ALLAN HANCOCK COLLEGE NONCREDIT COURSE OUTLINE

Prefix & No.: VOCE 7018B
Title: SPANISH IN THE WORKPLACE

Total Hours: 18-24  Hours/Week: 3  TOP Code: 1105.00  Static Course ID: 9436
Lecture: 3  Lab: ____________

COURSE DESCRIPTION:
Students develop conversational skills to communicate effectively with Spanish speakers in the workplace. Topics include phrases and vocabulary for problem-solving, handling real-life situations, avoiding mishaps and misunderstandings, and on-the-job procedures leading to increased employee productivity and safety.

INSTRUCTIONAL OBJECTIVES: (List at least 3 objectives)
Students will demonstrate the ability to:

1. Learn basic conversational phrases.
2. Ask and answer questions related to the workplace.
3. Communicate and understand time-related phrases, such as telling time on a clock, scheduling, days of the week, and months of the year.
4. Communicate numbers.

STUDENT LEARNING OUTCOMES:

1. Demonstrate competency in understanding and communicating Spanish vocabulary and phrases relevant to the workplace.

COURSE OUTLINE

Introduction to Spanish in the Workplace
Alphabet
Basic Grammar
Spanish phrases necessary in the workplace:
   Conversational phrases
   Questions
   Time
   Days of the week

HOURS
18-24
METHODS OF INSTRUCTION:
A direct method is used in this class. Students are encouraged to repeat what they hear and develop comprehension of the vocabulary/phrases.

EVALUATION: (The methods by which students and instructors will know how the objectives listed above have been met.)
Oral and written evaluation
Student satisfaction

MATERIALS, SUPPLIES & EQUIPMENT:
Textbook (optional)
Instructor developed materials
Chalk board
Chalk
Eraser