

**Certified Transportation Broker Program**  
**Trimester 3 Syllabus**

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 **Course Overview**

Welcome to TIA's Certified Transportation Broker (CTB) course, the only course designed to certify freight brokers. We will cover 6 key competency areas for freight brokers during this rigorous 16-week online course. By graduation, you will have a firm grasp on the basics of being a freight broker and will understand how to perform your job responsibilities in a professional and ethical manner!

*Clock hours: 180*

 **Course Objectives**

By the end of this course, you will have a firm grasp of the following core topics:

- General Business Principles
- Basics of Being a Property Broker
- Traffic Management
- Contracts & Pricing
- The Regulatory Environment
- Legal Cases in Transportation



**Prerequisite exam**

The CTB Pre-Requisite test is designed to test a student's knowledge of core areas of the brokerage business. All students must complete the pre-requisite test within the first five (5) days of the semester. Each student will have two (2) attempts to pass the pre-requisite test. If a student receives a 70% grade on either of their two attempts, they will be allowed to proceed within the CTB course. If a student does not receive a 70% grade on either test attempt, TIA staff will contact you individually to discuss the next steps.

The test is made up of a randomized bank of test questions. Each student will receive thirty (30) questions as part of their test and will have thirty (30) minutes to complete it. To receive a passing grade, you will need to correctly answer 21 of 30 questions to receive a passing score of 70%.

 **Course Calendar:**

Week	Date:	Course Content/Modules	Live Events & Discussion Posts
1	18-Aug	CTB Pre-requisite Test	
2	25-Aug	Start Unit 1: Business Principles	Discussion Post 1
3	4-Sept		<i>CTB Student Orientation (Zoom) 12pm ET</i>
4	8-Sept	Start Unit 2: Basics of Being a Property Broker	Discussion Post 2
6	22-Sept	Start Unit 3: Traffic Management	Discussion Post 3
7	30-Sept		Virtual Office Hours #1 (Zoom)*
8	6-Oct	Start Unit 4: Contracts & Pricing	Discussion Post 4
8	16-Oct		CTB Online Study Hall #1 (Zoom)*
10	20-Oct	Start Unit 5: Regulatory Environment	Discussion Post 5
12	3-Nov	Start Unit 6: Legal Cases in Transportation	Discussion Post 6
15	18-Nov		Virtual Office Hours #2 (Zoom)*
16	4-Dec		CTB Virtual Study Hall #2 (Zoom) *
16	6-Dec	Course Final Exam (ProctorFree)	

**\* All live events, except Student Orientation, take place at 2pm ET (subject to change)**

**\*\*All discussion post forums close at midnight 10 business days after their release (For example, Discussion Post 1 closes @ 11:59pm ET September 5)**

All live events and deadlines take place in Eastern Standard Time



## Course Materials

Required Textbook (separate purchase required): The textbook, Foundations of Business, 5th Edition, is available new, used or as a rental in a variety of formats including hardback, paperback, and e-book. Only the 5th edition book is currently approved for this class. This material is referred to in Unit 1.

- **Course Textbook:** You can order the textbook for this course from the following site:
  - Foundations of Business, 5th Edition. By, William Pride, Robert J. Hughes, and Jack R. Kapoor  
[ISBN-13: 978-1305511064 print copy](#)
- **Access to the Learning Management System (LMS):** This will be your home for all content including course modules, discussion forum posts, and zoom links for live events. You will receive instructions on how to access the LMS on the first day of the course.



## Course Participation

This is a rigorous, intensive course designed for you to engage actively with course materials and put your learnings into action to prepare for the final exam. Students who get the most out of this course are those who engage and participate with your fellow students. This includes:

- Discussion the topics posted in the course discussion forum and interacting with your peers
- Attending the live events, including interacting with the Instructor through Virtual Office Hours, and with subject matter experts in the online study halls throughout the course
- Completing the practice exams to test your knowledge of the course materials



## Course Policies & Important Resources

Please make sure to review the [CTB Grading Policies here](#) and [TIA Education Course policies here](#). Throughout the course, you can always refer to the [CTB Homepage](#) to view this syllabus, the course policies, the schedule of activities for your Trimester, and more.

All Final Exam sections must be completed through the ProctorFree Lockdown browser. If a student does not complete the exam through the ProctorFree Lockdown browser, exams will not be scored.

Each student has three consecutive attempts, which start after their first attempt, to pass each of the three sections of the CTB exam before their progress resets. However, if a student fails one exam in their first attempt, but passes the two other sections, they can retake the section they failed in the next Trimester once they re-register. This means that if they do not pass all three sections of the exam on the third attempt, their progress will reset, and they will need to pass all three sections of the exam again even if they have already passed some of those same sections in previous testing cycles. For example, if a student takes the exam on their first attempt and passes Section 1 and 2 but fails Section 3, they can retake Section 3 in the following Trimester and once passed they gain the CTB designation. If they fail Section 3 again, then they have one more attempt to pass Section 3 in the following Trimester before progress restarts.

If you are reopening the course following a failed exam attempt, you will only complete the live events, discussion forums, practice exams, and final exams that correspond with the sections of the exam you are reopening. If you have any questions about the grading policies for a student reopening, please contact us or review the CTB Grading Policies sheet linked above.

## **Course Completion**

Upon receiving a passing grade on all three sections of the exam, TIA Education staff will notify you via email that you have received your CTB designation. After collecting your contact information, you will then receive a plaque with your CTB Certificate within 4-6 weeks.

This trimester will fly by – we understand that many students take this course while also working full time in their current roles as freight brokers. The students who actively participate in all the available study options often have more success on the final exams at the end of each trimester. We are so happy to have you join us this trimester in the Certified Transportation Broker course!

*\*\*Syllabus details are subject to change*