

COURSE SPECIFICATION

Name of institution	Mahidol University
Campus/faculty/department	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	-
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

Week	Topic	Hours	Teaching methods and multimedia	Instructor
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

Week	Topic	Hours	Teaching methods and multimedia	Instructor
	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

Week	Topic	Hours	Teaching methods and multimedia	Instructor
			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	Final Exam			

2. Evaluation plan

Expected outcomes	Methods / Activities	Week	Percentage
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