

# 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.4 - German						
2.2 Course titleholder	-						
2.3 Seminar titleholder	lecturer Andrea HAMBURG PhD						
2.4 Year of study	II	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	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>					47 hours
Studying the workbook, course book, bibliography and notes					25 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					5 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					14 hours
Tutorship					0 hour
Assessment activities					3 hours
Other activities.....					0 hour
3.7 Total hours of individual study	<b>47</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	-

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	<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

8.1 Course (C)	Teaching methods	Observations
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Tagesablauf (privat). Erstellen des Tagesablaufs	interactive methods, cooperative learning	
8.2.2. Reflexivverben. Übungen zu den Reflexivverben	interactive methods	
8.2.3. Tagesablauf im Büro. Die Verben legen, hängen, stellen, setzen	interactive methods	
8.2.4. Übungen zu den Verben legen, hängen, stellen, setzen	cooperative learning	
8.2.5. Ein Geschäftsangebot	interactive methods	
8.2.6. Besprechung der Möglichkeit eines Joint Venture Projekts. Situationsspiel	interactive methods, role play	
8.2.7. Der Konditionalsatz. Übungen zum Konditionalsatz I	interactive methods	
8.2.8. Übungen zum Konditionalsatz II	interactive methods	
8.2.9. Einen Termin festsetzen/ändern. Situationsspiel	interactive methods, role play	
8.2.10. Einen Flug buchen. Ein Taxi bestellen	interactive methods, cooperative learning	
8.2.11. Der Finalsatz. Übungen zum Finalsatz I	interactive methods	

8.2.12. Übungen zum Finalsatz II	interactive methods	
8.2.13. Firmenpolitik. Maßnahmen zur Erhöhung der Leistungsfähigkeit	interactive methods	
8.2.14. Brainstorming - Maßnahmen zur Erhöhung der Leistungsfähigkeit	interactive methods	
<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**

<ul style="list-style-type: none"> <li>▪ 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</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)	-		
10.5 Seminar (S)	Requirements for grade 5:  - acquiring working techniques with auxiliary devices like: model letters, dictionaries etc; - the ability of communicating in a simple way about every day topics of professional life; - knowing the requirements for a CV and its components in German; - the ability of distinguishing an official letter from an informal one by recognizing the specific features of official correspondence; - the ability of recognizing professional terminology and grammar structures for specific objectives in German like temporal prepositions, indicating the date, causal clause  Requirements for grade 10:	Intermediary paper (semester assessment – possible only during the semester)  Final written examination	50%  50%

	<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> <li>- the ability of recognizing professional terminology and grammar structures for specific objectives in German like temporal prepositions, indicating the date, causal clause, etc.;</li> <li>- tackling all the topics at the final and intermediary written paper;</li> <li>- consulting course material.</li> </ul>		
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>▪ Finding real time solutions, having qualified assistance, solving a real/hypothetical problem at the workplace, complying with the rules of professional ethics.</li> <li>▪ Developing and presenting with arguments the application of a personal professional development plan.</li> </ul>			

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

<b>Date of approval in the Department:</b> <b>28.09.2020</b>	<b>Director of Department,</b> <b>Associate Professor Liana-Eugenia MEȘTER PhD</b>
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**Date of approval in  
The Council of the  
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.....30.09.2020.....

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