

**Department: Foreign Language**  
**Course: Spanish in the Workplace**

**General Description of Course:**

This curriculum is designed for the student who wants to continue with the study of Spanish beyond the Regents level. The course will focus on using Spanish in a myriad of employment opportunities.

**Major Topics Covered:**

The major topics that will be developed with relevant and appropriate grammar topics are interviewing for a job, creating a resume, in addition to working in the following fields: law, medicine, business, entertainment, education, journalism, and sports marketing.

**Textbooks:**

Spanish for Business  
Spanish for Law Enforcement  
Spanish for Education

As well as selections from Spanish literature and varied authentic materials including magazine and newspaper articles, videos, films, in addition to the internet.

**Requirements:**

- Being prepared in class each day with the covered textbook, notebook, and pen.
- Active participation in the target language.
- Careful preparation of each day's writing and studying assignment.
- Application of internet research skills in reports and/or projects.
- Good attendance to provide maximum opportunity for oral use of the language.

**Grading Procedures:**

A variety of testing/assessments activities will be used to determine in the students' performance in the course. These activities may include announced and unannounced quizzes, unit tests, a midterm examination and a final examination or project. In addition, authentic assessment techniques such as skits, oral presentations, speaking and writing portfolios, reports, etc. involving the use of authentic listening and reading materials will be highlighted. Day-to-day oral class participation in the foreign language is an integral part of the students' performance and grade.