

# BUSI 340 Export Import Management

Antalya Bilim University

## Instructor

Assoc. Prof. Dr Mustafa Emre Civelek

## e-Mail

[mustafa.civelek@antalya.edu.tr](mailto:mustafa.civelek@antalya.edu.tr)

## Web

[www.emrecivelek.com](http://www.emrecivelek.com)

## Twitter

<http://twitter.com/emrecivelek>

## Linkedin

<https://www.linkedin.com/in/mustafaemrecivelek>

## COURSE DESCRIPTION & LEARNING OBJECTIVES

The basis of foreign trade is the movement of goods and money between countries. Nowadays, most of the businesses carry out foreign trade activities. After graduation, students of the Business Administration department will be able to work in the import and export departments of the companies. In this context, they must have rudimentary knowledge about the management of export and import transactions. The aim of this course is to ensure that students in this department acquire the necessary knowledge base about foreign trade practices. The course will basically teach the rules that regulate the movement of goods and Money between countries.

## LECTURES

**Lecture I** – Foreign trade concept - the parties involved in foreign trade transactions and their functions – law no. 1567 “Law on the Protection of Turkish Currency” - Decision No. 32 – balance of payments - international financial institutions and agreements (IMF, World Bank, GATT, Customs Union, WTO, EFTA) – basic terms (foreign exchange, foreign currency, effective rate of exchange, convertibility, free zones etc.) – risks in foreign trade

**Lecture II** – The purposes of International Chamber of Commerce - INCOTERMS 2020 (International Contract Terms)

**Lecture III** – Foreign trade documents: Invoices – transport (CMR, FCR, AWB, B/L, vs.) – Insurance Certificate - financial (Bill of Exchange, Promissory Note) - movement ( A.TR, EUR.1 etc.) - Certificate of Origin, Inspection Certificate

**Lecture IV** – Advance payment – cash against goods - collection (cash against documents, against acceptance) - URC 522- Uniform Rules for Collection

**Lecture V** – Letter of credit - UCP 600- Uniform Customs and Practice for Documentary Credits

## COURSE SCHEDULE

**Week 1.** \_ Introduction

**Week 2.** \_ Lecture I

**Week 3.** \_ Lecture II

**Week 4.** \_ Lecture II

**Week 5.** \_ Lecture III

**Week 6.** \_ Lecture III

**Week 7.** \_ Lecture III

**Week 8.** \_ Mid-Term

**Week 9.** \_ Lecture IV

**Week 10.** \_ Lecture IV

**Week 11.** \_ Lecture V

**Week 12.** \_ Lecture V

**Week 13.** \_ Lecture V

**Week 14.** \_ General Review

## EVALUATION & GRADING

### 1. Mid Term Exam

% 40

### 2. Final Exam

% 60

## ATTENDANCE

Mandatory Attendance Rate % 70

## COURSE MATERIALS

### Mandatory Textbook:

Export-Import Textbook |downloadable from  
[www.emrecivelek.com](http://www.emrecivelek.com)