

Tompkins Cortland Community College
Master Course Syllabus

Course Discipline and Number: SPAN 100
Course Title: Occupational Spanish

Year: 2024-2025
Credit Hours: 3

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

Provides basic foreign language tools necessary for effective and service-oriented employment. Students develop communication and cross-cultural skills crucial for successful work in an organization with a diverse staff. Field specific vocabulary, key cultural differences, and team building guidelines are emphasized. Phonetic software facilitates the learning process. Prior completion or concurrent enrollment in ENGL 100 or ESL 120, 121, and 122 (or prior completion of ESL 103) and RDNG 116 if required by placement testing. 3 Cr. (3 Lec.) Fall semester.

Course Context/Audience

This course can be used to satisfy a liberal arts or a humanities elective requirement. In addition to acquiring beginning level proficiency in Spanish, students will learn about field specific vocabulary, commands, and phrases to function appropriately in the work environment. This course concentrates on reading, listening, memorizing, speaking, and writing vital Spanish to allow non-Spanish speaking employees to interact and communicate with Spanish speaking workers in situations related to the field. The course should be of interest to individuals who want to acquire a beginning level of competency in Occupational Spanish communication.

Basic Skills/Entry Level Expectations

Writing: WC College level writing skills are required. See course co-requisites or pre-requisites.
Math: M0 Course requires very little or no math.
Reading: R3 Prior completion or concurrent enrollment in RDNG 116 if required by placement testing.

Course Goals

Upon successful completion of this course:

- students will be able to: communicate using basic Spanish vocabulary in their daily experience as employees in a field
- students will be able to use direct commands, readymade useful sentences for common situations, ask simple questions to obtain information, and communicate with Spanish speaking people using their own sentences

Course Objectives/Topics

Objective/Topic	% Course
Spanish Alphabet	15%
Introduction Spanish Grammar	20%
Questions and Negations	15%
Verb: Ser	20%
Field Specific Operations/Commands or Communication	20%
Field Specific Oral Practice and Communication Role Play	10%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> ➤ develop meaningful questions to address problems or issues. ➤ gather, interpret, and evaluate relevant sources of information. ➤ reach informed conclusions and solutions. ➤ consider analytically the viewpoints of self and others. 	<ul style="list-style-type: none"> • Student will discover foreign language skills and expressions as a means to communicating with people from other cultures. • Students will use a variety of sources to include: phonetic software. • Role play and other external means to practice communication in a variety of different situations. • Looking at different cultural realities we gain understanding of people's behaviors and motivations.
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> ➤ Students will begin to understand how their lives are shaped by the complex world in which they live. ➤ Students will understand that their actions have social, economic and environmental consequences. 	<p>Learning more about Spanish language and culture within the context of career and work environments will help students to acquire necessary experience and perspective to more thoroughly understand the subtleties of international society and industry.</p>

Instructional Methods

The course format will be a combination of visual, auditory, and kinesthetic learning that engages, stimulates, and challenges the students multiple intelligences. Methods such as role playing simulations, choral responses, and cooperative learning will be shared through the duration of the course. Experiential learning may also take place outside of normal classroom environment. Reinforcement through the use of "Rosetta Stone" materials in the lab will complement the in class instruction.

Methods of Assessment/Evaluation

Method	% of Grade
Oral Presentation (Role Play)	10%
Language Lab, Weekly Attendance	10%
Homework	20%
Attendance, preparation, and participation	20%
Tests	30%
FINAL EXAM	10%
TOTAL POINTS POSSIBLE	100%

Text(s)

Conversational Spanish: A Real-Life Approach to Building Oral Proficiency Juan Kattan-Ibarra, ISBN-9780844273433
McGraw-Hill, 3rd edition

Bibliography

<http://www.dtae.org/teched/standards/courses/hrt147.html> (master course syllabus from Athens Technical College)

http://www.ccbcmd.edu/ceed/wf_spanish.html (Online spanish course material from Community College of Baltimore)

<http://www.flcc.edu/pdf/syllabi/SPN140.pdf> (Finger Lakes Community College Occupational Spanish outline)

Other Learning Resources

Audiovisual

Films on Demand

AHLA Spanish employee training videos

Electronic

Rosetta Stone

CD's of Spanish language practice

Other

Language Dictionary Materials