

## Course Syllabus

COURSE: VNSG 1420 Anatomy and Physiology  
SEMESTER: Spring 2026  
CLASS TIMES: Tuesday 8am-12pm  
LAB TIMES: Included in class times  
INSTRUCTOR: Kallie Tidwell MSN, RN  
OFFICE: Reese Center, Building 8, Room 810  
OFFICE HOURS: **Wednesday: 1330-1600; Thursday 0900-1200 Friday 09-1030, or by appointment**  
**Email to set up a one-on-one time.**  
OFFICE PHONE: 806-716-4655  
E-MAIL: [ktidwell@southplainscollege.edu](mailto:ktidwell@southplainscollege.edu)

\*Please note office hours above. If you need to meet with me, you may stop by my office during office hours and if I am available at that time, I will be happy to meet with you. **The best way to meet with me is to email me for an appointment that will be verified/accepted via email.**

**"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

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

\*This course is designed to prepare students for the realities of clinical nursing practice. As such, course materials (including images, videos, and case studies) may depict **graphic content** related to injuries, diseases, medical procedures, and the human condition, including end-of-life scenarios. Students are expected to approach this material with **professionalism, sensitivity, and critical analysis**, as encountering such content is an inherent and essential part of the healthcare profession.\*

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Identify the structure of each of the major body systems.
2. Be able to describe the functions of each of the major body systems.
3. Be able to discuss the interrelationship of systems in maintaining homeostasis.

**COURSE OBJECTIVES** - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F-11, F-12)

At the completion of this course the student will have:
<ul style="list-style-type: none"><li>Have a basic understanding of how the cavities, organs and body alignment play a role in the organization of the body.</li><li>Have a basic understanding of how chemical elements keep the body in balance and functioning.</li><li>Have a better understanding of cells and their functions.</li><li>Have a general understanding of the different tissues and how the function in the body.</li><li>Be better acquainted with the functions and importance of the skin.</li><li>Learn that bones are "alive" and grow, how they function and their necessity to the individual.</li></ul>

• Name certain major muscle groups and how they function within the body.
• Have a basic understanding and function of the different divisions of the nervous system.
• Name the major parts of the eye and the ear, and have a basic understanding of the senses as well as their importance to the body.
• Have a basic understanding of glandular functions and how they affect the body.
• Have a basic understanding of the different parts of the blood and the function of each.
• Be able to describe how the heart functions.
• Have a basic understanding of the vessels, their locations and function.
• Have a basic understanding of how the lymph system works and its importance.
• Have a basic understanding of the different divisions of the respiratory system and how it functions.
• Have a general understanding of the divisions, locations, and functions of the digestive system.
• Have a basic understanding of metabolism and its importance in relation to the different functions of the body.
• Have a general understanding of location and function of the urinary system and its importance in maintaining homeostasis.
• Have a very basic understanding of how the body maintains homeostasis through chemical exchanges.
• Be able to locate and state basic functions of the different parts of the reproductive system.
• Have a basic understanding of microbiology, nosocomial infection and infection control.
• Become familiar with and have basic understanding of terminology used in text.
• Be present and punctual for all classes with no more than 2 (two) absences.

## EVALUATION METHODS

Computer-based and written exams, computer based and written assignments, written and computer based scheduled and pop 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 profound consequences, 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 presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports, and 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 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.

## VARIFICATION OF WORKPLACE COMPETENCIES

Vocational nurses are expected to know the structure and function of each area of the human body.

## 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.

Check your Blackboard daily as it is your communication tool for this class. Assignments may be added, deleted, or changed.

## SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

### SPECIFIC COURSE INFORMATION

#### TEXT AND MATERIALS (THIS IS THE NEWEST RELEASED EDITION AND WHAT WE WILL BE USING)

1. Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14<sup>th</sup> Ed.), Wolters Kluwer. ISBN: 9781284217964
2. Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14<sup>th</sup> Ed.), Wolters Kluwer. ISBN: 9781284268263
3. ATI Student Access

#### OTHER RECOMMENDED TEXTS

1. VanLeeuwen, A., & Bladh, M. (2023). Davis's Comprehensive Manual of Laboratory & Diagnostic Tests with Nursing Implications. (10<sup>th</sup> ed.). F.A. Davis. ISBN # 9781719646123
2. Vallerand, A., & Sanoski, C. (2025). Davis Drug Guide for Nurses, (19<sup>th</sup> ed.). F.A. Davis. ISBN # 9781719650038
3. Venes, D. (Ed.). (2021). Taber's Cyclopedic Medical Dictionary (24<sup>th</sup> ed.). Philadelphia: F.A. Davis Company.
4. C. Baughn, M. Moore, & M. Moorhouse (2026) Nurse's Pocket Guide (17<sup>th</sup> ed.). F.A. Davis. ISBN # 9781719650366
5. Williams, L., & Hopper, P. (2023). Understanding Medical Surgical Nursing, (7<sup>th</sup> ed.), F.A. Davis. ISBN #9781719644587
6. Williams, L., & Hopper, P. (2023) Study Workbook for Understanding Medical Surgical Nursing, (7<sup>th</sup> ed.), F.A. Davis. ISBN #9781719644594

#### ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint and or outlines are posted on Blackboard, they may be printed prior to class. Class time will not be given for printing notes. We will be utilizing colored pencils, and markers for in class activities, some will be provided, but feel free to bring your own.

In the event of a computer outage, quizzing or testing will be completed via SPC issued iPads. Students are expected to bring their individual SPC issued iPad and charger every day to class. Failure to do so may result a missed exam.

#### ATTENDANCE POLICY

Students are expected to attend all classes in order to be successful in a course. 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 class. Students must be in their seat ready for class at the scheduled time.

Attendance is taken for each class by signature page or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked

“absent.” A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as “absent”. Students who are late for an exam will not be allowed to take the exam and are counted as “absent”. Students will meet in designated computer lab for exams at 8am (unless time change by instructor). Students are expected to be seated and ready to start exam promptly at 8am. Once the door is shut exam has started, and student is considered absent if arriving after this time. Students who do not return to class after an exam are counted as “absent.” Students are to return to classroom after exam and work quietly. A break will be given after all students have returned from taking exam. Attendance will be taken promptly after the last student finishes exam and returns to classroom. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence.

A student who exceeds 2 absences in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program\*

\*If the student has a documented emergency that leads to exceeding 2 absences, the student will be responsible for notifying the instructor. The student must present evidence to the course instructor regarding the reasons for all absences. The course instructor and Program Coordinator will review and determine if a true emergency existed for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available in each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your absence for a non-emergency, the attendance policy will be upheld, and you may be dismissed from the VNP. The decision is final.

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

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

**COVID policy:** <https://www.southplainscollege.edu/syllabusstatements/>

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician’s release must be submitted when the student is treated by a physician. (per Handbook policy)

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time or they are absent. Once the door to the classroom/lab is shut, that signals that class has started and the student will be counted absent. The student may still join the class to receive content but will still receive the absence. See Exam policy regarding expectations on tardiness for exams.

## **ASSIGNMENT POLICY**

All assignments must be completed by the assigned due date. Late work will receive a zero. Assignments are tied to course learning objectives and are required to be completed before the Final Exam is taken in order to

exit the course, even if the assigned grade is a zero. The grade will not be changed upon submission of late work.

In class quizzes, exams, and skills that are missed due to an absence may not be made up.

Not all quizzes are on the schedule. Pop quizzes may be throughout the course and given at any time. See the instructor for more specific information.

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in discussion, turning in assignments due, and/or taking the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

Virtual or hardcopy homework assignments are not accepted late or by email. You must submit the assignment in the appropriate location (BlackBoard, ATI, etc.) depending upon the assignment and it is your responsibility to make sure that you do not upload blank documents and that your document can be opened on a PC, because not all Mac files are able to convert. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing instructor a minimum of two hours prior to deadline. If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank and submitted correctly.

**Study Guide Workbooks:** The study guide is designed to give learners of all styles the opportunity to enhance learning this material. The study guide may be used in each class period, so be prepared to have it each class time with you. This study guide may also be assigned as homework or activities assigned in class.

The workbooks that accompany the textbooks offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional help.

## **COMPUTER USAGE**

Students will be expected to utilize computers to access assignments, classroom resources and for exams. Although current educational research still confirms that the best learning/notetaking system is paper and pen (Mueller & Oppenheimer, 2014), in keeping with current technology trends, the faculty will allow usage of the SPC issued iPad in the classroom setting (cell phones and personal electronic devices remain prohibited). All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password. Students must also have SPC issued iPads with them at all times. iPads may be used for testing. If students does not have SPC issued iPads when needed for an exam, a grade of a zero will be given. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted FOR THE MISSED EXAM GRADE ONLY. If any additional exams are missed, a grade of "0" will be recorded. There is no make-up exam for the Final Exam

## **ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

The computer lab in building 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.

The use of TikTok is prohibited on SPC devices and WiFi. TikTok may not be used for online assignments of any kind.

## COMPUTER LAB USAGE

The computer lab 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. Students may not ask any faculty or staff to make copies for them. 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

*A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene!*

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 will cover material covered in class. Diagram exams will be given concurrently with the written exam. This material is direct from the textbook unless otherwise noted by the instructor. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of, but not limited to, multiple choice, matching, select all that apply, completion, CJE matrix, Hot spot and drag and drop, and True/False.

- See Lecture/Exam Schedule.
  - Presentation of material includes class lectures, textbooks, ATI resources, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer by ATI.
  - Exams are administered in a campus computer lab using ATI 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 ATI and have it proctored by Exam Monitor. **It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**
  - Grades will be recorded on Blackboard for the student to view.
  - Students will have the opportunity to review each exam taken as scheduled by the instructor. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours has 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.
  - Grades will not be emailed or given out by phone.
  - **Students who make below a 76 on a unit exam will need to complete an Exam Wrapper and schedule a time to meet with the course instructor. The student must meet with the instructor prior to the next exam. The instructor will send one email notification, but it is the student's responsibility to set up the appointment and show up for the appointment prepared with the exam wrapper completed if instructor indicates. If the student fails to make an appointment or show up for their scheduled appointment, the instructor will notate that and place it in the student file.**
  - Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
  - Students must earn a "76" or better in this class and meet all criteria as discussed above for progression.

## REMEDIATION

### **First Exam Alert:**

If the student fails the first exam in the course, the student is required to meet with Student Success Coach at least 3 days prior to the next exam. A *First Exam Alert* form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill) and she will contact the student via email to set up an appointment to meet. This is **MANDATORY**.

### **Remediation:**

Students who fail an exam are ***strongly encouraged*** to attend an exam remediation session. Remediation will be held in person on designated dates and times, which will be announced through Blackboard. Students must submit the Exam Remediation Signature Sheet by the deadline provided by the course instructor.

Students attending remediation are required to bring a completed exam wrapper, the course textbook, and a writing utensil. No electronic devices or other items are permitted during the session.

If a student fails an exam and does not submit the Exam Remediation Signature Sheet by the remediation deadline, the student will be required to meet with the course instructor to discuss the lack of communication and develop strategies to improve future exam performance.

Exam remediation sessions are also open to students who passed the exam but would like additional clarification on missed content. These students must also submit the Exam Remediation Signature Sheet by the stated deadline to indicate their intent to attend.

Students who do not submit the Exam Remediation Signature Sheet by the deadline will not be permitted to attend the remediation session.

**NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD 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 (about 2 days) of notification of grade assignment. Once the 48 hours (about 2 days) 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. Once grades are posted, a unit exam is ready for review. When possible, unit exams will be made available for all students to review at the end of a lecture (time permitting) but if that is not possible, a student may email me for an appointment to come by the office and review the unit exam.

**Grades will not be given or discussed by email or phone.**

**\*On exam days**, the test will start at designated time. There are no tardies. If you are late the door will be locked and you will not be allowed entrance into the classroom. You will receive a zero for the exam. You may enter the classroom after exam is complete to participate in class activity but will still be considered absent.

### **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 and first missed diagram exam only. Should any additional unit exam or diagram exam be missed, a grade of "0" will be recorded.

2. **No exams will be given prior to the originally scheduled exam.**
3. **No make up work is accepted for assignments or quizzes completed during class while absent. It will be a zero.**
4. **There are no extra credit opportunities.**
5. **There is no make-up exam for the final exam.**

## GRADING POLICY

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

**Final semester grades will be based on the following:**

- **Unit exams: 50%**
- **Diagram Exams: 15%**
- **Comprehensive Final Exam: 30%**
- **Tickets to class, quizzes, in class assignments: 5%**

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

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

## COMMUNICATION POLICY

- 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 (SOUTH PLAINS COLLEGE) 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:

- 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.
- 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.
- 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
- Instructors try to respond to student emails during regular college business hours when faculty are on campus. Instructors are not required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff, or others will be placed on probation for the first offense; dismissed from the program for a second offense.

**Texting Faculty:** Students should not text faculty via the faculty cell phone. Written communication should be by email, office phone, or personal notes. **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.

#### IN CASE OF EMERGENCY

Please contact Jennifer Steffey at 806-716-4623 or 806-716-4626

The student should notify his/her family that in case of an emergency during normal class schedule. 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.

#### 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, and 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 reasonable disciplinary action as the college administration 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)

- **Cell Phones – ATTENTION: ALL CELL PHONES WILL BE PLACED IN THE APPROPRIATE CUBBY DURING CLASS TIME, TURNED OFF. NO EXCEPTIONS.**
- If a student is caught with their cell phone during class, they will receive an absence for the day.
- *Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam), or a zero if student is on the first question*
- *Assigned seating will be utilized or changed upon instructor discretion.*

#### 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.**

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#### ACCOMMODATIONS

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

visit: <https://www.southplainscollege.edu/syllabusstatements/>.

**Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.**

## **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 innovative ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses the 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 adjusts to meet goals.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work, evaluates performance, 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 operate 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

<https://www.southplainscollege.edu/syllabusstatements/>

## **Anatomy and Physiology Syllabus Contract**

Print Name: \_\_\_\_\_

I have read and understand the Anatomy and Physiology Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that I study DAILY and review weekly so that this information is mastered.

I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_