

IBS 107

BASICS OF EXPORTING

Paradise Valley Community College

Phoenix, Arizona

SYLLABUS

COURSE: IBS 107 Basics of Export Operations
SECTION: 8404
ROOM: B204
MEETS: Tuesday, 6:30 – 10:00 PM
DATES: August 23 – September 13, 1994
INSTRUCTOR: Diana L. Last
TELEPHONE: 993-6449
FAX: 993-8969

TEXTBOOK

Export – Import, by Joseph H. A. Zodl (1992, Betterway Books) \$12.95 at PVCC bookstore.
Optional – Library Reading List (attached).

COURSE DESCRIPTION

Introduction to exporting and international trade from initial inquiry to final delivery. Major topics include marketing products overseas, export terminology, export documentation, shipping options, payment options and available sources of export advice and assistance.

GRADING

There will be a mid-term quiz on August 30th and a final examination on September 13th (end of class period) each of which will count for 40% of the final grade. The remaining 20% of the grade will be based on attendance and class participation.

COURSE OBJECTIVES

1. Identify all parties in a trade transaction and determine the roles of each.
2. Understand the terminology of trade and all necessary documentation required to export a product.
3. Describe the U.S. government rules and regulations applicable to exports.
4. Describe the various payment options and export banking procedures.
5. Detail the specific steps to ship an export order and describe the roles of forwarding organizations.
6. Describe the available information resources and sources of export advice and assistance.

COURSE OUTLINE

- I. Introduction to International Trade
- II. The Terminology of Export Trade
- III. Overview of an International Business Deal
 - A) Terms of Sale
 - B) Proforma Invoice
 - C) Getting Paid
 - D) Documentation
- IV. Government Regulations
- V. Shipping the Product
 - A) Freight Forwarders
 - B) Ocean Freight Procedures
 - C) Air Freight Procedures
- VI. Common Mistakes
- VII. Information Resources

Course content will vary to meet the needs of the students in specific sections

STUDENT RESOURCES

Maricopa Community College Libraries and Bookstores
City Public Libraries
Maricopa County Libraries
Arizona State University Library and Bookstore
American Graduate School of International Management Library and Bookstore

**RESOURCES LIST
INTERNATIONAL MARKETING**

Arizona Department of Commerce
3800 N. Central Suite 1500
Phoenix, AZ 85012

Dorothy Bigg, Director
International Trade Offices
Tel: 280-1370, Fax: 280-1305
Export Consulting and Information

U.S. Department of Commerce
Phoenix District Office
International Trade Administration
2901 N. Central Avenue, Ste. 970
Phoenix, AZ 85025

Frank Woods
International Trade Administration
Tel: 640-2513, Fax: 640-2518
Export Consulting and Information

Arizona World Trade Center
201 N. Central Ave. #2700
Phoenix, AZ 85073

Tel: 495-6480, Fax: 253-9488
Export Promotion, Trade Leads &
Education Programs

Arizona Mexican Chamber of Commerce
6330 N. Central Avenue

Tel: 252-6448
Promote U.S.-Mexico Trade & Tourism

World Affairs Council
6850 Main Street
Scottsdale, AZ 85251

Tel: 945-7750
Provide Hospitality to Official Visitors
to U.S. Educational Programs

City of Phoenix Protocol Office
251 W. Washington
Phoenix, AZ 85003

Tel: 262-1832
Host Foreign Visitors &
Educational Programs

Rio Salado Small Business DVT Ctr
Rio Salado Community College
301 West Roosevelt
Phoenix, AZ 85003

Tel: 238-9601
Export Consulting and Education

United States Customs Service
1327 South 27th Street
Phoenix, AZ 85034

Tel: 379-3514

U.S. Small Business Administration
2828 N. Central Avenue, Suite 800
Phoenix, AZ 85004

Tel: 640-2324
Export Counseling and Education

Tucson Economic Development Corp.
465 W. St. Mary's Road
Tucson, AZ 85701
Tucson Chamber International Comm
465 W. St. Mary's Road, #200
Tucson, AZ 85702

Tel: 623-3673
Export Promotion, Trade Leads &
Education
Tel: 792-2250
Host Foreign Delegations, Sponsor
Trade Shows & Seminars

Rio Salado Institute for Culture
And Language Learning
Tower Plaza
40th Street & Thomas Road
Phoenix, AZ

Tel: 996-9917
International Trade, Business &
Language Seminars

Western International University
Center for International Business
9215 North Black Canyon Highway
Phoenix, AZ 85021

American Graduate School of
International Management
Thunderbird Campus
15249 N. 59th Avenue
Glendale, AZ 85306

Tel: 943-2211
International Business Information
Seminars & Monthly Executive
International Breakfast Forums

Tel: 978-7210
International Graduate School, Offers
Master of International Management &
Executive Education Programs