

**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		Correspondence in Foreign Language		2.2. Code		BA 218.1	
2.3. Course Leader				-			
2.4. Seminar Tutor				Lecturer.PhD Aura Cibian			
2.5. Academic Year	II	2.6. Semester	I	2.7. Type of Evaluation (E/C/Vp)	Vp	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	Op

**3. Course Structure (Weekly number of hours)**

3.1. Weekly number of hours	3	3.2. course	2	3.3. seminar, laboratory	1
3.4. Total number of hours in the curriculum	42	3.5. course	28	3.6. seminar, laboratory	14
Allocation of time:					Hours
a	Individual study of readers				11
b	Documentation (library)				10
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)	31
3.8 Total number of hours for academic activities (d+e+f+3.4)	44
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	N/A
4.2. competence-based	≥ B1 Level according to CECRL.

**5. Requisites (where applicable)**

5.1. course-related	N/A
5.2. seminar/laboratory-based	Lecture hall equipped with computer, video projector, projection screen

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

Competences/Study results	-
Transversal competences	CT2. 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	<i>Effective communication, written and oral, in the modern language (specialized language).</i>
7.2 Specific objectives of the course	<i>Developed as part of a complementary training program, the course "French Language" enables students to acquire skills in recognizing and using specialized language relevant to the economic and legal-administrative fields within institutional and entrepreneurial contexts. Beyond language proficiency, students are also introduced to essential French cultural and civilizational knowledge, which is invaluable in today's multicultural landscape.</i>

## 8. Course contents

8.1. Course	Teaching methods	Remarks
Préconditions de compétences	Lecture	2 hours
Éléments introductifs	Lecture	2 hours
La recherche d'un emploi. Étapes. Le CV et la lettre de candidature.	Exposition through descriptions and explanations. Examples	2 hours
L'offre d'emploi. Étude des offres publiées par des agences en ligne (Part 1).	Reading. Case study. Debates	2 hours
L'offre d'emploi. Étude des offres publiées par des agences en ligne. (Part 2).	Reading. Case study. Debates	2 hours
L'offre d'emploi. Étude des offres publiées par des agences en ligne. (Part 3).	Reading. Case study. Debates	2 hours
L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature (Part 1).	Reading. Case study. Debates	2 hours
L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature (Part 2).	Reading. Case study. Debates	2 hours
L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature (Part 3).	Reading. Case study. Debates	2 hours
L'entretien d'embauche. Questions de l'entretien.	Exposition through descriptions and explanations. Examples	2 hours
L'entretien d'embauche. Sources internet audio-vidéo (Part 1).	Viewing and listening. Debates	2 hours
L'entretien d'embauche. Sources internet audio-vidéo (Part 2).	Viewing and listening. Debates	2 hours
La presentation personnelle orientee	Applications	2 hours
Révision	Recap	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.  
 Mliquel, Claire (2009), Vite et bien 2: Méthode rapide pour adultes: B2, Paris, Clé International.  
 Szilagy, Elisabeth (1990), Affaires à faire, Presses Universitaires Grenoble.

### Dictionaries

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.

### Web-sources

<http://www.larousse.fr/dictionnaires/francais>  
<http://www.translate.eu>

8.2 Seminars	Teaching methods	Remarks
S1. Préconditions de compétences; Eléments introductifs	Exposition through descriptions and explanations. Examples	2 hours
S2. L'offre d'emploi. Étude des offres publiées par des agences en ligne	Reading. Case study. Debates	2 hours
S3. L'offre d'emploi. Répondre à une offre d'emploi. La lettre de candidature.	Reading. Case study. Debates	2 hours
S4. L'entretien d'embauche. Questions de l'entretien.	Exposition through descriptions and explanations. Examples	2 hours
S5. L'entretien d'embauche. Sources internet audio-vidéo	Viewing and listening. Debates	2 hours
S6. L'entretien d'embauche. Sources internet audio-vidéo	Viewing and listening. Debates	2 hours
S7. Révision	Recap	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, Michele 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.  
Mliquel, Claire (2009), Vite et bien 2: Méthode rapide pour adultes: B2, Paris, Clé International.  
Szilagyi, Elisabeth (1990), Affaires à faire, Presses Universitaires Grenoble.

**Dictionaries**  
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.

**Web-sources**  
<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 course content was reviewed by the program's monitoring and evaluation committee, which includes representatives from 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	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
10.5 Seminar/laboratory	<i>Completing exam tasks with an understanding of requirements and accuracy of expression. Active and meaningful participation during seminars.</i>	<i>Oral presentation of a written individual study</i>	25%  75%
	-		-
10.6 Minimum performance standard:			
<i>Minimum performance standard:</i>			

*Passing the exam requires obtaining a minimum grade of 5 (five) in the final exam, to which the points corresponding to the other previously scored activities will be added.*  
*Development of a complex, lexically rich, and syntactically precise oral or written discourse on a given topic.*

Fill in date  
12.09.2024

Course leader signature  
n/a

Seminar tutor signature  
Lecturer. PhD Aura Cibian

Approval date in department  
16.09.2024

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