TIDEWATER COMMUNITY COLLEGE
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Official Course Outline

Discipline Prefix: SPA	Course Number: 16	Course Title: Spanish for Business	
Credit Hours: 2	Lecture Hours: 2	Clinical Hours: N/A	Lab Hours: N/A
Contact hours: 2	Studio Hours: N/A	Repeatable for Credit: ☐ Yes ☒ No	

Course Description [Copy description from the TCC Catalog.]

Introduces the student to Spanish used in business transactions.

Textbook: Spanish for Business. 1st Edition. Patricia Rush & Patricia Houston. Prentice Hall, 2003.

Prerequisites: None

Co-requisites: None

General Education Core Competencies supported by this course [Check all that apply.]

Students will be able to:

☒	*Demonstrate* written and oral communication skills between students and the instructor and among students that promote understanding and comprehension.
☒	*Display* critical thinking skills to evaluate evidence, apply reasoning, and offer application potential.
☒	*Illustrate* how the awareness, promotion, understanding, and appreciation of the cultural and social dimensions have implications within local, state, regional, national, and global communities.
☒	*Determine* when to locate, evaluate, and apply information literacy within the context of discipline specific situations.
☐	*Demonstrate* personal growth through improvements in physical well-being and evolving emotional maturity within an academic context.
☐	*Apply* quantitative reasoning skills to knowledge based on logic, numbers, and mathematics to solve common problems and issues.
☐	*Demonstrate and apply* scientific reasoning skills to the interpretation of empirical data to describe, predict, and manipulate natural phenomena.

Measurable Learning Outcomes [Learning outcomes are specific, measurable objectives that describe what an individual will learn and be able to do as a result of completing a course. TCC will use *A Faculty and Staff Guide to Creating Learning Outcomes* to create measurable learning outcomes for all active

courses. The Guide is produced by the National Resource Center for The First-Year Experience & Students in Transition, University of South Carolina. All of the faculty will be provided a Guide.]

After the completion of this course, students will be able to:

- Use basic Spanish in the context of practical business situations such as international business trips.
- Develop oral ability to engage in realistic dialogues using key vocabulary needed in various business environments.
- Develop written ability to write Resumes, job application letters and other business correspondence.
- Read and comprehend basic Spanish business articles.
- Use Spanish vocabulary about key business topics such as marketing, accounting, economics, banking, the stock market and technology.
- Use grammatical structures to narrate events in the present, to talk about the past, to make future plans and to give recommendations to clients, colleagues, employees and business partners.
- Effectively communicate with Spanish speaking clients, employees and associates.
- Understand cultural differences and similarities.

Topics Covered in this course [Briefly list the major content areas covered in this course. These topics should be related to the course's measurable learning outcomes listed above. Delete and replace the text below. While listing major topics is expected, listing sub-topics is not required. Add content areas as needed.]

- Job interviews.
- Business phone conversations.
- Preparing a Curriculum Vitae / Resume.
- Human resources.
- Home insurance and health insurance.
- The business trip: At the airport, at the hotel and at the restaurant.
- Customer service.
- Basic vocabulary of marketing.
- Vocabulary of banking and the stock market.
- Taxes, accounting and economics.
- Laws and politics.
- Vocabulary of wholesale and retail.
- Department stores.
- Independent businesses.
- International businesses and multinational corporations.
- Imports & exports, immigration, and means of transportation.
- Factories and agriculture.
- Food industries.
- Green industries.
- Technology and computers: Online businesses, Web stores and Internet sales.
- Profits and looses.
- Non profit organizations.
- The environment.
- Overview of main Spanish verb tenses such as present indicative, preterite, imperfect, future and present subjunctive.

Methods of Assessment used in this course [Courses should assess student learning to ensure students

are achieving the stated learning outcomes. Faculty can assess student learning in two ways: through direct and indirect assessments. Direct assessment measures student learning in a quantifiable way through tests, essays, and portfolios. Indirect assessment measures provide evidence of learning by gathering information other than student work output. Indirect assessment is used to provide evidence of learning by obtaining feedback from students or examining data that may be correlated with student learning. The following table **provides examples** of commonly used direct and indirect assessments. Place a check in the boxes that apply to **the types** of assessments used in this course.

Direct Assessments Used	Indirect Assessments Used	Other Assessments (please describe below)
☒ Tests/Exams/Quizzes	☐ Minute Papers	- Online practice and assessment
☐ Essays	☒ Conferences w/students	- Pair-group work
☒ Projects	☐ Mid-Semester Evaluations	- Role-plays
☐ Studio/Lab Performance	☐ Questionnaires to gather feedback	
☐ Research Report	☐ Course Exit Surveys	
☒ Oral Examination	☒ Participation points awarded	
☒ Demonstrations, presentations		
☐ Lab Practical		
☐ Portfolios		
☐ Check this box if standardized assessment instruments are used in this course. Check all that apply: ☐ Test required for certification or licensure: ☐ Standardized test within course for formative evaluation: ☐ **Check this box if** Common exam given to all sections of this course.		

Methods of Delivery [Check all that apply.]

☒ Face-to-Face
☒ Online
☒ Hybrid

Required Course Materials (in addition to textbook):

☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐			

Discipline Chair Signature:

Academic Dean Signature:

Date Last Reviewed: