

# 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 II - 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.3 (French)						
2.2 Course titleholder							
2.3 Seminar titleholder	Lecturer Rodica Bogdan Ph.D.						
2.4 Year of study	II	2.5 Semester	3	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	2	out of which: 3.2 course		3.3 seminar	2
3.4 Total of hours in Curriculum	28	out of which: 3.5 course		3.6 seminar	28
<b>Distribution of hours:</b>					22 hours
Studying the workbook, course book, bibliography and notes					10 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					6 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					4 hours
Tutorship					-
Assessment activities					2 hours
Other activities.....					-
3.7 Total hours of individual study	<b>22</b>				
3.9 Total hours/semester	<b>50</b>				
3.10 Number of credits	2				

## 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>	<p>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</p> <p>C1.2 Explaining the key concepts and methodologies of interpretation of phenomena and processes faced by public and private organizations in international business</p> <p>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</p>
<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
8.2 Seminar (S)		
La France et la langue française	interactive methods	online / in site
8.2.1. Rechercher un emploi	interactive methods	online / in site
8.2.2. Comprendre une petite annonce	interactive methods	online / in site
8.2.3. Le CV. La lettre de candidature	interactive methods	online / in site
8.2.4. L'entretien d'embauche	interactive methods	online / in site
8.2.5. Travailler – le contrat de travail	interactive methods	online / in site
8.2.6. Réussir sa carrière	interactive methods	online / in site
8.2.7. Organiser le temps de travail	interactive methods	online / in site
8.2.8. Analyser les données du travail	interactive methods	online / in site
8.2.9. Règlement intérieur d'une entreprise	interactive methods	online / in site
8.2.10. Déterminer les droits des salariés	interactive methods	online / in site
8.2.11. Motifs réels et motifs insuffisants pour licencier	interactive methods	online / in site
8.2.12. Analyser un bulletin de salaire	interactive methods	online / in site
8.2.13. Acheter en ligne	interactive methods	online / in site
8.2.14. Vendre en ligne	interactive methods	online / in site
Bibliography 1. Riehl, L., Soignet, M. (2010). <i>Objectif Diplomatie 1</i> . Paris : Hachette Français Langue Etrangère. 2. Bogdan, R., Catarig, A.T. (2006). <i>Limba franceză. Curs practic</i> , Editura Universității din Oradea. 3. Catarig A.T. (2012). <i>Limba franceză pentru afaceri 1 - Suport pentru Studiul Individual, pentru uzul studenților ID</i> , Universitatea din Oradea. 4. Catarig, A.T., Bogdan, R. (2004). <i>Franceza de afaceri. Curs practic</i> , Editura Universității din Oradea. 5. Danilo, M., Tauzin, B. (1990). <i>Le français de l'entreprise</i> , Paris : CLE International. 6. Danilo, M., Penfornis, J.-L. (2001). <i>Le français de la communication professionnelle</i> . Paris : CLE International/VUEF. 7. Penfornis, J.- L. (2002). <i>Français.com</i> . Paris : CLE International. 8. Predescu, E. (2005). <i>Dicționar economic explicativ român – francez</i> . Pitești : Editura Paralela 45. <a href="http://www.lemonde.fr">www.lemonde.fr</a> <a href="http://www.lefigaro.fr">www.lefigaro.fr</a> <a href="http://www.francaisfacile.com">www.francaisfacile.com</a>		
8.3 Laboratory (L)		
8.4 Project (P)		
8.5 Practical works (P)		

**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)			
10.5 Seminar (S)	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 indicated), elements of originality Conditions required: • attendance: minimum 5 • elaboration of assignments and oral presentations along the semester (imposed or suggested topics)	Online Test Online oral contributions and posted assignments, tests, daily observation during online classes	80% 20%
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>			

**Date**

**26.09.2020**

**Course titleholder:**

**Seminar titleholder:  
Lecturer Rodica Bogdan Ph.D.**

E-mail address:

[bogdan\\_r\\_30@yahoo.com](mailto:bogdan_r_30@yahoo.com)

**Director of Department,  
Associate Professor Liana-Eugenia Meşter PhD**

**Date of approval in the  
Department:**

**28.09.2020**

**Contact data**

University of Oradea, Faculty of Economic Sciences, Department of International Businesses  
 Universităţii 1, Building Corp F, floor 1, room F209  
 Zip code 410087, Oradea, Bihor, Romania  
 Tel.: 0259-408799; Fax: 0259-408409  
 E-mail: [steconomice@uoradea.ro](mailto:steconomice@uoradea.ro)  
 Web page: <http://steconomiceuoradea.ro>

**Dean,  
Professor Alina BĂDULESCU, PhD**

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

**30.09.2020**

**Contact data:**

University of Oradea, Faculty of Economic Sciences, Department of International Businesses  
 Universităţii 1, Building Corp F, floor 1, room F209  
 Zip code 410087, Oradea, Bihor, Romania  
 Tel.: 0259-408799; Fax: 0259-408409  
 E-mail: [steconomice@uoradea.ro](mailto:steconomice@uoradea.ro)  
 Web page: <http://steconomiceuoradea.ro>