

Course Title:	Communication technique and preparation for Delf Pro 1
Course Code:	LAC352
Program:	Master Degree In Computer Engineering
Department:	Computer Engineering
Course coordinator:	Dr. Krimi Hatem
Institution:	Private Higher School of Engineers of Gafsa (ESIP)

A. Course Identification

1. Credit hours: 1.5 (1.5-0-0)	
2. Course type	
a. College <input type="checkbox"/>	Department <input checked="" type="checkbox"/>
b. Fundamental <input checked="" type="checkbox"/>	Transversal <input type="checkbox"/>
Others <input type="checkbox"/>	
Optional <input type="checkbox"/>	
3. Level/year at which this course is offered: 2.1/3	
4. Pre-requisites for this course (if any): LAC152, LAC252	

1. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Self-study	Total workload
1	Traditional classroom	16.5	39
2	Blended	22.5		
3	E-learning		
4	Distance learning		
5	Other ()		

2. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	12.5
2	Laboratory/Studio	
3	Tutorial	10
4	Others (specify)	-
	Total	22,5

B. Course Objectives and Learning Outcomes

Course Description

This course is designed to enhance professional communication skills in French, with a focus on business and workplace interactions. It also prepares students for the DELF Pro 1 certification, which assesses their ability to use French in professional settings.

Students will engage in real-world professional scenarios, including business correspondence, job interviews, meetings, negotiations, and report writing. The course also covers business vocabulary, professional etiquette, and workplace culture to help students succeed in Francophone work environments.

Course Main Objective

By the end of the course, students will be able to:

- ✓ Improve communication proficiency in professional French for business and work settings.
- ✓ Develop practical skills in professional documentation, including CVs, cover letters, reports, and business correspondence.
- ✓ Enhance confidence and fluency in spoken and written professional communication.
- ✓ Provide structured practice and preparation for the DELF Pro 1 certification exam.

1. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	✓ Understand professional communication techniques and terminology in French within business contexts	PLO K.1
2	Skills	
	✓ Effectively apply professional writing and communication techniques in business settings, including formal documentation and presentations	PLOS.1
2.2	✓ Apply professional writing techniques to create memos, agendas, reports, formal letters, and meeting minutes with precision and appropriate language.	PLO S.2

C. Course Content

No	List of Topics	Contact Hours
1	Chapter 1: Course Introduction and Initial Assessment: Overview of the course structure and an introductory test through a discussion topic.	2
2	Chapter 2: Key Communication Concepts: Understanding the basics of communication, including its processes, tools, functions, and barriers.	2,5
3	Chapter 3 : Techniques of modern professional communication (supporting text)	3
4	Chapter 4: Professional writing (report, minutes, note, summary, cover letter, CV...)	3
5	Chapter 5 : Crafting a Cover Letter and Resume: Step-by-step guidance on writing a compelling cover letter and professional CV.	2,5

No	List of Topics	Contact Hours
6	Chapter 6: Oral Communication and Meeting Management: Tips on delivering oral presentations and managing meetings, including preparation, evaluation, and conflict resolution.	3,5
7	Chapter 7: Audiovisual Learning Session: Watching and discussing videos on job interviews, writing strong CVs and cover letters, and composing professional emails.	3,5
8	Chapter 8 : Pre-Examination Review : A comprehensive review session in preparation for the exam	1
9	Main review : A recap of key concepts and content covered throughout the course.	1,5
Total		22,5

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
PLO.K1	- Express oneself clearly and correctly in professional writing, such as letters, meeting minutes, reports, and press reviews, demonstrating strong command of the French language and basic digital tools.	- Lecturing, Practical - writing workshops - Audiovisual learning sessions	Assignments, Quizzes, Exams,
2.0	Skills		
PLO.S1	- Communicate ideas effectively in professional documents, ensuring clarity, structure, and accuracy in business writing.	- Lecturing, Practical - writing workshops - Audiovisual learning sessions	Assignments, Quizzes, Exams,
PLO.S4	- Apply professional writing techniques to create memos, agendas, reports, formal letters, and meeting minutes with precision and appropriate language.	- -	-

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Work carried	Weekly	00%
2	Prototype realization	Random	00%
3	Final Evaluation	-16	100%

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student

consultations and academic advice:

- Office hours
- Blackboard interface
- Academic advisor
- Bibliotic

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	<ul style="list-style-type: none"> - CLE International. (2019). <i>Préparation au DELF Pro B1</i>. CLE International. - Professional French textbooks provided by the instructor.
Essential References Materials	NA
Electronic Materials	<ul style="list-style-type: none"> - Delf Entrainement - DELF and DALF resources
Other Learning Materials	- NA

2. Facilities Required

Item	Resources
Accommodation	Classroom board Computer lab with the necessary software Internet access
Technology Resources	Data projector

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment.	Students, course coordinator, Alumni, Employers	Direct/Indirect
Extent of achievement of course learning outcomes.	Faculty, Program Leaders, quality department	Direct
Quality of Learning resources	Faculty, Program Leaders,	Direct, Indirect
Teaching and learning quality and effectiveness.	Students, Faculty Program Leaders,	Direct, Indirect

H. Specification Approval Data

Council / Committee	Computer Engineering Council
Date	11/09/2023

