

## Course Syllabus

COURSE: RNSG 1144 (1:0:4) Nursing Skills 11  
 SEMESTER: Fall 2025  
 CLASS DAYS: See course calendar  
 CLASS TIMES: See course calendar  
 FACEBOOK: <https://www.facebook.com/SPCNursing17/>

Faculty: All Faculty can be reached via EMAIL or REMIND App during business hours

Name	Email	Office	Office/Virtual Hours
Sarah Gill MSN, RN	<a href="mailto:SGill@southplainscollege.edu">SGill@southplainscollege.edu</a>	AH 112 A	Monday 0800-1600 Or by Appointment

***“South Plains College improves each student’s life.”***

### GENERAL COURSE INFORMATION

***\*It is the responsibility of each student to be familiar with the content and requirements listed in the syllabus.\****

### CLASS SCHEDULE

Follow the class schedule on Blackboard. The schedule is subject to change as the need arises. Any changes will be announced, and students will be notified via Blackboard, Remind, and/or SPC Email.

### COURSE DESCRIPTION

Study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisites: RNSG 1205. Concurrent enrollment: RNSG 1144, RNSG 2460, RNSG 2213, and RNSG 1441 required. Failure of RNSG 1144, RNSG 2460, RNSG 2213, and RNSG 1441 will require student to repeat all Level II Semester II courses.

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Understand and apply appropriate and evidence-based techniques when performing skills.
2. Perform basic nursing skills competently with individual clients in structured settings.
3. Provide cost effective care in the clinical setting.
4. Use information technologies to enhance knowledge, retrieve information to support nursing practice and document nursing actions.
5. Apply concepts and principles necessary for the performance of basic nursing skills for the adult patient; and demonstrate competence/ clinical reasoning in the performance of basic nursing procedures and practices.
6. Provide care based on current knowledge, theory, and research.
7. Assume accountability and responsibility for practice.

**COURSE OBJECTIVES** – U.S. Department of Labor Scan Competencies: [Workplace Essential Skills](#); [Resources Related to the SCANS Competencies and Foundation Skills \(dol.gov\)](#). Foundations skills found within the course are: C1-16, C18-20, F1-9, F11-13, and F15-17. SCANS are attached at the end of the syllabus and listed in each blackboard ultra module.

SPC ADN Graduate Outcomes: 1-5; Differentiated Essential Competencies (DECs). The course is designed to provide the learner with the basic knowledge and skills necessary to function within the four roles of nursing in compliance with the January 2021 Texas BON Differentiated Essential Competencies (DEC) which include member of the profession, provider of patient centered care, patient safety advocate and member of the health care team. Refer to the Texas Board of Nursing DEC's: [Differentiated Essential Competencies of Graduates of Texas Nursing Programs of Graduates of Texas Nursing Programs](#)

### SYSTEMATIC TOTAL EVALUATION PLAN FOR END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO).

1. Identify cues for optimal health promotion and maintenance.
2. Provide Safety and Infection Control for Self and Others.
3. Promote holistic, client centered care to a diverse population.
4. Advocate for a legal-ethical framework within the healthcare team.

### BLACKBOARD ULTRA

Blackboard Ultra is a web education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

### COMPUTER USAGE

Students will be expected to utilize computers to access assignments and classroom resources. All students have access to computers and printers on the South Plains College campus. All registered students are supplied with a working Microsoft Office 365 with email account from South Plains College. **All students are expected to know their SPC student username and password.**

## COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

## IPAD

This iPad is the property of the college and should not have any personal information stored on it. The iPad may be requested to be produced by the student and is subject to review to ensure no personal information is on the iPad and that the iPad is being used as intended. The request may come at any time by any ADN faculty, Nursing director or IT personnel. The student assumes responsibility for loss or damage to issued iPad.

## ELECTRONICS POLICY

- During online lecture, isolate yourself in a quiet place to prevent interruptions.
- Students, classmates, and instructors maintain the right to refuse to be audio and/or visually recorded.
- Students must ask permission from the instructor before audio recording a lecture

## CELL PHONE POLICY

\*See Student Handbook.

## PRINTING/COMPUTER LAB USAGE

\*Please check with the computer lab for printing options

## ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of honesty and a high standard of integrity. Students represent the School of Nursing and are expected to maintain the highest standards. Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program Student Handbook. It is the student's responsibility to demonstrate professional and academic integrity. Any attempt to present work that the student has not done themselves is regarded by faculty and administration as a serious offense and renders the student liable to consequences, up to and including suspension or expulsion from the Nursing program and South Plains College.

**Cheating** - Dishonesty on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office or offering the work of another as one's own are examples of cheating or offering the work of another as one's own. Honesty is required in the presentation of any and all phases of coursework.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (AI), the student and their work may be questioned, and if proven that AI was used, they will be considered guilty of plagiarism.

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing.
- Copying ideas, words, answers, exams, or shared work from others when individual work is required.
- Using another's paper in whole or in part.
- Allowing another student to use one's work.
- Claiming someone else's work is one's own
- Resubmitting one's own coursework when original work is required (self-plagiarism).
- Falsifying references or bibliographies.
- Getting help from another person without faculty knowledge or approval.
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Violations of the honesty policy, including cheating during testing, plagiarizing another's work, and falsifying records will result in dismissal from the program. Smith, L. Conquering plagiarism in nursing education. *Nursing 2016*. 2016; 46(7):17-19.

## Professional Standards

Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the School of Nursing to teach and model professional behaviors, and it is the responsibility of the student to demonstrate professional, academic integrity, and HIPAA. The student is representing the School of Nursing and are expected to maintain the highest standards.

## FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/> In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College Nursing Facebook page is not

mandatory, nor are personal Facebook accounts, in order to access this page.

## VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated Level II Semester II course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1144 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

## SCANS AND FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

## SPECIFIC COURSE INFORMATION

### TEXT AND MATERIALS- You will use several of these materials throughout the program

- Taylor, C., Lynn, P., & Bartlett, J. (2022). *Fundamentals of Nursing: The art and science of person-centered nursing care* (10<sup>th</sup> ed.). Wolters Kluwer. ISBN 9781975168179.
- Mann, Andrea. (2022). *Study Guide for Fundamentals of Nursing: The art and science of person-centered nursing care* (10<sup>th</sup> ed.). Wolters Kluwer. ISBN 9781975168209. **Need physical copy to write in for lectures.**
- Hinkle, J., Cheever, K., & Overbaugh, K. *Brunner and Suddarth's Textbook of Medical-Surgical Nursing* (15<sup>th</sup> ed). Wolters Kluwer. ISBN/ISSN: 9781975161057
- Online: ATI Resources

### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a notebook for taking notes or completed quizzes or assignments in class. Power point lecture notes should be printed prior to lecture if desired.

Students may use pen and paper or a laptop computer/tablet/iPad to take notes during lecture. Students will be issued a South Plains College iPad for student use. **Students are required to have a Blood Pressure Cuff, Stethoscope, Pen Light, Watch with a Second Hand, Bandage Scissors, Pulse Oximeter, and Lab Kit.** Do not leave needed course supplies, books, and/or equipment in your car.

## COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College email systems, or the Remind app. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email and Remind on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the classroom website, their email, or Remind, should immediately contact their instructor for directions.

### ATTENDANCE POLICY (\*READ CAREFULLY) and Lab Attendance

Students are expected to attend all labs in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. **When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed.** It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The instructor/course leader has the prerogative of dropping the student from the course for any absences.

## ABSENCE

Students are expected to attend all lab days. In the event of illness, it is the student's responsibility to notify his/her instructor. In RNSG 1144 the student can have no more than **one (1)** absence in RNSG 1144 to be successful in the course. **A student having two or more absences will be dropped from RNSG 1144.** The course leader may initiate the withdrawal of the student for absences. Reinstatement is handled on an individual basis. Attendance will be taken before every class. In the event of an emergency or school sponsored event and with proper instructor notification prior to class, an exception may be reviewed on a case-by-case basis. **It is the student's responsibility to contact the instructor via email if they are late or absent. Students are responsible for obtaining the missing content.**

## TARDIES

Class starts at the designated time per course calendar, if the student enters the room after the classroom doors are closed, you are considered tardy. **Two (2) tardies equals one (1) absence.** In the event of an emergency or school sponsored event and with proper

instructor notification prior to class, an exception may be reviewed on a case-by-case basis.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy. It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

**Dropping a class** will be instructor initiated.

### Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php> or by calling 806-716-2366.

### Schedule Change (after late registration and before census date)

To make a schedule change after late registration and before the census date, students should submit a [Schedule Change Form](#). After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval.

This can take the place of signature on the Schedule Change Form that we have required in the past. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

### ASSIGNMENT POLICY

**All assignments in the course are related to course/lesson plan objectives. Students must complete and submit all assignments to be successful in the course. Failure to submit an assignment may result in failure of the course. All assignments must be completed by the assigned due date/time (CST) as listed on the course calendar.** In an emergency, students should contact faculty prior to the due date/time if they expect material will be late. Please note that contacting faculty will not guarantee the receipt of an extension for the submission. **Submissions received within 24 hours of due date/time will receive a 50% and after 24 hours will receive a 0 (zero).** Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of an assignment. Please allow enough time for preparation and submission of each assignment before the due date. Make sure you have an alternate plan for Wi-Fi issues; we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading them into Blackboard. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%. A digital upload is considered a digital signature. If the student misses an in-class quiz, there will not be an opportunity for make-up, and the grade will result in a zero. A digital upload is considered a digital signature.

### LAB COMPONENT LIVE CHECK-OFFS

All skills listed below are skills that will be demonstrated by instructor and checked off by an instructor. All skills below must be PASSED by the due date (see course calendar) to successfully complete the skills competency portion of RNSG 1144.

- The skills designated with one asterisk (\*) will be completed as an Instructor Check-Off.
- Skills designated with two asterisks (\*\*) will be a Mass Check Off.

*Live Instructor Check-Off /In Class Skills Demo
*NG Tube Placement/DC
*PEG/NG Tube Medication Administration
*Sterile Dressing Change
* Indwelling Foley Catheter Insertion/Discontinuation
* Straight Catheter with or without specimen
Trach Care and Suctioning

### LIVE INSTRUCTOR CHECK-OFFS

Instructor check-off skills will be graded by an instructor in real time. All required skills will be demonstrated during class time. Each student will have three (3) attempts (as needed) to be checked off by an instructor. Any student unsuccessful on instructor check-off skills competency validation will have two additional attempts (See Instructor Skills Check-Off Grading Criteria).

## LIVE INSTRUCTOR SKILLS CHECK-OFF GRADING CRITERIA

If the student passes the live skills check-off on the first attempt, the student will receive **100%** for skill. If a student is unsuccessful on the first attempt, a remediation plan (see Skills Remediation Policy) will be assigned to include practice/lab time and a date for second attempt. If the student passes the second attempt, the student will receive **85%** for that skill. If the student is unsuccessful on the second attempt an additional remediation plan will be assigned to include practice/lab time with an instructor and a date for third attempt and a letter for success will be given. If the student passes the third attempt, the student will receive **77%** for that skill. All skills must be passed by the assigned date, and before the student may perform that skill in the clinical setting. See course calendar for due dates. **If the student is unsuccessful in the skill competency by the assigned date or on third attempt, it will result in a failure of RNSG 1144.** All combined Skills Rubrics account for **50%** of the RNSG 1144 final grade.

## SKILLS DEMO STATION CHECK-OFF

Each student must attend each skills demo station and be checked off by the instructor. Each skill will be demonstrated by an instructor at each station, and the student must perform a return demonstration of the skill. Each student must complete and pass each skills demo station and upload the signed Skills Demo Station Sign-Off sheet. **Skills Demo Station/Check-Off is PASS/FAIL, so failure for the student to perform each skills demo station and upload the completed Skills Demo sheet by the due date (See Calendar) may result in failure of RNSG 1144.**

## RECORDED SKILL(S) POLICY

Any Live Instructor Check-Off performed in a tape room or in the Nursing Resource Learning Lab is timed and the student may have between 30 minutes to one hour per skill. Time is determined per skill/per check-off.

## ADDITIONAL PRACTICE

At any time, a faculty member can require a student to complete additional practice (which may require time outside of class time) in the simulation lab or the nursing learning lab to ensure student and client safety in clinical. Students are required to maintain proficiency in all skills.

## LETTER FOR SUCCESS

Students who have less than an **80%** course average may be given a letter for success and referred to the Student Success Coordinator at any time during the semester to highlight students' needs, areas for improvement, and concerns.

## GRADING POLICY

In order to be successful in RNSG 1144 Students must receive a cumulative grade of **77% or greater** and pass all skills. Failure of RNSG 1144, 2213, 1441, or 2460 will necessitate repeating all Level II Semester II courses. When repeating any course, the student is required to complete all aspects of the course including the required written work. If a student fails a skill, the student may not just drop the course, the student will be assigned the grade earned in this course. The grade for this course will be determined upon completion of the following components:

Participation	5%
Skills Quizzes	25%
Documentation	20%
Skills Rubrics	50%
<b>Final Grade</b>	<b>100%</b>
Skills Demo Station Check-Off	P/F

**Grades will not be rounded.** Course grades are based on the following scale:

**A = 90-100%    B = 80-89.99%    C = 77-79.99%    D = 60-76.99%    F = below 60%**

## NURSING STUDENT CODE OF CONDUCT

### PURPOSE

South Plains College Nursing Programs expects that all students will conduct themselves responsibly and in a manner that reflects favorably upon themselves, the college as well as the nursing profession. When a student does not act responsibly and violates the college policies, rules, regulations, or standards of conduct, formal disciplinary action may result. The conduct process reflects the nursing department's desire that students maintain high standards and present themselves as professionals.

### RATIONALE

The rationale for this Nursing Student Code of Conduct is to provide nursing students and nursing faculty with a centralized and unifying policy of conduct that will foster professional accountability and patient safety.

(Specifics for each area below can be found in the student handbook)

- STUDENT CIVILITY – CIVILITY AND INCIVILITY DEFINED
- CLASSROOM CONDUCT
- COMMUNICATION
- COMMUNICATION VIA EMAIL GUIDELINES
- SOCIAL MEDIA GUIDELINES AND POLICIES



**SPECIAL REQUIREMENTS (\*Read Carefully)**

- Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **Cell Phone Use in the Classroom**  
Cell phones are to be turned OFF or silenced during scheduled class periods. It is disrespectful to be using your phone while your instructor is lecturing, or other classmates are presenting. Text messaging is not allowed during scheduled class/lab times. Cell phones are to be used outside the classroom or lab only on designated breaks. **Students that are caught using their cell phone/smart watch or device during class inappropriately and without the permission of the instructor will be asked to leave class and will receive an absence for that day.** We understand that sometimes there are extenuating circumstances. Please see our faculty prior to class to receive permission to step out and take or make your phone call.

**CLASSROOM UNIFORMS:**

To promote a professional image, students will abide by the following Dress Code in the classroom: Nursing is a uniformed profession and as such all students for classroom attire are required to wear scrubs of their choice if the uniform is clean and professional looking. You can also wear an official college SPC T-shirt or SPC Nursing T-shirt with scrub bottoms and appropriate tennis shoes. You cannot make your own due to college restrictions with branding. All students must wear an SPC badge as it is part of the professional uniform and is required for safety measures. If you forget your badge, you must sign in at the front office and you are not to let others into the building who do not **have a badge**. You may be sent home and accrue a tardy or an absence in the course if you come to class out of dress code.

**COURSE DISCLAIMER**

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order to better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with the course facilitator and/or course leader immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

**GRIEVANCE POLICY**

The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Level II Semester II Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Occupations Dean. The procedure will follow the same as found in the student handbook.

**COLLEGE POLICY STATEMENTS**

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non- Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, and Artificial Intelligence Statement. <https://www.southplainscollege.edu/syllabusstatements/>.

**EMERGENCY MESSAGES**

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

**2025 COURSE SYLLABI STATEMENTS**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit:  
<https://www.southplainscollege.edu/syllabusstatements/>

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**SCANS COMPETENCIES**

**BASIC SKILLS**—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

**F-1 Reading**—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

**F-2 Writing**—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

**F-3 Arithmetic**—performs basic computations; uses basic numerical concepts such as whole numbers, etc. **F-4 Mathematics**—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

**F-5 Listening**—receives, attends to, interprets, and responds to verbal messages and other cues. **F-6 Speaking**—

organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking–generates new ideas.

F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving–recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye–organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills. F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment. F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self- control.

F-17 Integrity/Honesty–chooses ethical courses of action.

### SCANS COMPETENCIES

C-1 TIME - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules. C-2 MONEY - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 MATERIALS AND FACILITIES - Acquires, stores, allocates, and uses materials or space efficiently. C-4 HUMAN RESOURCES - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information C- 5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information. C-8 Uses computers to process information.

INTERPERSONAL–Works with Others

C-9 Participates as a member of a team and contributes to group effort. C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer’s expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates–works toward agreements involving exchanges of resources; resolves divergent interests. C-14 Works with Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.