

# 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 II - Master Degree</b>
1.6 Program of study /Degree	<b>International Business Administration</b>

## 2. Information regarding the discipline

2.1 Name of discipline		Business Communication in Foreign Language I.2. (German)					
2.2 Course titleholder		lecturer Adina Sacara Onita PhD					
2.3 Seminar titleholder		-					
2.4 Year of study	II	2.5 Semester	I	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	1	out of which: 3.2 course	1	3.3 seminar	-
3.4 Total of hours in the Curriculum	14	out of which: 3.5 course	14	3.6 seminar	-
<b>Distribution of hours:</b>					70 hours
Studying the workbook, course book, bibliography and notes					48 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					10 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					10 hours
Tutorship					0 hours
Assessment activities					2 hours
Other activities.....					0 hours
3.7 Total hours of individual study	<b>70</b>				
3.9 Total hours/semester	<b>84</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 the course activities	Existence of videoprojector
5.2. concerning the seminar/laboratory activities	

## 6. Specific skills acquired

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<b>Professional skills</b>	<ul style="list-style-type: none"> <li>• C2.1 Identifying, describing thoroughly and communicating the concepts, theories and decisions related to the organization and financing activities of internationally active companies in a multicultural business environment</li> <li>• C3.2 Explaining, communicating and shaping international economic phenomena and processes to enunciate strategic alternatives for the development and financing of the company</li> <li>• C4.1 Identifying, describing thoroughly and communicating the implementation modalities of strategies</li> </ul>
<b>Transversal Skills</b>	<ul style="list-style-type: none"> <li>• CT1. Achieving independently or with the group the complex tasks / objectives in developing and implementing international projects under time pressure, in conditions of uncertainty, risk and multiculturalism, and enforcement of norms and professional ethics and values for decision</li> </ul>

### 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>▪ Forming skills in professional communication in a widely spoken foreign language like German and at the same time awareness of the importance of lifelong learning</li> <li>▪ Acquiring professional language skills</li> <li>▪ Forming intercultural competence and based on the acceptance of cultural diversity the ability of working in multi-specialized and multicultural teams</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>▪ Knowing good manners in business in German speaking countries and with their main business partners;</li> <li>▪ Acquiring skills necessary for setting up documents for a job application;</li> <li>▪ Acquiring skills of documentation in German in one's field of specialty;</li> <li>▪ The ability to subordinate activities to different managerial tasks and to observe cultural differences related to skills required of a manager</li> </ul>

### 8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Der kulturelle Hintergrund. Knigge bei Deutschlands wichtigsten Handelspartnern – Arabien I	discourse, learning by discovery	
8.1.2. Der kulturelle Hintergrund. Knigge bei Deutschlands wichtigsten Handelspartnern – Arabien II	discourse, learning by discovery	
8.1.3. Bewerbung um einen Job. Zeitungsannoncen zur Jobsuche	discourse, learning by discovery	
8.1.4. Zeitungsannoncen zum Jobsangebot	discourse, learning by discovery	
8.1.5. Der Kausalsatz I	discourse, learning by discovery	
8.1.6. Der Kausalsatz II	discourse, learning by discovery	
8.1.7. Der Lebenslauf	discourse, interactive methods	
8.1.8. Temporale Präpositionen	discourse, interactive methods	
8.1.9. Das Datum. Jahre im Datum	discourse, interactive methods	
8.1.10. Das Bewerbungsschreiben	discourse, interactive methods	
8.1.11. Managementaufgaben I	discourse, interactive methods	
8.1.12. Managementaufgaben II	discourse, interactive	

	methods	
8.1.13. Managementkompetenzen	discourse, interactive methods	
8.1.14. Kulturelle Unterschiede im Management	discourse, interactive methods	
Bibliography		
1. Buhlmann, Rosemarie, Fearn, Anneliese, Leimbacher, Eric, Wirtschaftsdeutsch von A-Z, Lehr- und Arbeitsbuch, Langenscheidt, Berlin, 1999.		
2. Hamburg, Andrea, Interkulturelle Kommunikation, Deutschkurs für das Magisterstudium, University Publishing House, Oradea, 2010.		
3. Hartley, Paul, Robins, Gertrud, Germana pentru oameni de afaceri, Teora: Bucharest, 1997.		
4. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Aufbaustufe, Ernst Klett International, Stuttgart, 2002.		
<b>8.2 Seminar (S)</b>	<b>Teaching methods</b>	<b>Observations</b>
<b>8.2.1.</b>		
<b>8.3 Laboratory (L)</b>		
<b>8.3.1.</b>		
<b>8.4 Project (P)</b>		
		
<b>8.5 Practical works (P)</b>		
<b>8.5.1.</b>		
Bibliography		

### 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

<ul style="list-style-type: none"> <li>▪ The content of Business Communication in German course offers future economists working in the field of European economy both skills for professional communication in German and the intercultural competence they need in their everyday activity in an international environment</li> <li>▪ The topics suggested serve the communicational needs in a multinational team and offer means of communication in international business relations meeting thus the expectations and needs of the socio-economic medium</li> </ul>
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### 10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	Requirements for grade 5: - acquiring working techniques with auxiliary devices like: newspaper announcements, dictionaries etc; - the ability of communicating in a simple way about professional topics; - knowledge about some specific cultural traits of the countries tackled; - the ability of setting up a CV and a letter of intention; - written report on one of the topics dealt with	written report	100%
	Requirements for grade 10:	Final written examination	100%

	<ul style="list-style-type: none"> <li>- acquiring working techniques with auxiliary devices like: press materials, newspaper announcements, dictionaries etc;</li> <li>- the ability of communicating in a right and coherent manner about professional topics;</li> <li>- knowledge the majority of the specific cultural traits of the countries tackled;</li> <li>- the ability of setting up texts for newspaper announcements, a CV, a letter of intention;</li> <li>- applying the rules concerning the form of professional correspondence using a model letter or in an independent way;</li> <li>- the ability of recognizing and using in a right way professional terminology and grammar structures in German language for specific purposes;</li> <li>- tackling all the topics at the final written paper;</li> <li>- reading the course as work base.</li> </ul>		
10.5 Seminar (S)			
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard			
<ul style="list-style-type: none"> <li>▪ Making a corporate strategy based on identifying the defining elements of national and international environment</li> </ul>			

**Date**

**22.09.2019**

**Course titleholder:**

**Lecturer Adina Sacara Onita PhD**

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**Seminar titleholder:**

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E-mail address:

**Date of approval in  
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**26.09.2019**

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