

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
INTERNATIONAL TRADE AND FINANCE DEPARTMENT  
COURSE SYLLABUS FORM  
2022-2023 SPRING**

<b>ITF309 Import and Export Operations</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Import and Export Operations	ITF309	5	3	1	0	3	4

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Discussion, Question Answer

<b>Course Objective</b>
Students will learn how to draw main contracts, which offer flexible solutions to cross border agreements and will identify which are the clauses and business terms that better protect their interests.

<b>Learning Outcomes</b>
<p>The course aims to give the student the required skills to achieve the following goals:</p> <ul style="list-style-type: none"> <li>• To understand the international sales environment from a strategic and operational point of view.</li> <li>• To understand the basic principles of international trade and ways of interaction with a foreign client /supplier.</li> <li>• To be able to draw an international contract, using the standard models available with the aim that legal advice from a lawyer should be limited to key questions.</li> </ul>

<b>Course Outline</b>
The course covers the key operational issues involved in international trade. From the export/import diagnosis to the assessment of different alternatives as entry mode: agency, distributor, franchise, licensing, JV, M&A, Subsidiaries.

<b>Weekly Topics and Related Preparation Studies</b>		
<b>Weeks</b>	<b>Topics</b>	<b>Preparation Studies</b>
1	Introduction	<ul style="list-style-type: none"> <li>– Aim of the Course</li> <li>– Lecturer Presentation</li> </ul>
2	Introduction to International Trade	<ul style="list-style-type: none"> <li>– What is International Trade?</li> </ul>
3	Introduction to Import and Export	<ul style="list-style-type: none"> <li>– What is Import?</li> <li>– What is Export?</li> </ul>
4	Going international	<ul style="list-style-type: none"> <li>– Export/Import Diagnosis</li> <li>– International Department functions and positions</li> </ul>
5	Tariff and Non Tariff Barriers	<ul style="list-style-type: none"> <li>– Non Tariff Barriers</li> <li>– Tariff: Customs Duty</li> </ul>
6	INCOTERMS	<ul style="list-style-type: none"> <li>– General Transport</li> <li>– Sea Transport</li> <li>– Allocation of costs for buyer/seller</li> </ul>
7	International Payment Methods	<ul style="list-style-type: none"> <li>- Risk</li> <li>- Letter of Credit</li> <li>- Documentary Collections</li> <li>- Open Account</li> <li>- Consignment</li> </ul>
<b>MIDTERM EXAM</b>		
9	Entry Modes	<ul style="list-style-type: none"> <li>- Indirect</li> <li>- Direct Export</li> <li>- Licensing</li> <li>- Franchising</li> <li>- Subsidiary</li> <li>- Joint Venture</li> </ul>
10	International Contracting Clauses	<ul style="list-style-type: none"> <li>– Parties</li> <li>– Product</li> <li>– Territory</li> <li>– Prices</li> <li>– Commitment</li> <li>– Conditions of sale</li> </ul>
11	Advertising and Promotion	<ul style="list-style-type: none"> <li>– What is advertising?</li> <li>– What is promotion?</li> <li>– Their relevance with marketing approaches</li> </ul>
12	Terms of payment	<ul style="list-style-type: none"> <li>– Minimum stock</li> </ul>

		<ul style="list-style-type: none"> <li>– Inspection of facilities / operations</li> <li>– After sales</li> <li>– Confidentiality</li> <li>– Amendments</li> <li>– Termination</li> </ul>
13	Contracting	<ul style="list-style-type: none"> <li>– Party autonomy</li> <li>– Mandatory rules</li> <li>– Rules of default</li> <li>– Uniformity of law</li> <li>– Jurisdiction</li> <li>– Applicable law</li> </ul>
14	International Arbitration	<ul style="list-style-type: none"> <li>– Advantages of IA</li> <li>– Drafting IA Clauses</li> <li>– International Institutions</li> </ul>
15	Course review/preparation for final exam	– General Review
<b>16</b>	<b>FINAL EXAM</b>	

**Textbook (s)/References/Materials:**

**Textbook:** Keillor, Bruce D., Kanna, Vijay R. and Wilkinson, Timothy J: International Business in the 21 st Century Praeger, 2011

**Assessment**

Studies	Number	Contribution margin (%)
Attendance		
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>40</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>60</b>
	<b>Total</b>	<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>40</b>
<b>Success Grade Contribution of End of Term</b>		<b>60</b>
	<b>Total</b>	<b>100</b>

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	3	48
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exam / Midterm Jury	1	4	4
Preparation Period for the Final Exam / General Jury	1	4	4
<b>Total Workload/25 hours</b>	<b>(104/25 = 4)</b>		
<b>ECTS</b>	<b>4</b>		

<b>Course' Contribution Level to Learning Outcomes</b>						
<b>No</b>	<b>Learning Outcomes</b>	<b>Contribution Level</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>LO1</b>	To understand the international sales environment from a strategic and operational point of view.					X
<b>LO2</b>	To understand the basic principles of international trade and ways of interaction with a foreign client /supplier.					X
<b>LO3</b>	To be able to draw an international contract, using the standard models available with the aim that legal advice from a lawyer should be limited to key questions.					X

<b>Relationship Between Course Learning Outcomes and Program Competencies</b>					
<b>No</b>	<b>Program Competencies</b>	<b>Learning Outcomes</b>			<b>Total Effect (1-5)</b>
		<b>LO1</b>	<b>LO2</b>	<b>LO3</b>	
<b>1</b>	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.	X	X	X	3
<b>2</b>	Evaluate, follow, absorb and transfer new information in the field of international trade.	X	X	X	3
<b>3</b>	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.	X	X	X	3
<b>4</b>	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.			X	1
<b>5</b>	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.	X	X	X	3
<b>6</b>	Have the ability to apply her theoretical knowledge in real life, with the experience she will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.	X	X	X	3
<b>7</b>	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	X	X	X	3
<b>8</b>	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.	X	X		2
<b>9</b>	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance.	X	X		2
<b>10</b>	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.			X	1
<b>11</b>	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English and a second foreign language of her choice.	X	X	X	3
<b>12</b>	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	X	X	X	3

13	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	X	X	X	3
<b>Total Effect</b>					33

<b>Policies and Procedures</b>	
<p><b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209">https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209</a>  <a href="https://www.ostimteknik.edu.tr/international-trade-and-finance-232">https://www.ostimteknik.edu.tr/international-trade-and-finance-232</a></p>	
<p><b>Exams:</b> The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.</p>	
<p><b>Assignments:</b> Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.</p>	
<p><b>Missed exams:</b> Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.</p>	
<p><b>Projects:</b> Not applicable</p>	
<p><b>Attendance:</b> Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.</p>	
<p><b>Objections:</b> If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.</p>	