

OBJECTIVES/COMPETENCIES

Course Objectives	Competencies
<ol style="list-style-type: none"> 1. To improve reading and writing skills in professional Spanish communication 2. To prepare Spanish speakers for employment in a professional work environment 3. To improve formal Spanish vocabulary and grammar 	<ol style="list-style-type: none"> 1. Native speaking Spanish students will demonstrate the ability to read Spanish prose and follow directions or answer questions 2. Students will be create professional documents in Spanish language 3. Students will demonstrate proper grammar in written assignments 1. Students will refine soft skills such as interviewing in Spanish through practice 2. Students will develop skills needed for the synthesis of work related documents such as cover letters, resumes, and memos 1. Students will increase work related vocabulary with a focus on formal business terms 2. Students will be able conjugate verbs in the proper tense