Course Objectives and Learning Outcomes: The purpose of this course is to enhance your vocabulary and register for conducting basic to intermediate level commercial transactions in a variety of Spanish-speaking cultures.

The successful student in this course will learn vocabulary and idioms used in commercial communications, write business letters in Spanish, learn the theory and develop the skills of translating commercial documents into and from English, and understand the cultural differences in the Spanish-speaking marketplace.

To accomplish this, students will undertake a variety of learning exercises including, but not limited to: assigned readings, in-class and online discussions, quizzes, written and aural comprehension exercises, and group presentations.

Students will be evaluated in daily oral-aural skill development through in-class participation, quizzes and exams to evaluate vocabulary and grammar skills, through written work designed to practice form and translation skills.

In addition to in-class work, students will complete a personalized language study course in the Tell Me More Spanish suite. Students must complete the entire personalized course of study in Professional Situations. This course component will be worth 20% of the final grade.

Assigned Readings and in-class discussions: We will be using the UNA Angel Learning system to track all assignments and most readings. It is the responsibility of each student to check for assignments on Angel and have them ready for each class period. This includes printing out any assigned material (e.g. worksheets, etc.) and bringing it to class.

The success of this class depends in large part on the active participation of everyone in the class. If you miss class, you are not only losing out on the opportunity to learn, but are depriving your classmates of your insight and perspective. Class attendance and participation are worth 10% of the final grade.

Attendance: This class cannot function without you. It is your responsibility to be in class, on time, and prepared for every session. Make-up work will only be accepted on the day you return to class from an excused absence. If you will be absent from a quiz because of a University excused event, you must make arrangements to take the quiz before your absence. Pop quizzes cannot be made up. After missing 10% of the class sessions, your final grade will drop by 10% and will continue to drop at the same rate of your accumulated absences. Each tardy will count as ¼ an absence.

Exams and Quizzes: There will be a Midterm and a Final exam plus a number of scheduled and unscheduled quizzes during the semester. Scheduled chapter quizzes will be conducted.
online in Angel. Daily open-note quizzes will be conducted during the first five minutes of each class period. Students may use any reading notes taken, but not the textbook. Make-up quizzes and tests will not be given without a doctor’s excuse. Other missed quizzes/exams will follow the attendance policy outlined above. Quizzes and Exams will be worth a combined 40% of the final grade.

**Case Studies via Online Discussion Forums:** There will be several discussion forums based on case studies or problems common to business in a Spanish-speaking environment. You will be assigned to a team, which will be responsible for resolving each case study/discussion topic. Students are to participate actively in each discussion forum. The instructor will assign a different team leader for each forum discussion, who will be responsible for coordinating the group solution/response and uploading the final version. This is an opportunity to practice writing Spanish in an informal setting, using terms and topics we will acquire over the course of the semester, as well as compiling, editing, and managing teams. Each team leader will submit a written evaluation of their team members at the end of their assigned term as team leader. Forum participation is worth 20% of the final grade.

**Grading System:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation and Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes and Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Case Studies / Discussion Forums</td>
<td>20%</td>
</tr>
<tr>
<td>Tell Me More</td>
<td>20%</td>
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</tbody>
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The professor reserves the right to alter the syllabus in any way he sees fit.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ASSESSMENT</th>
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<tbody>
<tr>
<td>290-3-3-.11(2)(b)2.(ii) Ability to ask questions and compare answers to interpret literary and cultural texts from both native and target cultures for the purpose of interpreting and reflecting on the perspectives of both cultures.</td>
<td>Interpretation of readings in <em>Éxito Comercial</em>, Business letters. Participation. Quizzes/Midterm Exam/Final Exam. MOPI Exams.</td>
</tr>
</tbody>
</table>
Anticipated Calendar of Study

Daily Reading Schedule.

Thursday 1/13 Course Introduction.
Tuesday 1/18 Chapter 8.
Thursday 1/20 Chapter 8

Tuesday 1/25 Chapter 8
Thursday 1/27 Chapter 8

Tuesday 2/1 Chapter 9
Thursday 2/3 Chapter 9

Tuesday 2/8 Chapter 9
Thursday 2/10 Chapter 9

Tuesday 2/15 Chapter 10
Thursday 2/17 Chapter 10

Tuesday 2/22 Chapter 10
Thursday 2/24 Chapter 10

Tuesday 3/1 Midterm Exam.
Thursday 3/3 Chapter 11

Tuesday 3/8 Chapter 11
Thursday 3/10 Chapter 11

Tuesday 3/15 Chapter 11
Thursday 3/17 Chapter 12

Tuesday 3/22 Chapter 12
Thursday 3/24 Chapter 12

Tuesday 4/5 Chapter 12
Thursday 4/7 Chapter 13

Tuesday 4/12 Chapter 13
Thursday 4/14 Chapter 13

Tuesday 4/19 Chapter 13
Thursday 4/21 Chapter 14

Tuesday 4/26 Chapter 14
Thursday 4/28 Chapter 14

Tuesday 5/3 Chapter 14

Final Exam: Tuesday, May 10. 8:00-9:45am