



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010 NEXT REVIEW: 2014-2015 STATUS: A

COURSE TITLE: Spanish in the Business World

COMMON COURSE NUMBER: SPN 2442

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture: 48 Lab:

Clinic: Other:

CONTACT HOURS/WEEK: 3

PREREQUISITE(S): SPN 2240 or the equivalent, or the permission of the instructor

COREQUISITE(S): None

PRE/COREQUISITE(S):

Continuation of SPN 2240. More advanced study of Spanish business documents with particular emphasis on the writing of business letters, commercial legal documents and translation.

COURSE DESCRIPTION:

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Social Letters, Travel, and Import/Export Vocabulary
2. Business Letters, Banking Matters, and Advertising
3. Government Documents and Letters, Shipping Transactions, and Travel Details
4. Commercial Documents, Real Estate, and Taxes
5. General Business Vocabulary in Spanish with Emphasis on Insurance and Computers

EVALUATION:

Please provide a brief description that details how students will be evaluated on the course outcomes.

Common Course Number: SPN2442

I. Course Overview:

Upon successful completion of this course, students should be able to discuss their field of business expertise in Spanish and read, comprehend, and write correct business literature in Spanish.

II. Units:

Unit 1. Social Letters, Travel, and Import/Export Vocabulary

General Outcome:

The students should be able to write Spanish social letters with appreciable skills as a parallel activity to their activities in the business world.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Write letters of congratulations, expressions of gratitude and sympathy, invitations to social events, etc.
- 1.2 Use the appropriate vocabulary while making oral or written reservations for a trip.
- 1.3 Register as an importer and deal with customs brokers and consular and customs duties.

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Unit 2. Business Letters, Banking Matters, and Advertising

General Outcome:

2.0 The students should be able to write business letters and advertisements.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Acknowledge receipt of letters and documents, apply for and resign from employment, and request information on services performed.
- 2.2 Apply in writing for bank loans and complete the required forms.
- 2.3 Compose advertisements for business and products.
- 2.4 Distinguish between English-Spanish cognate words and apply them using the exact correct meanings.

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Unit 3. Government Documents and Letters, Shipping Transactions, and Travel Details

General Outcome:

3.0 The students should be able to write government documents and letters, shipping transactions and travel documents.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Demonstrate an understanding of old government documents.
- 3.2 Modify wordy old government documents.
- 3.3 Create new government documents and forms.
- 3.4 Write letters, forms, and documents dealing with shipping.
- 3.5 Write letters complaining about unsatisfactory travel services.

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Unit 4. Commercial Documents, Real Estate, and Taxes

General Outcome:

- 4.0 The students should be able to write commercial documents, letters, and documents in the real estate and tax field.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Write drafts, contracts, affidavits, payrolls, promissory notes, etc.
- 4.2 Describe real estate properties and write purchase contracts and closing statements.
- 4.3 Translate tax documents into “Spanish” and describe the American income and real estate tax systems in documents and letters.

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Unit 5. General Business Vocabulary in Spanish with Emphasis on Insurance and Computers

General Outcome:

- 5.0 The students should be able to demonstrate their competency in using extensive business vocabulary including insurance and computer terminology.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Use a general business vocabulary.
- 5.2 Demonstrate an understanding of insurance policies in Spanish and write insurance documents and letters.
- 5.3 Translate computer vocabulary into Spanish.
- 5.4 Write letters and documents concerning modernization of accounting systems with the introduction of computers.

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Special Student Projects:

1. Class debates regarding the appropriateness and correctness of selected business documents and letters required to execute a business order.
2. Translations of business documents and letters from Spanish to English and English to Spanish.
3. Composition of business forms to fill the needs for orders newly-created products.
4. Class pop assignments to be completed during a limited time period such as business letters, order documents, etc.
5. Visits to international department of local banking, export-import, freight and shipping, and real estate business to observe handling of Spanish business forms and documents.