SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 19.0708
SEMESTER: Departmental Syllabus
COURSE TITLE: Spanish for Child Care Facility Personnel
COURSE NUMBER: CHLD 0152
CREDIT HOURS: 2
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
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KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: None

REQUIRED TEXT AND MATERIALS: Please check with Continuing Education at 913-288-7660 or your assigned professor for the required Command Spanish® manual for your particular class.

COURSE DESCRIPTION: This is a comprehensive program designed to provide functional Spanish language skills for child care facility personnel who have contact with Spanish-speaking parents and children. The program utilizes phonetic encoding to address the most important commands, and phrases critical to child care facilities. This course will include a cross-cultural component with emphasis on family issues. No prior knowledge of Spanish is necessary.

METHOD 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, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Language
   A. General Grammar and Vocabulary
      A. Spanish Pronunciation
      B. Numbers
      C. Months and days
      D. Weather terms
      E. Nicknames
      F. Spanish alphabet
      G. Shapes
      H. Parts of the body
      I. Basic emotions
      J. Take home notices
      K. Take home certificates
   B. Speaking with Adults, Parents, and Guardians
      L. General courtesies, titles, greetings and exchanges
      M. Communication strategies
      N. Front office and Administration: Meeting Parents
      O. Registering new students
      P. Health issues: when speaking to adults
      Q. Reporting child’s behavior
   C. Speaking with Children
      R. Children arrival
      S. Children departure
      T. Activity management
      U. Instructional management
      V. Complimenting work and behavior
      W. In the hallways
      X. In the restrooms
      Y. On the playground
      Z. Health issues: when speaking with children
         AA. In the baby room
         BB. Snack and lunch time
   D. Emergency Commands
      CC. Fire emergencies
      DD. Threatening disasters

II. Culture
   EE. Family issues
   FF. Hispanic etiquette
   HH. Literacy
   II. Hispanic/Latino values and beliefs
EXPECTED LEARNER OUTCOMES:

A. Speaking:
The learner will learn a repertoire of sentences, phrases and questions necessary to carry out specific tasks: Registration procedure; Classroom management, including snack, and meal times; Instructional management; Response to illness and health issues; Greetings and giving basic instructions to children, parents, and visitors; Give emergency directions.

B. Listening:
The learner will understand some of the native speaker’s vocabulary, questions, phrases and sentences related to child care facility procedures and daily activities.

C. Cultural Awareness:
The learner will minimize or eliminate barriers to understanding and communication in the classroom and the educational setting at large so that childcare administrator/staff/teachers can better serve Latino/Hispanic children, and therefore, improve their educational experience and attainment.

COURSE COMPETENCIES:

Speaking: The learner will learn a repertoire of sentences, phrases and questions necessary to carry out specific tasks: Registration procedure; Classroom management, including snack, and meal times; Instructional management; Response to illness and health issues; Greetings and giving basic instructions to children, parents, and visitors; Give emergency directions.

1. The student will be able to use Spanish to carry out specific and necessary communication strategies in the classroom.
2. The student will be able to use Spanish to carry out specific and necessary communication in the hallways.
3. The student will be able to use Spanish to carry out specific and necessary communication playground.
4. The student will be able to use Spanish to carry out specific and necessary communication in the restrooms.
5. The student will be able to use Spanish to carry out specific and necessary communication during meal and snack times.
6. The student will be able to use Spanish to greet children, parents, and visitors.
7. The student will be able to use Spanish to give basic instructions and/or information to parents and visitors.
8. The student will be able to use Spanish to register children.
9. The student will be able to use Spanish to monitor and control child care facility activities and settings.
10. The student will be able to use Spanish to complement children’s work and behavior.
11. The student will be able to use Spanish to identify students’ needs.
12. The student will be able to use Spanish to reporting child’s behavior.
13. The student will be able to use Spanish to respond to illness and health issues.
14. The student will be able to use Spanish to give emergency directions.
Listening: The learner will understand some of the native speaker’s vocabulary, questions, phrases and sentences related to child care facility procedures and daily activities.

15. The learner will understand some of the native speaker’s vocabulary, questions, phrases, and sentences related to child care facility procedures and daily activities.

Cultural Awareness: The learner will minimize or eliminate barriers to understanding and communication in the classroom and the educational setting at large so that child care administrator/staff/teachers can better serve Latino/Hispanic children, and therefore, improve their educational experience and attainment.

16. The student will be able to better relate to Spanish-speaking children and their parents.
17. The student will be able to differentiate among various Latino groups.
18. The student will be able to develop an appreciation for Spanish-speaking and Hispanic cultural, educational, and family values.
19. The student will be able to improve child care facility personnel/child relationships.
20. The student will be able to promote greater inclusion in the facility; deal more effectively with disciplinary problems.
21. The student will be able to encourage greater participation by Hispanic parents in the educational process.

ASSESSMENT OF LEARNER OUTCOMES: Student progress is evaluated by means that include, but not limited to, exams, written assignments, and class participation. Students are expected to participate in classroom activities and to demonstrate interest and progress in oral exercises and conversations. Regular conversational practice will be used as a means for preparing students’ language skills. Regular group discussions and problem solving activities will be used as means for preparing students cross-cultural knowledge and understanding.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

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