

Course name: Spanish for International Business

Emphasis of study: Spanish for International Business

Recommended Semester Credits: 3 credits

Contact Hours: 95-110 (80 hours classroom AND 15-30 hrs cultural activities & field trips)

Length: 4 weeks

Spanish Level Required: Mid-Intermediate

Course Description:

The course aims to prepare students linguistically in the four communicative skills including oral (speaking & listening) and written (writing & reading) skills. It will introduce the participant to the normal practices of business and trade in Costa Rica and Latin America, through reading, research, oral presentations and written reports. Spanish Classes will include business vocabulary and the topics related to international business. An important component of the program will be field trips and three independent research missions.

General objectives:

- Developing communicative competence.
- Learn about the normal business and trade practices in Costa Rica.
- Research on markets and institutions related to the commercial development of Costa Rica.
- Learn about the economic and commercial situation of Latin America.

Specific objectives

- Present orally and in writing, on trade issues in Costa Rica.
- Formally request interviews and meetings with businesses or institutions involved in business in Costa Rica.
- Prepare business documents: letters of application for employment, dismissal, curriculum vitae, sanctions, etc.
- Identify aspects related to the labor laws of Costa Rica.
- Identify general issues about the tax system in Costa Rica.

Themes (categories)

- The Latin American market and free trade agreements
- The Economy of Costa Rica
- Types of companies and markets
- Transnational corporations
- State and private banking
- Offers and job applications
- Social Security, labor law and tax law

Methodological Strategy:

The class is taught in a communicative approach and therefore requires the continued involvement of students. It is a group class, 100% in Spanish. All the skills are integrated from the start of the course (reading comprehension, oral skills, writing and listening). The materials and activities utilized are designed, in order to reflect situations and demands real life.

The teacher(s) choose the themes and activities, according to oral proficiency level of the participant (depending on the ACTFL scale) and each student must contribute their share. Since grammatical and linguistic correctness is fundamental in the development of successful written and communication skills, these aspects will be included in all exams, papers and presentations. In other words, spelling and grammar counts. Participants should expect homework that needs to be turned into to the professor on most days.



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Assessment Criteria:

Class attendance is mandatory. The assessment regulations do not allow the replacement of hours. In case of illness, is essential and mandatory submission of a medical certificate, which cannot have a date following the absent date.

- 5%: 1st Exam
- 5%: 2nd Exam
- 5%: 3rd Exam
- 25%: Final exam
- 10%: Writing (average grade and progress achieved in **three mission written reports**)
- 10%: Listening
- 10%: Reading Comprehension
- 15%: Speaking (average grade and progress achieved in **three mission presentations**)
- 15%: Participation and attendance
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- 100%