

CORSE OUTLINE

1. Information about the program

1.1 Higher education institution	“Alexandru Ioan Cuza” University of Iași
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Department	Economics and International Business Relations
1.4 Field of study	Business Administration
1.5 Cycle of study	Bachelor
1.6 Study program / Qualification	Business Administration

2. Information about the course

2.1 Course title		Business French 3					
2.2 Course coordinator		Conf. Ana Alexandra Sanduloviciu , PhD					
2.3 Seminar coordinator		Conf. Ana Alexandra Sanduloviciu , PhD					
2.4 Year of study	2	2.5 Semester	1	2.6 Type of evaluation*	MT	2.7 Course status**	C

* *MT-MID-TERM, O-ORAL EXAM, E-EXAM, M-MIXED*; ** *C-compulsory/O-optional/E-elective*

3. Estimated time allocation (hours per semester and teaching activities)

3.1 Number of hours per week	3	out of which: 3.2 course	2	3.3 seminar / laboratory	1
3.4 Total number of hours per semester	28	out of which: 3.5 course	14	3.6 seminar / laboratory	14
Time allocation					h
Study based on course book, course materials, bibliography and other					35
Supplementary study in the library, on electronic platforms and on the field					32
Preparing seminars/laboratories, assignments, papers, portfolios and essays					35
Tutorship					4
Examination					
Other activities					
3.7 Total hours of individual study					
3.8 Total hours per semester					
3.9 Number of credits					5

4. Prerequisites (if applicable)

4.1 Referring to curriculum	Not necessary
4.2 Referring to competences	Not necessary

5. Conditions (if applicable)

5.1 For the course	Not necessary
5.2 For the seminar / laboratory	Not necessary

6. Specific competences accumulated

Professional competencies	
Transversal competencies	<p>CT2 – Identifying roles and responsibilities within a multispecialized team and applying relational techniques and efficient work techniques within the team (0.5 credits)</p> <p>CT3 Identifying lifelong training opportunities and the efficient use of personal development learning resources and techniques.</p>

7. Course objectives (based on specific competencies accumulated)

7.1 General objective	<p>Familiarizing students with economic terms in French</p> <p>Emphasis will be given to developing each of the four competences considered when learning a foreign language: written and oral understanding, written and oral expression</p>
7.2 Specific objectives	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> ▪ Understand and use the basic notions in the field ▪ Use terminology and french grammar in written and oral communication ▪ Communicate in real profesional contexts

8. Content

8.1	Course	Teaching methods	Observations (time and bibliography)
1.	<i>Présenter l'entreprise : les types d'entreprises françaises, le rôle de l'entreprise, raconter l'historique et parler de l'activité d'une entreprise</i>	Interactive course, heuristic conversation	4 hours
2.	<i>La communication de l'entreprise avec ses partenaires : types de communication écrite : la lettre commerciale – mise en page et normes de rédaction à la française</i>	Interactive course, heuristic conversation	2 hours
3.	<i>Le mail ou courriel professionnel – normes de rédaction</i>	Interactive course, heuristic conversation	2 hours
4.	<i>Le Curriculum Vitae - rédaction</i> Vocabulaire spécifique pour le CV et l'entretien	Interactive course, heuristic conversation	2 hours
5.	<i>La lettre d'intention – rédaction</i> Vocabulaire spécifique	Interactive course, heuristic conversation	2 hours

Bibliography**Compulsory reading:**

Jean-Luc Penfornis, *Grammaire progressive du Français des affaires*, Paris, Clé International, 2014.

Jean-Luc Penfornis, *Vocabulaire progressif du Français des affaires*, 2^e édition, Paris, Clé International, 2013.

Optional reading:

Bernard Gillmann, *Travailler en français en entreprise*, Turin, Didier, 2012.

Eliane Cloose, *Le français du monde du travail*, Grenoble, Presses universitaires de Grenoble, 2010

Anne-Lyse Dubois, Béatrice Tauzin, *Objectif express 2. Le monde professionnel en français*, Paris, Hachette, 2010

Marianne Gautier, *Banque-Finance.com*, Paris, Clé International, 2006

8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1-7.	Apprendre et améliorer l'expression écrite concernant la rédaction de documents professionnels spécifiques au monde de l'entreprise: la lettre d'affaires et d'intention, des lettres dans les relations des clients avec les banques, le mail personnel et professionnel.	Interactive teaching methods, case study method	2 hours

Bibliography**Compulsory reading:****Optional reading:**

Ruxandra Vasilescu (coordonator), *Dicționar de termeni economici*, Iași, Polirom, 2008

Le Nouveau Petit Robert, Paris, 2002

Christine-Anca Savin, Vasile Savin, *Dicționar francez-român : administrativ, comercial, economic, financiar-bancar, juridic*, Cluj, Editura Dacia, 2001

Christine-Anca Savin, Vasile Savin, *Dicționar român-francez: administrativ, comercial, economic, financiar-bancar, juridic*, Cluj, Editura Dacia, 2001

<http://www.projetdafa.net/> *Dictionnaire d'apprentissage du Français des Affaires*

www.lepointdufle.net

9. Bridging course content with the expectations of the community, professional associations and representative employers in the field of the program

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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course	test	test	40
10.5 Seminar/ Laboratory	Oral evaluation, presentation	on-going evaluation, during semester	60
10.6 Minimal performance standard			

Obtaining 5 points (out of 10) both for the evaluation along the semester (seminar) and for the final evaluation.

Date
4 octombrie 2023

Course coordinator
Conf. **Ana Sanduloviciu**, Ph.D.

Seminar coordinator
Conf. **Ana Sanduloviciu**, Ph.D.

Date of approval in the departament

Head of departament
Professor Andreea Iacobuță, PhD