

International Trade Operations and Procedures

Fall 2009

6 CERTIFICATE PROGRAMS

IMPORT TRADE OPERATIONS & PROCEDURES

EXPORT TRADE OPERATIONS & PROCEDURES

INTERNATIONAL ENTREPRENEURSHIP

INTERNATIONAL SUPPLY CHAIN
SECURITY & COMPLIANCE

CUSTOMS BROKER LICENSE PREPARATION

CERTIFIED GLOBAL BUSINESS TEST PREPARATION

**Call Continuing Education
at 718.631.6343 to Register**

**The Office of Continuing Education
Queensborough Community College**
The City University of New York
222-05 56th Ave., Bayside, NY 11364-1497



International Trade Operations and Procedures

6 Certificate Programs

Offered through Baruch College's Weissman Center for International Business and Continuing and Professional Studies, these certificate programs are intended for those seeking professional development in the area of international trade operations, those preparing to take the customs broker license exam, and also those seeking to set up an import or export company.

Classes are held in New York City at Baruch College
at the William and Anita Newman Library
at 151 East 25th Street (Specific Locations available at time of registration)
A selection of the courses can be taken on-line from the comfort of your home.

For a complete description of each course go to www.qcc.cuny.edu/conted or ask for a brochure of the program.

You can enroll in individual courses. All classes offered in Summer 2009 except those marked with an asterisk (*).

IMPORT TRADE OPERATIONS & PROCEDURES

This is a practical, hands-on and comprehensive set of courses concentrating on the procedures, terminology, documentation and regulations for the import of goods and services into the United States. These classes are taught by accomplished and respected practitioners with years of experience in the subject matter that they teach. This certificate is designed to build a complete and cohesive set of skills for a particular area of international trade.

Career opportunities: This certificate is designed to give the student a firm foundation for a career path in importing. The companies that require enhanced skills in importing include ocean carriers, airlines, railroads, custom house brokers, freight forwarders, pier terminal operators, warehouses, trucking companies, government agencies, trade associations, manufacturers, retailers, wholesalers, distributors, banks and other financial institutions. Some of the jobs that would require the knowledge imparted in our certificate program would include import air or ocean coordinator, clerk, supervisor, manager, sales, freight forwarding management and customs brokerage entry clerks. The goal of this program is to allow you to increase your earning potential, take on new responsibilities, work smarter, solve critical business problems and possibly open new sources of revenue for your company.

Required:

PDX-710: International Trade: Process, Procedures and Transactions

PDX-711: Import Regulations and Documentation

PDX-712: Tariff Classification and Customs Valuation

PDX-713: International Logistics for the 21st Century

Electives (2 required):

PDX-714: Legal Aspects of International Trade

PDX-715: Custom Law

PDX-716: International Payments: Terms and Procedures

PDX-717: Customs Entry Workshop

PDX-718: C-TPAT: Understanding, Implementing & Updating

PDX-719: C-TPAT Workshop

PDX-720: Global Sourcing & Supply Chain Management

Tuition: Certificate Cost: \$3,795

EXPORT TRADE OPERATIONS & PROCEDURES

This is a practical, hands-on and comprehensive set of courses concentrating on the procedures, terminology, documentation and regulations for the export of goods and services from the United States. These classes are taught by accomplished and respected practitioners with years of experience in the subject matter that they teach. This certificate is designed to build a complete and cohesive set of skills for a particular area of international trade.

Career opportunities: This certificate is designed to give the student a firm foundation for a career path in exporting. Companies that require enhanced skills in exporting include ocean carriers, airlines, railroads, custom house brokers, freight forwarders, pier terminal operators, warehouses, trucking companies, government agencies, trade associations, manufacturers, retailers, wholesalers, distributors, banks and other financial institutions. Some of the jobs that would require knowledge imparted in our certificate program would include export air or ocean coordinator, clerk, supervisor, manager, sales, freight forwarding management and export compliance staff positions. The goal of this program is to allow you to increase your earning potential, take on new responsibilities, work smarter, solve critical business problems and possibly open new markets for your company.

Required:

PDX-710: International Trade: Process, Procedures and Transactions

PDX-721: Export Regulations and Documentation

PDX-722: Export Controls and Licenses

PDX-713: International Logistics for the 21st Century

Electives (2 required):

PDX-714: Legal Aspects of International Trade

PDX-716: International Payments: Terms and Procedures

PDX-723: AES Workshop

PDX-724: NAFTA: Trade Procedures with Mexico & Canada

Tuition: Certificate Cost: \$3,795

INTERNATIONAL SUPPLY CHAIN SECURITY & COMPLIANCE

This is a series of courses, prepared and presented by experienced professionals, that cover a broad range of topics on international trade security and compliance. The certificate's goal is to introduce the student to the many concerns both domestic and international that are reflected in current laws, rules and regulations governing imports and exports of goods and services promulgated by both the United States and other countries.

Career opportunities: Many government agencies and private corporations have a growing need for knowledgeable, experienced and trained international trade security and compliance personnel.

This career path is so new that departments are being created without enough experienced personnel. This certificate program will give you the credentials to enhance your chances of employment or advancement in this new and expanding area.

Required:

PDX-710: International Trade: Process, Procedures and Transactions

PDX-719: C-TPAT Workshop

PDX-740: International Supply Chain, Information and Transport Security

PDX-741: Intermodal/Transport Security Workshop

PDX-742: Information Security Workshop

Electives: (2 required):

PDX-711: Import Regulations and Documentation

PDX-715: Custom Law

PDX-722: Export Controls and Licenses

PDX-723: AES Workshop

Tuition: Certificate Cost: \$3,350

INTERNATIONAL ENTREPRENEURSHIP

This certificate is a practical, hands-on and comprehensive set of courses concentrating on the process of setting up one's own import or export company. These classes are taught by practitioners with years of experience in the subject matter they teach. The content of these courses is meant to give the risk-taker the basic skills and initiative to establish an import or export business.

Career opportunities: This certificate is meant to give the student a firm foundation in starting their own business or in advancing their career with an importer or exporter of goods and services. The career path enhancement would be in sales and marketing.

There are two tracks, Import and Export.

Export Required:

PDX-710: International Trade: Process, Procedures and Transactions

PDX-730: Establishing & Organizing an Export Business

Export Electives: (1 Required)

PDX-714: Legal Aspects of International Trade

PDX-722: Export Controls and Licenses

PDX-713: International Logistics for the 21st Century

PDX-716: International Payments: Terms and Procedures

PDX-732: E-commerce, the Internet & International Trade

Tuition: Certificate Cost: \$1,775

Import Required:

PDX-710: International Trade: Process, Procedures & Transactions

PDX-731: Establishing & Organizing an Import Business

Import Electives: (1 Required)

PDX-714: Legal Aspects of International Trade

PDX-711: Import Regulations and Documentation

PDX-713: International Logistics for the 21st Century

PDX-716: International Payments: Terms and Procedures

PDX-720: Global Sourcing and Supply Chain Management

PDX-732: E-commerce, the Internet & International Trade

Tuition: Certificate Cost: \$1,775

CUSTOMS BROKER LICENSE PREPARATION

This is a group of courses taught by experts in the Customs Broker Licensure Examination (CBLE). The CBLE is offered by Customs two times per year, in April and October. It is a very comprehensive

and demanding examination and the student's chance of passing the examination is greatly enhanced by taking these courses. In past exams as few as 16% of those taking the exam passed. It has been reported that those taking a complete comprehensive series of courses in preparation for the exam have increased their chance of passing to at least 70%.

Career opportunities: This certificate is designed to prepare students to pass the Customs Broker Licensure Examination. With the license, the student will be qualified to represent importers before Customs & Border Patrol for the purpose of arranging entry of goods. In this era of increased security concerns, this license is also a sought-after qualification for managers and supervisors dealing with compliance and security matters.

Required:

PDX-710: International Trade: Process, Procedures and Transactions

PDX-711: Import Regulations and Documentation

PDX-712: Tariff Classification and Customs Valuation

PDX-717: Customs Entry Workshop

PDX-715: Customs Law

PDX-750: Customs Broker Licensure Test Preparation
(Required if experience is less than three years)

Tuition: Certificate Cost: \$4,125

CERTIFIED GLOBAL BUSINESS PROFESSIONAL TEST PREPARATION

This test preparation program has been designed for individuals seeking to obtain the Certified Global Business Professional Certification granted by NASBITE (The North American Small Business International Trade Educators). The credential is nationally recognized and is a benchmark for competence in Global Trade.

For candidates experienced in international trade, the certification confirms that knowledge. For candidates just beginning, it establishes a professional development goal to ensure a full understanding of the profession. For companies, it assures that employees are able to practice global business at the professional level required in today's competitive environment.

Upon completion individuals are equipped to operate in the four main areas of international business: marketing, logistics, finance and management.

Required:

- PDX-725: Global Business Management
 - PDX-726 Global Marketing
 - PDX-743: Supply Chain Management and Logistics
 - PDX-727: International Trade Finance
 - PDX-751: CGBP Test Preparation Course
- Tuition:** Certificate Cost: \$2,100

**For information
on Program Details & Registration
please contact
The Office of Continuing Education
Queensborough Community College
718-631-6343**


INTERNATIONAL TRADE: PROCESS, PROCEDURES & TRANSACTIONS

PDX-710 M-WO \$695

This course reviews the environmental factors affecting trade, the elements of an international contract, dispute resolution, rates of exchange, pricing terms, negotiation terms and communications, transportation, financing procedures, documentation, insurance, information resources, government regulations and international trade organizations. The course is designed to serve the student who is new to international trade, as well as the student who has limited experience in international trade.

10 sessions

9/21 - 12/7 @ 6:15pm-8:45pm (M)

 Online course: 10/7 - 12/16 (WO)


IMPORT REGULATIONS & DOCUMENTATION

PDX-711 T-RO \$695

This course is an important step in meeting the standards established by US Customs. It covers the harmonized tariff schedule and classification process, valuation of merchandise, special import issues, entry types and procedures, preparation and use of entry documents, the liquidation process, penalties and liquidated damages, Customs-Trade Partnership Against Terrorism (CTPAT), advanced electronic data-entry processes and all documentation pertaining thereto. Students also analyze the Bureau of Customs and Border Protection.

10 sessions

9/22 - 12/1 @ 6:15pm-8:45pm (T)

 Online course: 9/24 - 12/3 (RO)


TARIFF CLASSIFICATION & CUSTOMS VALUATION

PDX-712 W-MO \$695

This class concentrates on tariff classification and customs valuation and offers an in-depth understanding of these issues. Topics include: section and chapter notes, determining the essential character of a product, special classification provisions, six methods of valuation and obtaining and challenging a classification. Students will thoroughly review the customs valuation laws with an emphasis on both compliance and the opportunity to reduce duty. This topic is vital for preparing to take the Customs Broker License Examination.

10 sessions

9/23 - 12/2 @ 6:15pm-8:45pm (W)

 Online course: 10/19 - 12/21 (MO)


LEGAL ASPECTS OF INTERNATIONAL TRADE

PDX-714 R-TO \$695

This course provides an overview of the regulatory environment that affects international business. Students will review the laws that impact imports and exports. Topics covered include a comparison of different legal systems, agency and distribution agreements, joint ventures and licensing, intellectual property rights, dispute resolution, trading blocs and tax treaties, antidumping and countervailing duties, product liability and environmental laws.

10 sessions

9/24 - 12/3 @ 6:15pm-8:45pm (R)

 Online course: 9/15 - 12/15 (TO)


CUSTOM LAW

PDX-715 R-TO \$695

This course provides a strategic legal perspective to importing requirements and customs rules. There will be a review of US Customs with an emphasis on current compliance issues. The course also addresses transfer pricing, change of practice, trans-shipment, country of origin rules, anti-dumping implications, customs reorganization, the penalty framework and revised guidelines, valuation statute issues, buyer/seller identification and the establishment of sale of exportation to the US. Actual case studies are used.

10 sessions

9/24 - 12/3 @ 6:15pm-8:45pm (R)

 Online course: 10/13 - 12/15 (TO)


EXPORT REGULATIONS & DOCUMENTATION

PDX-721 M-WO \$695

The student will be introduced to US government regulations, such as the Bureau of Industry and Security, CCL and license exceptions, boycott regulations, export documentation licenses, denied parties lists, State Department ITAR regulations, scheduled B classification and valuation, the Automated Export System and documents used to support export transactions. There will also be discussion about hazardous materials, automated systems and claims.

10 sessions

9/21 - 12/7 @ 6:15pm-8:45pm (M)

 Online course: 9/23 - 12/2 (WO)


INTERNATIONAL LOGISTICS FOR THE 21st CENTURY

PDX-713 W-MO \$695

This course provides an in-depth examination of the major issues and practical concerns confronting 21st century global logistics. This course covers regulatory, documentary and operational issues affecting the movement of freight on the ocean, including the structure of the cargo liner industry, vessel types and usage, shore side operations, intermodalism, the role of the Federal Maritime Commission, service contracts, selecting the right ocean carrier, the role of intermediaries, NVOCC operations and functions, shippers associations, pricing structure and calculation, manifests and cargo documentation and utilizing the Internet as an information resource. Also to be covered are air shipment, specifically the Air Cargo Tariff, IATA, air rates, fees and surcharges, combination carriers, all cargo carriers, all freight consolidators, integrators, motor carriers hauling expedited air freight, airlines and forwarders/consolidators, Waybill, the Warsaw Convention and the shipping and marking of hazardous materials by air.

10 sessions

9/23 - 12/2 @ 6:15pm-8:45pm (W)

 Online course: 10/19 - 12/21 (MO)


EXPORT CONTROLS & LICENSES

PDX-722 T-RO \$695

This course provides an in-depth analysis of the various aspects of US government regulations and licenses relating to exports. The student will develop a complete understanding of export clearance procedures and the responsibility for knowing the end-user and end-use of their product, will gain an in-depth understanding of the Export Administration Regulations, International Trafficking in Arms Regulations, determination of license requirements and classification of all products under schedule B and will be provided with practical advice on how to work with government agencies such as the Bureau of Industry and Security, the Food & Drug Administration, the State Department, the Department of Defense and the Department of Commerce.

10 sessions

9/22 - 12/16 @ 6:15pm-8:45pm (T)

 Online course: 10/8 - 12/17 (RO)

INTERNATIONAL PAYMENTS: TERMS & PROCEDURES

PDX-716 S \$695

Banking terms and procedures as used in international trade are unique. In this course, the student learns about drafts or bills of exchange, bills of lading, insurance and commercial invoices. Methods of payment such as cash-in-advance, open accounts, collection and the various types of letters of credit will also be addressed. Risks, amendments and discrepancies, Uniform Customs and Practices for Documentary Credits (500 & 600), Uniform Rules for Collections (URC 522), Bankers Acceptances, Standby Letters, back-to-back Letters of Credit and special-purpose Letters of Credit are also addressed.

5 sessions

9/26 - 10/24 @ 9:30am-3:30pm

ESTABLISHING & ORGANIZING AN IMPORT BUSINESS

PDX-731 S \$560

Importing into the US can be lucrative. This course provides a detailed approach to developing a new import business or updating an existing one. Students will be introduced to the concepts of business planning, operational procedures and calculation of pricing—including freight and duty charges. Students will review case studies and simulate actual transactions.

8 sessions

9/26 - 11/14 @ 9:15am-11:45am

CUSTOMS ENTRY WORKSHOP

PDX-717 S \$350

Designed for experienced students actively engaged in import operations who are either knowledgeable about regulations, documentation, classification and valuation or who are close to obtaining (or currently hold) their customs license. Assignments are directly related to the following topics: processing procedures pertaining to the ABI system, DAD releases, harbor maintenance and merchandise processing fees, various types of entries, communications with Customs, EDI, C-TPAT, ACE, electronic cargo tracking and interfacing with purchasing systems and suppliers.

2 sessions

10/3 - 10 @ 9:30am-3:30pm

**C-TPAT: UNDERSTANDING,
IMPLEMENTING, UPDATING**

PDX-718 W \$560

This course will establish a firm basis for understanding the C-TPAT program and will enable students to assist their company in becoming a member of or sustaining their position in C-TPAT. Topics include geared benefit structure, advanced data-entry-level submission, risk analysis, self-assessment, security planning and program management, business partner requirements, container trailer security, conveyances security, cargo tracing, physical access controls, personnel security, procedural security, security training and threat awareness and outreach, physical security, information technology security and emergency preparedness/disaster recovery.

8 sessions

10/7 - 12/16 @ 6:15pm-8:45pm

C-TPAT WORKSHOP

PDX-719 S \$350

For the experienced student with extensive knowledge of and time on the job dealing with customs and import regulations, this workshop is a series of weekly discussions and assignments directly related to the C-TPAT process of being granted a Tier 1, Tier 2, or Tier 3 certification. Subjects from the US Customs and Border Protection Supply Chain Security Best Practices Catalog will be addressed in weekly assignments and discussions.

2 sessions

10/17 - 24 @ 9:30am-3:30pm

**GLOBAL SOURCING
& SUPPLY CHAIN MANAGEMENT**

PDX-720 R \$695

Students who complete this course will have a good understanding of the dynamics of sourcing and buying materials and services from other countries. It provides students with an understanding of the benefits and challenges of global sourcing and teach them how to manage global supplies and build successful international supply relationships. Case studies will be used throughout the course. Some of the topics to be covered include strategic supply-management practices, supply base optimization, commodity segmentation, supply relationships, creating alliances and partnerships and global sourcing.

10 sessions

9/24 - 12/3 @ 6:15am-8:45pm

AES WORKSHOP

PDX-723 S \$350

The US government is moving towards a paperless environment. One reflection of this is a requirement that the Shippers Export Declarations (SED) be filed electronically through the Automated Export System (AES) and AESDirect, AESpLink, or AESDirect VPN. This filing can be accomplished directly by the exporter or through an agent of the exporter. Students will be led step-by-step through this process with practical examples and illustrations. Among the topics to be discussed are XTN and ITN numbers, who is to file and when, how to classify products and how to identify the PPI ID number.

2 sessions

11/7 - 14 @ 9:30am-3:30pm

**ESTABLISHING & ORGANIZING
AN EXPORT BUSINESS**

PDX-730 S \$560

This course offers students practical approaches and techniques for successfully introducing and establishing product lines overseas. Students will be required to complete an ongoing research project to assess an initial international market potential. Interactive class discussions are emphasized. Topics covered include evaluating the potential target market, locating sources of information, determining your role, supply relationships and negotiations, export versus wholesale pricing, preferring quotes, creating priced models, evaluating competition, planning overseas trips and global negotiations, mastering local cultures and business practices and the marketing-promotional mix.

8 sessions

9/26 - 11/14 @ 9:15am-11:45pm (S)

**INTERMODAL/TRANSPORT
SECURITY WORKSHOP**

PDX-741 S \$350

This is a presentation and discussion on current best practices, practical applications and emerging technologies concerning intermodal transport security. Topics covered may include container seals, regulations and applications, security information sharing, infrastructure security, operational threat response, global maritime intelligence integration and container security initiatives updates.

2 sessions

10/10 - 19 @ 9:30am-3:30pm

**E-COMMERCE, THE INTERNET
& INTERNATIONAL TRADE**

PDX-732 S \$560

Computers and the Internet have had their effect upon international trade. Goods and services are promoted, offered, sold and paid for on the Internet. This course offers students the opportunity to explore the world of trading products using the Internet. There will be discussions and presentations on the range of information available on the Internet for international business, using the Web to do international market research, finding sales leads and making and receiving payments. The essentials of setting up an internationally focused web site and finding legal and trade resources worldwide are also included.

8 sessions

9/26 - 11/14 @ 1:30-4:00pm

**INTERNATIONAL SUPPLY CHAIN,
INFORMATION & TRANSPORT SECURITY**

PDX-740 R \$695

This course provides students with a deeper and broader understanding of security issues and places students in a better position to lead their efforts in participation, compliance and updating. This course also covers topics such as the US Container Security Initiative, the US Bioterrorism Act, the World Customs Organization and International Maritime Organization initiatives on Safety of Lives at Sea and OFAC. The security initiatives of other countries, such as the UK Terrorism Act of 2000, will also be addressed. Students will understand the basics of preparing a compliance manual and will learn how a security program can improve the bottom line.

10 sessions

9/24 - 12/3 @ 6:15pm-8:45pm

INFORMATION SECURITY WORKSHOP

PDX-742 \$350

This hands-on workshop will address questions of information security as it pertains to the international shipment of goods. Among the topics to be covered are RFID technology, supply-chain software, information sharing (both public and private), viruses/ firewalls/ passwords, recovery and backup and hardware security.

OFFERED SPRING 2010

**CUSTOMS BROKER LICENSURE
TEST PREPARATION**

PDX-750 \$1425

This course, designed for students preparing for the US Customs Licensure Examination held each year in April and October, requires a 12-week commitment totaling 36 hours of intense preparatory study in advance of the examination. Each class meeting will focus on specific sections of the US Customs Regulations and Tariff schedules, and students will be tested intensely. Actual past CBLE tests will be reviewed each week. Topics to be covered include types of entries, entry requirements and procedures, bonds and currency conversion, power of attorney, classification and appraisal, examination of merchandise, prohibited and restricted merchandise, temporary importation under bond, marking of imported merchandise, bond entries and procedures, mail importation and items exported and returns, drawbacks and protests, and licensing of customs brokers.

OFFERED SPRING 2010

NAFTA: TRADE PROCEDURES WITH MEXICO & CANADA

PDX-724 S \$560

Since 1994, the North American Free Trade Agreement (NAFTA) has been designed to eliminate the barriers to trade and to ease the flow of goods between Canada, Mexico and the U.S. This is a market of over 430 million people with a combined GDP of \$14 trillion. This course will provide students with detailed information on NAFTA regulations and documentation, rules of origin and U.S. Customs documentation. Topics to be covered include merchandise classification, rules of origin, regional value content and rules, documentation, duty deferral, warehouse entry summaries, Foreign Trade Zones, temporary importation under bond, customs enforcement penalties, customs audit guidelines and documentation problem-solving.

8 sessions

9/26 - 11/14 @ 9:15am-11:45am


INTERNATIONAL TRADE FINANCE

PDX -727 R-TO \$450

In this course, the student will learn about the process of selecting and implementing the most favorable methods of payment to support global activities. Topics covered will include: establishing financial costs and viability, foreign exchange risk mitigation techniques, most appropriate methods and terms of payment and required documentation, forms and functions of short-term and long-term financing.

8 sessions

9/24 - 11/12 @ 6:15-8:45pm (R)

 Online course: 9/22 - 11/17 (TO)


SUPPLY CHAIN MANAGEMENT & LOGISTICS

PDX-743 T \$450

This course provides students with the knowledge and skills required to manage supply chain logistics in a global business environment while complying with all rules, regulations and security issues from sourcing to final distributions. Topics covered will include: modes of transportation, potential intermediaries (customs brokers, third party logistics, carriers), documentation required for the movement of goods, cost calculation, packing for cargo protection and loss prevention.

8 sessions

9/22 - 11/17 @ 6:15-8:45pm (T)

 Online Course: 9/24 - 11/12 (RO)


GLOBAL BUSINESS MANAGEMENT

PDX-725 M-WO \$450

Students who complete the course will learn about management skills in a global business context. The course provide students with an understanding of global business planning, risk assessment, developing and implementing a global budget, establishing and maintaining relationships with global organizations. Other Topics covered will include global business planning, elements of a global business plan, external organizations that support global activities, your global budget, development and implementation of and more.

8 sessions

9/22 - 11/17 @ 6:15-8:45pm (M)

 Online Course: 9/23 - 11/18 (WO)

GLOBAL MARKETING

PDX-726 W-MO \$450

This course will provide students with the knowledge and skills required to develop, implement and manage global marketing strategies. Topics covered will include evaluating global business environments, identifying market opportunities, utilizing public and private resources, developing foreign markets entry methods, assessing technological infrastructures in target markets, budgeting marketing processes, environmental concerns, legal and regulatory requirements for pricing and promotion, distribution strategies, global sales activities and more.

8 sessions

9/23 - 11/18 @ 6:15-8:45pm (W)

 Online Course: 9/22 - 11/17 (TO)

CERTIFIED GLOBAL BUSINESS

PROFESSIONAL TEST PREPARATION COURSE

PDX -751 \$525

The exam review course will focus on the CGBP exam and will review four core areas of competence required by NASBITE. Students will review, practice and study test taking strategies for the CGBP examination core competencies: Global Business Management, Global Marketing, Supply Chain Management and Trade Finance. Throughout the program your progress will be measured through intensive diagnostic testing and feedback from trained professionals.

OFFERED SPRING 2010