

COURSE OUTLINE

COURSE TITLE	FRANCAIS DES AFFAIRES					CODE:
YEAR OF STUDY	I	SEMESTER	I	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)		
NUMBER OF HOURS PER WEEK		TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)	LANGUAGE OF TEACHING
C	S	L	Pr.			FRENCH
1	2			42	5	EN
COURSE COORDINATOR		ACADEMIC TITLE, FIRST NAME, LAST NAME				DEPARTMENT
		LECTURER PHD ANA ALEXANDRA SANDULOVICIU				EACSI
PREREQUISITE COURSES						
COURSE OBJECTIVES		<p>Main objective: Checking the skills of written and oral communication in French and their improvement during the course hours</p> <p>SPECIFIC OBJECTIVES: KNOWLEDGE, ABILITIES AND/OR COMPETENCIES</p> <ul style="list-style-type: none"> i) <u>Cognitive competencies</u> (<i>knowledge</i>) getting intermediate notions of French that would enable the study of a specialized idiom ii) <u>Functional competencies</u> (abilities and competencies: applying knowledge to a particular context) possibility to use these notions in a given context by simulation in the course hours iii) <u>Personal competencies</u> accumulating new knowledge by attending the course iv) <u>General competencies</u> accustoming students to issues of the French culture and civilization 				
COURSE OUTLINE		NAME OF CHAPTER/ TOPIC				No. of hours
		<p><i>REVISION DES CONNAISSANCES DE GRAMMAIRE ACCUMULÉES</i></p> <p><i>Article :</i> défini, indéfini ; partitif;</p> <p><i>Nom :</i> genre, nombre ;</p> <p><i>Adjectif :</i> l'accord de l'adjectif qualificatif, les degrés de comparaison, les adjectifs pronominaux;</p> <p><i>Pronom :</i> personnel, réfléchi, posséssif, démonstratif, relatif, interrogatif, indéfini, <i>en si y</i> ;</p> <p><i>Numéral</i> cardinal et ordinal</p>				
APPLICATIVE WORK OUTLINE		Getting insight into the notions acquired in the course via practical exercises focused on the linguistic and communicational contents of the studies subject matter;				
TEACHING METHODS		Classical and interactive methods				

BIBLIOGRAPHY	Aristița Negreanu, <i>Exerciții de limba franceză</i> , București, Niculescu, 1998. Corina Cilianu-Lascu, <i>Limba franceză. Exerciții pentru profil economic</i> , București, Univers, 1998. Anne-Marie Codrescu, <i>Communiquer en français. Cours de français pour les étudiants intermédiaires et avancés</i> , București, 2000. Anne-Marie Codrescu, <i>Stratégies de communication. Comprendre, rédiger, argumenter. Cours de français pour les étudiants avancés</i> , București, Comunicare.ro, 2002. Corina Cilianu-Lascu, Carmen Stoean, <i>Gramatica limbii franceze</i> , București, Meteor Press, 2002.
--------------	--

ASSESSMENT	TERMS	
	CRITERIA	The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)
	TYPEPES	Viva-voce examination
	FINAL GRADE FORMULA	

COURSE OUTLINE

COURSE TITLE	FRANCAIS DES AFFAIRES					CODE:		
YEAR OF STUDY	I	SEMESTER	II	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)				
NUMBER OF HOURS PER WEEK		TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)	LANGUAGE OF TEACHING		
C	S	L	Pr.			FRENCH		
1	2			42	5	EN		
COURSE COORDINATOR		ACADEMIC TITLE, FIRST NAME, LAST NAME			DEPARTMENT			
		LECTURER PHD ANA ALEXANDRA SANDULOVICIU			EACSI			
PREREQUISITE COURSES								
COURSE OBJECTIVES		<p>Main objective: Getting insight into lexical and grammatical structures of French language.</p> <p>SPECIFIC OBJECTIVES: <u>KNOWLEDGE</u>, <u>ABILITIES</u> AND/OR <u>COMPETENCIES</u></p> <ul style="list-style-type: none"> i) <u>Cognitive competencies</u> (<u>knowledge</u>) getting intermediate notions of French that would enable the study of a specialized idiom ii) <u>Functional competencies</u> (<u>abilities</u> and <u>competencies</u>: applying knowledge to a particular context) possibility to use these notions in a given context by simulation in the course hours iii) <u>Personal competencies</u> accumulating new knowledge by attending the course iv) <u>General competencies</u> accustoming students to issues of the French culture and civilization 						

COURSE OUTLINE	NAME OF CHAPTER/ TOPIC	No. of hours
	<p><i>Verbe : l'indicatif, le conditionnel, le subjonctif, l'impératif, l'infinitif, le gérondif, le participe, l'accord du participe passé; la voix active, passive, réfléchie;</i></p> <p><i>Adverbe : types, degrés de comparaison;</i></p> <p><i>Discours indirect</i></p> <p><i>Expression des rapports logiques – le temps, le lieu, la cause, la conséquence, le but, la condition</i></p> <p><i>l'hypothèse, l'opposition et la concession.</i></p>	
SEMINAR/LAB TOPICS	Getting insight into the notions acquired in the course via practical exercises focused on the linguistic and communicational contents of the studies subject matter;	
TEACHING METHODS	Classical and interactive methods	

BIBLIOGRAPHY	Aristița Negreanu, <i>Exerciții de limba franceză</i> , București, Niculescu, 1998. Corina Cilianu-Lascu, <i>Limba franceză. Exerciții pentru profil economic</i> , București, Univers, 1998. Anne-Marie Codrescu, <i>Communiquer en français. Cours de français pour les étudiants intermédiaires et avancés</i> , București, 2000. Anne-Marie Codrescu, <i>Stratégies de communication. Comprendre, rédiger, argumenter. Cours de français pour les étudiants avancés</i> , București, Comunicare.ro, 2002. Corina Cilianu-Lascu, Carmen Stoean, <i>Gramatica limbii franceze</i> , București, Meteor Press, 2002.
--------------	--

ASSESSMENT	TERMS	
	CRITERIA	The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)
	TYPESES	Viva-voce examination
	FINAL GRADE FORMULA	

COURSE OUTLINE

COURSE TITLE	FRANCAIS DES AFFAIRES				CODE:
YEAR OF STUDY	II	SEMESTER	I	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)	
NUMBER OF HOURS PER WEEK	TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)	LANGUAGE OF TEACHING
C S L Pr.					FRENCH
					EN
COURSE COORDINATOR		ACADEMIC TITLE, FIRST NAME, LAST NAME			DEPARTMENT
LECTURER PHD ANA ALEXANDRA SANDULOVICIU		EACSI			
PREREQUISITE COURSES					

COURSE OBJECTIVES	Main objective: Getting insight into lexical and grammatical structures of French language								
	<p>SPECIFIC OBJECTIVES: KNOWLEDGE, ABILITIES AND/OR COMPETENCIES</p> <ul style="list-style-type: none"> i) <u>Cognitive competencies</u> (<i>knowledge</i>) getting basic notions of French business correspondence ii) <u>Functional competencies</u> (abilities and competencies: applying knowledge to a particular context) possibility to use these notions in a given context by simulation in the course hours iii) <u>Personal competencies</u> accumulating new knowledge by attending the course iv) <u>General competencies</u> accustoming students to issues of the French culture and civilization 								
COURSE OUTLINE	<table> <thead> <tr> <th>NAME OF CHAPTER/ TOPIC</th> <th>No. of hours</th> </tr> </thead> <tbody> <tr> <td> <i>Types de communication écrite</i> : la communication externe et <i>interne de l'entreprise</i> <i>Le courrier commercial</i> : le rôle et le style de la correspondance d'affaires La mise en page et les normes de rédaction de la lettre d'affaires Informer ou s'informer : la lettre de vente (ou circulaire publicitaire) Acheter ou vendre : l'appel d'offre, l'offre, la commande, l'accusé de réception de commande, les lettres visant la facturation.. </td><td></td></tr> </tbody> </table>	NAME OF CHAPTER/ TOPIC	No. of hours	<i>Types de communication écrite</i> : la communication externe et <i>interne de l'entreprise</i> <i>Le courrier commercial</i> : le rôle et le style de la correspondance d'affaires La mise en page et les normes de rédaction de la lettre d'affaires Informer ou s'informer : la lettre de vente (ou circulaire publicitaire) Acheter ou vendre : l'appel d'offre, l'offre, la commande, l'accusé de réception de commande, les lettres visant la facturation..					
NAME OF CHAPTER/ TOPIC	No. of hours								
<i>Types de communication écrite</i> : la communication externe et <i>interne de l'entreprise</i> <i>Le courrier commercial</i> : le rôle et le style de la correspondance d'affaires La mise en page et les normes de rédaction de la lettre d'affaires Informer ou s'informer : la lettre de vente (ou circulaire publicitaire) Acheter ou vendre : l'appel d'offre, l'offre, la commande, l'accusé de réception de commande, les lettres visant la facturation..									
SEMINAR/LAB TOPICS	Getting insight into the notions acquired in the course via practical exercises focused on the linguistic and communicational contents of the studies subject matter;								
TEACHING METHODS	Classical and interactive methods								
BIBLIOGRAPHY	<ol style="list-style-type: none"> 1. Claude Pruvot-Buttner, <i>Corespondență de afaceri în limba franceză</i>, Bucuresti, Niculescu, 2007. 2. Aron Luminita, <i>Franceza economică și de afaceri</i>, Bucuresti, Niculescu, 2000 3. Constantinescu Ileana, <i>Manual de corespondență comercială și de corespondență în domeniul turismului</i>, București, Ed. Economică, 1999 4. Danilo M., Penfornis, J.-L., M. Lincoln, <i>Le français de la communication professionnelle</i>, Paris, Clé International, 1993. 5. Girault O. , Nony D., <i>Situations et techniques commerciales</i>, Paris, Foucher, 1989. 6. Girault O, <i>Les outils de la communication écrite d'entreprise. Courriers, messages internes</i>, Paris, Foucher, 1996. 								
ASSESSMENT	<table> <thead> <tr> <th>TERMS</th> <th></th> </tr> </thead> <tbody> <tr> <td>CRITERIA</td><td>The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)</td></tr> <tr> <td>TYPEPES</td><td>Viva-voce examination</td></tr> <tr> <td>FINAL GRADE FORMULA</td><td></td></tr> </tbody> </table>	TERMS		CRITERIA	The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)	TYPEPES	Viva-voce examination	FINAL GRADE FORMULA	
TERMS									
CRITERIA	The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)								
TYPEPES	Viva-voce examination								
FINAL GRADE FORMULA									

COURSE OUTLINE

COURSE TITLE		FRANCAIS DES AFFAIRES					CODE:	
YEAR OF STUDY		II	SEMESTER	II	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)			
NUMBER OF HOURS PER WEEK			TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)		LANGUAGE OF TEACHING
C	S	L	Pr.					FRENCH
1	2							EN
COURSE COORDINATOR		ACADEMIC TITLE, FIRST NAME, LAST NAME					DEPARTMENT	
		LECTURER PHD ANA ALEXANDRA SANDULOVICIU					EACSI	
PREREQUISITE COURSES								
COURSE OBJECTIVES		<p>Main objective: The possibility of using in the future the acquired notions and the specialized business idiom in practical communication situations (business correspondence in a company, negotiation and concluding a deal with a French-speaking partner).</p> <p>SPECIFIC OBJECTIVES: <u>KNOWLEDGE</u>, <u>ABILITIES</u> AND/OR <u>COMPETENCIES</u> <u>Cognitive competencies</u> (<u>knowledge</u>)) getting to know cultural, social and economic aspects characteristic to the French-speaking world <u>Functional competencies</u>(abilities and competencies: applying knowledge to a particular context) acquiring the habit of using in a practical communicational situation the notions acquired during the course <u>Personal competencies</u> getting to know basic elements of the specialized business idiom and grammar forms <u>General competencies</u> improvement of understanding competencies / written and oral competencies.</p>						
COURSE OUTLINE		NAME OF CHAPTER/ TOPIC					No. of hours	
		Présenter une réclamation : les trois types de réclamation : pour livraison non conforme, pour retard de livraison, pour erreur de facturation. Sollicitation d'un délai de paiement par le client. Le rappel ou la relance. L'administration du personnel : lettres qui visent les relations de travail Le compte-rendu, le résumé, l'argumentation						
SEMINAR/LAB TOPICS		Achieving a portfolio of business letter in French Defending a paper or making a project linked to the subject matters taught in the course						
TEACHING METHODS		Classical and interactive methods						

BIBLIOGRAPHY	<p>1. Claude Pruvot-Buttner, <i>Corespondență de afaceri în limba franceză</i>, Bucuresti, Niculescu, 2007.</p> <p>2. Aron Luminita, <i>Franceza economică și de afaceri</i>, Bucuresti, Niculescu, 2000</p> <p>3. Constantinescu Ileana, <i>Manual de corespondență comercială și de corespondență în domeniul turismului</i>, București, Ed. Economică, 1999</p> <p>4. Danilo M., Penornis, J.-L., M. Lincoln, <i>Le français de la communication professionnelle</i>, Paris, Clé International, 1993.</p> <p>5. Girault O. , Nony D., <i>Situations et techniques commerciales</i>, Paris, Foucher, 1989.</p> <p>6. Girault O, <i>Les outils de la communication écrite d'entreprise. Courriers, messages internes</i>, Paris, Foucher, 1996.</p>
--------------	--

ASSESSMENT	TERMS	
	CRITERIA	The average grade between the mid-term examinations (50%) and the grade obtained in the viva-voce examination (50%)
	TYPEPES	Viva-voce examination
	FINAL GRADE FORMULA	