

SYLLABUS

1. Information on academic programme

1.1. University	“1 Decembrie 1918”
1.2. Faculty	Faculty of Economic Sciences
1.3. Department	Department of Economics and Business Administration
1.4. Field of Study	Business Administration
1.5. Cycle of Study	undergraduate
1.6. Academic programme / Qualification	Business Administration

2. Information of Course Matter

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

3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	2	3.2. course	-	3.3. seminar, laboratory	2
3.4. Total number of hours in the curriculum	22	3.5. course	-	3.6. seminar, laboratory	22
Allocation of time:					Hours
Individual study of readers					25
Documentation (library)					4
Home assignments, Essays, Portfolios					10
Tutorials					-
Assessment (examinations)					8
Other activities.....					-

3.7 Total number of hours for individual study	57
3.8 Total number of hours in the curriculum	22
3.9 Total number of hours per semester	75
3.10 number of ECTS	3

4. Prerequisites (where applicable)

4.1. curriculum-based	
4.2. competence-based	

5. Requisites (where applicable)

5.1. course-related	
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5.2. seminar/laboratory-based	informative materials - technical equipment: laptop
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6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Professional competences	<p><i>C2.1 Defining the main characteristics of the oral and written communication, text reception and production in French</i></p> <p><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></p> <p><i>A2.2 The use of information sources with discernment and scientific probity</i></p> <p><i>A2.3 Organisation of various debates, case study construction and structure argumentation</i></p> <p><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></p>
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	<ul style="list-style-type: none"> - <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>

8. Course contents

8.1 Course (learning units)	Teaching methods	Remarks
8.2 References		
Seminars-laboratories	Teaching methods	
1. La lettre d'affaire	S1. Définition. 1.1. Avantages et inconvénients. 1.2. Mise en page. 1.3. Eléments caractéristiques : en-tête, références, lieu et date, objet, titre de civilité, corps de la lettre, pièces jointes, signature.	2
2. La lettre d'affaire	S2. Présentation graphique. Règles graphiques. 2.1. Présentation normalisée.	2
3. La lettre d'affaire	S3. Modèle français. Modèle américain. Etude contrastive. 3.1. Conception et rédaction d'une lettre.	2
4. Le télex	S4. Définition. 4.1. Avantages et inconvénients. 4.2. Formules – type. 4.3. Lecture d'un télex. 4.4. Modèles.	2
5. Le fax	S5. Définition. 5.1. Avantages et inconvénients. 5.2. Formules – type. 5.3. Lecture d'un télex.	2

	5.4. Modèles.	
6. Le message swift	S6. Définition. 6.1. Avantages et inconvénients. 6.2. Formules – type. 6.3. Lecture d'un télex. 6.4. Modèles.	2
7. Le mél	S7. Définition. 7.1. Avantages et inconvénients. 7.2. Formules – type. 7.3. Lecture d'un télex. 7.4. Modèles.	2
8. La facture	S8. Définition. 8.1. Types de facture. Facture/bon de livraison. 8.2. Modèles. 8.3. Verso de la facture. Verso du bon de livraison.	2
9. La lettre de réclamation	S9. Définition. 9.1. Modèles. 9.2. Réponse à une lettre de réclamation.	2
10. Les impayés	S10. La lettre de rappel. Définition. 10.1. Modèles.	2
11. Les paiements internationaux	S11. Le paiement d'une affaire internationale. 11.1. Modes de paiement à l'international.	2
12. Les paiements internationaux	S12. Clauses contractuelles concernant les modes de paiement.	2
13. Bilan	S13. Exercices de rédaction.	2
14. Bilan	S14. Exercices de rédaction.	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.

1. 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.

2. 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:			

Remarks:

Submission date

Course leader signature

Seminar tutor signature

Date of approval by Department members

Department director signature
