



SHIPPING 101 SYLLABUS

Day 1

- **The History and Evolution of the Containerized Shipping Industry** – history of cargo shipping and containerization.
- **The Shipping Cycle** – This section provides a basic overview of the export and import process. Initiating a shipment – covers terms of sale, making the booking and all the associated documentation issued at the load port. Also, the student is provided a review of the “key terms” used throughout the shipping process and in the shipping industry.
- **Geography** – This section covers major trade lanes and the associated shipping ports. In addition, statistics about the main commodities, trading rules regulations and time zones.
- **Customer Service/Booking Department** – During this section, the student is shown the booking process and associated details. In addition, the student is taught the various departments that use this information and how each department uses this information. The additional topics cover trade and shipping conferences, the FMC, Rate quotations and Pricing requirements, key commercial terms used, and the sections ends with the students doing a group exercise in creating an actual export booking.

Day 2

- **Equipment Control** – This section covers all the various types of containers and their uses, all other type of equipment used in the transportation of cargo such as break bulk, bulk shipments etc. This section also covers different chassis variations. The student is taught the main goals of the equipment control department, the container cycle as well as demurrage and per diem. The next part covers equipment operations (advantages and disadvantages of each), equipment pools, maintenance & repair, (how to determine who’s responsible for damages), the interchange agreement, owning versus leasing equipment and key terms specifically relating to the equipment control function.
- **Intermodal Transportation** – This section covers the role and the specifics of the truck, rail and barge in the transportation process. It also covers how to determine which type of transportation to use in different scenarios. The student is presented with key industry terms and their meanings relating specifically to the Intermodal Transportation Process. The next area of the section presents how trucking rates are computed, the alternate port service, micro-bridge terms and meanings, mini-land bridge and land bridge, the railway structure and how containers are moved, weight guidelines and cost control measures. This section concludes with a group exercise on determining modes of transportation for different scenarios given to the class.

Day 3

- **Export Documentation** – This section covers the export process and all functions and people involved with it. Next, the student reviews outbound procedures at the load port and the role of the different functions in the process. The roles/functions covered are
 - 1) functions of the freight forwarder
 - 2) Documentation requirements, such as the shipper’s export declaration, bills of lading and the various types issued, the letter of credit, examples of types of documentation issued at the load port,
 - 3) U.S. Customs requirements,
 - 4) terminal requirements,
 - 5) special cargo requirements and their documentation,

This section ends with a review of the key terms used in Export documentation and the class is given an exercise in creating and issuing bill of lading instructions.

- **Terminal/Marine Operations** – This section starts at the gate. The students review the complexity of the job function handled there. The students then review container yard operations, container freight station operations and how all types of break-bulk cargo are handled. The students then review marine operations and the stowage process, safety on the terminal, types of equipment used on a terminal, personnel and labor at a terminal.

Day 4

- **Port Tour** – a guided tour of a port terminal to review all of what they learned the previous day.
- **Inbound Documentation** – This section covers the import process and all those job functions involved. The import shipping documents used at the discharge port, types of customs entries, quotas, inbound procedures at the discharge port, U.S. Customs requirements, other government agencies and requirements, terminal requirements, key terms used, and examples of documentation issued at the discharge port.
- **Comprehensive Course Review** – The instructor then reviews all the areas covered during the course week and instructs the students on the requirements for testing and graduation

Day 5

- **Testing** – The final day testing is a 3-hour comprehensive example of multiple choice, fill in the blank and short answer questions.

