

JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Spanish in the Workplace

Course Abbreviation and Number: SPA 1500

Credit Hours: 2

Course Type: Lecture

Course Description: Students will develop basic communication skills in Spanish appropriate to careers or services whose clients are Spanish speakers. Recommended primarily for students who have had some introduction to Spanish, the focus is on proficiency in comprehension and oral response. Students are introduced to relevant aspects of Hispanic culture.

Prerequisite: ENG 1530. Strongly recommend completion of SPA 1510, SPA 1520, or equivalent.

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Participate in discourse common in the workplace using basic terminology and situational awareness.
 2. Demonstrate their knowledge of cultural norms as related to the Spanish-speaking community.
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Topics Covered:

- Introduction to the Spanish language
 - The Sociology of the Hispanic community
 - Male/female relationships
 - The role of the family and influence of the Church
 - Politics and government and the effect of organized social groups
 - The individual
 - The incidence of crime, effective sanctions
 - Differentiation of groups (national, regional, ethnic, etc) in the Hispanic community
 - Social Agencies and the language of the Hispanic community
 - Interviewing
 - Counseling
 - Applications
 - The vocabulary of social problems for the Hispanic community
 - Juvenile delinquency
 - Alcoholism
 - Drug addiction
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Information for Students

- Expectations of Students
 - [Civility Statement](#)
 - [Student Responsibility Statement](#)
 - [Academic Integrity Statement](#)
 - [Accessibility Services](#)
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
 - [Get Help: JCC & Community Resources](#)
 - [Emergency Closing Procedures](#)
 - Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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 - Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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Effective Date: Fall 2021