Official course description: Commercial Spanish provides the students with the vocabulary and the cultural information to allow them to perform a number of communicative tasks in business-related settings. The course is for Spanish majors and minors. No previous business knowledge is required.

Course objectives:
1) to identify business terms and define business vocabulary in the L2 with a focus on areas such as marketing, management, import/export, etc.;

2) to describe the fundamental commercial processes in the L2 in the primary functional areas of business;

3) to show proficiency in oral and auditory communication skills in business-related situations, such as job interviews, phone calls, meetings;

4) to demonstrate proficiency in the written forms of proper business communication, such as bank transactions, e-mails, advertisements and a variety of letters, including the translation of said documents;

5) to compile information on the economies of the following countries: Spain, Chile, Mexico, the United States (focusing on the Latino population) and Cuba and to identify market strategies for each.


Final Grade:

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exams</td>
<td>25%</td>
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<tr>
<td>Final exam (cumulative)</td>
<td>15%</td>
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<td>Oral exercises:</td>
<td>10%</td>
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<td>Written homework</td>
<td>15%</td>
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<td>Quizzes</td>
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<td>Business simulation (group project)</td>
<td>10%</td>
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<tr>
<td>Portfolio</td>
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**Grading Scale:** 100-90, A; 89-80, B; 79-70, C; 69-60, D; below 60, F.

**Exams:** Make-up exams may be scheduled if you inform me prior to the exam date. All make–up exams must be taken before the next class period. The listening portion of the exam will be during the first few minutes of the period so it is extremely important to arrive on time to class particularly on exam days.

**Written Assignments:** No late assignment is accepted unless you have received prior permission. Absence is not an excuse for failing to turn in homework, as I always accept electronic submissions.

**Quizzes:** There are no make-up quizzes. The lowest quiz grade will be dropped when calculating your average. A quiz missed for any reason (absence, tardiness, etc.) becomes the grade dropped.

**Portfolio:** Throughout the semester, the student will maintain a portfolio that will include both samples of individual assignments as well as the exercises completed as part of the “Actividad Empresarial”. The portfolio must be handed in to the professor the last day of classes (May 4, 2007).

**Plagiarism and cheating:** In cases of cheating, plagiarism, or other acts of academic dishonesty, either I, any other academic officer of this University, or another student may initiate the informal resolution process, which may result in failure of this course, or the formal resolution process through the Office of Judicial Services, which may result in university suspension or dismissal. Please refer to the Kutztown University Undergraduate Catalog for a full explanation of this institution's Academic Honesty policy.

Please be careful when you work with a Spanish-speaking friend or a tutor. These assistants may not give you the correct answers or rewrite your essay (not even a sentence). To have someone else "provide" the correct Spanish for you is plagiarism, and is very obvious to your teachers who are familiar with your level of proficiency.

**Electronic Devices:** All electronic devices, such as cell phones, must be turned off and stowed away before the start of class and remain so during the duration of the class. I reserve the right to confiscate any electronic devices in use during class.

**Disability Disclosure Statement:** Any student who has a need for accommodation based on the impact of a disability should contact the instructor privately to discuss the specific situation as soon as possible. Contact Disability Resources and Services to coordinate reasonable accommodations for students with documented disabilities.
Brief Bibliography


