

CATALOG INFORMATION

Dept and Nbr: BMG 78.96

Title: BUSINESS SPANISH

Full Title: Business Spanish

Last Reviewed: 10/21/1993

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	4.00	8	Lecture Scheduled	32.00
Minimum	1.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00

Total Student Learning Hours: 96.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

The basic language requirements to professionally serve Hispanic customers & communicate with your Hispanic employees.

Prerequisites/Corequisites:

Recommended Preparation:

Eligibility for ENGL 100A or ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:

Description: The basic language requirements to professionally serve Hispanic customers & communicate with your Hispanic employees. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100A or ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Major Applicable Course

COURSE CONTENT

Outcomes and Objectives:

At the conclusion of this course each student will be able to:

1. to answer a telephone using basic spanish
2. record basic information about a spanish speaking person
3. use the common spanish terms for basic daily greetings

Topics and Scope:

1. Spanish telephone techniques.
--listening, understanding and questioning
2. recording information into English from a Spanish conversation.
3. Daily Spanish business greeting and simple conversation.

Assignment:

Written exercises, class presentations, and group discussions.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes	Problem solving 50 - 60%
Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Class performances, Performance exams, SPEAKING SPANISH	Skill Demonstrations 50 - 60%
Exams: All forms of formal testing, other than skill performance exams.	
None	Exams 0 - 0%
Other: Includes any assessment tools that do not logically fit into the above categories.	
ATTENDANCE AND PARTICIPATION	Other Category 10 - 20%

Representative Textbooks and Materials: