

# 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	Foreign Language for Business II.3 - German						
2.2 Course titleholder	lecturer Andrea HAMBURG PhD						
2.3 Seminar titleholder	lecturer Andrea HAMBURG PhD						
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	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>					33 hours
Studying the workbook, course book, bibliography and notes					18 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					2 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					10 hours
Tutorship					0 hour
Assessment activities					3 hours
Other activities.....					0 hour
3.7 Total hours of individual study	<b>33</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 the course activities	Existence of videoprojector
5.2. concerning the seminar/laboratory activities	-

<b>6. Specific skills acquired</b>	
<b>Professional skills</b>	<ul style="list-style-type: none"> <li>▪ C1.1 Describing the key concepts, theories and methods used in the study of competitive advantages at different levels (global, EU-27, national, regional) for profit-oriented public or private institutional units</li> <li>▪ C1.2 Explaining the key concepts and methodologies of interpretation of phenomena and processes faced by public and private organizations in international business</li> </ul>
<b>Transversal Skills</b>	<ul style="list-style-type: none"> <li>▪ CT1. The application of principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work.</li> <li>▪ CT3. The identification of 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	<ul style="list-style-type: none"> <li>▪ Forming communication skills in a widely spoken foreign language like German both for private and professional goals and at the same time awareness of the importance of lifelong learning</li> <li>▪ The ability of using in German key concepts in the domain of international business</li> <li>▪ Forming intercultural competence and the ability of working in multi-specialized and multicultural teams</li> <li>▪ The ability of documentation in German language</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>▪ Knowledge and correct use of the vocabulary necessary for both an every day and a professional conversation like applying for a scholarship or a job, job interview;</li> <li>▪ Knowing the specific features of an official letter and the formal differences between a private and an official letter;</li> <li>▪ Knowing the rules of CV writing;</li> <li>▪ Knowing grammar rules for correct expression of past actions and events by using simple past tense, for indicating the date, using temporal prepositions, for argumentation by means of causal clauses etc.</li> <li>▪ The capacity of elaborating in German texts of different types (want ads for a job or a flat, CV, letter of motivation or intent)</li> </ul>

### 8. Contents

<b>8.1 Course (C)</b>	<b>Teaching methods</b>	<b>Observations</b>
8.1.1. Im Restaurant. Ein Geschäftsessen	interactive methods, using audio devices	
8.1.2. Das Perfektpartizip	discourse, interactive methods	
8.1.3. Das Perfekt	discourse, interactive methods	
8.1.4. Landeskunde Deutschland	discourse, interactive methods	
8.1.5. Bewerbung um ein Stipendium	discourse, interactive methods	
8.1.6. Der Lebenslauf. Die Präpositionen seit, in, vor, ab, bis, von-bis, von-bis zu. Jahre im Datum	discourse	
8.1.7. Der Begründungsbrief. Der Kausalsatz	discourse	
8.1.8. Berufe	discourse	
8.1.9. Jobsuche und Jobsangebot. Zeitungsannoncen. Die Abkürzungen	discourse, interactive methods	
8.1.10. Bewerbung um einen Job	discourse, interactive methods	

8.1.11. Das Bewerbungsschreiben. Verben mit Präposition	discourse, interactive methods	
8.1.12. Das Vorstellungsgespräch. Ausdrücke	discourse, interactive methods	
8.1.13. Wohnungssuche. Zeitungsannoncen	discourse, interactive methods	
8.1.14. Wohnungssuche (Dialog)	interactive methods	
Bibliography		
1. Hamburg, Andrea, German for Business II.3+II.4., <a href="http://distance.iduoradea.ro/file.php/3587/German_for_Business_II.3_II.4_AIE_II.pdf">http://distance.iduoradea.ro/file.php/3587/German_for_Business_II.3_II.4_AIE_II.pdf</a>		
2. Hamburg, Andrea, Limba germană pentru afaceri. Manual pentru anul II, Wirtschaftsdeutsch für Anfänger. Lehrbuch 2, University Publishing House, Oradea, 2014, online: <a href="http://distance.iduoradea.ro/file.php/2544/Limba_germana_pentru_afaceri_II.3_II.4_AI_anul_II.pdf">http://distance.iduoradea.ro/file.php/2544/Limba_germana_pentru_afaceri_II.3_II.4_AI_anul_II.pdf</a>		
3. Idem, Limba germană, Manual pentru anul II, revised edition, University Publishing House Oradea, 2011.		
4. Idem, D-wie Deutsch - Curs de limba germană, University Publishing House Oradea, 2002.		
5. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Grundstufe, Klett Edition Deutsch, Stuttgart, 2003.		
6. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Aufbaustufe, Ernst Klett International, Stuttgart, 2002.		
7. Peck, Anthony, Mastering German. Macmillan Press LTD., 1995.		
8. <a href="https://www.youtube.com/results?search_query=im+restaurant+deutsch+lernen">https://www.youtube.com/results?search_query=im+restaurant+deutsch+lernen</a>		
<b>8.2 Seminar (S)</b>	<b>Teaching methods</b>	<b>Observations</b>
8.2.1. Eine Speisekarte	interactive methods, cooperative learning	
8.2.2. Übungen zum Perfektpartizip	interactive methods	
8.2.3. Übungen zum Perfekt	interactive methods	
8.2.4. Landeskunde Deutschland - Projekt I	interactive methods, cooperative learning	
8.2.5. Landeskunde Deutschland – Projekt II	interactive methods, cooperative learning	
8.2.6. Ausfüllen des Bewerbungsformulars	interactive methods	
8.2.7. Übungen zu den Präpositionen und zum Datum. Erstellen des Lebenslaufs	interactive methods	
8.2.8. Erstellen eines Begründungsbriefes. Situationsspiel	interactive methods, role play	
8.2.9. Übungen zum Kausalsatz	interactive methods	
8.2.10. Erstellen von Zeitungsannoncen	interactive methods, cooperative learning	
8.2.11. Erstellen eines Bewerbungsschreibens	interactive methods, role play	
8.2.12. Übungen zu den Verben mit Präposition	interactive methods	
8.2.13. Übungen zum Thema „Ausdrücke“	interactive methods	
8.2.14. Erstellen von Zeitungsannoncen zum Thema „Wohnungssuche“	interactive methods, cooperative learning	
<b>8.3 Laboratory (L)</b>		
<b>8.4 Project (P)</b>		
<b>8.5 Practical works (P)</b>		
Bibliography		
1. Hamburg, Andrea, Deutsche Grammatik mal anders - 100 Übungen mit Spaß, University Publishing House Oradea , 2003.		
2. Hamburg, Andrea, German for Business II.3+II.4., <a href="http://distance.iduoradea.ro/file.php/3587/German_for_Business_II.3_II.4_AIE_II.pdf">http://distance.iduoradea.ro/file.php/3587/German_for_Business_II.3_II.4_AIE_II.pdf</a>		
3. Idem, Limba germană pentru afaceri. Manual pentru anul II, Wirtschaftsdeutsch für Anfänger. Lehrbuch 2, University Publishing House, Oradea, 2014, online: <a href="http://distance.iduoradea.ro/file.php/2544/Limba_germana_pentru_afaceri_II.3_II.4_AI_anul_II.pdf">http://distance.iduoradea.ro/file.php/2544/Limba_germana_pentru_afaceri_II.3_II.4_AI_anul_II.pdf</a>		

4. Macaire, Dominique, Nicolas, Gerd, Wirtschaftsdeutsch für Anfänger, Aufbaustufe, Ernst Klett International, Stuttgart, 2002.

**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 content of the German course offers future economists at the beginning basic communication skills in German with the possibility of widening their horizon later on and of application in the field of professional relations
- 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

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	<p>Requirements for grade 5:</p> <ul style="list-style-type: none"> <li>- acquiring working techniques with auxiliary devices like: model letters, dictionaries etc;</li> <li>- the ability of communicating in a simple way about every day topics of professional life;</li> <li>- knowing the requirements for a CV and its components in German;</li> <li>- the ability of distinguishing an official letter from an informal one by recognizing the specific features of official correspondence;</li> <li>- the ability of recognizing professional terminology and grammar structures for specific objectives in German like temporal prepositions, indicating the date, causal clause</li> </ul> <p>Requirements for grade 10:</p> <ul style="list-style-type: none"> <li>- acquiring working techniques with auxiliary devices like: model letters, dictionaries etc;</li> <li>- the ability of communicating about every day topics of professional life;</li> <li>- knowing the requirements for a CV and its components in German and applying this knowledge by drawing up a CV;</li> <li>- the ability of distinguishing an official letter from an informal one by recognizing the specific features of official correspondence;</li> <li>- the ability of drawing up different types of letters: motivation letter, letter of intention, etc.</li> </ul>	Final written examination 3 subjects/50 minutes	50%

	- the ability of recognizing professional terminology and grammar structures for specific objectives in German like temporal prepositions, indicating the date, causal clause, etc.;		
10.5 Seminar (S)		Intermediary paper (semester assessment – possible only during the semester, 45 minutes)	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 study/international business project.</li> <li>▪ Finding real time solutions, having qualified assistance, solving a real/hypothetical problem at the workplace, complying with the rules of professional ethics.</li> </ul>			

<b>Date</b>	<b>Course titleholder:</b>	<b>Seminar titleholder:</b>
<b>21.09.2020</b>	<b>Lecturer Andrea Hamburg PhD</b>	<b>Lecturer Andrea Hamburg PhD</b>
	E-mail address: <a href="mailto:ahamburg@uoradea.ro">ahamburg@uoradea.ro</a>	E-mail address: <a href="mailto:ahamburg@uoradea.ro">ahamburg@uoradea.ro</a>

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**Date of approval in the Department:**  
**28.09.2020**

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

.....30.09.2020.....

**Dean,**  
**Professor Alina BĂDULESCU PhD**

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