

Course Syllabus

COURSE:	2023SP-VNSG-1400-200 Nursing in Health and Illness I
SEMESTER:	Spring 2023
CLASS TIMES:	Wednesday's 8:00 am-12:00pm Lecture and Lab Building 8 room 822 A
LAB TIMES:	TBD
INSTRUCTOR:	Erin Hennesay MSN, RN-BC
OFFICE:	Building 8 room 826-D
OFFICE HOURS:	Thursdays 8am- 11am and 1pm-3pm (email to set up appointment) Friday 8:30-10:30 (email to set up appointment)
OFFICE PHONE:	806-716-4621
E-MAIL:	ehennesay@southplainscollege.edu
Facebook:	https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram

"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 course syllabus.

COURSE DESCRIPTION- (WECM)- This course is an introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing intervention.

STUDENT COURSE LEARNING OUTCOMES and DECS

At the completion of the semester students will:

1. Compare and contrast normal body functions with that of pathological variations. DECS II=A, II=B
2. Identify disease process by definition and assessment. DECS II=A, II=B, III=E
3. Assist in formulation of a plan of care utilizing the nursing process for medical-surgical conditions. DECS I=A, B, C, D, II=A, B, C, D, E, F, H III=B, C, D, E, F IV=A, B, D, E, F, G
4. Provide patient/family education. DECS II=G, H IV A, B
5. Discuss normal aging, system changes, common disease processes, lifestyle changes, common issues and needs during the aging process. DECS IV=C, E, F
6. Discuss the principles of nutrition, the digestive and absorption process, food nutrients, diet therapy, and diet modifications for various disease processes. DECS II=G, H AND IV=A, B
7. See textbook specific objectives for each chapter.

COURSE OBJECTIVES - Outline form (C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-9, C-10, C-11, C-12; C-13, C-14, C-15, C-16, C-17, C-18, C-19, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17)

This introductory course covers basic concepts necessary for medical-surgical nursing and specific disease processes, including: pathophysiology, etiology, risk factors, prevention, and signs and symptoms. Content will cover:

- Physiological Changes associated with Geriatric Patients
- Fluid and Electrolytes
- Care of patients in pain.
- Care of patients with Cancer.
- Immune Disorders
- Cardiovascular Disorders
- Hematologic and Lymphatic Disorders
- Respiratory Disorders.
- Gastrointestinal Disorders

- Urinary System Disorders
- Endocrine Disorders
- Genitourinary Disorders
- Musculoskeletal Disorders
- Neurologic and Sensory Disorders
- Integumentary Disorders
- Become familiar with and have a basic understanding of terminology used in text.
- Be present and punctual for all classes with no more than 2 (two) absences.
- Must pass the course with a minimum of 76 average.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind 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 are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to concept maps, homework, quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences provided. Successful completion of the DECS competency statements at the level specified by the course (Level Objectives) will allow the student to continue to advance within the program. Upon successful completion of the program, students will be eligible to take the State Board Exam (NCLEX) for Vocational Nurse licensure.

BLACKBOARD

Blackboard is an e-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.

FACEBOOK

The Vocational Nursing Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> In addition to the South Plains College website "Liking" the South Plains College VN Program Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS:

Required Textbook:

Williams, L., & Hopper, P. (2019). *Understanding Medical -Surgical Nursing* (6th ed.), F.A. Davis.
ISBN # 978-0-8036-6898-0

Williams, L., & Hopper, P. (2019). *Study Workbook for Understanding Medical-Surgical Nursing* (6th ed.), F.A. Davis.
ISBN# 978-0-8036-6900-0

Venes, D. (2013). *Taber's cyclopedic Medical Dictionary* (23rd ed.). Philadelphia: F.A. Davis Company.
ISBN 978-0-8036-5904-9

Burton, M., Smith, D., and Ludwig, L. (2019). *Fundamentals of Nursing Care: Concepts, Connections, & Skills* (3rd ed.). Philadelphia, PA. F.A. Davis. ISBN: 978-0-8036-6906-2

Davis Edge for LVN Med/Surg

CJ Sim

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. The PowerPoint outlines are posted on Blackboard, students must print them prior to class if desired. Class time will not be given for printing notes.

ATTENDANCE POLICY (*READ CAREFULLY)

ATTENDANCE PHILOSOPHY:

Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order to foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult learner. **Faculty also do not provide make up classes or repeat lectures for students who miss a class. Students who are absent should obtain missed lecture content and information from a fellow classmate.**

Class Attendance

Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, **make up work is not accepted in this course.** 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 INITIAL class meeting.

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)

Students are expected to attend all classes 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.

CLASSROOM ATTENDANCE:

Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance. Therefore, classroom attendance is mandatory and students are accountable to attend and be on time for each class in order to be successful in a course.

Tardy:

Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent. **The student will be administratively withdrawn from the course when more than 2 absences occur.**

Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician's release should be submitted when the student is treated by a physician. Furthermore, **students who attend class exposing classmates to disease will receive a 10-point deduction on the next (or current) examination!**

LIVE classroom: students must be in their seat ready for class at the scheduled time. Attendance will be taken at the start of class and after each break. Anytime the student is not present during class, the student is counted as absent. Scheduled breaks are given at various intervals throughout the lecture time. Students should use break times wisely--going to the bathroom, getting refreshment, etc.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. **The student's camera must be on for the entire time of the class/meeting.** The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. **If the student does not follow zoom etiquette as outlined in the VN handbook, the student will be removed from the zoom meeting and given an absence. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.** Students must attend all live classroom presentations and all Zoom meetings. A student who exceeds the allowable absences in any one class will be withdrawn from the program except in the case of a Covid exposure (see handbook for policy).

COVID exposure: see policy in VN Student Handbook

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked "absent" for the day. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as "absent" for the day. There are no "half-day" absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence and the subsequent point deduction.

If attendance is taken by a sign in sheet, students who "forget" to sign in are counted as absent. Attendance will be recorded by the instructor for required zoom meetings.

Students are given numerous days off for holidays and Spring/Fall breaks, not including weekends. In addition, classes are over by 4:00 p.m. This should give students ample time to take care of business, schedule medical and other necessary appointments.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. *Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.*

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will **not** be accepted and a grade of zero will be recorded. Assignments, homework, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. See the instructor for more specific information.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their user name and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME 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.

EXAMS

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam, but studying to intervene on the behalf of the patient.

Exams are administered either written or in a campus computer lab using ExamSoft and the lab must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on Exam Soft and have it proctored or on Blackboard with Proctorio. It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.

In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take 1 practice/mock exam, and 1 open check benchmark exam during this semester. There will be 2 benchmark proctored exams, one in 2nd semester and one in third semester. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 by Exam Soft and the grade will be calculated accordingly. The student will have a remediation plan including CJ Sims and concept maps. Once remediation is applied, the resulting grade will be recorded as an assignment grade. The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule, if they are not already present. These benchmarks exams give the student analytics to let them know what they are strong in and what they are weak in and compares them on a national level to their peers.

Exams will be given and may cover information given during lecture, handouts, and assigned reading of the texts. All exams can be cumulative. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of multiple choice, select all that apply, and short answer, and may include a case study.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD, DRINKS AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.

1. Grades will be given to students during allotted class time.
 2. Each student should know current course averages for all classes.
 3. **Students must earn a “C” (76) or better in this class for progression.**
 4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
 5. The Final Exam grade and a numerical course grade will NOT be posted on Blackboard. The final course grade will be posted to Campus Connect as the transcript letter grade.
 6. When possible, exams will be reviewed prior to the start of a lecture (time permitting) but if not possible, a student may email me for an appointment to come by the office and review the exam.
- Grades will not be given or discussed by email or phone.**

MISSED EXAMS/MAKEUP WORK:

1. There will be NO make-up exams for a missed unit exam. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted for the FIRST missed unit exam grade only. Should any additional unit exam be missed, a grade of “0” will be recorded. There is no make-up exam for the Final Exam.
2. **No exams will be given prior to the originally scheduled exam.**

Missed Exams due to COVID: See VN Student Handbook

The Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

GRADING POLICY

Students must earn an overall grade of 76 or better in this course to pass.

A minimum of 76% on all exams and assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 76% or better for each course section to pass that section.

Final semester grades will be based on the following:

Homework (14 assignments at 2% each and the Benchmark)	30%
Unit Exams (5-unit exams at 10% each)	50%
Final Exam (20%)	20%

Grading Scale: 90-100	A
80-89	B
76-79	C
70-75	D
0-69	F

COMMUNICATION POLICY

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)716-4626. 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 whom they need to contact for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email regularly. 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 Blackboard or their email should immediately contact the help desk.

Email Policy:

- A. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- B. A student's failure to receive or read official communications sent to their assigned e-mail address in a timely manner does not prevent them from knowing and complying with the official communication's content.**
- C. The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- D. Instructors make every attempt to respond to student emails during regular college business hours. Instructors are not required to answer emails after hours or on weekends.
- E. Students who use email inappropriately to faculty, students, staff, or others will be dismissed from the program.

Texting Faculty:

Students should not text faculty via the faculty cell phone. Written communication should be by email or office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

Students must complete the Syllabus Acknowledgment form in blackboard, verifying that the student has read and understands the content of this syllabus.

This is due by the start of the second day of class.

- *If a student's cell phone goes off during class, the student will be asked to leave. If they are in an exam – they will be given the highest grade of "50", even if on the last question of the exam.*

- **Class Dress Code**

Due to the environment of the scheduled lab dates, students are required to wear the following:

- a. **Scrubs in class**
- b. **Close-toed non-skid nursing shoes**
- c. **Watch with a second hand**
- d. **Stethoscope (optional)**

WHAT NOT TO WEAR: hats, flip-flops, shorts, torn jeans, low cut blouses, private uniforms.

- These guidelines are for your protection due to the nature of the environment and the amount of lifting and moving that will take place in the lab.
- If you are employed by a local or regional health services, do not wear your uniform, badge, pager, or radio to class as this causes distractions from the teaching environment.

COURSE DISCLAIMER

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

STUDENT SUCCESS: Repetition and study are the **ONLY WAYS** for students to retain the volume of information contained in this course! You **MUST** study outside of the classroom if you want to succeed.

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

RECOMMENDATIONS ON HOW TO STUDY:

- **COMMIT** to your career choice—which means committing to this class. Decide you **WANT** to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take **NOTES** in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Don't wait until it's almost the final—it's too late then!

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, the larger world, and ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

FOUNDATION SKILLS

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.

Course Schedule located on Blackboard.

Print Name: _____ Class # _____

By signing below, I agree that I have read and understand the VNSG 1400: Adult Health Level I Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations.

Signed: _____ Date: _____