THE COLLEGE OF THE BAHAMAS
Course Outline

Title: Business Spanish
Abbreviation and Number: SPAN242
School: Communication and Creative Arts
Department: Foreign Languages
Credits: 3
Pre-requisite(s): SPAN200/SPA 200 and SPAN203/SPA 203 or permission of Chair/Instructor
Co-requisite(s): None

COURSE DESCRIPTION
This course provides students with the vocabulary and skills needed to conduct business transactions in Spanish and to translate into English basic business documents written in Spanish.

SPECIFIC OBJECTIVES
Upon successful completion of this course students will be able to
1. converse in Spanish about matters related to business;
2. participate in business discussions and meetings; and
3. translate into English basic business letters and documents written in Spanish.

COURSE CONTENT
I. Correspondence
   A. Letters
   B. Memoranda
   C. Minutes
   D. Statements
   E. Reports
   F. Other

II. Forms
   A. Applications
   B. Curriculum Vitae
   C. Order
   D. Other

III. Banking Transactions
   A. Types of accounts
   B. Opening and closing accounts
   C. Deposits and withdrawals
   D. Transferring funds
   E. Remitting payments

IV. Promotions
   A. Logos and letterheads
   B. Pamphlets and flyers
   C. Marketing
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D. Advertising
E. Other

V. Facts and Figures
A. Statistical information
B. Graphs, charts and tables
C. Balance sheets
D. Profit and loss accounts

VI. Transactions
A. Arranging meetings
B. Responding to enquiries
C. Handling requests, orders and complaints
D. Interviews

ASSESSMENT
Assignments.......................... 30%
Presentations.......................... 20%
Group project............................ 20%
Final project............................. 30%
TOTAL...................................... 100%

REQUIRED TEXT

SUPPLEMENTARY READINGS/MATERIALS

WEBSITES
www.elmundo.es
www.elpais.com
www.estrategia.cl