



To register for these classes, please call 847-214-7802
Or visit our website at www.elgin.edu/corporatetraining

Online Spanish Course Descriptions

All courses are designed for approximately 16-24 hours of instruction, are available for 6 months, and include a certificate of completion when finished. The courses incorporate visual imagery (photos associated with words and phrases for better retention), native speakers to hear proper pronunciation, language tips, intuitive reading exercises, interactive assessments to measure your progress and comprehension, and cultural lessons.



Spanish for the Workplace

Spanish for the Workplace is a self-paced, online occupational Spanish course that seeks to bridge the communication gap between English and Spanish-speaking co-workers and clients. The course is designed for beginning Spanish learners who simply want to communicate in basic Spanish as well as the opportunity to learn approximately 700 commonly-used Spanish words and phrases in the workplace.

Spanish for Banking

Spanish for Banking is a self-paced, online Spanish course designed for banking and credit union professionals wanting to communicate with their Spanish-speaking customers. In addition to basic greetings and general Spanish vocabulary, the course also **covers customer service terms, phrases dealing with opening an account, cashing a check, depositing a check, withdrawals and transfers, applications, and general banking vocabulary.**

Spanish for Construction

Spanish for Construction is a self-paced, online Spanish course designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry. In addition to basic greetings and general Spanish vocabulary, the course also covers **building areas, hand tools, power tools, construction equipment, building supplies, hardware, landscaping, painting, and electrical terms, safety equipment, and supervisory expressions.**

Spanish for Educators

Spanish for Educators is a self-paced, online Spanish course designed for teachers, administrators, front office staff, and anyone working with Spanish-speaking students and parents. In addition to basic greetings and general Spanish vocabulary, the course also covers **phrases for the reception area, registration, classroom items, phrases for younger students, study skills, behavior, school rules, and course titles.**

Spanish for EMTs & Paramedics

Spanish for EMTs & Paramedics is a self-paced, online Spanish course designed for EMTs, Paramedics, and Emergency Responders dealing with medical situations with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **responding to emergencies, common injuries, water emergencies, body parts, organs, the examination, pain descriptions, patient care, asking for intake information, medical history, and insurance vocabulary.**

Spanish for Firefighters

Spanish for Firefighters is a self-paced, online Spanish course designed for firefighters and emergency responders during a fire situation wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **firefighting vocabulary and phrases, fire and life safety inspections, water emergencies, general emergencies & common injuries, medical vocabulary, intake information, building areas, directions and safety equipment.**

Spanish for Food Service

Spanish for Food Service is a self-paced, online Spanish course designed for restaurant managers, wait staff, cooks, and anyone working with Spanish-speaker employees and co-workers. In addition to basic greetings and general Spanish vocabulary, the course also **covers hiring, training, job expectations, job performance, accidents and emergencies, menu terms, meats, seafood, fruits, vegetables, beverages, service station, condiments, types of china and flatware, room set-up, and cleaning supplies.**

Spanish for Health Care

Spanish for Health Care is a self-paced, online Spanish course designed for nurses, doctors, health care administrators, front desk workers, and anyone working with Spanish-speaking patients. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, admissions and initial intake, insurance terms, body parts and organs, medical history, patient examination, discharge instructions, and common injuries and accidents.**

Spanish for Hospitality

Spanish for Hospitality is a self-paced, online Spanish course designed for hotel and housekeeping supervisors of Spanish-speaking employees and guests. In addition to basic greetings and general Spanish vocabulary, the course also covers **lodging vocabulary, housekeeping phrases, cleaning supplies, maintenance and grounds terms, hiring, training, job expectations, and job performance.**

Spanish for Human Resources

Spanish for Human Resources is a self-paced, online Spanish course designed for HR professionals and anyone hiring Spanish-speaking employees. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, departments, reception terms, employment applications, verification and pay, payroll, benefits, medical insurance, hiring, training, job expectations, job performance, and accidents and common injuries.**

Spanish for Law Enforcement

Spanish for Law Enforcement is a self-paced, online Spanish course designed for Police Officers and Law Enforcement Personnel wanting to communicate with the Spanish-speaking public. In addition to basic greetings and general Spanish vocabulary, the course also covers **law enforcement occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, accidents and injuries, people descriptions, and the Miranda Warning.**

Spanish for Manufacturing

Spanish for Manufacturing is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing setting. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles, factory vocabulary, common actions and commands, hand tools, power tools, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.**

Spanish for Public Safety Officers

Spanish for Public Safety Officers is a self-paced, online Spanish course designed for public safety officers and emergency responders who want to communicate with the Spanish-speaking public. The course incorporates law enforcement, firefighting, and EMT/Paramedic vocabulary. In addition to basic greetings and general Spanish vocabulary, the course also covers **emergency responder occupations, departments and units, interviewing the public, law enforcement commands and phrases, traffic laws and problems, the raid, weapons, firefighting terms and phrases, fire and life safety inspections, water emergencies, body parts and organs, accidents and injuries, pain descriptions, people descriptions, and the Miranda Warning.**

Spanish for Social Services

Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers **job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.**

Spanish for Warehouses & Distribution Centers

Spanish for Warehouses & Distribution Centers is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a warehouse or distribution center setting. In addition to basic greetings and general Spanish vocabulary, the course also covers **warehouse terms, forklift parts and phrases, building areas, directions, common actions and commands, supplies and materials, hardware, clean-up terms, measurements, safety equipment, job expectations, job performance, supervisory terms, schedules and shifts, and hazardous materials.**