

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Spanish in the Workplace
COURSE NUMBER	CRJS 0111
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Criminal Justice
CIP CODE	43.0102
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course provides a study of workplace Spanish for non-Spanish speaking individuals employed in the corrections industry. The curriculum utilizes phonetic encoding to address Spanish commands, questions, and phrases critical to the Corrections workplace.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:
https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

- A. Use job specific Spanish for workplace communication in the United States.
- B. Interact more effectively with members of the Spanish-speaking population while on the job, in the general public, and at the workplace.
- C. Use job-specific Spanish language skills to control communication by targeting questions to elicit responses they can understand.

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Key Words and Phrases for Job Specific Situations and Activities
- II. Questions for Job Specific Situations
- III. Slang Words

COURSE LEARNING OUTCOMES

- A. CLO #1 Use job specific Spanish for workplace communication in the United States.
- B. CLO #2 Interact more effectively with members of the Spanish-speaking population while on the job, in the general public, and at the workplace.
- C. CLO #3 Use job-specific Spanish language skills to control communication by targeting questions to elicit responses they can understand.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.