**Number of ECTS credits:** 6

**Course Prerequisite**
College Placement Test (on Canvas), French native speaker or at least 5 semesters of College level French.

**Course Description**
This course is a CLIL-course (Content and Language Integrated Learning), conform to the CEF Common European Framework for Languages, entrance level C.1 and exit level C.1.2 or C.2

This course is completely available on Canvas, with everything from the handbook, to designed knowledge clips and other relative video content. There are no class meetings for this course, students advance independently but are yet closely monitored through weekly assignments and regular feedback from the instructor.

Every week of class corresponds to a weekly module. In this online folder, students can find the instructional videos for that particular week, the set exercises and their corrections, explanations about the online assignment and other learning materials.

The weekly assignments are of a varied nature and will involve online presentations, reading exercises, specific writing exercises for business purposes such as pitches, posters or brochures, video analysis, knowledge clips, short reflection papers, listening exercises,...
Course Learning Objectives

- This course prepares students to enter the francophone business world and enables students to acquire the necessary business vocabulary and practical language skills.
- Flexibility and adaptability are great assets for any future business(wo)man, and therefore it is essential to be able to communicate well. Multilingualism is an asset, and the ability to communicate effectively in the varied language environment that European businesses offer today is a key component of success. This ability also encompasses the knowledge and the skills to perform professionally in a given language, be it a native or second language, and that is the aim of this course.

Course Materials

All course materials will be made available to the students on Canvas. These materials include knowledge clips, other relevant video content, articles, …

The handbook used in this class is:


Course Assessment

The students will be evaluated on the basis of their performance as follows:

- Weekly assignments should be submitted through the Canvas platform no later than 5 PM on Friday, Brussels time.
- Late work is not accepted, unless a previous arrangement was made with the agreement of the instructor.
- Final grade is divided as follows:

  1. Weekly assignments (60%) : 12 in total, students need to participate in at least 11 assignments. For every non submitted assignment below 11, students will automatically lose 10% of their total grade.

  2. Final exam (40%) : online written knowledge exam (30%) and oral interview in week 15 (10%) 

Grading Scale of Vesalius College

Vesalius College grading policy follows the American system of letter grades, which correspond to a point scale from 0 – 100. All assignments (including exams) must be graded on the scale of 0-100. To comply with the Flemish Educational norms, professors should on request also provide the conversion of the grade on the Flemish scale of 0-20. The conversion table below outlines the grade equivalents.
<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Scale of 100 (VeCo Grading Scale)</th>
<th>Scale of 20 (Flemish System)</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>85-100</td>
<td>17.0-20.0</td>
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<tr>
<td>A-</td>
<td>81-84</td>
<td>16.1-16.9</td>
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<td>B+</td>
<td>77-80</td>
<td>15.3-16.0</td>
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<td>B</td>
<td>73-76</td>
<td>14.5-15.2</td>
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<td>69-72</td>
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<td>66-68</td>
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<td>C</td>
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<td>F</td>
<td>0-49</td>
<td>0-9.9</td>
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</tbody>
</table>

**Academic Honesty Statement**

Academic dishonesty is NOT tolerated in this course.

Academic honesty is not only an ethical issue but also the foundation of scholarship. Cheating and plagiarism are therefore serious breaches of academic integrity.

Following the College policy, cheating and plagiarism cases will be communicated in writing to the Associate Dean and submitted to the Student Conduct Committee for disciplinary action.

If you refer to someone else’s work, appropriate references and citations must be provided. Grammar, spelling and punctuation count, so use the tools necessary to correct before handing in assignments.

Please consult the Section “Avoiding Plagiarism” in the College Catalogue for further guidance.
Course Schedule (Overview)

Week 1: Introduction, syllabus et la communication professionnelle: la lettre d'affaires et le courriel professionnel.

Week 2: La production et la logistique, les secteurs d'activité.

Week 3: La recherche et le développement, la propriété intellectuelle.

Week 4: La culture d'entreprise

Week 5: La négociation interculturelle

Week 6: La communication commerciale

Week 7: Midterm week, mais il n'y a pas d'examen pour ce cours.

Week 8: La sécurité sociale, un des piliers du monde des affaires.

Week 9: L'éthique dans les affaires et les infractions économiques

Week 10: Le français du marketing

Week 11: Le français du management

Week 12: Le français financier

Week 13: Le français de la comptabilité

Week 14: La procédure d'embauche, la lettre de motivation, le CV et la préparation d'un entretien d'embauche.

Week 15: Examen final, examen écrit et entretien oral.