

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: 04 - Different Topics

Also Listed As:

Formerly:

Catalog Description:

See BMG 78

Prerequisites/Corequisites:

Recommended Preparation:

Eligibility for ENGL 100A or ENGL 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.

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Different Topics

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree:**      **Area**  
**CSU GE:**        **Transfer Area**

Effective:      Inactive:  
Effective:      Inactive:

**IGETC:**        **Transfer Area**

Effective:      Inactive:

**CSU Transfer:** Transferable      Effective:      Fall 1993      Inactive:      Spring 2011

**UC Transfer:**                      Effective:                      Inactive:

**CID:**

**Certificate/Major Applicable:**  
Certificate 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:**