

Course Unit Descriptor

<b>Study Programme:</b> Traffic Engineering			
<b>Course Unit Title:</b> Financial Operations in Postal Traffic			
<b>Course Unit Code:</b> S01433			
<b>Name of Lecturer(s):</b> Šarac Dragana			
<b>Type and Level of Studies:</b> Bachelor level			
<b>Course Status (compulsory/elective):</b> compulsory			
<b>Semester (winter/summer):</b> Winter			
<b>Language of instruction:</b> English			
<b>Mode of course unit delivery (face-to-face/distance learning):</b> Face-to-face			
<b>Number of ECTS Allocated:</b> 5			
<b>Prerequisites:</b> None			
<b>Course Aims:</b> Students gain fundamental knowledge about financial flows in the area of public, bank, monetary, international, business finances and making financial and money transactions in postal traffic.			
<b>Learning Outcomes:</b> Knowledge about financial operations of postal organizations. Ability of independent analysis of financial position and operation of postal organizations; control and improvement of financial services offered by postal organizations, for own account and in one`s name and for account and in the name of other financial organizations.			
<b>Syllabus:</b> Finances as scientific field. Basic characteristics of monetary, bank, public, international and business finances and their importance and influence on operations of postal organizations. Financial markets and institutions. Development of banking and monetary operations, financial instruments and financial flows, role of the Central bank. National and international payments and systems of payment. Payment operations by postal organizations. Services related to payment operations by postal organizations for physical and legal entities. Account and pay desk operations in postal organizations. Electronic business and electronic processing of payment data			
<b>Required Reading:</b> Relevant literature in English TBD			
<b>Weekly Contact Hours: 4</b>		<b>Lectures: 2</b>	<b>Practical work: 2</b>
<b>Teaching Methods:</b> Lectures, practice and consultations			
<b>Knowledge Assessment (maximum of 100 points):</b>			
<b>Pre-exam obligations</b>	points	<b>Final exam</b>	points
Exercise attendance	5	Oral part of the exam	30
Lecture attendance	5	Written part of the exam	20
Colloquim exam	20		
Term paper	20		
The methods of knowledge assessment may differ; the table presents only some of the options: written exam, oral exam, project presentation, seminars, etc.			