

Pennsylvania College of Technology

Workforce Development & Continuing Education

Spanish for the Workplace BSM 601 Course Outline







Course Description: Learn to speak and understand basic Spanish. This course features an emphasis on travel vocabulary to prepare you to communicate in conversational situations in a Spanish-speaking country. It also prepares you to communicate with Spanish-speaking clients in a business setting.

Textbook: Spanish for the Workplace Book 1A (provided)

Prerequisites None

Course Length: 18 hours

Course Outline:

-  Learning a New Language
-  Basic Vocabulary
-  Pronunciation
-  Introductions and Greetings
-  Office Terminology
-  Giving Directives
-  Interviewing Clients
-  Being Understood in a Foreign Environment