



UNIVERSITATEA „ALEXANDRU IOAN CUZA” din IAȘI

FACULTATEA de ECONOMIE ȘI ADMINISTRAREA AFACERILOR

TUTORIAL COURSE FORM

2025-2026 ACADEMIC YEAR

Name of the tutorial course (incoming Erasmus/exchange students)	English for Career Development
Name of the professor	Oana URSU
Email of the professor	ursu.oana@uaic.ro
Office of the professor	B320
Consultation days/hours	Tuesday, 14-16
Semester(s) in which the tutorial course is available	1 & 2
No. of ECTS credits	5
Level of study (bachelor/master/PhD)	Bachelor/ Master/ PhD
Short description/Contents	<ul style="list-style-type: none">I. Entering the Job MarketII. CV writingIII. Cover letter writingIV. NetworkingV. Successful InterviewingVI. Revision
Assessment/Evaluation	<ul style="list-style-type: none">1. Portfolio2. Written Assessment
Bibliography	<p>Appleby, Rachel and Heidi Grant. (2016). <i>Business Result – Advanced Student’s Book</i>. Oxford University Press.</p> <p>Emerson, Paul. (2013). <i>Business Vocabulary Builder</i>. Macmillan Publishers Limited.</p> <p>Kirchhoff and Bettina Raaf, Par Pledger. (2009). <i>Career Express. Job Application</i>. Berlin: Cornelsen Verlag.</p> <p>Mackenzie, Ian. (2009). <i>A course for Business Studies and Economics Students</i>. Cambridge University Press. Chapter 6, pp.41-53</p> <p>Mascull, Bill. (2015). <i>Business Vocabulary in Use. Advanced</i>. Cambridge University Press.</p> <p>Mascull, Bill. (2010). <i>Business Vocabulary in Use. Intermediate</i>. Cambridge University Press.</p>



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	Powell, Mark. (2004). <i>New Business Matters. Coursebook</i> . Thomson Heinle. Chapter 1, pp.9-17.
Observations	