

Global Learning Semesters

Course Syllabus

Course: Business Spanish II

Department: Spanish

Host Institution: Universidad Autónoma de Guadalajara, México



Course Summary		
Course Code	Course Title	Recommended Credit Hours
n/a	Business Spanish II	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. Taxes
2. Marketing and Advertisement
3. Banking
4. Customer Service and Client Relations
5. Negotiations – Real Estate
6. Insurance
7. With the Lawyer
8. Business Mailings II

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

Total contact hours: 80 (4 Credits)