



SPAN 90 - Occupational Spanish Course Outline

Approval Date: 06/12/2014

Effective Date: 01/16/2015

SECTION A

Unique ID Number CCC000502880

Discipline(s) Foreign Languages

Division Language and Developmental Studies

Subject Area Spanish

Subject Code SPAN

Course Number 90

Course Title Occupational Spanish

TOP Code/SAM Code 1105.00 - Spanish Language and Literature / E - Non-Occupational

Rationale for adding this course to the curriculum Modern Languages wishes to resume its partnership with local agencies that are requesting Occupational Spanish classes.

Units 0.5 – 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 9.00
to 54.00

Lab 0.00
to 0.00

Activity 0.00
to 0.00

Work Experience 0.00
to 0.00

Outside of Class Hours 18.00
to 108.00

Total Contact Hours 9.00
to 54

Total Student Hours 27
to 162

Open Entry/Open Exit No

Maximum Enrollment 20

Grading Option Letter Grade or P/NP

Distance Education Mode of Instruction

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description Occupational Spanish teaches the basic Spanish phrases necessary to carry out specific procedures or protocols in various occupations. The course is taught to specific job needs and will include how to relate appropriately to pertinent cross-cultural issues.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

A. To be able to communicate orally in Spanish in specific job situations

2. Course Objectives: Upon completion of this course, the student will be able to:

A. Produce Spanish sounds correctly

B. Communicate to customers and employees in basic job specific Spanish

C. Perform specific job procedures or protocols in Spanish

D.

3. Course Content

A. Learn specific job related Spanish phrases in various occupations, such as the following:

a. Mortgage Loan Officers

b. Banking

c. Real Estate Agents

d. Automobile Sales and Service

e. Human Resources

f. Safety Supervisors

g. Funeral Home Directors

h. Car Insurance Agents

i. Tax Preparers

j. Retail Sales

k. Office Personnel

l. Hotel and Motel Staff

m. Restaurant Staff

n. Custodial and Maintenance Supervisors

o. Apartment Managers

p. Industry, Manufacturing, and Warehousing

q. Construction Sites

r. Nurseries, Landscaping, and Groundskeeping

s. Physician's Office

- t. Substance Abuse Counseling
- u. Nursing
- v. Eye Care Providers
- w. Opticians
- x. Ophthalmologists
- y. Optometrists
- z. Dental Staff
- aa. Chiropractic Office
- bb. Pharmacy
- cc. Respiratory Therapy
- dd. School Administrators, Teachers, and Support Staff
- ee. Child Care Facilities
- ff. Library Staff
- gg. Law Enforcement Officers
- hh. Narcotics Officers
- ii. Highway Drug Interdiction
- jj. Probation Officers
- kk. Correctional Staff
- ll. Jail Facilities
- mm. Firefighters
- nn. Paramedics & EMTs
- oo. Wildlife, Forest, and Park Personnel
- pp. 911 Emergency Call Takers
- qq. Viticulture
- rr. Wine Making
- ss. Health Care Providers
- tt.

4. Methods of Instruction:

Activity:

Individualized Instruction:

Observation and Demonstration:

Other: Conversational based activities to reinforce proper pronunciation of basic Spanish phrases.

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Quizzes --

Additional assessment information:

Directed situations & scenarios in Spanish; for example, a secretary asking and answering questions in Spanish in order to successfully fill out an office form or a police officer doing a traffic stop

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

N/A

B. Writing Assignments

Memorize and produce accurately appropriate job phrases in Spanish, such as, "Please sign here," "I am going to take your pulse," "What is your address?" "Your appointment is at this time."

- C. Other Assignments
N/A

7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Manual #1:

Author: Slick, Sam L.
Title: Command Spanish
Publisher: Command Spanish, Inc.
Date of Publication: 01-01-2010

B. Other required materials/supplies.

- Command Spanish written materials & Cds