

Frequently asked questions

REGISTRATION AND ADMINISTRATION

How can I start taking Mon Cours en Ligne?

All new students must be assessed prior to their 1st registration, to determine their level and the best options for their language training.

What are the steps to register for online classes with Alliance Française Ottawa?

1. Once you've been assessed, complete your registration form if necessary, Alliance Française Ottawa Staff will send you a quote before you can proceed with your payment.
2. You receive your information to access the learning platform within 2 business days* from your registration and start learning
3. Your tutor contacts you by email to set up the first videoconference and establish a schedule for your live tutoring sessions
4. At the end of the program, you assess your progress with your tutor and discuss the next stage of your learning process

*From Monday to Friday

How much does it cost?

Mon Cours en Ligne costs \$850 per course and includes:

- 6 months access to the platform, including forum discussions and online resources
- 14 sessions of online tutoring

IS ONLINE LEARNING FOR ME?

Do I need to come in person to Alliance Française Ottawa at any time before, during or after my online course?

No. *Mon cours en ligne* with Alliance Française Ottawa gives students the opportunity to learn from anywhere.

What is the age limite to register for Mon cours en ligne?

Mon Cours en Ligne is designed for adults. The topics of interest tackled in the program are not suited for learners under 16.

What material do I need to follow Mon Cours en Ligne?

- a computer (or tablet) with internet access along with a stable and reliable internet connexion
- headphones
- a microphone
- a webcam

- to access pdf and Microsoft Word documents: Adobe Acrobat Reader (or equivalent), Microsoft Office (or equivalent)
- a Skype account for online tutorial sessions

Having a printer would be beneficial in case you wish to print certain documents, but it is not compulsory.

What computer skills are required to take online classes?

The platform is very user-friendly and easy to navigate on. You only need to know how to browse the web (i.e. using a search engine like *Google*), send and receive emails (with attachments) and participate in discussion forums. Note that once you're registered, you will receive a student guide which presents all the tools and resources and shows how *Mon Cours en Ligne* works.

I'm a beginner: can I still learn online?

Absolutely, *Mon Cours en Ligne* is tailored for all levels, from beginner to advanced. You will be able to choose the platform's interface language, and your tutor will be there to guide you. The platform will provide you with various tools to work on all four communication skills (reading, writing, listening and speaking).

Is it possible to combine Mon Cours en Ligne and courses at Alliance Française Ottawa?

Absolutely! *Mon Cours en Ligne* and courses at Alliance Française Ottawa are based on the same teaching and evaluating principles. You can achieve one program with *Mon Course en Ligne*, take the next one in our school, thus combining both formats, until you reach the level you're aiming at.

MY TUTOR

What is my tutor's role in my training?

Your tutor will be your guide and he/she will assist you throughout your online training. You will exchange emails and messages on the platform via the forum; he/she will give you feedback on your written and spoken activities. You will also interact orally during your live tutoring sessions and practise various speaking tasks online and with your tutor. The live tutoring sessions are meant to put into practice the concepts you'll study on your own on the platform. Your tutor will regularly monitor your connections and participation to the platform, as well as your progress.

How can I communicate to my tutor?

The best way to contact your tutor is by email. In case of an emergency, or if you experience any type of difficulty with your online training, you can always communicate with our administrative staff by email (info@af.ca), or by phone (613-234-9470).