



Course Offerings - January 2005

First Look at Global Trade

This class will provide a first glance at the opportunities associated with global trade. The why's and why not. This class will provide a broad overview of dealing with foreign cultures, explanation of buying and selling concepts, overview of modes of transportation, explanation of key players in the export and import arena.

Introduction to Domestic Sourcing and Export Opportunities

This class will introduce the concepts of sourcing of products to meet supply and demand concepts as well as build a knowledge base on the recognition of export opportunities. Class curriculum will include real examples of both successful endeavors as well as failed attempts to learn from.

Domestic Transportation Negotiation and Management

This class will provide each participant with the skills to properly manage a domestic transportation position from all levels of service. Procurement of services, rate negotiations, service provider selection, and service management techniques. Learn when to use what services. Understand the difference between cost savings and cost management.

Basic Packing Preparations for Global Shipping

This popular class will teach the techniques of proper packing of materials for global transportation. This class will cover the concepts of fragile, temperature controlled, refrigerated, and acknowledgement of packing specifications that are product specific.

Hazardous Materials Packing Certification Test Preparation

This class will teach the certification requirements associated with HAZMAT requirements for global transportation of hazardous materials. This certification will be conducted by a HAZMAT certified teaching instructor and will be an excellent credential on any resume.

Basic Export Operations and Procedures

This class will introduce the basic operational procedures of export operations. The document requirement to complete an export transaction as well as the key players in the export operations process. This class will walk each participant through the operational steps of an effective export transaction.

Export Compliance Management and procedures

This class will define the export compliance responsibilities of every exporter. An in depth explanation of management tools necessary to meet compliance standards of the Bureau of Customs and Border Protection and the Bureau of Industries and Securities. Explanation of Denied Parties Listing, Export Commodity Control Numbers, licensing, and dealing with foreign customs requirements.

Letter of Credit Explanation and Overview

This class will define the guarantee methods of payment used in association with the letters of credit. Negotiable vs. non-negotiable terms will be defined. Practical use of letters of credit and explanation on how to read and confirm letters of credit from the entry level to the managerial ranks.

Global Negotiations Networking Forum

This class will give each participant an opportunity to learn from seasoned professionals who have had

success in global businesses. Share in valuable business techniques used to solidify million dollar business deals as well as first level negotiation concepts to get your business and career off the ground. Turn aspirations into a business plan by understanding how to negotiate with global trading partners around the world.

Basic Importation Regulations and Operations

This popular class will teach the basic concepts of importation into the United States. Each participant will learn the key players in the import equation. This class will walk each participant through the import process and define the regulatory concepts along the way. Learn about customs power of attorney, invoices, broker selection, self-importation, customs documentation, entry types, customs bonds, duty payment, liquidation, record retention, and country of origin.

Import Compliance Management

This class expands on the basic import regulations and elevates to the managing of an import compliance network. Creating standard operating procedures to effectively manage your import compliance requirements. This class will give each student the ability to create, manage, and maintain an import compliance program for themselves or any importer conducting business in the United States up to and including Fortune 500 corporations and global traders. Learn how to conduct self-audits and prepare for the Importers Self Assessment Program. While learning how to minimize your company's risks.

Customs Valuation Explanation and Overview

This class details the in depth concepts of customs valuation. Learn the methods of valuation used by Customs and the regulatory options associated with each entry declaration. Learn the dos and don'ts of valuation declaration. Assists, rebates, discounts offered, discounts taken, commissions and dutiable vs. non-dutiable concepts. Full introduction into terms of sale vs. Incoterms.

Foreign Trade Zone/Bonded Warehouse Operations Management

This class defines the roles of the FTZ vs. the Bonded warehouse. FTZ applications and advantages are defined and explored as options for export and import practices. The bonded warehouse allowances are defined to explain when and why one would utilize the bonded warehouse option vs. the FTZ. Guest speakers include actual FTZ proprietors and bonded warehouse representatives to put practical use into perspective.

Warehouse and Inventory Operations

This class defines the basic operations of the shipping and receiving warehouses. Inventory management to storage concepts are defined. Learn how to drive and operate a warehouse transportation vehicle. Learn the real time concepts of a warehouse manifest report on received and shipped merchandise. Learn about manifest discrepancy reporting damage reports. Learn security techniques to minimize loss due to pilferage. Learn the latest security measures to minimize the risks of terrorists' attacks within your warehouse operations.

Customs Trade Partnership Against Terrorism - CTPAT

This class will walk each participant down the path of global security with an in depth explanation of the birth of the CTPAT program. Learn the concepts associated with a globally secure import supply chain. Learn the validation criteria associated with foreign vendors and manufacturers. This class will update you on the latest efforts to minimize the risks of a terrorist attack in association with imported products. Help increase global awareness by elevating your own personal knowledge about global security. This personal career value added criteria will put each participant in a unique category.

Other Federal Government Departments/Agencies Overview

This class will cover an overview of the role that other federal government departments/agencies play in the export and import process of global trade. For example, the Food and Drug Administration, United States Department of Agriculture, Fish and Wildlife Services, Environmental Protection Agency and others.

Customs Broker License Test Preparation

This class will teach the license requirements for the Bureau of Customs and Border Protection's examination to determine your knowledge of Customs and related laws, regulations and procedures, bookkeeping, accounting, and all other appropriate matters. Also, your fitness to render valuable service to exporters and importers. This private sector license class addresses entry, classification, trade agreements, value, broker responsibilities, quotas, country of origin, protests, marking, prohibited and restricted merchandise, drawback, intellectual property rights, and other subjects pertinent to a broker's duties. The questions on the examination will generally be based on the 19 Code of Federal Regulations and the Harmonized Tariff Schedule of the United States.

Contact Information

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