

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	Business Administration
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Business Administration (in English language)
1.8. Language of study	English
1.9. Academic year	2019-2020

2. Information on the discipline

2.1. Name	French language								
2.2. Code	19.0153IF1.1-7.1.								
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Test	2.6. Status of the discipline	A	2.7. Number of ECTS credits	3
2.8. Leaders	S(S)	conf.univ.dr. SĂNDULESCU Mariana					mariana.sandulescu@rei.ase.ro		

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	2.00	of which	
		S(S)	2.00
3.3. Total hours from curriculum	28.00	of which	
		S(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	75.00		
3.5. Total hours of individual study	47.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	15.00		
Additional documentation in the library, on specialized online platforms and in the field	10.00		
Preparation of seminars, labs, assignments, portfolios and essays	10.00		
Tutorials			
Examinations	2.00		
Other activities	10.00		

4. Prerequisites

4.1. of curriculum	General French level A1
4.2. of competences	Ability to communicate with French speakers in current situations

5. Conditions

for the S(S)	<ul style="list-style-type: none"> • In the modern language laboratory endowed with audio and video equipment • Using documents in the course file at the French lectorate or distributed by the teacher • The mobile phone shall not be used during the class • Students shall not enter the room after the seminar has begun
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6. Acquired specific competences

CROSS	CT3	Identification of opportunities for continuous learning and the efficient use of learning resources and techniques for one's development
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7. Objectives of the discipline

7.1. General objective	Reaching learning objective specific to the level of competence A2+
7.2. Specific objectives	<ul style="list-style-type: none"> • Ascultarea - Înțelegerea de fraze comune și vocabular consultând viața personală, mediului, profesia: înțelegerea informații esențiale din ștergeți anunțuri și mesaje conectat la activitatea profesională • vorbind - Înțelegerea comună a sarcinilor care necesită o comunicare simplu schimb de informații conectate direct la familiar și profesional subiecte și activități. Studentul se pot angaja în scurt schimburile verbale conectat la profesie • scris - scris mementourilor, mesaje scurte, scrisori, prezentări

8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	Topic 5. Evaluation – self-evaluation Duration: 2 weeks	Evaluating acquired knowledge and developed skills. Examining results obtained.	Self-evaluation of oral presentations by the project teams.
2	Topic 4. Expression orale/écrite: création d'une entreprise, construire le site d'une entreprise, présenter des conflits à résoudre dans une entreprise(Speaking/Writing: setting up a company, building a company site, presenting conflicts to be solved in a company) Duration: 2 weeks Compulsory bibliography Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71 Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39 Penformis J-L – Français. Com, CLE International, 2002, p. 69-92, 105-116 Kavecki R. – Dossier pédagogique :Présenter son entreprise à partir de sites Internet, 2002 Vadillo C. – Dossier pédagogique : Créer une entreprise, CCIP, 2000	Team activity with learning tasks viewing to elaborating projects on setting up a company. Identifying the structure of a presentation. Simulating company presentations.	The students will collect information on various French and French speaking companies and will study their organization.
3	Topic 3. Découvrir l'organisation de l'entreprise et ses activités:faire connaître l'organigramme, les départements et les services, les postes, les tâches professionnelles(Discovering the organization and the activities of the company: presenting the organizational chart, the departments, the jobs, the professional tasks) Duration: 4 weeks Compulsory bibliography Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71 Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39 Penformis J-L – Français. Com, CLE International, 2002, p. 69-92, 105-116.	Interaction teacher-student, student-students, expressing one's point of view, using specialized knowledge to solve communication tasks	The students will study the recommended bibliography, will do the homework prescribed to acquire new knowledge and to consolidate grammar knowledge.

4	<p>Topic 2. Découvrir l'entreprise : visiter ; présenter une entreprise, présenter et décrire les lieux de travail. (Discovering the company : visiting, presenting a company et describing the work places)</p> <p>Duration: 5 weeks</p> <p>Compulsory bibliography</p> <p>Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71</p> <p>Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39</p>	<p>Reading the recommended documents.</p> <p>Speaking and writing about the topic. Role plays, simulations.</p> <p>Reviewing linguistic contents necessary to perform the reading and speaking activities.</p>	<p>The students will study the recommended bibliography, will do the homework prescribed to acquire new knowledge and to consolidate grammar knowledge.</p>
5	<p>Topic 1. Presentation of the curriculum, the work requirements, the evaluation method and the activities to be performed for the final mark</p>	<p>Interaction teacher-student, explanation, demonstration</p>	<p>The students will examine the course file, will visit the French lectorate and will receive information about the way of using it</p>
6	<p>Topic 1. Presentation of the curriculum, the work requirements, the evaluation method and the activities to be performed for the final mark</p>	<p>Interaction teacher-student, explanation, demonstration</p>	
7	<p>Topic 2. Découvrir l'entreprise : visiter ; présenter une entreprise, présenter et décrire les lieux de travail. (Discovering the company : visiting, presenting a company et describing the work places)</p> <p>Duration: 5 weeks</p> <p>Compulsory bibliography</p> <p>Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71</p> <p>Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39</p>	<p>Reading the recommended documents.</p> <p>Speaking and writing about the topic. Role plays, simulations.</p> <p>Reviewing linguistic contents necessary to perform the reading and speaking activities.</p>	
8	<p>Topic 3. Découvrir l'organisation de l'entreprise et ses activités:faire connaître l'organigramme, les départements et les services, les postes, les tâches professionnelles(Discovering the organization and the activities of the company: presenting the organizational chart, the departments, the jobs, the professional tasks)</p> <p>Duration: 4 weeks</p> <p>Compulsory bibliography</p> <p>Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71</p> <p>Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39</p> <p>Penformis J-L – Français. Com, CLE International, 2002, p. 69-92, 105-116.</p>	<p>Interaction teacher-student, student-students, expressing one's point of view, using specialized knowledge to solve communication tasks</p>	
9	<p>Topic 4. Expression orale/écrite: création d'une entreprise, construire le site d'une entreprise, présenter des conflits à résoudre dans une entreprise(Speaking/Writing: setting up a company, building a company site, presenting conflicts to be solved in a company)</p> <p>Duration: 2 weeks</p> <p>Compulsory bibliography</p> <p>Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 22-23,26,31-39, 70-71</p> <p>Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 34-39</p> <p>Penformis J-L – Français. Com, CLE International, 2002, p. 69-92, 105-116</p> <p>Kavecki R. – Dossier pédagogique :Présenter son entreprise à partir de sites Internet, 2002</p> <p>Vadillo C. – Dossier pédagogique : Créer une entreprise, CCIP, 2000</p>	<p>Team activity with learning tasks viewing to elaborating projects on setting up a company.</p> <p>Identifying the structure of a presentation.</p> <p>Simulating company presentations.</p>	
10	<p>Topic 5. Evaluation – self-evaluation</p> <p>Duration: 2 weeks</p>	<p>Evaluating acquired knowledge and developed skills. Examining results obtained.</p>	

Bibliography

- Pou G., Sanchez M., Commerce/Affaires, CLE International, Paris, 1993, Franța
- Vadillo C., Dossier pédagogique : Créer une entreprise, CCIP, Paris, 2000, Franța
- Bloomfield A., Tauzin B., Affaires à suivre, Hachette Livre, Paris, 2001, Franța
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- Danilo M., Penformis J.L., Le Français de la communication professionnelle, CLE International, Paris, 1993, Franța
- Delcos J., Leclercq B., Suvanto M., Français des relations professionnelles-Carte de visite, Didier, Paris, 2000, Franța

- Danilo M., Performis J.L., Le Français de la communication professionnelle, CLE International, Paris, 1993, Franța
- Delcos J., Leclercq B., Suvanto M., Français des relations professionnelles-Carte de visite, Didier, Paris, 2000, Franța
- Le Ninan Cl., Le Français des affaires par la vidéo, Didier, Paris, 1993, Franța
- Penformis J.-L., Français.Com, CLE International, Paris, 2002, Franța
- Le Ninan Cl., Le Français des affaires par la vidéo, Didier, Paris, 1993, Franța
- Penformis J.-L., Français.Com, CLE International, Paris, 2002, Franța
- Pou G., Sanchez M., Commerce/Affaires, CLE International, Paris, 1993, Franța
- Vadillo C., Dossier pédagogique : Créer une entreprise, CCIP, Paris, 2000, Franța
- Bloomfield A., Tauzin B., Affaires à suivre, Hachette Livre, Paris, 2001, Franța
- Danilo M., Tauzin B., Le Français de l'entreprise, CLE International, Paris, 1990, Franța

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The curriculum is based on the results of various surveys and questionnaires meant to identify the competences necessary for professional communication.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Participation to the seminar	Evaluation by the teacher of the answers during the seminars.	25.00
10.2. S(S)	Homework done during the term	Homework grading.	25.00
10.3. S(S)	Participation to the seminar	Evaluation by the teacher of the answers during the seminars.	25.00
10.4. S(S)	Homework done during the term	Homework grading.	25.00
10.5. Final assessment			50.00
10.6. Modality of grading	Whole notes 1-10		
10.7. Minimum standard of performance	<ul style="list-style-type: none"> • Oral presentation of a project • Elaborating the company presentation file • Efficient communication in the situations of communication corresponding to the topics in the curriculum • Doing exercises to consolidate the language level 		

Date of listing,
10/25/2021

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,