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| <b>General information</b>                |          |   |              |
| Course co-ordinator                       |          | Anja Božina, MSEc, Lecturer                             |              |
| Course title                              |          | <b>FOREIGN TRADE OPERATIONS</b>                         |              |
| Study programme                           |          | Professional undergraduate study Accounting and Finance |              |
| Course status                             |          | Obligatory  |              |
| Year                                      | Semester | 3   | VI           |
| Value of credits and lecturing procedures |          | ECTS  | 5            |
|   |          | Number of hours (Lectures+Exercises+Seminars)           | 60 (30+30+0) |

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| <b>1. COURSE DESCRIPTION</b>   |   |
| <i>1.1. Objectives</i>   |   |
| To enable students for independent work and entrepreneurship in the field of foreign trade. To teach students the techniques and skills of preparation and operation of export, import and other activities in the foreign trade business practice.  |   |
| <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 characteristics of foreign trade operations</li> <li>2. to apply foreign currency regulations referring to foreign trade</li> <li>3. to make foreign trade calculations based on the selected methods and to explain the result</li> <li>4. to apply instruments of payment transactions abroad</li> <li>5. to differentiate the types of activities in foreign trade</li> <li>6. to organize the basic techniques of customs procedures</li> </ol>   |   |
| <i>1.4. Course contents</i>  |   |
| Students will be introduced with the economics of foreign trade and foreign trade operations, international sales customs, terms and regulations applied in the international trade, types of trading with foreign partners and the ways of approaching foreign markets. Students will be acquainted with the participants in the international trade, customs procedures, foreign trade operations, foreign trade mediators and the ways of functioning of foreign trade operations. Description of various forms of contracting deals in foreign trade. Students will learn how to prepare foreign trade calculations, export, import and other foreign trade activities referring to the sales of goods and services abroad. Students will be informed on all the instruments of payment and repayment as well as securities of payment risks in foreign trade. Students will investigate business risks in foreign trade and securities of risks in view of goods and finances. Students will master the techniques of preparation and completion of export and import activities, as well as representation of foreign companies applying the commission sales of foreign goods. Students will be introduced with the business documents used in foreign trade operations and the contracts signed in free trade. |   |
| <i>1.5. Teaching methods</i>   | <input checked="" type="checkbox"/> lectures<br><input type="checkbox"/> instruction<br><input checked="" type="checkbox"/> guided discovery learning<br><input checked="" type="checkbox"/> discussion |

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|   |     | <input type="checkbox"/> group/team learning<br><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, which represents a part of the grade in the final exam.   |     |  |     |                      |  |                   |  |
| 1.8. Monitoring students' accomplishments   |     |  |     |                      |  |                   |  |
| Attendance  | 0.5 | Student's activity during lectures   | 0.5 | Seminar paper        |  | Experimental work |  |
| Written exam  | 2   | Oral exam  | 1   | Essay                |  | Research work     |  |
| Project   |     | Permanent testing of student's knowledge                                       | 0.5 | Written presentation |  | Practical work    |  |
| Portfolio   |     | Independent task solving   | 0.5 |                      |  |                   |  |
| 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 independent task-solving. Two mid-term exams are written in the semester. The final exam is written and oral. The final grade is based on the total sum of grades obtained in the written exam (50%) and oral exam (50%). |     |  |     |                      |  |                   |  |
| 1.10. Obligatory reading  |     |  |     |                      |  |                   |  |
| <ol style="list-style-type: none"> <li>Božina A. Vanjsko trgovačko poslovanje – recenzirana skripta, 2018. godine izmjene i dopune</li> <li>Andrijanić. I., Pavlović D., Međunarodno poslovanje, Sinergija-nakladništvo d.o.o., Zagreb, 2016.</li> <li>Andrijanić. I., Poslovanje u vanjskoj trgovini, Mikrorad d. o. o., Zagreb, 2012.</li> </ol>  |     |  |     |                      |  |                   |  |
| 1.11. Optional reading  |     |  |     |                      |  |                   |  |
| 1. Matić, B., Međunarodno poslovanje, Sinergija-nakladništvo d.o.o., Zagreb, 2004   |     |  |     |                      |  |                   |  |
| 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 stuff 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>- application of foreign exchange regulations in foreign trade operations</li> <li>- preparation of foreign trade calculation based on the selected methods</li> <li>- realisation of foreign trade operations (import, export or acquisition)</li> </ul>  |     |  |     |                      |  |                   |  |