

SPECIALIZED FIELD OF FRENCH

1	Course Title:	SPECIALIZED FIELD OF FRENCH	
2	Course Code:	FRN4009	
3	Type of Course:	Compulsory	
4	Level of Course:	First Cycle	
5	Year of Study:	4	
6	Semester:	7	
7	ECTS Credits Allocated:	6.00	
8	Theoretical (hour/week):	3.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	none	
12	Language:	French	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Prof. Dr. AYLA GÖKMEN	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	agokmen@uludag.edu.tr, 0224 2942241, U.Ü Eğitim Fakültesi Yabancı Diller Eğitimi Bölümü, 16059- Görükle/ Bursa	
17	Website:		
18	Objective of the Course:	To develop terminology and correspondence ability (company, trade, economy, law, insurance) in vocational and business French apart from teaching profession.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	To be able to familiar with business world
		2	To be able to develop the knowledge on the structure and operation of companies by using authentic texts
		3	To be able to acquire specific terminology related to procedures in companies
		4	To be able to practise this specialized knowledge and terminology
		5	To be able to identify communication and correspondence rules in practise areas such as economy, trade, banking and insurance
		6	To be able to produce knowledge and abilities in specialized field in French by simulation
		7	To be able to practise Specialized field of French in real settings
		8	To be able to relate Specialized field of French with EU regulations
		9	
		10	
21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	
1	Introduction of administrative procedures in business world and companies		

2	Communication in companies: L'accueil-Le secretariat	
3	Organization and Administration units in companies, The functions of administrators	
4	Looking for and applying a job	
5	Giving job advertisements and responding to them	
6	In-company communication: Information giving forms such as telephone, e-mail	
7	Organising meetings, preparing official meeting reports	
8	Formal Writing and its rules: Preparing CVs, job application letters and reference letters and others	
9	Marketing facilities in companies	
10	Business Letters: To realise offers and demands	
11	Preparing a tender offer file	
12	Transportation vehicles, carting, insurance facilities	
13	Invoicing and payment procedures	
14	Bank and banking procedures	

22	Textbooks, References and/or Other Materials:	- Affaires à Suivre, Hachette, Paris, 2002 - Français de la Communication professionnelle, CLE.		
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical		14	3.00	42.00
Practicals/Labs		0	0.00	0.00
Self-study	Assessment	14	3.00	42.00
Homeworks		7	8.00	56.00
Projects		0	0.00	0.00
Midterm Exams		0	0.00	0.00
Field Studies		0	0.00	0.00
Quiz		1	10.00	10.00
Midterm exams		1	10.00	10.00
Homework project		2	10.00	20.00
Others		2	10.00	20.00
Final Exam		1	10.00	10.00
Total		40	100.00	180.00
Total Work Load				180.00
Contribution of Term (Year) Learning Activities to Total Work Load/ 30 hr		30.00		6.00
ECTS Credit of the Course				6.00
Contribution of Final Exam to Success Grade		30.00		6.00
Total		100.00		
Measurement and Evaluation Techniques Used in the Course				

24 ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	4	5	4	3	4	5	0	5	4	3	4	0	0	0	0	0
ÖK2	5	5	4	4	4	5	0	5	4	3	5	4	0	0	0	0

ÖK3	3	5	5	4	5	5	4	5	4	4	5	4	0	0	0	0
ÖK4	4	4	5	4	5	5	5	5	4	5	5	4	0	0	0	0
ÖK5	5	5	5	5	5	5	0	5	4	5	4	0	0	0	0	0
ÖK6	5	4	5	5	5	5	0	5	4	5	4	0	0	0	0	0
ÖK7	5	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0
ÖK8	5	5	5	5	5	5	5	5	5	5	5	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			