Syllabus

1	Course title	French in the field of Business
2	Course number	**2232314**
3	Credit hours	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	School	Foreign Languages
9	Department	French
10	Level of course	Third and fourth 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	Teaching methodology	**X**Blended ☐Online
16	Electronic platform(s)	Xe-learning ☐Microsoft Teams ☐Skype ☐Zoom ☐Others…………
17	Date of production/revision	October 2022

18 Course Coordinator:

Name:

Office number:

Phone number:

Email:

Office Hours:

19 Other instructors:

Name:
Office number:-
Phone number:
Email:
Name:
Office number:
Phone number:
Email:

20 Course Description:

This course teaches the language (vocabulary and structures) used in the field of business. Written and oral texts and dialogues reflecting everyday 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.

21 Course aims and outcomes:

A- Aims: (PLOs)

1.   Develop French language skills and engage effectively in a wide range of communicative tasks and activities in academic and non-academic contexts.

2.   Analyze, evaluate, and critique French literary works and texts in relation to genres, historical periods, and criticism approaches used in analyzing literary texts and works.

3.   Analyze and discuss general issues in relation to the nature and function of natural human language and develop his/her abilities and skills in phonetics, phonology, morphology, syntax, semantics, discourse analysis, and pragmatics.

4.   Discuss general issues concerning nature and function of French language with reference to relevant acquisition principles and implications for teaching and learning.

5.   Translate professionally from French into Arabic and vice versa employing translation theories and principles.
6.   Show respect of cultural diversity, ethics, and professional behavior and appreciate the aesthetic and rhetorical aspects in literary works from a variety of cultures.

7.   Use information and communication technology to access global databases and information to develop his/her knowledge and skills and use them in generating new knowledge in French and English literary and linguistic texts.

8.   Identify scientific research principles and use higher order thinking skills and critical and creative thinking in analyzing and observing issues related to the knowledge and skills of the French language and literature, and to work within a team.

B- Course Learning Outcomes (CLOs):

Upon successful completion of this course, students will be able to:

No.	Course Learning Outcomes	Program Outcomes										Assessment Tools									
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1	Identifier une entreprise						X						X	X			X				X
													X	X			X				
2	Analyser / comparer des résultats et tendances		X				X						X	X			X				X
3	Analyser / sélectionner un secteur économique, une entreprise						X						X	X			X				X
4	Identifier le rôle des différents services de l'entreprise, les taches du secrétariat						X						X	X			X				X
5	Rédiger un rapport, un mail, un CV, une lettre de motivation, et faire un entretien.	X				X		X	X				X	X							X
6	Analyser les relations de travail, apporter des solutions aux conflits				X		X		X				X	X							X
7	Communiquer dans un milieu professionnel	X		X			X						X	X							X

- **Teaching methods include**: Synchronous lecturing/meeting; Asynchronous lecturing/meeting, discussion, and forums.
- **Assessment methods include**: 1. quizzes, 2. assignments, 3. midterm, 4. projects, 5. interview, 6. presentation, 7. filed study 8. term papers, 9. student portfolio, 10. final exam

22. Topic Outline and Schedule:

Syllabus

Week	Lecture	Topic	Course Learning Outcomes	Teaching Methods*/platform	Evaluation Methods**	References
1	1.1	Découvrir l'entreprise	1-4	Lecture in class	In-class tasks	Main textbook
	1.2	Découvrir l'entreprise	1-4	Moodle	Assignment	Main textbook
2	2.1	Découvrir l'entreprise	1-4	Lecture in class	In-class tasks	Main textbook
	2.2	Comparer des performances	4-5	Moodle	Assignment	Main textbook
3	3.1	Comparer des performances	2	Lecture in class	In-class tasks	Main textbook
	3.2	Réussir dans les affaires	1.7	Moodle	Assignment	Main textbook
4	4.1	Réussir dans les affaires	1.7	Lecture in class	In-class tasks	Main textbook
	4.2	Chercher des opportunités	3,5	Moodle	Assignment	Main textbook
5	5.1	Chercher des opportunités	3.5	Lecture in class	In-class tasks	Main textbook
	5.2	Répartir les taches	4	Moodle	Assignment	Main textbook
6	6.1	Répartir les taches	4	Lecture in class	In-class tasks	Main textbook
	6.2	Aménager l'espace de travail	4,6	Moodle	Assignment	Main textbook

7	7.1	Aménager l'espace de travail	4,6	Lecture in class	In-class tasks	Main textbook
	7.2	Résoudre les conflits du travail	6	Moodle	Assignment	Main textbook
8	8.1	Résoudre les conflits du travail	6	Lecture in class	In-class tasks	Main textbook
	8.2	Midterm Exam				
9	9.1	Travailler à l'étranger	3	Lecture in class	In-class tasks	Main textbook
	9.2	Travailler à l'étranger	3	Moodle	Assignment	Main textbook
10	10.1	Travailler à l'étranger	3	Lecture in class	In-class tasks	Main textbook
	10.2	Consulter les offres d'emploi	3	Moodle	Assignment	Main textbook
11	11.1	Consulter les offres d'emploi	3	Lecture in class	In-class tasks	Main textbook
	11.2	Expliquer ses motivations	5	Moodle	Assignment	Main textbook
12	12.1	Expliquer ses motivations	5	Lecture in class	In-class tasks	Main textbook
	12.2	Rédiger un CV	5	Moodle	Assignment	Main textbook

13	13.1	Rédiger un CV	5	Lecture in class	In-class tasks	Main textbook
	13.2	Passer un entretien d'embauche	5	Moodle	In-class tasks	Main textbook
14	14.1	Passer un entretien d'embauche	5	Lecture in class	In-class tasks	Main textbook
	14.2	présentation	1-4	Lecture in class	In-class	Presented by students
15	15.1	Révision	1-7	Lecture in class	Discussion	Main textbook
	15.2	Examen final	1-7	Moodle	Discussion	Main textbook

23 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Intended Learning outcome	Period (Week)	Platform
Assignments	10	All topics	1-7	1-15	Moodle
presentation	20	Créez votre entreprise	1-4	1-4	On campus
Midterm Exam	30	From 1.1 to 8.1	1-7	8	On campus
Final Exam	40	All topics	1-7	15	On campus

24 Course Requirements

Students should have a computer, internet connection, webcam, and account on a Microsoft Teams.

25 Course Policies:

A- Attendance policies:
As per the University Regulations.

B- Absences from exams and submitting assignments on time:
As per the University Regulations.

C- Health and safety procedures:
Please attend all exercise and follow the safety instructions on the walls and the student's booklet.

D- Honesty policy regarding cheating, plagiarism, misbehavior:
As per the University Regulations.

E- Grading policy:
As explained above in 23.

F- Available university services that support achievement in the course:
Please ask me or your academic advisor for any help or support.

26 References:

A- Required book(s), assigned reading and audio-visuals:

Penfornis , Jean-Luc, 2017. *Français.com.* CLE international

B- Recommended books, materials and media:

27 Additional information:

28. Rubrics

Rubric for Oral Presentation

Category	Weight	Unacceptable	Satisfactory	Good	Score
Identify & Explain Errors	30%	The topic and research questions	There is some explanation provided by the	Topic and research questions are	

		presented by the student are not explained clearly.	student of the topic and research questions presented, but it is not enough.	identified and fully explained in great detail by the student. Appropriate vocabulary is used in explanations.	
Correct Work/Solution	30%	No work is shown by the student that correctly provides a solution to the problem identified.	The work presented to solve this problem is insufficient.	Work presented fully explains the correct procedure to provide a solution for the problem. Appropriate vocabulary is used in explanations.	
Problem Solving Strategy	30%	Strategy, tools and procedures to deal with the topic and research questions are not provided.	Strategy, tools and procedures to deal with the research questions are not detailed enough.	Strategy and tools to deal with the research questions are fully explained. Appropriate vocabulary is used in explanations.	
Neatness and presentation skills	10%	The presentation is sloppy or unorganized. There is visible evidence that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience,	The presentation is somewhat organized. It is somewhat notable that the student has not practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience,	The presentation is very easy to follow, is very organized, and is neat. It is very clear that the student has practiced his/her presentation skills, e.g. eye contact, clear language, engagement with the audience,	

		pronunciation, etc.	pronunciation, etc.	pronunciation, etc.	
Instructor's Comments:					

Assignment Score _____

Rubric for Term-paper

Assignment Score _____

Name of Course Coordinator: Mousa Awwad Signature: ------------------ Date: 9/10/2022

Head of Curriculum Committee/Department: -Mousa Awwad   Signature: -------------------------

Head of Department: -- Signature: ----------------------

Head of Curriculum Committee/Faculty: --------------------------------------- Signature: -------------------

Dean: -- Signature: ---