

<b>General information</b>			
Course co-ordinator		Anđelka Buneta, MSc, Senior Lecturer	
Course title		<b>SECURITIES OF PAYMENT AND FORCED COLLECTION OF RECEIVABLES</b>	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Optional	
Year	Semester	2	III
Value of credits and lecturing procedures		ECTS	4
		Number of hours (Lectures+Exercises+Seminars)	45 (30+0+15)

<b>1. COURSE DESCRIPTION</b>	
<i>1.1. Objectives</i>	
<p>The objective of the course is to introduce students with payment securities upon forced collection of receivables from buyers and other debtors – legal and physical persons. After completion of the study, students, as active participants in the business practice, should be able to choose the most efficient type of payment security – whether the specific company is a creditor or debtor. Students should also be acquainted with the procedures of the forced collection of receivables in view of the legal regulations and recording new specific events in accounting records.</p>	
<i>1.2. Course enrolment conditions</i>	
None	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> <li>1. to explain the purpose of negotiations and to master negotiating techniques</li> <li>2. to create securities of payment of receivables and management of receivables and to choose the corresponding methods and measures of correction of payment disorders</li> <li>3. to understand the system of payment transactions, users and providers of payment transactions</li> <li>4. to define the financial and legal position of the creditor in the regular process of forced collection of receivables</li> <li>5. to classify securities of payment and rank them according to their importance</li> <li>6. to develop a critical review referring to the procedures of securities and collection of receivables</li> </ol>	
<i>1.4. Course contents</i>	
<p>Negotiations and conclusion of contracts. Purpose of negotiations, preparations for negotiations, negotiation methods. Pre-contract, contract signing, payment terms, payment security. Payment and financial system. Forms of payment, execution of payments, sources of financing, characteristics of business financing, rules of capital coverage. Receivables and their management. Collection of receivables in the pre-bankruptcy settlement. Collection of receivables in bankruptcy procedure. Payment insurance by insurance instruments. Bank guarantee, letter of credit, debenture, bills of exchange. Payment insurance through lien. Court and off-court lien on movable property. Lien of business stakes and marketable securities. Some methods and measures of removing payment disruptions. Solvency maintenance method, method of re-allocating funds to maintain solvency, additional measures to reduce insolvency. Blocking of account, the new Act on Dstraint of Cash, procedures and acts. Agreement on Deposit Insurance Claims. Essential elements of the Agreement, other clauses of the Agreement. Securitization as a way of securing receivables. Collection of receivables in the inheritance procedure.</p>	
<i>1.5. Teaching methods</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> instruction <input type="checkbox"/> guided discovery learning

		<input checked="" type="checkbox"/> discussion <input checked="" type="checkbox"/> group/team learning <input type="checkbox"/> _____					
1.6. Comments							
1.7. Students' obligations							
Attendance in classes – part time students are expected to be present at least 50% of the total teaching hours, whereas full time students are expected to be present at least 70% of the total teaching hours.							
1.8. Monitoring students' accomplishments							
Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	2	Oral exam		Essay		Research work	
Project		Permanent testing of student's knowledge		Written presentation		Practical work	
Portfolio		Independent task solving	1				
1.9. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work							
The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. During the semester evaluated are student's activity and the presentation of the selected topic. Two-mid term exams are written during the semester. The final exam is written. The final grade is based on the total sum of grades obtained in the written exam (90%) and the independent task solving (10%).							
1.10. Obligatory reading							
<ol style="list-style-type: none"> <li>1. Brkanić, V.: Osiguranje naplate i prisilna naplata potraživanja (recenzirana skripta), RRIF, Zagreb, 2017.</li> <li>2. Buneta, A.: Nastavni materijali i prezentacije sa predavanja objavljeni na EduNet-i 2018.</li> </ol>							
1.11. Optional reading							
<ol style="list-style-type: none"> <li>1. Vukmir, B., Strategija i taktika pregovaranja, RRIF plus, Zagreb, 2001</li> <li>2. Odabrani stručni članci iz časopisa Računovodstvo i financije te Pravo i porezi</li> </ol>							
1.12. Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.							
At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching staff is aimed at making some corrections in order to improve the quality of teaching.							
1.13. Expected competences							
<ul style="list-style-type: none"> <li>- concept consequences</li> <li>- business skills</li> <li>- selecting the optimum way of securities of payment of receivables according to the company's needs</li> </ul>							