Course Title: Spanish Conversation for Business Owners and Managers

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Course Description:  

Course Prerequisite(s):  
Spanish II student and/or Spanish-speaking ability

Course Objectives:  
1. Practice financial, economic and accounting terminology and vocabulary in Spanish  
2. Organize business graphics, reports and analysis in Spanish  
3. Compile prices, products, checks and financial statements in Spanish

Textbook(s):

Lesson Plan – by week or session
Session 1: Student Data Forms  
Introductions  
Job - Application - Interview  
Session 2: Sales  
Invoices Purchasing  
Session 3: Graphs  
Prices  
Product Growth  
Session 4: Banks  
Checks  
Deposits  
Session 5: Surveys  
Develop  
Practice  
Session 6: Communication  
Letters  
Session 7: Meetings  
Discussion  
Student Presentations  
Session 8: Financial Statements  
Terminology  
Income Statement  
Session 9: Financial Statements  
Terminology  
Balance  
Session 10: Financial Statements