

SPAN-90: OCCUPATIONAL SPANISH

Effective Term

Fall 2015

BOT Approval

06/12/2014

SECTION A - Course Data Elements
CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Foreign Languages (Master's Degree)	

Subject Code

SPAN - Spanish

Course Number

90

Department

Spanish

Division

Language and Developmental Studies (LADS)

Full Course Title

Occupational Spanish

Short Title

Occupational Spanish

CB03 TOP Code

1105.00 - Spanish

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

E - Non-Occupational

Rationale

Modern Languages wishes to resume its partnership with local agencies that are requesting Occupational Spanish classes.

SECTION B - Course Description
Catalog Course 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.

SECTION C - Conditions on Enrollment
Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

Yes

Units

0.50

Units Maximum

3.00000

Lecture Hours

9.00

Lecture Hours Maximum

54.00

Outside of Class Hours

18

Outside of Class Hours Maximum

108

Total Contact Hours

9

Total Contact Hours Maximum

54

Total Student Hours

27

Total Student Hours Maximum

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

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

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Produce Spanish sounds correctly.
2. Communicate to customers and employees in basic job specific Spanish.
3. Perform specific job procedures or protocols in Spanish.

Course Content

1. 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

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Activity	Conversational based activities to reinforce proper pronunciation of basic Spanish phrases.
Individualized Instruction	
Observation and Demonstration	

Online Adaptation

Types	Examples of learning activities
Activity	
Directed Study	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Quizzes	
Skills Demonstration	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.

Assignments

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."

SECTION F - Textbooks and Instructional Materials

Material Type

Manual

Author

Slick, Sam L.

Title

Command Spanish

Publisher

Command Spanish, Inc.

Year

01-01-2010

Material Type

Other required materials/supplies

Description

Command Spanish written materials & Cds

SECTION G - Diversity, Equity and Inclusivity**Course Codes (Admin Only)****CB00 State ID**

CCC000502880

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No