

SYLLABUS
Academic year 2024-2025
Year of study III / Semester II

1. Information on academic program

1.1. University	“1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

2. Information of Course Matter

2.1. Course	Commercial Transactions and Techniques			2.2. Code	BA 325		
2.3. Course Leader	Assist. PhD. Ciolomic Ioana-Andreea						
2.4. Seminar Tutor	Assist. PhD. Ciolomic Ioana-Andreea						
2.5. Academic Year	III	2.6. Semester	II	2.7. Type of Evaluation (E – final exam/ CE - colloquy examination / CA -continuous assessment)	E	2.8. Type of course (C – Compulsory, Op – optional, F - Facultative)	C

3. Estimated total time (hours per semester of teaching activities)

3.1. Weekly number of hours	3	3.2 course	2	3.3. seminar/laboratory	1
3.4. Total number of hours in the curriculum	42	3.5 course	28	3.6. seminar/laboratory	14
Allocation of time					Hours
a. Individual study of readers					13
b. Documentation (library)					10
c. Home assignments, Essays, Portfolios					8
d. Tutorials					-
e. Assessment (examinations)					2
f. Other academic activities (study visits, mentoring, projects)					-

3.7 Total hours for individual study (a+b+c)	31
3.8 Total hours of university activities (d+e+f+3.4)	44
3.9 Total of hours per semester (3.7+3.8)	75
3.10 number of ECTS	3

4. Prerequisites (where applicable)

4.1. Curriculum	<i>N/A</i>
4.2. Skills	<i>N/A</i>

5. Requisites (where applicable)

5.1. For course development	<i>Classroom with video projector/board.</i>
5.2. For conducting seminar/laboratory	<i>Classroom with video projector/board.</i>

6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Competences/Study results	<p>C1. Knowledge, understanding of the basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication</p> <p>C2. Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated with the field</p>
Transversal competences	<p>CT1 Applying the principles, norms and values of professional ethics within one's own rigorous, efficient and responsible work strategy</p> <p>Solving in real time, in conditions of qualified assistance, a real/hypothetical problem at work, respecting the norms of professional ethics</p>

7. Course objectives (specific competences grid per programme)

7.1 Subject's general objective	<p><i>A. Cognitive objectives:</i></p> <p><i>Acquiring and understanding fundamental concepts related to commercial policies, international contracting, payment techniques in commercial transactions, import-export operations</i></p> <p><i>Explaining and interpreting mechanisms of commercial transactions</i></p> <p><i>Understanding and applying specific principles and methods of investigation</i></p> <p><i>Identifying and assessing opportunities and risks related to activities in the field of foreign trade</i></p> <p><i>B. Procedural objectives:</i></p> <p><i>Using methods and tools for investigating results obtained by different categories of companies from participating in commercial transactions</i></p> <p><i>Synthesizing and interpreting a set of information to solve basic problems and to evaluate possible conclusions specific to the operations carried out in commercial transactions</i></p> <p><i>Employing theories and tools for solving problems specific to operations carried out in commercial transactions.</i></p>
7.2 Specific objectives	<p><i>Developing a proactive attitude towards the necessity of the participation of world states in the world economic circuit</i></p> <p><i>Self-assessing the need for further vocational training by capitalizing on opportunities to identify and assimilate new knowledge in the field</i></p> <p><i>Optimal and creative use of one's capacities in scientific activities.</i></p>

8. Course contents

8.1 Course	Teaching methods	Remarks
<p><i>Course 1: An Introduction to Commercial Transactions and Techniques:</i></p> <ul style="list-style-type: none"> <i>Familiarizing students with the structure and general objectives of the discipline.</i> <i>Presentation of the main themes and topics addressed during the semester.</i> <i>Presenting assessment criteria and expectations for participation and active engagement</i> 	<i>Lecture</i>	<i>2 hours</i>
<i>Course 2: Aspects regarding contemporary international commerce</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 3: The specificity of foreign trade transactions</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>

<i>Course 4: The specificity of foreign trade transactions</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 5: Entering foreign markets</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 6: Entering foreign markets</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 7: International commercial contracting</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 8: International commercial contracting</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 9: Negotiation of international sales contracts</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 10: Negotiation of international sales contracts</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 11: Carrying out export/import operations</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 12: Carrying out export/import operations</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 13: Foreign trade policies</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
<i>Course 14: Course review, remarks for the final assessment</i>	<i>Lecture, discussions</i>	<i>2 hours</i>

Bibliography

1. Bhogal, Tarsem, & Trivedi, Arun (2020). *International Trade Finance*, 2nd edition. Springer: Cham, Switzerland.
2. Cummings Ford, Lillian (2023). *The Foreign Trade of the United States: Its Character, Organization and Methods*. Legare Street: Sazerac, USA.
3. Krueger, Anne (2020). *International Trade: What Everyone Needs to Know*. Oxford University Press: Oxford, USA.
4. Makinen, Gail E. (2021). *A Guide to Understanding International Trade and the Balance of Payments*. Lulu: Morrisville, USA.
5. Rhee, Chase (2018). *Principles of International Trade (Import-Export): The First Step toward Globalization*. AuthorHouse: Bloomington, USA.
6. Ricci, Andrea (2021). *Value and Unequal Exchange in International Trade*. Routledge: Oxon, UK.
7. Seyoum, Belay (2021). *Export-Import Theory, Practices, and Procedures*. Routledge: Oxon, UK.
8. Spalding, William F. (2023). *The Finance of Foreign Trade*. Legare Street: Sazerac, USA.
9. Stewart, Evelyn (2022). *Handbook of International Trade*. Murphy & Moore: New York, USA.

8.2 Seminar

	Teaching methods	Remarks
<i>Seminar 1: Aspects regarding contemporary international commerce</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 2: The specificity of foreign trade transactions</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 3: Entering foreign markets</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 4: International commercial contracting</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 5: Negotiation of international sales contracts</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 6: Carrying out export/import operations</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
<i>Seminar 7: Foreign trade policies</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>

Bibliography

1. Bhogal, Tarsem, & Trivedi, Arun (2020). *International Trade Finance*, 2nd edition. Springer: Cham, Switzerland.
2. Cummings Ford, Lillian (2023). *The Foreign Trade of the United States: Its Character, Organization and Methods*. Legare Street: Sazerac, USA.
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9. 9. Corroboration of course contents with the expectations of the epistemic community's significant representatives, professional associations and employers in the field of the academic programme

The course contents are adapted to the current needs of employers, thus contributing to students' acquisition of knowledge, theoretical and practical skills related to foreign trade transactions.

10. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage in final grade
10.4 Course	<i>Knowledge of theoretical and practical elements regarding</i>	<i>Written exam</i> <i>To pass the exam students must solve correctly at least half of the exam subjects.</i>	70%
10.5 Seminar/ laboratory class	<i>Discussing the study cases</i> <i>Building and presenting projects</i> <i>Class participation.</i>	<i>Seminar-activity portfolio (AP)</i>	30%

10.6 Minimum performance standard:

- It is necessary to obtain a minimum grade of 5 (five) in order to pass this subject;
- The grades being granted are between 1 (one) and 10 (ten);
- Students must approach each element (question, problem) within the exam sheet;
- The exam is written and takes approximately 120 minutes;
- Writing a project proposal based on a given structure, that includes the basic specific elements
- The course and seminar/laboratory activities are carried out exclusively in a face-to-face format, according to national and university/faculty regulations, and according to the decision of the course professor, these aspects being communicated to students in the first two weeks from the beginning of the semester. In order to pass the subject, it is mandatory for students to attend at least 75% of the seminars/laboratories, face-to-face.
- In order to pass the subject, it is mandatory to take the evaluation test.

Fill in date
16.09.2024

Course leader's signature,
Assistant PhD. Ioana-Andreea Ciolomic

Seminar tutor's signature,
Assistant PhD. Ioana-Andreea Ciolomic

Approval date in department
16.09.2024

Department director's signature,
Assoc. Prof. PhD. Maican Silvia