications in customs affairs, and cultivate innovative thinking and a commitment to continuous professional improvement.

(4) Develop professional ethics based on integrity, law-abiding conduct, and

dedication to one's profession, establish sound professional values, strengthen a sense of belonging to the industry and social responsibility, and uphold the fundamental compliance requirements for professional practice in the foreign trade and logistics industry.

#### **IV. Organization and Basic Requirements**

1. Workplace-Based Internship and Graduation Deliverables (including the internship report and graduation project) constitute the two major components of the Graduation Comprehensive Practicum. The workplace-based internship runs throughout the entire process of the Graduation Comprehensive Practicum, and securing an appropriate internship organization is the primary focus at the initial stage. Graduation deliverables, including the internship report and graduation project, are based on the workplace-based internship and are generally completed during the later stage of the practicum, although they may also be undertaken concurrently with the internship.

2. Internship organizations for workplace-based internships shall be selected in accordance with the training objectives of the Customs Affairs and Foreign Trade Services and Modern Logistics Management programs. Suitable types of organizations include professional customs brokerage firms, foreign trade import and export companies, cross-border e-commerce enterprises, logistics and transportation companies, warehousing and distribution enterprises, and international freight forwarding companies. Internship placements may be centrally coordinated by the schools and programs or arranged independently by students based on their employment intentions. When securing internship organizations, full use shall be made of established off-campus internship bases and school-enterprise cooperation partners. For students who have not secured an internship organization or whose internship positions differ substantially from the requirements of their academic programs, the supervising teacher shall assist in arranging an appropriate internship organization to ensure that the internship position is aligned with core business activities in customs affairs, foreign trade, and logistics.

3. Where internship positions are arranged centrally by the school or academic program, a written informed consent form signed by the student and the student's legal guardian (or parent) shall be obtained. If a student and the student's legal guardian (or parent) expressly do not consent to the internship arrangement made by the school, the student may independently select a qualified internship organization

offering a position in foreign trade or logistics. Such an arrangement shall be implemented only after an application is submitted by the student and the student's legal guardian (or parent) and approved by the school.

4. In principle, supervising teachers for the Graduation Comprehensive Practicum shall be faculty members in the relevant academic program who hold an intermediate or higher professional title and possess teaching or industry experience in foreign trade, logistics, or customs affairs, a high level of professional competence, and a strong sense of responsibility. If, due to a shortage of faculty, counselors or administrative staff members are required to serve as supervising teachers, a separate application shall be submitted to the Academic Affairs Office for approval. Each academic program shall appoint a certain number of experienced industry professionals, such as senior customs brokers, foreign trade business managers, and logistics operations managers, as enterprise mentors. In principle, each supervising teacher shall supervise no more than 25 students. Each student shall have a designated workplace mentor at the internship organization.

5. Before entering the internship organization, students shall complete the *Tripartite Agreement for Student Workplace-Based Internships of Shanghai Donghai College*. Before students leave campus to begin their internships, supervising teachers and counselors shall provide education on professional ethics, industry compliance, and workplace safety; communicate and implement the relevant safety regulations for graduation workplace-based internships; and place particular emphasis on compliant operations in foreign trade and logistics positions, workplace safety, information confidentiality, and other core requirements.

6. The teaching and administration of the Graduation Comprehensive Practicum shall be implemented through the *Donghai College Graduation Comprehensive Practicum Management Platform*.

7. During the workplace-based internship, students shall log in to the platform at least once per week, write an internship weekly journal, or communicate and interact with the school supervising teacher. Students shall comprehensively record their weekly internship activities, including customs affairs processing, foreign trade operations, and logistics operations, and truthfully reflect their internship experience during each week. All communication records shall be automatically generated by the system in the Information Form for Teacher – Student Communication Records during the

Graduation Comprehensive Practicum of Shanghai Donghai College. Internship weekly journals shall be prepared in accordance with the *Guidelines for Writing Graduation Internship Weekly Journals and Internship Reports of Shanghai Donghai College*. If the internship organization changes, the student shall promptly inform the counselor and supervising teacher, and the counselor shall update the relevant information in the Graduation Comprehensive Practicum Management Platform in a timely manner.

8. The graduation internship report is the core manifestation of the outcomes of the Graduation Comprehensive Practicum. Students shall prepare the report based on their own internship experiences in customs affairs, foreign trade, and logistics positions and in accordance with the *Guidelines for Writing Graduation Internship Weekly Journals and Internship Reports of Shanghai Donghai College*. Under the guidance of the supervising teacher, students shall organize and summarize their internship business processes, practical skills, professional gains, and understanding of the industry; submit a first draft within the prescribed time limit; revise the draft in accordance with the teacher's feedback; and complete and submit the final version of the graduation internship report on time.

9. The Graduation Comprehensive Practicum shall generally last no less than six months. The evaluation of graduation deliverables shall be completed by May 20 of each year.

## **V. Responsibilities of Supervising Teachers**

1. Work closely with enterprise workplace mentors to jointly complete and implement the *Graduation Internship Teaching Syllabus* for the relevant academic program. In accordance with the *Graduation Internship Teaching Syllabus* and the *Information-Based Teaching Workflow for the Graduation Comprehensive Practicum*, explain to students the objectives, requirements, and procedures of the entire Graduation Comprehensive Practicum, including the workplace-based internship, the preparation of internship weekly journals, the internship report, and the graduation project. Provide targeted guidance to help students adapt to internship positions in customs affairs, foreign trade, and logistics.

2. Log in to the management platform in a timely manner, at least once per week, to supervise students' internship processes and evaluate their internship performance. This shall mainly include reviewing students' internship weekly journals; responding

to students' professional questions on the platform regarding document processing, tax and fee calculation, Single Window operations, logistics operations, and other related matters, and providing guidance; collecting students' interim internship outcomes; and conducting process evaluations in accordance with the *Evaluation Standards for the Graduation Internship Process (Weekly Journals) of Shanghai Donghai College* (Appendix 3). Supervising teachers shall also guide students in preparing their graduation internship reports, provide revision suggestions regarding the professional content of their internships, and provide review comments and grades. The system shall ultimately automatically generate the *Graduation Internship Report Evaluation Form of Shanghai Donghai College* (Appendix 4) based on the supervision records.

3. Conduct regular visits to students' internship organizations. Each student shall be visited at least once; for students undertaking internships outside the local area, communication may be conducted through the platform or other online means. Supervising teachers shall visit customs brokerage firms, foreign trade companies, logistics enterprises, and other relevant organizations to gain an in-depth understanding of students' internship performance, practical business skills, and workplace adaptation. After each visit, supervising teachers shall promptly log in to the platform to record the visit and upload photographs of the visit with the enterprise and students or photographs of students at their workplace-based internship positions. Teacher – student communication records shall serve as one of the bases for assessing the teacher's performance in supervising the Graduation Comprehensive Practicum.

4. Conduct inspections through various means. If it is found that a student's internship position is insufficiently aligned with the student's academic program or that the improvement of professional practical skills does not meet the requirements of the internship syllabus, the supervising teacher shall promptly report the situation to the relevant school-level working group and make necessary adjustments to the internship position or internship content.

5. Submit all archival materials related to the Graduation Comprehensive Practicum on time and in accordance with the prescribed requirements.

6. If a supervising teacher repeatedly fails to provide timely guidance to students, the matter shall, depending on its seriousness, be handled as a teaching-related incident

and shall affect the supervising teacher's final performance assessment. Based on the extent to which supervising teachers fulfill their supervisory responsibilities, the College shall implement a practice-teaching funding allocation mechanism guided by the principle of "higher quality, higher compensation."

## **VI. Assessment and Evaluation Criteria**

1. Enterprise Assessment (Grade A): The enterprise assessment shall be completed by the enterprise workplace mentor on the *Evaluation Form for Enterprise Workplace Mentors' Assessment of Graduation Workplace-Based Internships*. The assessment shall focus primarily on students' practical job competencies, document processing skills, proficiency in customs and logistics operations, workplace professionalism, and compliance with rules and regulations. The student shall return the completed form to the school supervising teacher, who shall enter the "Enterprise Assessment" and "Additional Comments" from the form into the management system.

2. Overall Weekly Journal Grade (Grade B): The overall weekly journal grade shall be calculated as the average of the grades awarded for each internship weekly journal and shall be generated automatically by the system when the supervising teacher enters the grades. The number of internship weekly journals submitted by a student must meet the minimum requirement for the graduation internship period. Students in non-integrated secondary-higher vocational programs must complete 12 internship weekly journals, while students in integrated secondary-higher vocational programs must complete 8. Grade B can be generated only when the minimum requirement is met; otherwise, Grade B shall be recorded as 0.

3. Overall Workplace-Based Internship Grade (Grade C): The overall workplace-based internship grade shall consist of Grade A and Grade B and shall be calculated according to the following formula:  $C = A \times 40\% + B \times 60\%$ . The grade shall be generated automatically by the system.

4. Overall Graduation Comprehensive Practicum Grade (Grade E): The overall Graduation Comprehensive Practicum grade shall consist of Grade C and the graduation internship report grade (Grade D) and shall be calculated according to the following formula:  $E = C \times 50\% + D \times 50\%$ . The grade shall be generated automatically by the system. The overall Graduation Comprehensive Practicum grade shall be reported using five levels: Excellent, Good, Moderate, Pass, and Fail. In

general, the proportion of students receiving an Excellent grade shall not exceed 20%. Supervising teachers shall assign numerical scores on a 100-point scale in the system, which shall automatically convert the scores into corresponding grade levels: Excellent (90-100), Good (80-89), Moderate (70-79), Pass (60-69), Fail (below 60).

5. For schools or academic programs that offer a graduation project, the evaluation criteria for the overall Graduation Comprehensive Practicum grade shall be formulated independently by the relevant school or academic program.

## **VII. Summary and Archiving of Materials**

1. Within three weeks after the completion of the Graduation Comprehensive Practicum, the school-level working groups, teaching supervisors, and the Academic Affairs Office shall, in accordance with the *Measures for the Use of Funds for Graduation Comprehensive Practicum Teaching Activities*, complete the assessment and rating of school supervising teachers and calculate the corresponding remuneration.

2. Within three weeks after the completion of the Graduation Comprehensive Practicum, each school shall collect and archive all relevant materials concerning the Graduation Comprehensive Practicum. The Academic Affairs Office and the Teaching Supervision Office shall conduct spot checks on the archiving of these materials.