

Introduction to Importing and Customs Regulations – 12 Hours - \$119

The students taking this course will be able to learn the basic fundamental provisions of Customs regulation, more specifically those that cover the importing of merchandise into the United State. The process of how Customs regulations are enacted and implemented and how individuals can partake in the process will be covered too.

REF.#	DATES	DAY	TIME	LOCATION
560736	4/6-4/15	TR	6:30 PM - 9:30 PM	HAMM *

Freight Forwarding - 8 Hours - \$89

The student will learn the basic operational concepts and procedures of freight forwarding by air, ocean, trucking and rail. The will also learn the basic operation of a warehousing and distribution business and will get familiar with the documents involved in this business.

REF.#	DATES	DAY	TIME	LOCATION
560876	4/9-4/16	F	6:00 PM – 10:00 PM	5215

International Cost and Pricing – 8 Hours - \$89

The student will learn how to develop a cost and a margin structure to define the price for their products in the international business.

REF.#	DATES	DAY	TIME	LOCATION
560880	4/12-4/14	MW	6:00 PM – 10:00 PM	HAMM*

Doing Business in United States – 8 Hours - \$89

The student will learn: how to select, start, plan and operate their own business. They will also learn how to set up their goals and strategies.

REF.#	DATES	DAY	TIME	LOCATION
560851	4/13-4/15	TR	6:00 PM – 10:00 PM	HAMM*

*HAMM: Hammocks Middle School, 9889 Hammocks Blvd



NON-CREDIT REGISTRATION FORM

FAX, MAIL OR BRING IN PERSON
PLEASE TYPE OR PRINT CLEARLY INFORMATION REQUESTED

1 PERSONAL INFORMATION

PERSONAL DATA UPDATED

SOCIAL SECURITY # _____
OR MDC STUDENT # _____

LAST NAME FIRST NAME MIDDLE FORMER NAME

SEX: FEMALE MALE DATE OF BIRTH (MM/DD/YY)

STREET ADDRESS _____

CITY STATE ZIP CODE

EVENING PHONE # DAY PHONE # EMAIL ADDRESS

2 COURSE SELECTION

PLEASE LIST YOUR COURSE REQUEST

TERM: FALL SPRING SUMMER

Reference #	Course Title/ Day & Time	Fees
TOTAL FEES ENCLOSED \$		

3 PAYMENT METHOD

HOW TO PAY:

IN PERSON: Bring your schedule to room 3129.
Monday - Thursday: 8:00 AM - 7:00 PM
Friday: 8:00 AM - 4:30 PM
Saturday: 8:00 AM - 1:00 PM

BY MAIL: Provide your credit card information or enclose a check or money order payable to Miami Dade College and mail to:
Miami Dade College
School of Community Education
11011 S.W. 104 Street, Room 3129
Miami, FL 33176

ON THE WEB: Log on to
<http://www.mdc.edu/ce>

BY FAX: Complete the registration form and fax it to **305-237-0520**

BY PHONE: Credit card required.
305-237-2161

TYPE OF CREDIT CARD: VISA MASTER CARD
NOTE: No other credit cards accepted

NAME AS IT APPEARS ON THE CREDIT CARD _____

ACCOUNT NUMBER _____ EXPIRATION DATE _____

SIGNATURE _____ TODAY'S DATE _____

MDC-KCE-BR-REGF-07272006



Miami Dade College, Kendall Campus
School of Community Education
11011 S.W. 104 Street, Miami, FL 33176
Room 3129

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kce2093



Miami Dade College
Kendall Campus
School of Community Education



**Import & Export
PROGRAM**

Spring 2010 (2009-2)

305-237-0905
www.mdc.edu/ce/kendall



The following courses are geared for anyone who is interested in opening a small business or work in this industry. These courses will guide students on how to start and operate a business, how to implement better techniques, how to improve their existing business, and how to become a licensed Customs Broker.

Customs Broker Exam Preparation - 56 Hours - \$385

The students will review the Customs Regulations and Harmonized Tariff Schedule of the United States which covers the vast majority of the material contained in the exam. The instructor is a licensed Customs Broker with over 20 years of experience in the industry. He has extensive knowledge and classroom experience.

REF.#	DATES	DAY	TIME	LOCATION
560848	1/9 - 4/24	S	1:00 - 5:00 PM	5214

Practical Procedures and Documentation in Importation - 8 Hours - \$89

The student will learn to understand and how to use all import documents and how to comply with the regulations and procedures governing importation into the United States.

REF.#	DATES	DAY	TIME	LOCATION
560767	1/22-1/29	F	6:00 PM - 10:00 PM	5232

NEW! Introduction to Assessing the Correct Value of your Cargo - 8 Hours - \$89

This course will enable students to project the value of their cargo for import and export purposes in order to make a profit, protect their cargo and to comply with federal government agency requirements. Other cost saving aspects include: transportation in bond, drawbacks and bonded warehouses. Students for this course include: importers, exporters, freight forwarders, carriers, truckers, customs brokers, any other individual in the import / export business.

REF.#	DATES	DAY	TIME	LOCATION
560783	1/25-2/3	MW	6:30 - 8:30 PM	HAMM

NEW! Successful Customs Processing - Marking Transportation & Warehousing - 8 Hours - \$89

This class is designed for import/export professionals to help them understand customs regulations and to be successful when dealing with customs marking requirements, transportation and warehousing of bonded goods.

REF.#	DATES	DAY	TIME	LOCATION
571650	1/25-1/27	MW	6:00 PM - 10:00 PM	HAMM

SPRING 2010 (2009-2) COURSE SCHEDULE

How to Finance your Import/Export Business - 8 Hours - \$89

In this course the student will learn how to plan, budget and operate an import/export business. Where to get financial support either obtaining a loan from the Small Business Administration or other financial sources, and the preparation of a business plan.

REF.#	DATES	DAY	TIME	LOCATION
560856	2/8-2/10	MW	6:00 PM - 10:00 PM	HAMM*

How to Set Up an Import/Export Business - 8 Hours - \$89

This course is for students who are interested in setting up an Import/Export business from their home or expanding their current line of business activities to include importing/exporting products from their existing operations.

REF.#	DATES	DAY	TIME	LOCATION
560791	2/16-2/18	TR	6:00 PM - 10:00 PM	HAMM*

Exporting out of the USA - 4 Hours - \$49

Students taking this course will learn: how to select the right product or services to export, licensing requirements and limitations on exporting, which government agencies are involved in the USA exports, and will learn about with foreign country regulations and overseas banking and collections procedures.

REF.#	DATES	DAY	TIME	LOCATION
560862	2/19-2/19	F	6:00 PM - 10:00 PM	5216

Creating an Export Management and Compliance Program - 8 Hours - \$89

After completing this course students will know how to set up an export management compliance program. This includes general topics about exports compliance, how the automated export systems works, documentation required to perform shipments as well as record keeping. They will also learn about roles and responsibilities, classification of commodities, embargo countries, procedures for corrections and remedial actions, how to determine if licenses are required for exportation as well as an overview of the requirements to obtain an Ocean Intermediary License.

REF.#	DATES	DAY	TIME	LOCATION
560871	2/19-2/26	F	6:00 PM - 10:00 PM	5232

Letters of Credit - 8 Hours - \$89

Letters of Credit are one of the most commonly used payments forms in international trade. This course will familiarize you with the different types of letters of credit and the advantages and disadvantages of these options. You will learn how to open a letter of credit and get paid under its terms. You will learn how to analyze

and choose alternative methods of financing international transactions.

REF.#	DATES	DAY	TIME	LOCATION
560874	2/22-2/24	MW	6:00 PM - 10:00 PM	HAMM*

Marketing your Import/Export Business Effectively - 8 Hours - \$89

students will learn the major aspects of marketing product, pricing, promotion, distribution and service in their import/exports including the international markets.

REF.#	DATES	DAY	TIME	LOCATION
560878	2/23-2/25	TR	6:00 PM - 10:00 PM	HAMM*

NEW! Successful Customs Processing, Classification and Entry Preparation - 8 Hours - \$89

Learn the basic requirements of Customs Processing and Classification. The student will be able to understand the U.S. Customs Cargo Clearance process.

REF.#	DATES	DAY	TIME	LOCATION
571652	2/27-3/6	S	1:30 PM - 5:30 PM	5235

Introduction to Customs Broker Entry Preparation - 18 Hours - \$150

The student will learn the basic process of importing merchandise into the U.S. and will learn how to prepare basic import entry documents. This course will familiarize students with basic documents in the entry process. The course also helps prepares the student for the Customs Broker Exam.

REF.#	DATES	DAY	TIME	LOCATION
560206	2/16-3/4	TR	6:30 PM - 9:30 PM	HAMM*

Customs Broker Exam Review - 18 Hours - \$150

The course serves to prepare students to take the Customs Broker Exam by reviewing the majority of the material contained in the exam. Although the course is designed as a summary review course for students who have taken the MDC 56 hours Customs Broker Exam Preparation course, it can be taken by any enrollee who has taken another Customs course, or who may be interested in a complete but intense overview of Customs Broker requirements and Customs law. The students are required to purchase the Harmonized Tariff Schedule of the United States and Customs Regulations Loose Leaf Edition. Both books can be obtained from the United States Government Printing Office by visiting their website at: www.cbp.gov

REF.#	DATES	DAY	TIME	LOCATION
560272	3/9-3/25	TR	6:30 - 9:30 PM	HAMM*

Introduction to International Trade - 8 Hours - \$89

This course provides a basic overview of international business and is designed for students with little or no knowledge of trading internationally. Topics to be covered include the history of the legislation of international trade, finding suppliers/markets and a summary of trade practices.

REF.#	DATES	DAY	TIME	LOCATION
560879	3/15-3/17	MW	6:00 PM - 10:00 PM	HAMM*

Doing Business with China - 12 Hours - \$119

This seminar is designed for business executives who would like to conduct or improve their business negotiations with China or for individuals interested in working with companies involved in business deals with China.

REF.#	DATES	DAY	TIME	LOCATION
560849	3/15-3/22	MW	6:00 PM - 10:00 PM	HAMM*

Importing into the United States - 4 Hours - \$49

The student will learn how to select the right product or services to be imported. You will also learn about licenses and limitations on imports. How to obtain import authorization from different USA Agencies. Become familiar with import documentation, and why and when a customs broker is needed.

REF.#	DATES	DAY	TIME	LOCATION
560865	3/26-3/26	F	6:00 PM - 10:00 PM	5215

Doing Business with Latin America - 8 Hours - \$89

The students will learn: the steps to develop a project in Latin America, the economic facts which affect the trade, logistics requirements, regulations, import duties, trade systems, advertising and promotion regulations.

REF.#	DATES	DAY	TIME	LOCATION
560850	4/6-4/8	TR	6:00 PM - 10:00 PM	HAMM*

Logistics Management - 12 Hours - \$119

The student will learn key concepts in the overall logistics process & understand its impact in reducing costs & improving cash flow while reducing inventory. This course is also designed to teach the student which incoterm is best for the buyer and the seller. You will learn terms and concepts on how to negotiate services with different carriers.

REF.#	DATES	DAY	TIME	LOCATION
560859	4/6-4/13	TR	6:00 PM - 10:00 PM	HAMM*