

Spanish for Social Service Professionals

Benefits

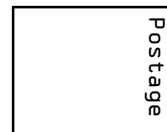
- ◆ Save time when serving your Spanish speaking clients. No more waiting for an available translator!
- ◆ Increase your efficiency processing information from your Spanish speaking clients. Reduce the language barrier!
- ◆ Improve your clients' trust level by communicating in their native language, making them feel less intimidated.
- ◆ Become more confident when dealing with Spanish speaking clients.
- ◆ Your newly acquired Spanish language skills will give you a professional advantage.

Enrich your life!... Become bilingual!...



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Maria Oliveira
Language Learning Center
2644 Appian Way, Suite 102
Pinole, CA 94564



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For Class Schedule, call:
1-510-223-3320
1-707-746-5979
or check website
www.marialanguages.com

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Spanish for Social Service Professionals



Course Description

This course will teach Social Services professionals, who interact with Spanish-speaking clients, basic Spanish language skills to comfortably communicate with their clients.

Upon course completion students will be able to use effective phrases to speak to their clients about financial issues, income information, family needs, legal status and other qualifying factors.

Textbooks Included in Price

Conversational Spanish, Series 1 Workbook
ISBN: 1-888165-01-4

Spanish for Social Service Professionals
Workbook and CD
ISBN: 1-888165-29-4

Should the course be canceled,
your fee will be refunded.

Course Objectives

Upon successful course completion, students will be able to:

- ◆ Obtain accurate personal client information such as: name, phone number, address, alternative contact information, place of employment and social security number.
- ◆ Schedule appointments and meetings.
- ◆ Greet clients either at the office or on the phone.
- ◆ Make referrals to appropriate departments.
- ◆ Share information about agency related services.
- ◆ Evaluate financial situations, including income and expenses.
- ◆ Determine living arrangements, including household constituents, number of minors and elderly.

Provider approved by the

California Board of Registered Nursing,

CEP 15113, for 12 contact hours.



Registration Form

Spanish for Social Service Professionals

Classes are forming now...

check our website or
call for dates & times

Call: 707-746-5979 or 510-223-3320

Fax: 707-745-8267

**Email: marialanguages@att.net
www.marialanguages.com**

Date & Time: _____ Price \$160.00

For a certificate add \$25.00

Total

Name (please print) _____

Address _____

Phone _____

Method of Payment

Visa

American Express

MasterCard

Check

Discover

Credit Card # _____

Exp. date _____

Signature _____

Please mail this registration form to:

Maria Oliveira
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