

## FLS 336 Spanish for Business Model Syllabus

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**CATALOG COURSE DESCRIPTION:** This course will focus on communicative skills through writing and editing a variety of business letters. A focus on cultural aspects of business correspondence will open a venue of much needed understanding in international business interactions due to the current economic ties between the state of North Carolina, Latin America and Europe.

**NOTE:** All Spanish majors who declared on or after August 1, 2009, must reach at least the Intermediate High of the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Scale. Please see [http://fl.chass.ncsu.edu/spanish/oral\\_proficiency.php](http://fl.chass.ncsu.edu/spanish/oral_proficiency.php) ([/spanish/oral\\_proficiency.php](/spanish/oral_proficiency.php)) see for further information about this requirement and the computerized Oral Proficiency Interview (OPIc).

**STUDENT LEARNING OUTCOMES.** By the end of the semester, students will be able to:

- Apply appropriate business terminology in written business correspondence.
- Apply written business correspondence skills in producing documents involved in the establishment of a business firm.
- Analyze cultural issues that influence diverse groups of human beings in Hispanic societies.
- Analyze and explain fundamental historical, geographical, and linguistic elements of Hispanic business practices.
- Discuss business topics in Spanish with grammatical and lexical precision and sophistication in approximation of the Intermediate High to Advanced Low level on the Oral Proficiency Scale of the American Council on the Teaching of Foreign Languages (ACTFL <http://www.actfl.org>).

### MODEL SYLLABUS:

**Objetivo:** El curso está diseñado para ofrecer al estudiante el acontecer del mundo de los negocios con énfasis en vocabulario, conceptos de economía y finanzas, y aspectos interculturales; realizando las habilidades lingüísticas para poder desenvolverse en el mundo de los negocios de habla hispana.

**[Certificado de Negocios de la Cámara de Comercio de Madrid \(/spanish/certifications.php\)](/spanish/certifications.php) : [Registration info \(/spanish/certifications.php\)](/spanish/certifications.php).**

- **[Información general sobre los exámenes \(http://www.camaramadrid.es/index.php?elem=581&sec=27&idsec=27\)](http://www.camaramadrid.es/index.php?elem=581&sec=27&idsec=27)**
- **[Modelos de exámenes \(http://www.camaramadrid.es/index.php?elem=583&sec=27&idsec=27\)](http://www.camaramadrid.es/index.php?elem=583&sec=27&idsec=27)**

**Texto:** "Temas de empresa" Manual para preparación del Certificado Superior de Español de los Negocios de la Cámara de Comercio de Madrid. María José Pareja, Edinumen, 2005. ISBN 84-95986-69-8. Disponible en DHHill Library- Reservas.

**Pre-requisitos:** FLS 331.

**Asistencia:** Más de 2 afectarán la nota final. Se reducirá 2% de la nota final por cada ausencia adicional. Sírvase contactarse con la profesora en caso de emergencia con la debida documentación. [http://www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.4.php](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.4.php).

**Make up work:** There is not make up work. Emergencies will be handled on an individual basis upon receipt of documentation.

**Incomplete:** Incomplete grades will be given only when a student cannot complete the course due to unforeseeable circumstances beyond his/her control and has done most of the course work.

[http://www.ncsu.edu/policies/academic\\_affairs/grades\\_undergrad/REG02.50.3.php](http://www.ncsu.edu/policies/academic_affairs/grades_undergrad/REG02.50.3.php)

**Electronic device policy:** Cell phones are to be turned off and placed out of sight. Students are not

allowed to use computers in class. Penalty: Students who violate the policy will be counted absent for the day.

Records: Students are required to keep record of attendance and all class grades at all times BEFORE final grade is posted.

Distribución de calificaciones:

Exámenes parciales (2) 30%

Asignaciones escritas ( portafolio) y participación ACTIVA 25%

Asignaciones orales: Informes orales y Actividades Recopilatorias (ver texto) 25%

Examen final 20%

Escala de calificaciones:

A+ = 98-100	B+ = 88-89.9	C+ = 78-79.9	D+ = 68-69.9	F = 59.9-0
A = 93-96.9	B = 83-86.9	C = 73-76.9	D = 63-66.9	
A- = 90-92.9	B- = 80-82.9	C- = 70-72.9	D- = 60-62.9	

ACTIVE CLASS PARTICIATION Instructions:

1). Complete the "registro de participación.doc" for every day of class. Download this document from the course web site; open it and type in your full name at the top; assign yourself a 10, 8, 6, or 4 (NOT any other number!) for each day, with a brief explanation of how you arrived at this evaluation. LEAVE THE TOTAL COLUMN BLANK -- I will complete that part.

2). Submit the "registro" to me at the end of Wednesday's class every week. Make sure you remember to turn the "registro" in even if I forget to ask for it. Make sure your NAME is on it.

3). Failure to follow these instructions will result in a 10% reduction of the weekly participation grade in question.

Preparation and participation grading rubric:

Note that students are required to prepare all readings before the scheduled class time in order to participate in group activities and contribute to class discussions.

<p>Excellent</p> <p>I spoke Spanish during the entire class. I only spoke English after asking the instructor for permission to do so.</p> <p>I spoke in complete sentences when appropriate.</p> <p>I respected my classmates and professor, always listening attentively to them when they spoke.</p> <p>I participated actively in all class activities and discussions.</p> <p>My participation demonstrated that I prepared well for class, having carefully read the assigned readings.</p>	10/10
<p>Good</p> <p>I spoke Spanish almost exclusively.</p> <p>I spoke in complete sentences some or most of the time.</p> <p>I respected my classmates and professor, listening attentively to them when they spoke.</p> <p>I participated actively in most class activities and discussions.</p> <p>My participation demonstrated that I prepared well for class, having read the assigned readings.</p>	8/10

<p>Average</p> <p>I often spoke Spanish in class but used English sometimes.</p> <p>I sometimes or often did not speak in complete sentences.</p> <p>I might have been distracted or not paid attention to my classroom or the professor once or twice.</p> <p>I participated in class activities, but not as well as I could have.</p> <p>My participation demonstrated that I prepared somewhat for class, but could have done a better job preparing.</p>	6/10
<p>Needs Improvement</p> <p>I was present but did not say anything during the entire class.</p> <p>I spoke more English than Spanish.</p> <p>I did work or reading not related to this class.</p> <p>I often got distracted and did not pay attention to the professor and my classmates.</p> <p>My participation (or lack thereof) demonstrated that I had not prepared myself for the class.</p>	4/10

### ASIGNACIONES ESCRITAS (5):

- PORTAFOLIO DE TRATADOS DE COMERCIO: MERCOSUR, NAFTA, CARICOM, PACTO ANDINO, LA UNION EUROPEA ...

Investigar un tema relacionado al tema de estudio de acuerdo a nuestro temario de clases. Escribir a mano 10 (diez) preguntas en ESPAÑOL basadas en el contenido del tema seleccionado.

Traer el borrador para ser comentado / corregido en clase (ver calendario)

Entregar portafolio el último día de clases con copias finales escritas usando la procesadora de datos incluyendo el artículo y la copia borrador escrita a mano corregida y comentada en clase.

Escribir un comentario personal relacionado a lo investigado en los cinco (5) temas seleccionados para entregar el 2 de diciembre.

Firmar NCSU "Honor Code".

- <http://www.studyspanish.com/accents/typing.htm>
- [yourdictionary.com](http://yourdictionary.com)

### ASIGNACIONES ORALES (2):

Habrà una lista de nombres y sus respectivas fechas la segunda semana de clases para informes de casos y actividades recopilatorias. Temas: Ver índice del texto.

a) INFORME ORAL DE CASOS (Temas 3, 5, 7, 9 y 10) : Investigar e informar individualmente un caso de interés personal relacionado al tema de estudio. Incluir apoyo escrito y visual. (Ver calendario)

b) ACTIVIDADES RECOPILOTORIAS (Temas 2, 4, 6, 8 y 10): Informar en grupo ( diálogo) actividades al final de los temas del texto. Incluir apoyo escrito y visual. (Ver calendario)

HONOR CODE: You will be required to write out the Honor Pledge on every test and/or assignment that you submit for this course. The Honor Pledge reads: "I have neither given nor received unauthorized aid on this assignment/test." You will sign the pledge. NO online translators, no help from tutors, friends, teachers, or native speakers are permitted for graded assignments. The Department of Foreign Languages and Literatures takes the University Policy on Academic Integrity very seriously. Please see the Student Code of Conduct at

[http://www.ncsu.edu/policies/student\\_services/student\\_discipline/POL11.35.1.php](http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php) **NCSU Code of Student Conduct**

**([http://www.ncsu.edu/policies/student\\_services/student\\_discipline/POL11.35.1.php](http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php))**.

Reminders to avoid plagiarism:

Quote and Citation: Use the source's exact words, place quotation marks at the beginning and end of them, and insert a citation immediately at the end of the quotation according to the standards of the discipline.

Paraphrase and Citation: Transform (paraphrase) the source's words and information entirely into your own style of writing, and insert a citation at the end of this paraphrase. If what you write still echoes the source's words and style, you have plagiarized. If you fail to insert a citation, you have plagiarized.

DISABILITIES: Students with diagnosed disabilities schedule an appointment with the professor at the beginning of the semester to discuss academic accommodations. This student/professor meeting occurs after the professor receives official documentation from the DSS office. Students without official documentation need to register in Suite 1900, Student Health Center. (See current [NC State Policy \(http://www.ncsu.edu/policies/academic\\_affairs/pols\\_regs/REG205.00.28.php\)](http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.28.php), [DSO site \(http://www.ncsu.edu/dso/\)](http://www.ncsu.edu/dso/), or call 5-7653, voice; 5-8830, tty.). Students with particular learning styles/needs should inform the instructor at the beginning of the course.

#### CALENDARIO DE CLASES

Fecha	Tema	
agosto 19	1	Introducción.Tema 1 La empresa,definición y clasificación (I) Fichas 1.1-1.2Fichas 1.3,1.4
24	1	Tema 2 La empresa, definición y clasificación (II) Fichas 2.1,2.2, 2.3
26	1	Fichas 2.4, 2.5. Actividades recopilatorias Tema 2
31	2	Tema 3 La organización de la empresa Ficha 3.1,3.2 , 3.3
sept. 02	2	Actividades recopilatorias. Informe sobre casos del Tema 3
09	3	ASIGNACION 1 (PORTAFOLIO )(traer borrador escrito a mano para ser corregido en clase)
14	4	Tema 4 Recursos humanos Fichas 4.1,4.2,4.3, 4.4
16	4	Actividades recopilatorias Tema 4
21	5	Tema 5 La función financiera Ficha 5.1,5.2, 5.3,5.4,5.5
23	5	Actividades recopilatorias. Informe sobre casos del Tema 5

28		Repaso para el examen ASIGNACION 2 (traer borrador)
30		Examen I
oct. 05	6	Tema 6 La bolsa Ficha 6.1, 6.2 , 6.3,6.4
07	6	Actividades recopilatorias Tema 6
12	7	Tema 7 La actividad comercial de la empresa: producto y precio Ficha 7.1, 7.2, 7.3,7.4,7.5, 7.6
14	7	Informe sobre casos del Tema 7
19	7	.Actividades recopilatorias ASIGNACION 3 (traer borrador)
21	8	Tema 8 La Actividad comercial: comunicación y distribución 8.1, 8.1.1, , 8.1.3,8.1.4 8.1.5, 8.2
26	8	Actividades recopilatorias Tema 8
28	8	Ficha 9 La internacionalización de la empresa Ficha 9.1,9.2 9.3,9.4
nov. 02	9	Ficha 9.5,9.6 Actividades recopilatorias.ASIGNACION 4 (traer borrador)
04	9	.Informe sobre casos del Tema 9 Repaso para el examen.
09		Examen II
11	10	Tema 10 Contabilidad. Ficha 10.1,10.2,10.3,10.4
16	11	Actividades recopilatorias TEMA 10 - Tema 11 Los impuestos Ficha 11.1,11.2,11.3
18	11	Ficha 11.4,11.5 Actividades recopilatorias. Tema 12 Analisis de un sector:el turismo. Ficha 12.1, 12.2,12.3,12.4

23	12	Informe sobre casos del Tema 11. ASIGNACION 5 (traer borrador) <a href="https://classeval.ncsu.edu/">Course Evaluations</a> ( <a href="https://classeval.ncsu.edu/">https://classeval.ncsu.edu/</a> )
30		Repaso general
dic. 02		Entrega de PORTAFOLIO DE TRATADOS DE COMERCIO (ver instrucciones)

Final exam: <http://registrar.ncsu.edu/calendars/> (<http://registrar.ncsu.edu/calendars/>)