

## **Spring and Summer 2012 Workforce Development Professional Skills Courses**



### **Command Spanish®**

#### **Command Spanish® Information Session**

You are invited to a free information session to learn about Command Spanish® classes offered by Kilgore College. You will meet the instructors, review the course materials and get your questions answered. More importantly you will find out how these courses can assist you with your Spanish-speaking customers, all without cost or obligation.

*For reservations or for more information, please call 903-983-8288 or e-mail [bjbrown@kilgore.edu](mailto:bjbrown@kilgore.edu)*

Date: Mon., Jan. 23, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC

#### **Meeting the Needs of Hispanic**

##### **Students: Cross-Cultural Training for Schools**

8 hours, \$125

(HRPO 1008 – Diversity in the Workplace)

This Command Spanish® course is intended for school employees working with students or parents in public, private or parochial schools. Upon completion, participants will be able to: develop an appreciation for Spanish-speaking and Hispanic cultural, educational, and family values; improve faculty/student relations; promote greater inclusion in the classroom; deal more effectively with disciplinary problems; and encourage greater participation by Hispanic students and parents in the educational process. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

*Kilgore Campus:*

**KC227150.204 114Q**

Thurs., June 7

8:00 a.m.-5:00 p.m., AC

**Registration deadline: May 25, 2012.**

**KC227150.205 114Q**

Tues., July 31

8:00 a.m.-5:00 p.m., AC

**Registration deadline: July 17, 2012.**

### **Spanish for First Responders**

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for first responders, paramedics, EMTs, uniformed patrol officers, rescue squads, firefighters, air medical pilots and nurses. It conforms to the requirements of the First Responder: National Standard Curriculum. Upon completion participants will be able to use Spanish to do some or all of the following: render immediate emergency aid; engage in triage protocol; make initial physical assessment of patient; issue phrases and commands for controlling scene; obtain pertinent information; calm victims and their families; explain treatment performed by EMT; determine patient's chief complaint; facilitate transport of injured person; pronounce key Spanish phrases clearly and correctly. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

**Registration deadline: Jan. 26, 2012.**

*Kilgore Campus:*

**KC127112.206 112Q**

Thurs., Feb. 9

6:30-9:30 p.m., AC

8 weeks

### **Spanish for Human Resources**

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training course is intended for anyone involved in human resources. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential and actual employees; conduct a basic, initial job interview; fill out new employee paperwork, including W-2s and insurance forms; orient new hires to basic workplace rules; professionally conduct employee evaluations and corrective action plans; and appropriately dismiss or lay off employees. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

**Registration deadline: Jan. 20, 2012.**

*Kilgore Campus:*

**KC127102.205 112Q**

Mon., Feb. 6

6:30-9:30 p.m., AC

8 weeks

### **Spanish for Physical Therapists**

15 hours, \$150

(SPNL 1001 – Health Care Spanish)

This Command Spanish® course is designed for non-Spanish-speaking physical therapists who may come in contact with Spanish-speaking patients. Upon completion, participants will be able to use Spanish to identify patients; introduce oneself; obtain diagnostic information; ask pertinent care questions; issue body positioning commands; issue commands for therapeutic exercises; motivate the patient; give directions for standing up, sitting down, walking, and stair climbing; and give recommendations to patients. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

**Registration deadline: Jan. 20, 2012.**

*Kilgore Campus:*

**KC127110.203 112Q**

Tues., Feb. 7

6:30-9:30 p.m., AC

5 weeks

### **Spanish for School Personnel**

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for classroom teachers, school administrators, front office personnel, school nurses, bus drivers, custodians, and security staff who have contact with Spanish-speaking students and visitors. Upon completion, participants will be able to use Spanish to: monitor and control non-classroom school settings; respond to medical emergencies; greet and give instructions to parents or visitors; engage in security measures; identify students' needs; and assist classroom teachers in classroom and instructional management. This course is NOT intended for bilingual teachers. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

*Kilgore Campus:*

**KC127093.208 114Q**

Mon./Tues., June 11

8:00 a.m.–12:00 p.m., AC

3 weeks

**Registration deadline: May 29, 2012.**

**KC127093.209 114Q**

Wed./Thurs., July 11

8:00 a.m.–12:00 p.m., AC

3 weeks

**Registration deadline: June 27, 2012.**

### **Spanish for the Workplace**

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for non-Spanish supervisors in the workplace who would like to communicate with their Spanish-speaking employees. Upon completion, participants will be able to use Spanish to do some or all of the following: compliment employees; discuss employment issues including hiring and dismissal; discuss time and schedule issues; discuss work rules and regulations; respond to medical emergencies; and address safety issues. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline: Mar. 27, 2012.**

*Kilgore Campus:*

**KC127092.207 113Q**

Tues., Apr. 10

6:30-9:30 p.m., AC

8 weeks

**Command Spanish® On-Line is available: For a course schedule call 903-983-8288 or e-mail [bjbrown@kilgore.edu](mailto:bjbrown@kilgore.edu)**