



# ÇANKAYA UNIVERSITY

## Vocational Training School

### Course Definition Form

#### Part I. Basic Course Information

<b>Department Name</b>	FOREIGN TRADE PROGRAMME	<b>Dept. Numeric Code</b>	4 4											
<b>Course Code</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">T</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>		F	T	P	2	2	0	<b>Number of Weekly Lecture Hours</b>	1	<b>Number of Weekly Lab/Tutorial Hours</b>	2	<b>Number of Credit Hours</b>	2
	F	T	P	2	2	0								
<b>Course Web Site</b>						<b>ECTS Credit</b>	0 3							

<b>Course Name</b> <i>This information will appear in the printed catalogs and on the web online catalog.</i>	
<b>English Name</b>	Foreign Trade Practices
<b>Turkish Name</b>	Dış Ticaret Uygulamaları

<b>Course Description</b> <i>Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.</i>	
<p>This course will cover the basic concepts of foreign trade and e-devlet applications in foreign trade, the basic features of the software programme, dealing with customs operations, filling the import and export declaration forms and registration procedures.</p>	

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>																											
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
<input checked="" type="checkbox"/> Consent of the Instructor		<input type="checkbox"/> Senior Standing		<input type="checkbox"/> Give others, if any. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>																											
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>																											
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
<b>Course Type</b> <i>Check all that are applicable</i>	<input type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input checked="" type="checkbox"/> Elective course for dept. <input type="checkbox"/> Elective course for other dept.(s)																														

<b>Course Classification</b> <i>Give the appropriate percentages for each category.</i>				
Category				
Percentage				

**Part II. Detailed Course Information****Course Objectives**

*Explain the aims of the course. Maximum 100 words.*

In this course, we will attempt to understand the application of theoretical information to practical foreign trade practices. This course will provide students to apply export, import and customs procedures through package software used in foreign trade.

**Learning Outcomes**

*Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Preparing export documentation application.
2. Track export orders.
3. Track export shipping and to prepare export documents
4. Prepare export declaration.
5. Apply import documentation and to follow up import orders.
6. Prepare and to register import declaration.
7. Substitute export procedures as the procedures of inward processing permit certificates.

**Textbook(s)**

*List the textbook(s), if any, and other related main course materials.*

Author(s)	Title	Publisher	Publication Year	ISBN
Hüseyin Önder, Hakan Hekimoğlu, Şerife Önder	Örnek İşlemlerle DışTicarette Paket Program Kullanımı(Evrım Programı - TemelDüzey)	Ekin Basım Yayın / Yönetim Dizisi	2013	9786053271123

**Teaching Policy**

*Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Two hours of lecturing. Review lectures are given before the mid-term and final examination.

**Laboratory/Studio Work**

*Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work, and list the names of the laboratories/studios in which these sessions will be conducted.*

One hour lab hour needed for the application of the foreign trade practices and software programmes.

**Computer Usage**

*Briefly describe the computer usage and the hardware/software requirements in the course.*

This course needs computers which will run the needed software programme.

**Course Outline**

*List the topics covered within each week.*

Week	Topic(s)
1	Introduction
2	Basic concepts of foreign trade and e-devlet applications
3	The basic features of the software programme
4	The basic features of the software programme

5	Running the programme and point out the shortcuts
6	Filling the import declaration forms
7	Filling the export declaration forms
8	Midterm
9	Learning Tariff and Accountancy
10	Recording import and export invoices
11	Using EDI and its advantages
12	Preparing Customs Clearance procedures
13	Approval of Custom Declaration with EDI
14	Review

**Grading Policy**

List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Homework			Case Study			Attendance		
Quiz			Lab Work	1	30	Field Study		
Midterm Exam	1	30	Class Participation			Project		
Term Paper			Oral Presentation			Final Exam	1	40

**ECTS Workload**

List all the activities considered under the ECTS.

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	14	3	42
Preparation beforehand and finalizing of notes ( <i>weekly basis</i> )	1	4	4
Collection and selection of relevant material ( <i>once</i> )	1	3	3
Self study of relevant material ( <i>weekly basis</i> )	1	7	7
Homework assignments	2	2	4
Preparation for Midterm Exams ( <i>including the duration of the exams</i> )	1	7	7
Preparation of Term Paper/Case Study Report ( <i>including oral presentation</i> )	1	5	5
Preparation of Term Project/Field Study Report ( <i>including oral presentation</i> )	1	3	3
Preparation for Final Exam ( <i>including the duration of the exam</i> )	1	6	6
<b>TOTAL WORKLOAD / 25</b>			<b>3,24</b>
<b>ECTS Credit</b>			<b>3</b>

Total Workloads are calculated automatically by formulas. To update all the formulas in the document first press CTRL+A and then press F9.

<b>Program Qualifications vs. Learning Outcomes</b>						
<i>Consider the below program qualifications determined in terms of learning outcomes of all the courses in the curriculum and capabilities. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.</i>						
No	Program Qualifications	Contribution				
		0	1	2	3	4
FTP-1	Be able to monitor and analyze the dynamics of international markets.				x	
FTP-2	Be able to utilize the basic knowledge that obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of foreign trade in accordance with the requirements of the globalized business environment.		x			
FTP-3	Be able to identify and analyze the validity of theories related to the foreign trade and their relationships regarding current conditions.		x			
FTP-4	Have a good knowledge of the regulations and legislation underpinning the international markets and institutions.		x			
FTP-5	Have the ability to efficiently perform all responsibilities of foreign trade within a corporation.		x			
FTP-6	Be able to use quantitative techniques and methods that are predominantly used in foreign trade.		x			
FTP-7	Be able to use the theoretical and practical knowledge obtained in his/her field in analyzing and evaluating data.		x			
FTP-8	Be aware of elements of the international competitiveness of the foreign trade environment and marketing techniques.		x			
FTP-9	Be able to understand and evaluate the problems in foreign trade and to discuss and express his/her opinions clearly.			x		
FTP-10	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.					x
FTP-11	Be able to understand and evaluate the legal framework for foreign trade law, rules and regulations.				x	
FTP-12	Have the ability to analyze and perform risk assessment of foreign trade companies and multinational companies.	x				

Contribution Scale to a Qualification: 0-None, 1-Little, 2-Medium, 3-Considerable, 4-Largest