

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	Communication in business (French language)								
2.2. Code	19.0153IF1.2-7.1.								
2.3. Year of study	1	2.4. Semester	2	2.5. Type of assessment	Test	2.6. Status of the discipline	A	2.7. Number of ECTS credits	2
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)	50.00		
3.5. Total hours of individual study	22.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	7.00		
Additional documentation in the library, on specialized online platforms and in the field	5.00		
Preparation of seminars, labs, assignments, portfolios and essays	8.00		
Tutorials			
Examinations	2.00		
Other activities			

4. Prerequisites

4.1. of curriculum	The contents of the first semester
4.2. of competences	The competences developed in the first semester

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
--------------	---

6. Acquired specific competences

CROSS	CT1	Application of professional ethics principles, norms and values in one's strategy for rigorous, efficient and responsible work
-------	-----	--

7. Objectives of the discipline

7.1. General objective	Reaching learning objective specific to the level of competence A2+
7.2. Specific objectives	Citirea: analizarea unui profesionist de document • Vorbind: definirea unui document, care exprimă argumente pro și contra într-o situație profesională, fapte și evenimente (vorbire indirectă) de raportare • scris: scris o scrisoare de angajare, o scrisoare de ardere, o scrisoare de aplicare, o cerere pentru marire de salariu Afișați originalul

8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	Topic 1. Presentation of the curriculum, the work requirements, the evaluation method and the activities to be performed for the final mark.	Interaction teacher-student, explanation, demonstration	The students will examine the course file, will visit the French lectorate and will receive information about the way of using it
2	Topic 2. Connaitre les rapports dans le travail (Understanding work relationships): - Les documents : le contrat de travail/la lettre d'engagement, le bulletin de salaire, la demande d'augmentation/de formation/de congé , le règlement intérieur (Documents : work contract/letter of hiring, pay roll, salary increase/training/leave requests, company regulations) Duration : 7 weeks Compulsory bibliography Bloomfield A., Tauzin B. – Affaires à suivre, Hachette Livre, 2001, p. 51-60,95-97 Danilo M., Tauzin B. – Le Français de l'entreprise, CLE International, 1990, p. 23-33,100,102-103 - Droits et devoirs des salariés : augmentation, promotion, congés, formation (Employees' rights and obligations : salary increase, promotion, leaves, training) - Conditions de travail : emploi du temps, grève, licenciement, chômage (Work conditions : timetable, strike, firing, unemployment)	Reading the recommended documents. Speaking and writing about the topic. Role plays, simulations. Reviewing linguistic contents necessary to perform the reading and speaking activities.	The students will study the recommended bibliography, will do the homework prescribed to acquire new knowledge and to consolidate grammar knowledge.
3	Topic 3 Communication interne d'entreprise:la note de service, le compte-rendu, le procès-verbal, le rapport (In-company communication: the memo, the minute, the report) Duration: 4 weeks Compulsory bibliography Danilo M, Performis J.L. – Le Français de la communication professionnelle, CLE International, 1993, p. 42-49 Penformis J-L – Affaires. Com, CLE International, 2003, p. 34-35, 40-43	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	Topic 4. Evaluation finale:présenter une situation d'entreprise à résoudre, rédiger les documents correspondant à la situation (Final evaluation: presenting a company situation to solve, drawing up the documents corresponding to the situation) Duration : 2 weeks Compulsory bibliography Pou G., Sanchez M. – Commerce/Affaires, CLE International, 1993, p. 34-39, 46-47 Sanchez-Macagno, Corado L. – Faire des affaires en français, Hachette Livre, p. 48-57	Evaluating acquired knowledge and developed skills. Examining results obtained.	Self-evaluation of oral presentations by the project teams.

Bibliography

- Bloomfield A., Tauzin B., Affaires à suivre, Hachette Livre, Paris, 2000, Franța
- Danilo M., Tauzin B., Le Français de l'entreprise, CLE International, Paris, 1990, 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
- Grunberg A., Tauzin B., Comment vont les affaires ?, Hachette, Paris, 2000, Franța
- Penformis J-L., Français.Com, CLE International, Paris, 2002, Franța
- Penformis J-L., Affaires.Com, CLE International, Paris, 2003, Franța
- Pou G., Sanchez M., Commerce/Affaires, CLE International, Paris, 1993, Franța
- Sanchez-Macagno, Corado L., Faire des affaires en français, Hachette Livre, Paris, 2000, 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.

The curriculum contributes to the development of the competences necessary in a situation of professional communication checked by extra-curricular activities organized with SCAC and AUF.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Participation to the seminar	Evaluation during the semester by answers to seminars	25.00
10.2. S(S)	Homework done during the term	Homework grading	15.00
10.3. S(S)	Team presentation of a project	Evaluation by the teacher of the project and the presentation	30.00
10.4. S(S)	Tests during the semester	Evaluation by the teacher	20.00
10.5. S(S)	Ex officio		10.00
10.6. Final assessment			
10.7. Modality of grading	Whole notes 1-10		
10.8. Minimum standard of performance	<ul style="list-style-type: none"> • Oral presentation of a project • Writing professional documents included in the curriculum • 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,