



COURSE OUTLINE

1. Information about the program

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

2. Information about the course

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

* 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	2	out of which: 3.2 course	1	3.3 seminar / laboratory	1
3.4 Total number of hours per semester	28	out of which: 3.5 course	14	3.6 seminar / laboratory	14
Time allocation					h
Study based on course book, course materials, bibliography and other					28
Supplementary study in the library, on electronic platforms and on the field					17
Preparing seminars/laboratories, assignments, papers, portfolios and essays					17
Tutorship					8
Examination					2
Other activities					
3.7 Total hours of individual study					72
3.8 Total hours per semester					100
3.9 Number of credits					4

4. Prerequisites (if applicable)

4.1 Referring to curriculum	Not necessary
4.2 Referring to competences	Not necessary

5. Conditions (if applicable)

5.1 For the course	Not necessary
5.2 For the seminar / laboratory	Not necessary

6. Specific competences accumulated

Professional competencies	C1 Possibility to use French Language at A1-A2 level, taking into account the four competences, written and oral comprehension, written and oral expression.
Transversal competencies	CT2 – Identifying roles and responsibilities within a multispecialized team and applying relational techniques and efficient work techniques within the team (0.5 credits) CT3 Identifying lifelong training opportunities and the efficient use of personal development learning resources and techniques.

7. Course objectives (based on specific competencies accumulated)

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

8. Content

8.1	Course	Teaching methods	Observations (time and bibliography)
1.	Comment saluer en français <i>Saluer, demander/donner des informations.</i>	Interactive course, conversation, dialogue applied on the studied topic.	2 hours
2.	Se présenter en contexte professionnel et parler de son métier	Interactive course, presentation in a professional context.	2 hours
3.	La conversation téléphonique : les expressions usuelles au téléphone.	Interactive course, example of telephone dialogues	2 hours
4.	Voyager pour affaires Réserver une chambre d'hôtel	Interactive course, heuristic conversation	2 hours

5.	Au restaurant / payer au restaurant	Interactive course, heuristic conversation	2 hours
6.	Trouver un emploi : l'offre d'emploi ; rédiger un CV simple ; la lettre de motivation.	Interactive course, heuristic conversation	4 hours
7.	Participer à une réunion : échanger en réunion, annoncer l'ordre du jour, etc.	Interactive course, heuristic conversation	2 hours

Bibliography

Compulsory reading:

Ludivine Glaud, Muriel Lannier, Yves Loiseau, *Grammaire essentielle du français, Niveau A1 A2*, Paris, Editions Didier, 2015.

Maia Grégoire, *Grammaire progressive du français, Niveau débutant*, Paris, Clé International, 2010.

Annie Heminway, *Complete French Grammar*, Mc Graw Hill, 2008.

Anne-Lyse Dubois, Béatrice Tauzin, *Objectif Express 1, Le monde professionnel en français, A1/A2*, Nouvelle édition, Paris, Hachette, 2013.

Anne-Lyse Dubois, Béatrice Tauzin, *Objectif Express 1, Le monde professionnel en français, A1/A2, Cahier d'activités*, Nouvelle édition, Paris, Hachette, 2013.

Optional reading:

Discheta verbelor. Limba franceza, Camelia Stan, Dragos Stan, Editura Verba, 2008.

Totul despre verbele franceze, Françoise Rullier-Theuret, București, Corint, 2011.

8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1-7.	Introduction, par chaque leçon, du lexique spécialisé du français des affaires et des problèmes de grammaire étudiés pendant le cours.	Interactive teaching methods, case study method	2 hours

Bibliography

Compulsory reading:

<https://www.larousse.fr/dictionnaires/francais-anglais>

Le Nouveau Petit Robert, Paris, 2002

<http://www.projetdafa.net/> *Dictionnaire d'apprentissage du Français des Affaires*

Optional reading:

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
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			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 Oana Iacobuța-Mihăiță**, PhD