

FRENCH PRIVATE AREA APPLICATIONS

1	Course Title:	FRENCH PRIVATE AREA APPLICATIONS	
2	Course Code:	FRN4114	
3	Type of Course:	Optional	
4	Level of Course:	First Cycle	
5	Year of Study:	4	
6	Semester:	8	
7	ECTS Credits Allocated:	5.00	
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. AYL A 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 by applications	
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 implement these skills in daily life.
		9	
		10	
21	Course Content:		
		Course Content:	
Week	Theoretical	Practice	
1	Definition of administrative procedures in business world and companies		
2	Organization and Administration units in companies, The functions of administrators		

3	Analysis of the problems and ways overcoming the problems faced in the field of technique translation	
4	Formal Writing and its rules: Preparing job-dossier application.	
5	Field of economics: Practice of texts in the field economics.	
6	Marketing facilities in companies	
7	Business Letters: To realise offers and demands	
8	Preparing a tender offer file	
9	Practice in translating examples letters of trade	
10	Field of banking: The translation of banking operations.	
11	Organising meetings, preparing official meeting reports in Company	
12	Marketing facilities in companies	
13	Invoicing and payment procedures	
14	Invoicing and payment procedures	
22	Textbooks, References and/or Other Materials:	<p>Affaires à Suivre, Hachette, Paris, 2002</p> <p>- Français de la Communication professionnelle, CLE, Paris, 2001</p> <p>- Le Français de l'Entreprise, CLE, Paris, 2001</p> <p>- Objectif Entreprise, Hachette, fLE, Paris, 1994</p> <p>- Le Français de la Banque, Hachette, Paris, 2006</p> <p>- Le français et la Profession L'hôtellerie et Le Trousime, Hachette, Paris, 1980</p>
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBE R
Midterm Exam		1
Quiz		0
Home work-project		7
Final Exam		1
Total		9
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		
24	ECTS / WORK LOAD TABLE	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	14	2.00	28.00
Homeworks	3	10.00	30.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
Others	10	3.00	30.00
Final Exams	1	10.00	10.00
Total Work Load			160.00
Total work load/ 30 hr			5.00
ECTS Credit of the Course			5.00

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	4	5	0	5	4	4	3	0	3	3	4
ÖK2	5	5	4	4	4	5	3	0	0	5	5	0	3	5	0	5
ÖK3	3	5	5	5	4	4	4	3	4	3	4	5	5	3	4	5
ÖK4	5	5	5	4	4	5	5	5	4	3	4	4	5	5	5	4
ÖK5	5	5	5	4	4	5	5	5	4	3	4	0	5	5	5	5
ÖK6	5	4	5	5	5	5	4	4	5	4	5	4	4	5	5	5
ÖK7	5	5	5	5	5	5	4	4	5	4	5	5	5	5	5	4
ÖK8	5	5	5	5	5	5	5	5	5	4	4	5	5	4	5	5
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low		2 low			3 Medium			4 High			5 Very High				