

# Education Services & Technology Division

## COMMAND SPANISH

Contact Karen Holding-Jordan at 919 747-0228 or khjordan@waketech.edu for more information.

This program is a non-academic, non-grammar-based training designed to provide employers in business, industry, and non-profit organizations a **quick and easy** way to extend professional staff development to their employees in limited amounts of everyday Spanish. Students will learn to speak practical, common phrases and questions in Spanish that are occupation-specific, as well as comprehend many basic expressions. This training covers phrases, commands, and questions needed by non-Spanish speakers in workplace environments in which Spanish speakers are served or employed. The training is offered at a Wake Tech site or at your job site, during day or evening hours. Classes include but are not limited to:

- Spanish for Requesting Personal Information
- Spanish for Banking
- Spanish for School Teachers, Administrators, and Support Staff
- Spanish for Hotel and Motel Staff
- Spanish for Restaurant Staff
- Spanish for Retail Sales Staff
- Spanish for Child Care Staff
- Spanish for Construction Sites
- Spanish for Industry, Manufacturing, and Warehousing
- Spanish for Physician Offices
- Spanish for Nursing
- Survival Spanish for Jail Facilities
- Survival Spanish for Correctional Staff
- Spanish for Dental Staff
- Spanish for Mission Teams
- Spanish for Eye Care Providers
- Spanish for Custodial and Maintenance Supervisors
- And much more!

## COMPUTER TRAINING

### Important: Read this before registering!

All computer courses in this section require **textbook(s) and a USB flash drive** unless noted "none." Please take a USB flash drive to the first class session. Computer classes combine lecture and lab with hands-on exercises in class. Exceptions are noted.

**Personal laptop computers are not allowed in computer labs** unless otherwise noted or

authorized by the department head of noncredit computer education. Some computer classes require out-of-class preparation (homework) to achieve expected objectives. Plan your time to include homework.

### Prerequisites/Required Skills:

Most computer classes have prerequisites or required skills. Successful completion of a specific course satisfies a prerequisite. "Required skills" are listed to provide an effective starting point for the class. Please do not enroll in a class unless you have met the prerequisites or have the required skills. Exceptions are noted.

### Language Skills:

Nonnative English speakers must be graduates of the ESL program or have equivalent English speaking and writing skills to fully interact with instructors and fellow students in all technology classes.

### Books and Software:

Textbooks listed will be available through the College Bookstore located on Main Campus. "TBA" indicates that a textbook had not been selected as of press time for this publication. The bookstore can provide information about the textbook(s) for your course if you identify the course number, which is found in the class schedule below the day and time for the class. The title of the course is also important, but the title alone may not yield the information needed about a specific class.

**NOTE:** It may be necessary to change textbooks before the class starts. If you order books from other vendors, please make sure that you understand their return policies.

Do not open any software or remove shrink wrapping until after the first class meeting! The bookstore will not accept returns if shrink wrap has been removed or if software has been opened.

The College Bookstore offers a number of software packages at academic prices for enrolled students. Some restrictions apply. The bookstore can ship purchases to you via UPS if you use a credit card. For your convenience, the bookstore is open until 8 p.m., Monday through Thursday, and until 4:30 p.m. on Friday. **Note:** The bookstore is open only on specific Saturdays of the semester. Call 919-866-5959 for bookstore assistance or visit the website [www.waketech.edu](http://www.waketech.edu) and click on the bookstore icon.