



**SKILLS CERTIFICATE**

**IMPORT AND EXPORT**

# Start this semester!

This certificate is designed for students who want a fast-track course of study that will prepare them for entry-level jobs in customhouse brokerage companies, as buyers and purchasing agents, as well as for entrepreneurs. Principles and methods for meeting quality standards for services will be covered. Concepts will include import and export operations and procedures, U.S. government regulations, and the roles of different type of brokers.

## 4 Classes

International Business 3 (\*CSU)  
International Business 4 (\*CSU)  
Logistics 101 (\*CSU)  
CAOT 48 (\*CSU)

\* Units are transferable to California State Universities.  
\* Online courses offered.



## Industries

Federal Government  
Finance  
Logistics  
Marketing

\* Additional job opportunities with other industries are available!



## Additional Certificates and Degree Offered

Global Trade & Logistics - International Trade & Transportation  
Leadership in Global Logistics  
Certificate of Achievement in International Trade

\* Opportunity to transfer to CSUs and National University



**EAST LOS ANGELES COLLEGE**

TECHNOLOGY AND LOGISTICS PROGRAM  
1301 Avenida Cesar Chavez  
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**REGISTER:**

[www.elaclogistics.com](http://www.elaclogistics.com)  
call: (323) 415-5095  
Text: (323)800-2380

# Course Subjects & Descriptions for Skills Certificate: Import and Export

## LOGISTICS:

### **101 Technology in Global Logistics**

(1 Unit: CSU) Lecture, 1 hour )

This course introduces the technology that is used within global logistics. The emphasis is on state-of-the-art Technologies and practices found within the mobile workforce and dynamic work site environments that enable global commerce. Topics include handheld devices used in sales, inventory, and real-time tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, an introduction to global value networks, and a survey of global supply chain logistics careers.

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

### **CAOT 48**

(3 Unit: CSU) Lecture, 3 hour )

This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide information on how an organization can deliver service excellence. The information is beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products). Emphasis is placed on communication, diversity, technology, time management, stress management, and customer retention.

## INTERNATIONAL BUSINESS

### **3 Export Procedures I**

(3 Unit: CSU) Lecture, 3 hour )

This course provides hands-on working knowledge in the business of exports, its procedures and required documentation. The course covers the export transaction from inception to receipt of payment. Topics include: evaluation of a company's export readiness and potential, market research, identification of the best export markets, costing, quotations, letters of credit, major export products, marketing, terms of sale, marine insurance, transportation, sales contracts, documentation, and U.S. export controls.



# Course Subjects & Descriptions for Skills Certificate: Import and Export

## INTERNATIONAL BUSINESS

### **4 Import Procedures I**

(3 Unit: CSU) Lecture, 3 hour )

This course focuses on international trade strategies and techniques and presents an overview of importing terms. The concepts of management, finance, operations, law, communications, marketing and ethics as they apply to imports are discussed. Topics include: overseas purchasing, import operations, U.S. government regulations, finance, documentation, record keeping, international trade treaties, and global culture. Additionally, the class covers bilateral trade relations, unique country profiles, and product sourcing modalities. U.S. and World Customs duty rate structure and the role of customs brokers and freight forwarders are highlighted. International currency transactions, storage, distribution and transportation are also discussed.