



The University of Jordan

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	French in the field of Business
2	Course number	2232314
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	-
5	Program title	French language and Literature
6	Program code	2203
7	Awarding institution	University of Jordan
8	Faculty	Foreign Languages
9	Department	French
10	Level of course	Third year
11	Year of study and semester (s)	First semester or second semester
12	Final Qualification	B.A
13	Other department (s) involved in teaching the course	∅
14	Language of Instruction	French
15	Date of production/revision	September 2015

16. Course Coordinator:

SHEREEN KAKISH
Office hours: 12-13
Shereen.kakish.1@ulaval.ca

17. Other instructors:

∅

18. Course Description:

This course teaches the language (vocabulary and structures) used in the field of business. Written and oral texts and dialogues reflecting every day business situations are used. It teaches students how to write business letters and teaches the principles of book keeping and business administration through case studies.

---19. Course aims and outcomes:

<p>A- Aims: Improve the language (vocabulary and structures) used in the field of business in French.</p>
<p>B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...</p> <ol style="list-style-type: none"> 1. To master the use of idiomatic French and terminology pertaining to the use of the language of administration and management.
<ol style="list-style-type: none"> 2. speak clearly and correctly
<ol style="list-style-type: none"> 3. Observe the style, format and presentation practices prevalent in the field of business in French

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Economy terminology	1-4 th week	Dr. Shereen kakish	B1-B2-B3	presentation	Reader and All kind of references
Firms creation	5 th -7 th week	Dr. Shereen kakish	B1-B2-	=	=
Marketing	8-10	Dr. Shereen kakish	B1-B2-	=	=
Official letters	11 th -13 th week	Dr. Shereen kakish	B1-B3	=	=
Human resource	14-16	Dr. Shereen kakish	B1-B2-B3	=	=

21. Teaching Methods and Assignments:

Major learning tools will be the Internet, bilingual and monolingual dictionaries, thesaurus-based investigation, relevant scholarly publications and extensive readings in French of administrative texts.

22. Evaluation Methods and Course Requirements:

Mid-term presentation: 30%; participation: 10%; presentation: 10%; Final Exam: 50%.

23. Course Policies:

A- Attendance policies:

Only the number of absences allowed by the university is accepted. Low attendance influences the participation mark (An absent student cannot participate).

B- Absences from exams and handing in assignments on time:

Mid-term and finals can be made up with an official excuse. Quizzes can **never** be made up no matter how justified your absence was.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

strict

E- Grading policy:

strict

F- Available university services that support achievement in the course:

24. Required equipment:

The course reader and all kind of materials talking about different topics and themes

25. References:

- Anatole Bloomfield Beatrice Tauzin : Affaires à suivre cours de français Professional de niveau intermédiaire paris Hachette 2001
- Marie-Odile Sanchez Macagno / Lydie Corado : Faire des affaires en français Paris Hachette 1997
- Bernard et Colli : Vocabulaire économique et Financier: Paris Editions du Seuil 1998
- Jean – luc Penfornis : affaires .com ; paris M CLE international 2002
- Claude de Ninan : Le Français des Affaires en français ; paris ; Didier / Hatier 1993
- M. Dany ; C. Noe : Le français des employés ; paris / Hachette 1986

26. Additional information:

Name of Course Coordinator: --Dr. Shereen Kakish-----Signature: ---SK----- Date: 15-09-2015-----

-----Head of curriculum committee/Department: ----- Signature: -----

Head of Department: Akram Odeh - Signature: -----AO-----

Head of curriculum committee/Faculty: - Adnan Smadi Signature: -----AS-----

Dean: ----- Adnan Smadi ----- Signature: -----AS-----

Assurance

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Head of Department
Assistant Dean for Quality

Course File