



**AYDIN ADNAN MENDERES UNIVERSITY
SULTANHISAR VOCATIONAL SCHOOL
MANAGEMENT AND ORGANIZATION
BUSINESS ADMINISTRATION MANAGEMENT
COURSE INFORMATION FORM**

Course Title	Foreign Trade Operations Management								
Course Code	BİY207	Course Level			Short Cycle (Associate's Degree)				
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	To improve students' foreign trade knowledge and practice								
Course Content	Foreign Trade Definitions, Documents, Incoterms, Payment Methods, Export Procedures, Import Procedures, Foreign Exchange Transactions, Exporters' Unions Membership, Tax Liability, Promoting Foreign Trade Organizations, State Aid, Free Trade Zones.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Individual Study								
Name of Lecturer(s)	Ins. Yasemin COŞKUN ERDOĞAN								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	KAYA, Feridun, Meslek Yüksekokulları İçin Dış Ticaret İşlemleri Yönetimi, Beta Yayıncılık, 2. Baskı
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Week	Weekly Detailed Course Contents	
1	Theoretical	Foreign Trade Definitions
2	Theoretical	Documents Used in Foreign Trade
3	Theoretical	Documents Used in Foreign Trade
4	Theoretical	Incoterms in Foreign Trade
5	Theoretical	Methods of Payment in Foreign Trade
6	Theoretical	Methods of Payment in Foreign Trade
7	Theoretical	Export Procedures
8	Intermediate Exam	midterm
9	Theoretical	Import Procedures
10	Theoretical	Foreign Exchange Transactions
11	Theoretical	Exporters' Unions Membership
12	Theoretical	Tax Liability
13	Theoretical	Promoting Foreign Trade Organizations
14	Theoretical	State Aid
15	Theoretical	Free Trade Zones

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	9	1	10
Final Examination	1	11	1	12
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To learn the basics of foreign trade
2	To learn import-export and invisible trade
3	To learn the procedures of foreign trade
4	To learn the related parties of foreign trade



5	To learn the terms of payment
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Programme Outcomes (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	4	4	3	3	3
P2	4	4	3	3	3
P3	4	4	3	3	3
P4	4	4	3	3	3
P5	4	4	3	3	3
P6	4	4	3	3	3
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	3	3	3	3	3
P10	3	3	3	3	3
P11	1	1	1	1	1

