

**BARTON COMMUNITY COLLEGE
COURSE SYLLABUS**

I. GENERAL COURSE INFORMATION

Course Number: LANG 1933
Course Title: Spanish for the Workplace
Credit Hours: 2.0 credits
Prerequisites: None

Division and Discipline: Workforce Training and Community Education

Course Description: This course provides a study of workplace Spanish for non-Spanish-speaking employers and employees who need to enhance communication in the workplace, with both colleagues and customers. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical in the workplace.

II. INSTRUCTOR INFORMATION

III. COLLEGE POLICIES

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

Students enrolled in this course represent a group of learners seeking specific language skills for the workplace. Upon completion students will possess skills that will enable them to effectively communicate with Spanish-speaking co-workers and clients. Students will also be introduced to cross-culture issues throughout the curriculum that will enhance their abilities to understand and work with Spanish-speaking colleagues and customers.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution. Also, these requirements may change from time to time and without notification. Therefore, it shall be the student's responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton County Community College to insure that he/she enrolls in the most appropriate set of courses for transferability.

V. ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

- A. Demonstrate Spanish for the workplace with simple vocabulary and structures in conversation when communicating.
 - 1. Identify, minimize and/or eliminate barriers to communication and understanding between Spanish-speakers and non-Spanish speakers in the workplace
 - 2. Demonstrate commands and statements designed to control potential responses ensuring comprehension.
 - 3. Outline directions and information using multi-modal literacies of communication techniques.
 - 4. Develop a vocabulary of practical Spanish expressions.
 - 5. Pronounce, spell, translate and understand Spanish vocabulary words.
 - 6. Construct simple strings of Spanish sentences.
 - 7. Verbalize information with a Spanish-speaking client.
 - 8. Analyze the basic needs of Spanish-speaking clients or patrons in order to share information.
 - 9. Identify and reflect how different cultures and societies provide diverse perspectives through the language and its cultures.
- B. Interact in simple statements with members of the Spanish-speaking population while on the job, in the general public and at the workplace.
 - 1. Demonstrate commands and statements designed to control potential responses ensuring comprehension.
 - 2. Outline directions and information using multi-model literacies of communication techniques.
 - 3. Develop a vocabulary of practical Spanish expressions.
 - 4. Pronounce, spell, translate and understand Spanish vocabulary words.
 - 5. Construct simple strings of Spanish sentences.
 - 6. Verbalize information with a Spanish-speaking client.
 - 7. Analyze the basic needs of Spanish-speaking clients or patrons in order to share information.

- C. Demonstrate Spanish language skills by responding to simple direct questions or statements and exchange simple conversation through learned utterances.
 - 1. Demonstrate commands and statements designed to control potential responses ensuring comprehension.
 - 2. Outline directions and information using multi-modal literacies of communication techniques.
 - 3. Develop a vocabulary of practical Spanish expressions.
 - 4. Pronounce, spell, translate and understand Spanish vocabulary words.
 - 5. Construct simple strings of Spanish sentences.
 - 6. Verbalize information with a Spanish-speaking client.
 - 7. Analyze the basic needs of Spanish-speaking clients or patrons in order to share information.
 - 8. Identify and reflect how different cultures and societies provide diverse perspectives through language and its cultures.
- D. Produce an appropriate response to Spanish aural input in highly predictable situation.
 - 1. Identify, minimize and/or eliminate barriers to communication and understanding between Spanish-speakers and non-Spanish speakers in the workplace.
 - 2. Demonstrate commands and statements designed to control potential responses ensuring comprehension.
 - 3. Outline directions and information using multi-modal literacies of communication theory.
 - 4. Develop a vocabulary of practical Spanish expressions.
 - 5. Pronounce, spell, translate, and understand Spanish vocabulary words.
 - 6. Construct simple strings of Spanish sentences.
 - 7. Verbalize information with a Spanish-speaking client.
 - 8. Analyze the basic needs of Spanish speaking clients or patrons in order to share information.
- E. Compare and contrast aspects of Spanish speaking cultures with their own cultures.
 - 1. Identify, minimize and/or eliminate barriers to communication and understanding between Spanish-speakers and non-Spanish speakers in the workplace.
 - 2. Outline directions and information using multi-modal literacies of communication techniques.
 - 3. Develop a vocabulary of practical Spanish expressions.
 - 4. Construct simple strings of Spanish sentences.
 - 5. Verbalize information with a Spanish-speaking client.
 - 6. Analyze the basic needs of Spanish-speaking clients or patrons in order to share information.
 - 7. Identify and reflect how different cultures and societies provide diverse perspectives through the language and its cultures.

VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

VII. TEXTBOOK AND OTHER REQUIRED MATERIALS

VIII. REFERENCES

IX. METHODS OF EVALUATION

X. ATTENDANCE REQUIREMENTS

XI. COURSE OUTLINE