

Global Learning Semesters

Course Syllabus

Course: Business Spanish I

Department: Spanish

Host Institution: Universidad Autónoma de Guadalajara, México



Course Summary		
Course Code	Course Title	Recommended Credit Hours
n/a	Business Spanish I	2
Subject	Contact Hours	Prerequisites
Spanish Language	40	Spanish V or Results of Placement Exam
Department	Level of Course	Language of Instruction
Spanish	Upper-Division	Spanish

Objectives & Methodology

This course allows students, businessmen and entrepreneurs to learn concepts, structures, protocols and language used in day-to-day interactions in the business world in Spanish-speaking countries.

The class combines the traditional teaching of Spanish language grammar and vocabulary with the use of materials from the business world (newspapers, interviews, videos, letters, etc.) and focuses on improving students' oral and written business communication skills.

Prerequisites (if applicable)

Spanish V or Based on Results of Placement Exam

Course Outline

Topics covered in this class include:

1. Answering Phone Calls
2. Business Travel
3. At the Airport
4. Buying and Selling – Operations
5. Shipping and Transportation
6. Hiring Personnel
7. Accounting
8. Business Mailings

Students interested in Business Spanish I will take 2 daily hours of Spanish VI, VII or VIII and 2 daily hours of Business Spanish I.

Total contact hours: 80 (4 Credits)