

## CORSE OUTLINE

### 1. Information about the program

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

### 2. Information about the course

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

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

### 4. Prerequisites (if applicable)

4.1 Referring to curriculum	<b>Not necessary</b>
4.2 Referring to competences	<b>Not necessary</b>

### 5. Conditions (if applicable)

5.1 For the course	<b>Not necessary</b>
5.2 For the seminar / laboratory	<b>Not necessary</b>

### 6. Specific competences accumulated

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<b>Professional competencies</b>	
<b>Transversal competencies</b>	<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)

<b>7.1 General objective</b>	<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>
<b>7.2 Specific objectives</b>	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> <li>▪ Understand and use the basic notions in the field</li> <li>▪ Use terminology and french grammar in written and oral communication</li> <li>▪ Communicate in real profesional contexts</li> </ul>

### 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 <b>communication écrite</b> : 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 Vocabulaire spécifique pour le CV et l'entretien</i>	Interactive course, heuristic conversation	2 hours
5.	<i>La lettre d'intention – rédaction Vocabulaire spécifique</i>	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<sup>e</sup> 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](http://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