|  |  |
| --- | --- |
| Course Name | Trade Documentation and Global Payment Procedures |
| Professor |  |

Approved for: Winter 2020

John Wong, Academic Program Manager – Business Studies

| Week & Date | | Topics | Readings / Notes |
| --- | --- | --- | --- |
| 1 | Jan 16 | Introduction to the Export / Import Process |  |
| 2 | Jan 23 | Export Sales Contract & Incoterms 2010 ® | Chap 3 |
| 3 | Jan 30 | Incoterms 2010, excise/ practice on Incoterms | Chap 3 |
| 4 | Feb 06 | -List, explain the role of basic export documents, permits required for selling products globally  -Introduction to NAFTA, basic concepts |  |
| 5 | Feb 13 | Describe, explain the importance of NAFTA, rules of origin, valuation, preference criterion under Annex 401 | **Quiz (10%)** |
| 6 | Feb 20 | -Explain NAFTA certificate of origin, how to complete and practice  -Payment Decision | Chap 2 |
| 7 | Feb 27 | Documentary collection | Chap 4 |
| 8 | Mar 05 | **Mid Term Exam** | **30 %** |
| 9 | Mar 12 | Letter of Credit, types of credits | **Assignment – Hands Out**  Chap 5 & 6 |
| 10 | Mar 19 | -Special types of credits  -UCP600 – International Standard Banking Practice  ( Part 1) | Chap 7 & 8 |
| 11 | Mar 26 | -UCP 600 ( Part 2)  -Case study on L/C | Chap 8 |
| 12 | Apr 02 | Letter of Credit Procedure | Chap 9 |
| 13 | Apr 09 | -Assignment due, presentation in class from students  -Final review | **Assignment due (20%)** |
| 14 | Apr 16 | **Final Exam** | **40 %** |