

# SYLLABUS

## 1. Information regarding the program

1.1 Higher education institution	<b>University of Oradea</b>
1.2 Faculty	<b>Faculty of Economic Sciences</b>
1.3 Department	<b>Department of International Business</b>
1.4 Field of study	<b>Economics and International Business</b>
1.5 Cycle of study	<b>Cycle I - Bachelor</b>
1.6 Program of study /Degree	<b>International Business / Bachelor Degree</b>

## 2. Information regarding the discipline

2.1 Name of discipline	Business English I.2						
2.2 Course titleholder	Assoc. Prof. Ioana-Claudia HOREA PhD						
2.3 Seminar / Practical works titleholder	Assoc. Prof. Ioana-Claudia HOREA PhD						
2.4 Year of study	1 <sup>st</sup>	2.5 Semester	II	2.6 Type of assessment	Cv.	2.7 Type of discipline	I

(I) Compulsory; (O) Elective; (F) Facultative

## 3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	3	out of which: 3.2 course	1	3.3 seminar, Practical works	2,1
3.4 Total of hours in Curriculum	56	out of which: 3.5 course	14	3.6 seminar, Practical works	28,14
Distribution of hours:					19
Studying the workbook, course book, bibliography and notes					7
Supplementary documentation in the library, on electronic specialty sites and in the field					3
Preparing seminars/laboratories, themes, projects, portfolios and essays					7
Tutorship					-
Assessment activities					2
Other activities.....					-
3.7 Total hours of individual study	<b>19</b>				
3.9 Total hours/semester	<b>75</b>				
3.10 Number of credits	3				

## 4. Pre-requisites (if applicable)

4.1 curriculum	.....
4.2 skills	.....

## 5. Conditions (if applicable)

5.1. concerning course activities	Computer, internet, video-audio devices, access to the e-learning platforms
5.2. concerning seminar/practical work activities	Computer, internet, video-audio devices, access to the e-learning platforms

## 6. Specific skills acquired

<b>Professional skills</b>	<b>C1. Designing studies regarding the domestic and international business environment for business enterprises, private and public institutions, with activity in the field of international businesses</b> C1.2 Explaining the key concepts and methodologies of interpretation of phenomena and processes faced by public and private organizations in international business C1.4 Analysing some typical empirical situations and critical assessment of the methodologies used in the study of international business of public communities and private organizations
<b>Transversal Skills</b>	CT1. Applying the principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work. CT3. Identifying the opportunities of continuous formation and values – the efficient implementation of the resources and educational techniques for the personal development.

## 7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	<ul style="list-style-type: none"> <li>▪ gaining communication skills appropriate to potentially real circumstances in the economic field;</li> <li>▪ knowledge and appropriate usage of specialized terminology and grammatical structures;</li> <li>▪ acquiring documentation skills, in English, in the field of specialty.</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>▪ explanation and interpretation of various specialized terms in English;</li> <li>▪ acquiring linguistic skills involved in the interpretation and translation of texts from the field of economics;</li> <li>▪ learning techniques of editing and completing specialized documents in English;</li> <li>▪ making best and most creative use of own potential in professional activities</li> </ul>

## 8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Money. The concept along history	conversation, guided discovery	1 hour
8.1.2. Money nowadays. Types of money	demonstrative example	1 hour
8.1.3. Finances, funds, allocations, currency – monetary terminology	conversation, conceptual clarifications	1 hour
8.1.4. Monetary policies	conversation, guided discovery	1 hour
8.1.5. Fiscal policies	guided discovery	1 hour
8.1.6. The national budget. Fees, fines and taxes - generalities	exposition, guided discovery	1 hour
8.1.7. VAT	exposition, demonstrative example	1 hour
8.1.8. Property taxation – fiscal regulation of real estate	guided discovery	1 hour
8.1.9. Taxation of individual's wage and income	exposition, conceptual clarifications	1 hour
8.1.10. Taxation of companies' profit or income	exposition, guided discovery	1 hour
8.1.11. Tax evasion – between fraud and legal avoidance	guided discovery, conversation	1 hour
8.1.12. Expenses for public utility services	exposition, guided discovery	1 hour
8.1.13. Social security: health and pensions	demonstrative example, guided discovery	1 hour
8.1.14. Revision	conversation	1 hour
Bibliography Horea Ioana, <i>English for Business. Finance and Banking</i> , Editura Universității din Oradea, acreditată de CNCSIS, cod 149, ISBN 978-606-10-0997-8, 103 pg., 2013 Horea Ioana, <i>English for International Affairs</i> , University of Oradea Publishing House, ISBN 978-973-759-346-7, 108 pg., 2007 Horea Ioana, <i>English and Communication</i> , University of Oradea Publishing House, ISBN 978-973-759-571-3, 114 pg., 2008 Horea Ioana, <i>Business English I.2</i> , support material for the lectures and seminars of Business English I.2, Oradea, 2013. <b>- will be posted as a resource on the e-learning platform used at the University of Oradea for online classes</b>		
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Money - along history	guided discovery, conversation	2 hours
8.2.2. Types of money nowadays	group activities, problematization	2 hours
8.2.3. Monetary terminology	conversation, conceptual clarifications	2 hours
8.2.4. Monetary policies	guided discovery	2 hours
8.2.5. Fiscal policies	synthesis of knowledge, dialogues	2 hours
8.2.6. Budget and taxes	pair work, problematization	2 hours
8.2.7. Consumer's tax - VAT	guided discovery, clarifications	2 hours
8.2.8. Property taxation	group activities, synthesis of knowledge	2 hours
8.2.9. Taxation of income	conceptual clarifications, guided discovery	2 hours
8.2.10. Taxation of profit	problematization, guided discovery	2 hours
8.2.11. Tax evasion	conversation, conceptual clarification	2 hours
8.2.12. Public utility services	problematization, conversation	2 hours
8.2.13. Health and pensions contributions	conceptual clarification, guided discovery	2 hours
8.2.14. Revision	conversation, group work	2 hours
8.3 Laboratory (L)		
8.3.1. -		
8.4 Project (P)		
8.4.1. -		
8.5 Practical works (P)		
8.5.1. Evolution of money	pair work, learning through discovery	2 hours
8.5.2. Notions of fiscality	conceptual clarification, guided discovery	2 hours
8.5.3. Formation of state revenue	conversation, group work	2 hours
8.5.4. Types of taxation	team activities, guided discovery	2 hours
8.5.5. Tax on consumption	debate	2 hours
8.5.6. State budget distribution, GDP share	problematization	2 hours
8.5.7. Examples of public expenses	case study analysis	2 hours
Bibliography 1. Horea Ioana, <i>English for Business. Finance and Banking</i> , Editura Universității din Oradea, acreditată de CNCSIS, cod 149, ISBN 978-606-10-0997-8, 103 pg., 2013. 2. Horea Ioana, <i>English for International Affairs</i> , Editura Universității din Oradea, acreditată de CNCSIS, cod 149, ISBN 978-973-759-346-7, 108 pg., 2007. 3. Horea Ioana, <i>English for Economics - vocabulary and conversational drills – seminar notebook</i> , University of		

Oradea, 24 pg., 2004.

4. Horea Ioana, *English for Economics* – lexical and grammar drills - seminar notebook, 20 pg., 2004.

5. Marcheteau, Michel; Berman, Jean-Pierre; Savio, Michel; *Engleza comercială – în 40 de lecții* (Commercial English – in 40 lessons), translated by Ileana Constantinescu, Angela Crocus and Anca Nicoleta Chiriacescu, Bucharest, Niculescu Publishing House, 2001.

### 9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

- The topics covered are bound to build communication skills and provide students with specific terminology, useful language elements and structures of communication, to establish business relations with foreign partners.

### 10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	- correctness and completeness of knowledge; - logical consistency and ability to work with acquired knowledge; - the degree of assimilation of the language of specialty;	Online exam: matching, fill in drills, t/f -y/n questions, multiple choice test	70%
10.5 Seminar (S)	- active participation in seminars - ability to use correctly and recognize the specialized terminology and grammatical structures from English for Specific Purposes.	Online oral contributions and posted assignments, tests, daily observation during online classes	20%
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)	- ability to involve in dialogues/ conversations on specific topics - active participation in practical activities, analyses, discussions and debates	Online oral contributions and posted assignments, practical tests, daily observation during online classes	10%
10.9 Minimum performance standard			
<ul style="list-style-type: none"><li>• Designing a work/project, in International Business</li><li>• Designing a work/project, assuming the responsibility of tasks specific to the role of multi-specialized team.</li></ul>			

**Date**

**24.09.2020**

**Course titleholder:**

Assoc. Prof. HOREA Ioana Claudia PhD

**Seminar/ Practical works titleholder:**

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**Director of Department,**

**Associate Professor Liana-Eugenia MEȘTER, PhD**

**Date of approval in the Department:**

**28.09.2020**

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**Dean,**

**Professor Alina BĂDULESCU, PhD**

**Date of approval in The Council of the Faculty of Economic Sciences:**

**30.09.2020**

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