

## SYLLABUS

### 1. Information on academic programme

1.1. . University	<b>"1 Decembrie 1918"</b>
1.2. Faculty	<b>Faculty Of Sciences</b>
1.3. Departament	<b>Economic Science and Business Administration</b>
1.4. Field of study	<b>Business Administration</b>
1.5. Cycle of Study	undergraduate
1.6. Academic programme / Qualification	<b>Business Administration</b>

### 2. Information of Course Matter

2.1. Course		French Language		2.2. Code		BA226.2	
2.3. Course Leader							
2.4. Seminar Tutor				Cibian Aura			
2.5. Academic Year	<b>II</b>	2.6. Semester	<b>II</b>	2.7. Type of Evaluation (E – final exam/C-examination /VP)	<b>Vs</b>	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	<b>C</b>

### 3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	<b>2</b>	ou3.2. course	<b>2</b>	3.3. seminar, laboratory	<b>2</b>
3.4. Total number of hours in the curriculum	<b>28</b>	3.5. course	<b>28</b>	3.6 seminar, laboratory	<b>28</b>
Allocation of time					hours
Individual study of readers					<b>25</b>
Documentation (library)					<b>4</b>
Home assignments, Essays, Portfolios					<b>10</b>
Tutorials					-
Assessment (examinations)					<b>8</b>
Other activities.....					-

3.7 Total number of hours for individual study	<b>47</b>
3.9 Total number of hours per semester	<b>75</b>
3.10 Number of ECTS	<b>3</b>

### 4. Prerequisites (*where applicable*)

4.1. curriculum-based	
4.2. competence-based	

## 5. Requisites (where applicable)

5.1. course-related	
5.2. seminar/laboratory-based	- for seminar: informative materials - technical equipment: laptop

## 6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Professional competences	<i>C2.1 Defining the main characteristics of the oral and written communication, text reception and production in French</i> <i>C2.2 Interpretation of the relation between the written message and its context, explanation of the argumentative and construction techniques of message in French</i> <i>A2.2 The use of information sources with discernment and scientific probity</i> <i>A2.3 Organisation of various debates, case study construction and structure argumentation</i> <i>SP2. Drawing up of a complex written and oral discourse on a given topic, rich in lexical and syntactic components, precisely articulated from a logical point of view</i>
Transversal competences	-

## 7. Course objectives (as per the programme specific competences grid)

7.1 General objectives of the course	<i>To develop the student's capacity to understand and use the French language structure correctly and efficiently (intermediary level, economic language)</i>
7.2 Specific objectives of the course	- <i>To understand various situations of oral and written communication in foreign language</i> - <i>To produce situations of oral and written communication in foreign language</i> - <i>To form an epistemic communicational attitude</i>

## 1. Course contents

<b>8. 2. Seminars-laboratories</b>		
1. La recherche d'un emploi	S1. Les étapes. 1.1. L'offre d'emploi. 1.2. Comparer des annonces.	2
2. La recherche d'un emploi	S2. Poser sa candidature. 2.1. Le CV. La lettre de candidature. Différences. 2.2. Présentation personnelle. 2.3. Expression des avantages et inconvénients.	2
3. La recherche d'un emploi	S3. Poser sa candidature. 3.1. L'entretien d'embauche. 3.2. Poser et répondre à des questions. 3.2. Faire des concessions.	2
4. Travailler	S4. Conditions de travail. 4.1. S'orienter dans l'entreprise. 4.2. Avoir les qualités nécessaires.	2
5. Travailler	S5. Communication interne. 5.1. Les horaires de travail. 5.2. Questionnaires internes.	2

6. Travailler	S6. Communication interne. 6.1. La note de service. 6.2. Expression des buts.	2
7. Connaître et défendre ses droits	S7. Le contrat de travail. La lettre d'engagement. 7.1. Définition. Analyse d'éléments constitutifs. 7.2. Rédaction.	2
8. Connaître et défendre ses droits	S8. Le règlement interne. 8.1. Expression des droits et obligations. 8.2. Comparaison des règlements.	2
9. Connaître et défendre ses droits	S9. Le licenciement. 9.1. Motifs sérieux ou insuffisants. Licenciement abusif. 9.2. Expression de la cause et de la conséquence.	2
10. Découvrir l'entreprise	S10. Définitions. 10.1. Expressions pour définir.	2
11. Découvrir l'entreprise	S11. L'organigramme. Formes juridiques. 11.1. Décrire les responsabilités.	2
12. Découvrir l'entreprise	S12. Affaires à faire. 12.1. Présentation d'une petite entreprise. 12.2. Modèles des lettres officielles. 12.3. Le K-bis.	2
13. Bilan	S13. Terminologie de spécialité. 13.1. Exercices de traduction.	2
14. Bilan	S14. Terminologie de spécialité. 14.1. Exercices de traduction.	2

## References

*Dicționar economic explicativ român-francez*, 2nd edition, Paralela 45 Publishing House, Pitești, 2005.  
 CILIANU-LASCU, Corina, *Culegere de exerciții lexico-gramaticale cu profil economic*, Meteor Press, Bucharest, 2004.  
 CORADO, L, SANCHEZ-MACAGNO, M-O, *Français des affaires* (350 exercices, textes et documents), Paris, Hachette, 1990.  
 DANILO, M et PENFORNIS, J, LINCOLN, M, *Le français de la communication professionnelle*, International, Paris, 1993.  
 DANILO, M, TAUZIN, B, *Le français de l'entreprise*, CLE International Paris, 1990.  
 DĂNILĂ, Sorina et alii, *Examenle DELF, DALF, nivelurile A și B*, Polirom, Iași, 2006.  
 DRĂGAN, Maria, *Communication écrite commerciale et financière. Commerce extérieur. Banques. Assurances*, Meteor Press, Bucharest, 2007.  
 SZILAGYI, E, *Affaires à faire*, Presses Universitaires Grenoble, 1990.

## 9. Corroboration of course contents with the expectations of the epistemic community's significant representatives, professional associations and employers in the field of the academic programme

*The course content is adapted to the present legislative framework of the European linguistic policies. The discipline might be a starting point for advanced study and for the drawing up of high level scientific works for the graduates who pursue to enroll themselves in a master programme in the field of Economics. The course content corresponds to the employees' current practical needs.*

## 10. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course			
10.5 Seminar/laboratory	- The capacity to understand and analyse various types of discourse		75%
	- Capacity to produce various types of discourse		-
	- Involvement in approaching seminar themes		25%
10.6 Minimum performance standard:			

Submission date

04.10.2019

Course leader signature

Seminar tutor signature  
Asist. univ. dr Cibian Aura Celestina



Approval date in departament

5.09.2019

Department director's signature,  
PhD Assoc.Prof. Gavrilă-Păven Ionela



**Note: seminars will be retrieved as follows:**

Papers focused on the seminar topics

Grid test solving

Completion of justificatory documents

Solving practical applications about the elements that generate financial position and performance, types of modified balance sheets, account functioning rules