

# 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 Economy and Business</b>
1.4 Field of study	<b>Business Administration</b>
1.5 Cycle of study	<b>Cycle I - Bachelor</b>
1.6 Program of study /Degree	<b>Business Administration / Bachelor Degree</b>

## 2. Information regarding the discipline

2.1 Name of discipline	Foreign Language for Business II.2						
2.2 Course titleholder	Lecturer Andra Teodora Porumb Ph.D.						
2.3 Seminar titleholder	Lecturer Andra Teodora Porumb Ph.D.						
2.4 Year of study	I	2.5 Semester	2	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	2
3.4 Total of hours in Curriculum	42	out of which: 3.5 course	14	3.6 seminar	28
<b>Distribution of hours:</b>					8 hours
Studying the workbook, course book, bibliography and notes					2 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					2 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					2 hours
Tutorship					-
Assessment activities					2 hours
Other activities.....					-
3.7 Total hours of individual study	<b>8</b>				
3.9 Total hours/semester	<b>50</b>				
3.10 Number of credits	<b>2</b>				

## 4. Pre-requisites (if applicable)

4.1 curriculum	-
4.2 skills	-

## 5. Conditions (if applicable)

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

6. Specific skills acquired	
<b>Professional skills</b>	
<b>Transversal skills</b>	<ul style="list-style-type: none"> <li>▪ CT1. Applying the principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work.</li> <li>▪ CT2. Identifying the roles and responsibilities in a multi-specialized team and using the relationship techniques and efficient work in the team.</li> <li>▪ CT3. Identifying the opportunities of continuous formation and values – the efficient implementation of the resources and educational techniques for the personal development.</li> </ul>

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

7.1 General objective of discipline	Transmission of knowledge and formation of basic language skills that shall enable a harmonious integration in a multicultural and multilingual working environment; acquisition of lifelong language training tools.
7.2 Specific objectives	<ul style="list-style-type: none"> <li>• developing skills of understanding oral messages in standard language, on familiar or unfamiliar topics (audio and video complex fragments, conversations etc.) in French;</li> <li>• developing skills of coherent oral expression in French, following the stages of a presentation process (topics imposed, connected to economic environment);</li> <li>• developing skills of complex messages comprehension (books, magazines, newspapers, specialized documentation) on paper or virtual, in French;</li> <li>• developing skills of written expression in French (elaboration of ppt presentations, short essays on specialized topics);</li> <li>• formation and development of intercultural skills;</li> <li>• developing skills to use library resources for language improvement, for specialized documentation purposes (dictionaries, encyclopedias, newspapers in French, specialized documentation from European bodies) and for stimulating independent learning.</li> </ul>

### 8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Décrire une entreprise	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.2. Organiser le lieu de travail	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.3. S'orienter à l'intérieur d'un immeuble	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	

8.1.4.	Demander/indiquer le chemin	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.5.	Paris des affaires	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.6.	Au restaurant	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.7.	Commander un repas à domicile	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.8.	Une invitation à dîner (accepter/refuser une invitation)	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.9.	Habitudes liées aux pratiques de table	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.10.	Louer un appartement/une maison	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.11.	Un voyage d'affaires	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.12.	Vivre et travailler à l'étranger	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.13.	Demander/accorder/refuser un congé	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	
8.1.14.	Louer une voiture	Explanation and exemplification, case studies, learning through discovery, use of new didactic technologies.	

#### Bibliography

Riehl, L., Soignet, M. (2010). *Objectif Diplomatie 1*. Paris : Hachette Français Langue Etrangère.

Bogdan, R., Catarig, A.T. (2006). *Limba franceză. Curs practic*, Editura Universității din Oradea.

Catarig A.T. (2012). *Limba franceză pentru afaceri 1 - Suport pentru Studiul Individual, pentru uzul studenților ID*, Universitatea din Oradea.

Catarig, A.T., Bogdan, R. (2004). *Franceza de afaceri. Curs practic*, Editura Universității din Oradea.

Danilo, M., Tausin, B. (1990). *Le français de l'entreprise*, Paris : CLE International.

<p>Danilo, M., Penfornis, J.-L. (2001). <i>Le français de la communication professionnelle</i>. Paris : CLE International/VUEF.</p> <p>Jones, M. (1993) <i>Get by in Business French</i>, London: BBC Books.</p> <p>Penfornis, J.- L. (2002). <i>Français.com</i>. Paris : CLE International.</p> <p>Predescu, E. (2005). <i>Dicționar economic explicativ român – francez</i>. Pitești : Editura Paralela 45.</p> <p>www.lemonde.fr</p> <p>www.lefigaro.fr</p> <p>www.francaisfacile.com</p>		
<b>8.2 Seminar (S)</b>	<b>Teaching methods</b>	<b>Observations</b>
8.2.1. Départements et services d'une entreprise	interactive methods	
8.2.2. Quelques méthodes efficaces pour organiser le lieu de travail	interactive methods	
8.2.3. Visite guidée d'une entreprise française	interactive methods	
8.2.4. Etude de cas: touriste roumain demande et reçoit des renseignements à Paris	interactive methods	
8.2.5. La Défense – quartier des affaires	interactive methods	
8.2.6. Dîner à Paris – étude de cas (chez Maxim's)	interactive methods	
8.2.7. Commander le repas à domicile – modalités de commande, occasions, offres, prix	interactive methods	
8.2.8. Une invitation à dîner dans le monde des affaires	interactive methods	
8.2.9. Les bonnes manières à table	interactive methods	
8.2.10. Louer un appartement à Paris: offres, prix, zones, conditions	interactive methods	
8.2.11. Organiser un voyage d'affaires: réservations en ligne, emploi du temps	interactive methods	
8.2.12. Roumains célèbres qui font carrière en France	interactive methods	
8.2.13. Le congé en France et en Roumanie – étude comparative	interactive methods	
8.2.14. Conditions à accomplir pour louer une voiture en France	interactive methods	
<b>8.3 Laboratory (L)</b>		
<b>8.4 Project (P)</b>		
<b>8.5 Practical works (P)</b>		

**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 discipline prepares the students for a harmonious integration in a professional, multicultural and multilingual environment, providing basic knowledge and skills as well as lifelong linguistic training tools.

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	for 5: proving acquisition of basic knowledge (in accordance with the lecture notes) for 10: proving acquisition and argumentation of basic knowledge (in accordance with the lecture notes and the bibliography)	Online exam	50%

	indicated), elements of originality		
10.5 Seminar (S)	Conditions required: • attendance: minimum 5 • elaboration of assignments and presentations along the semester (imposed or suggested topics)	Posted assignments	50%
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>▪ Designing a work/project, in International Business (Romanian – French business; entire business plan or on various components)</li> <li>▪ Designing a work/project, assuming the responsibility of tasks specific to the role of multi-specialized team (francophone, multicultural team)</li> </ul>			

<b>Date</b>	<b>Course titleholder:</b>	<b>Seminar titleholder:</b>
25.09.2020	Lecturer Andra Teodora Porumb Ph.D.	Lecturer Andra Teodora Porumb Ph.D.
	E-mail address: andra.catarig@gmail.com	E-mail address: andra.catarig@gmail.com

**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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<sup>1</sup> State the contact information (telephone, e-mail, web page, etc) of the academic institution beneficiary of the *Syllabus*

