



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Foreign Trade Operations Management							
Course Code		BİY207		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To improve studnets' 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		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	KAYA, Feridun, Meslek Yüksekokulları İçin Dış Ticaret İşlemleri Yönetimi, Beta Publishing, 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
16	Final Exam	Final Exam

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

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

