

SYLLABUS
Academic year 2024-2025
Year of Study II / Semester I

1. Information on academic program

1.1. University	„1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

2. Information of Course Matter

2.1. Course	French Language		2.2. Code	BA 215.2			
2.3. Course Leader							
2.4. Seminar Tutor	Lecturer PhD. Cibian Aura						
2.5. Academic Year	II	2.6. Semester	I	2.7. Type of Evaluation (E – final exam / CE - colloquium examination / CA - continuous assessment)	CE	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

2. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	-	3.2. course	-	3.3. seminar	2
3.4. Total number of hours in the curriculum	28	3.5. course	-	3.6. seminar	28
Allocation of time:					Hours
a	Individual study of readers				20
b	Documentation (library)				15
c	Home assignments, Essays, Portfolios				10
d	Tutorials				
e	Assessment (examinations)				2
f	Other academic activities (study visits, mentoring, projects)				-

3.7 Total number of hours for individual study (a+b+c)	45
3.8 Total number of hours for academic activities (d+e+f+3.4)	30
3.9 Total number of hours per semester (3.7+3.8)	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	Room with projector and board
5.2. seminar/laboratory-based	Room with projector and board

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

Competences/Study results	C1. Knowledge, understanding of the basic concepts, theories, and methods of the field and area of specialization; their proper use in professional communication
Transversal competences	TC2 Identifying roles and responsibilities in a multi-specialized team and applying relationship techniques and effective work within the team. Carrying out a work/project, responsibly assuming tasks specific to the role in a multi-specialized team

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

7.1 General objectives of the course	Effective communication, written and oral, in the modern language (specialized language).
7.2 Specific objectives of the course	Conceived and developed as part of a complementary training, the discipline "French Language" allows the acquisition of skills in the direction of recognition and use of specialized language in the economic, legal-administrative field, in institutional-entrepreneurial situations. In addition to language skills, students are confronted with information of a French cultural-civilizational nature, indispensable in the current multicultural development.

8. Course contents

8.1 Course	Teaching methods	Remarks
-	-	-
Bibliography		
8.2 Seminar	Teaching methods	Remarks
Préconditions de compétences	<i>Presentation assisted by calculator (Power Point) Conversation and comment of text</i>	2 hours
Éléments introductifs	<i>Presentation assisted by calculator (Power Point) Conversation and comment of text</i>	2 hours
1. La recherche d'un emploi. Étapes. Le CV et la lettre de candidature.	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
2. L'offre d'emploi. Étude des offres publiées par des agences en ligne.	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
3. L'offre d'emploi. Étude des offres publiées par des agences en ligne. (continued in S4)	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
4. L'offre d'emploi. Étude des offres publiées par des agences en ligne. (continued in S5)	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
5. L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature.	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
6. L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature. (continued in S7)	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
7. L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature. (continued in S8)	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
L'entretien d'embauche. Questions de l'entretien.	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours
L'entretien d'embauche. Sources internet audio-vidéo.	<i>Problematization and learning by discovery Conversation and comment of text</i>	2 hours

L'entretien d'embauche. Sources internet audio-vidéo.	<i>Problematicization and learning by discovery</i>	2 hours
La presentation personnelle orientee	<i>Problematicization and learning by discovery</i>	2 hours
Révision	<i>Problematicization and learning by discovery</i>	2 hours

Bibliography:

Cibian, Aura (2015), *La langue française en milieu institutionnel-entrepreneurial*, Alba Iulia, Seria Didactica.
 Cilianu-Lascu, Corina (2004), *Culegere de exerciții lexico-gramaticale cu profil economic*, București, Meteor Press.
 Corado, Lydie, Sanchez-Macagno, Marie-Odile, (1990), *Français des affaires* (350 exercices, textes et documents), Paris, Hachette.
 Danilo, Michel et Penfornis, Jean-Luc (1993), *Le français de la communication professionnelle*, Paris, CLE International.
 Danilo, Michel, Tauzin, Beatrice (1990), *Le français de l'entreprise*, Paris, CLE International Paris.
 Dănilă, Sorina et alii (2006), *Examenle DELF, DALF, nivelurile A și B*, Iași, Polirom.
 Drăgan, Maria (2007), *Communication écrite commerciale et financière. Commerce extérieur. Banques. Assurances*, București, Meteor Press.
 Grevisse, Maurice (1994), *Le Bon usage*, Duculot.
 Miquel, Claire (2009), *Vite et bien 2: Méthode rapide pour adultes: B2*, Paris, Clé International.
 Szilagy, Elisabeth (1990), *Affaires à faire*, Presses Universitaires Grenoble.
 Christodorescu, Anca-Maria, *Dicționar român-francez, francez-român*, București, Grammar, 2003.
 Littré, Emile, *Dictionnaire de la langue française*, tomes 1 – 6, Chicago, Encyclopaedia Britannica, 1991.
Dicționar economic explicativ român-francez, ediția a II-a, Paralela 45, Pitești, 2005.
<http://www.larousse.fr/dictionnaires/francais>
<http://www.translate.eu>

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 content of the subject was analysed in the monitoring and evaluation commission of the study program. The commission is made up of representatives of employers and professional associations in the field.

10. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	-	-	-
10.5 Seminar/laborator	Quality of expression, effective oral communication. The quantity and quality of the theoretical knowledge acquired, their integration into the general knowledge of French and the ability to use them correctly in oral communication. <i>Solving exam topics, understanding the requirements, correctness of expression.</i> <i>Qualitative participation in seminars.</i>	<i>oral presentation of an individual written study</i>	25% 75%
10.6 Minimum performance standard: Obtaining minimum grade 5 SP2. Elaboration of a complex oral / written discourse, rich lexically and syntactically, articulated precisely from a logical point of view on a given topic.			

Fill in date
12.09.2024

Seminar tutor signature
Lecturer PhD. Cibian Aura

Approval date in department
16.09.2024

Department director's signature,
Assoc. Prof. PhD. Maican Silvia