

## COURSE SPECIFICATION

<b>Name of institution</b>	Mahidol University
<b>Campus/faculty/department</b>	International College

### Section 1: General Information

**1. Course code and course title**

Thai	ICCM XXX
English	ICLG 340 Spanish for Business

**2. Number of credit**

4 (4-0-8)

**3. Curriculum and type of subject**

3.1 Curriculum	Intercultural Studies Major
3.2 Type of Subject	Language and Culture concentration

**4. Responsible faculty member**

Dr. Juan Carlos Olmos Alcoy

**5. Trimester / year of study**

5.1 Trimester	All trimesters of every academic year
5.2 Number of students	20

**6. Pre-requisite**

All Intercultural Studies Core Courses &  
Intermediate Spanish III

**7. Co-requisite**

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**8. Venue of study**

Mahidol University, Salaya campus

## Section 2: Goals and Objectives

### 1. Goals

This course aims to further strengthen the communicative proficiency with emphasis on the terminology of economics and commerce, and practice in specialized language skills for diverse business situations.

### 2. Objectives of development/revision

To prepare students for work in Spanish speaking company environment.

## Section 3 Course Management

### 1. Course descriptions

(Thai Version)

The Spanish for Business course emphasizes discourse in a variety business context such as communicating with companies.

### 2. Credit hours / trimester

Lecture (Hour)	Additional class (Hour)	Laboratory/field trip/internship (Hour)	Self study (Hour)
44 hours (4 hours/week * 11 weeks)	-	None	44 hours (4 hour/week * 11 weeks)

### 3. Number of hours that the lecturer provides individual counseling and guidance

22 hours = 2 hours / week

## Section 4 Learning Outcome, Teaching Strategies and Evaluation

### 1. How to develop learning outcome in each area

#### 1) Morality and Ethics

##### 1.1 Expected outcome on ethics and moral

- 1) ● Enhanced sense of social responsibility and cooperation
- 2) ○ Maturity and self-discipline in approaching learning
- 3) ● Ethical and moral academic behavior

##### 1.2 Teaching Strategies

- 1) Coaching in academic honesty and integrity
- 2) Cooperative activities, both in pairs and groups, in the classroom

##### 1.3 Evaluation Strategies

- 1) Oral and written assessments
- 2) Submission of assignments on time
- 3) Class attendance, active participation and behavior in class
- 4) Oral and written examinations

#### 2) Knowledge

##### 2.1 Expected outcome on knowledge:

By the end of this course, the students will have improved their language proficiency for

- 1) Resume writing
- 2) Interview skills
- 3) Negotiating skills
- 4) Presentations skills
- 5) Socializing across cultures

## 2.2 Teaching Strategies

- 1) Lectures
- 2) Integrated communicative activities (listening, speaking, reading and writing)
- 3) Communicative activities and pair work
- 4) Group discussions and presentations

## 2.3 Evaluation Strategies

- 1) Written and/or oral exams
- 2) Individual and/or group written assignments
- 3) Individual and/or group oral presentations
- 4) Class attendance and participation
- 5) Evaluation of work journals

## 3) Intellectual Development

### 3.1 Expected outcome on Intellectual Development

By the end of this course, the students will have improved their language proficiency for

- 1) Resume writing
- 2) Interview skills
- 3) Negotiating skills
- 4) Presentations skills
- 5) Socializing across cultures
- 6) Finance
- 7) Human Resources

### 3.2 Teaching Strategies

- 5) Lectures
- 6) Integrated communicative activities (listening, speaking, reading and writing)
- 7) Communicative games and pair work

- 8) Group discussions and presentations

### 3.3 Evaluation Strategies

- 1) Written and/or oral exams
- 2) Individual and/or group written assignments
- 3) Individual and/or group oral presentations
- 4) Class attendance and participation
- 5) Evaluation of work journals

## 4) Interpersonal Relationship and Responsibility

### 4.1 Expected outcome on interpersonal skills and responsibility

- 1)  Cooperative interpersonal skills and respect for the rights and opinions of others
- 2)  Ability to be a constructive team member in various roles
- 3)  Leadership and initiative in problem solving and uncertain situations
- 4)  Responsibility for learning beyond the classroom and the university

### 4.2 Teaching Strategies

- 1) In-class group exercises
- 2) Formal group projects and assignments

### 4.3 Evaluation Strategies

- 1) Evaluation of group presentation of knowledge synthesis
- 2) Collection of within-group peer evaluations
- 3) Observation of class attendance and participation

## 5) Mathematical analytical thinking, communication skills, and information technology skills

### 5.1 Expected outcome on numerical analysis, communication and information technology skills

- 1)  To have the ability to communicate effectively and select appropriate methods of presentation
- 2)  To have and to develop information technology skills adapted to the foreign

language

## 5.2 Teaching Strategies

- 1) In-class exercises
- 2) Written and/or oral assignments

## 5.3 Evaluation Strategies

- 1) Observation of participation during in-class discussions and exercises
- 2) Evaluation of written and/or oral assignments
- 3) Evaluation of written and/or oral examinations

# Section 5 Teaching and Evaluation Plans

## 1. Teaching plan

<b>Week</b>	<b>Topic</b>	<b>Hours</b>	<b>Teaching methods and multimedia</b>	<b>Instructor</b>
1	Introduction. Unit 1: “Welcome” Greetings and reservations;	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
2	Unit 1 continued; dialogues at the reception; company tours	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
3	Review unit 1 & Quiz 1 Unit 2: “All about the	4	Lectures, integrated communicative skills (listening,	Juan Carlos Olmos Alcoy

<b>Week</b>	<b>Topic</b>	<b>Hours</b>	<b>Teaching methods and multimedia</b>	<b>Instructor</b>
	business” Talking about industries		speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	
4	Unit 2 continued; diverse products; service offerings	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
5	Review unit 2 & Quiz 2 Unit 3: “Organizational Structure” Around the workplace; positions;	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
6	Unit 3 continued; duties; environmental issues; health insurance	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
7	Unit 3 review & Quiz 3  Unit 4: “Communication at the Workplace” Telephone etiquette;	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and	Juan Carlos Olmos Alcoy

<b>Week</b>	<b>Topic</b>	<b>Hours</b>	<b>Teaching methods and multimedia</b>	<b>Instructor</b>
			presentations, self-study.	
8	Unit 4 continued; structuring telephone conversations, communicating with superiors.	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
9	Review Unit 4 & Quiz 4 Unit 5: "Payment Systems" Contracts	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
10	Unit 5 continued; money transfers; cash & cash-free payments	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
11	Review of the course Presentations	4	Lectures, integrated communicative skills (listening, speaking, reading and writing), communicative activities and pair work, group discussion and presentations, self-study.	Juan Carlos Olmos Alcoy
12	<b>Final Exam</b>			



**2. Evaluation plan**

<b>Expected outcomes</b>	<b>Methods / Activities</b>	<b>Week</b>	<b>Percentage</b>
1.1 (1) - (4) 2.1 (1) – (3) 3.1 (1) – (3) 4.1 (1) – (4) 5.1 (1) – (3)	Quizzes	3, 5, 7, 9	50%
1.1 (1) - (4) 2.1 (1) – (3) 3.1 (1) – (3) 4.1 (1) – (4) 5.1 (1) – (3)	Final Exam		40%
1.1 (1) - (4) 2.1 (1) – (3) 3.1 (1) – (3) 4.1 (1) – (4) 5.1 (1) – (3)	Oral Activities		10%

## Section 6 Teaching Materials and Resources

### 1. Texts and main documents

Olga Juan, Marisa de Prada y Ana Zaragoza. *En equipo.es 1* (Madrid: Editorial Edinumen, 2002), or most recent edition

### 2. Documents and important information

- 1) Handouts
- 2) Internet search
- 3) Flashcards
- 4) Presentations

### 3. Documents and recommended information

- 1) Any reliable source that relates to the specific course content from the library or the internet

## Section 7 Evaluation and Improvement of Course Management

### 1. Strategies for effective course evaluation by students

- 1.1 Evaluation form on course content, course management, textbook, and overall opinion at the end of the every trimester.

### 2. Evaluation strategies in teaching methods

- 2.1 Students' learning outcomes
- 2.2 Student evaluation
- 2.3 Class observation by peers

### 3. Improvement of teaching methods

- 3.1 Research
- 3.2 Training and workshops on teaching
- 3.3 Class observation by peers

**4. Evaluation of students' learning outcome**

Score for writing projects, readings, exams, and journal

**5. Review and improvement for better outcome**

Humanities and Languages Division meetings every trimester

Review by program director, course coordinator and instructors