

Basic Nursing Skills Course Syllabus

COURSE: VNSG 1323 Basic Nursing Skills
SEMESTER: Summer 2026
CLASS DAYS: Wednesdays and Fridays 0800-1200

OFFICE HOURS: Tuesdays 0800-1400; Thursdays 0800-1400, or by appointment

Name	Phone Numbers	Email	Office	Office Hours
Brenda Knight BSN RN	806-716-2202	bknight@southplainscollege.edu	AH103E	

Please Note: The COVID 19 crisis may change the lecture format / lab demonstration and this syllabus. Please refer to the Student Handbook for the complete COVID POLICY.

“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 and application of primary nursing skills. The focus will be a mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Be able describe the underlying principles of selected nursing skills and their relationship to client health status
2. Be able to demonstrate satisfactory performance of selected nursing skills utilizing principles of safety
3. Be able identify the nursing process used to solve basic client care problems across the life span using appropriate medical terminology
4. Demonstrate safe and competent basic nursing skills; describe how each step of the nursing process relates to nursing care; and discuss the implementation of basic nursing skills in a variety of health care settings.

COURSE OBJECTIVES - Outline form (C-1, C-2, C-3, C-4, C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, 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)

At the completion of this course the student will:
1. Relate current knowledge into advanced nursing studies
2. Use basic nursing skills and knowledge to meet individualized patient needs
3. Employ plans for intelligent safe nursing care of the patient within the Holistic Nursing concept
4. Identify the patient as a unique individual who needs assistance during illness regardless of age or degree of infirmity
5. Display good interpersonal relationships and communication skills between nurse and patient; nurse and co-workers, nurse and family nurse and interdisciplinary team in a timely manner, including technology to support decision making to improve patient care
6. Consider the common needs of the patient and the Vocational Nurse's responsibility for the patient's environment, safety and well-being based on the vocational program of study and evidence-based practice
7. Recognize the importance of observation and communication regarding patient and co-worker interactions and charting. Assemble information using the Nursing Process as a nursing assessment of each patient
8. Demonstrate principles of asepsis, communicable disease prevention and health care/community readiness for disrupting events
9. Demonstrate knowledge of basic interventions to support the patient and family during life stages, including death and dying and potential care needs of vulnerable patient
10. Demonstrate methods for promoting safety in the work environment, including facility policies and procedures
11. Utilize terminology and rationale for performing basic nursing skills
12. Identify appropriate equipment needed for each nursing skill performed
13. Identify, assess, and evaluate the patient's response to the procedure
14. Discuss the necessity for the patient/family education regarding the specific skill
15. Correctly use abbreviations, definitions, prefixes, suffixes, verbs, adjectives, and words in the nursing profession
16. Break down a list of medical words and identify the meaning of each word in the list through structural analysis

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, skills check-offs, ATI assignments/modules/tests and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading, charts/posters, Power Point, lab demonstration/return demos and audio/visual presentation.

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 all phases of coursework. This applies to 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. 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 (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES

There will be external clinical and simulation learning experiences provided in this course, as well as learning experiences in the lab which provides the setting in which the student applies workplace competencies. Successful completion of the designated course outcomes will allow the student to continue to advance within the program. Successful completion of VNSG 1323 meets the requirements as stated in the Differentiated Essential Competencies (DECS) of Graduates of Texas Nursing Program as:

1. Member of a Profession
2. Provider of Patient Centered Care
3. Patient Safety Advocate
4. Member of the Health Care Team

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.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
<u>*Fundamentals of Nursing Care, Concepts, Connections & Skills 4th Edition</u>	F. A. Davis	9781719644556
<u>*Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide 4th Edition</u>	F. A. Davis	9781719644563

*Blackboard

*ATI

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a notebook for taking notes or assignments in class. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for appropriate use of electronics in the classroom. Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. You will need to have access to a computer and it will need to have a camera and a microphone. When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event we must meet in the virtual setting please notify me if you do not have a computer to use.

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 who do not return to class after an exam are counted as "absent." If the student is asked to leave the classroom for any reason, the student is given an absence. Students who "forget" to sign in are counted as absent.

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

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.

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.

COVID policy: See VN Student Handbook

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. SPC will follow the recommended 3-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 3-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to your return date if still symptomatic at the end of the 3-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class and get tested.

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)

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ASSIGNMENT POLICY

Students may have ATI assignments/quizzes/modules, workbook assignments and/or other assignments that will be completed outside of class time and have a time scheduled to complete them. You only have one attempt on these assignments and the honor code is in place as these are not group assignments.

All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is due on the dates specified by the instructor. No late work is accepted. Any work turned in late will get a grade of zero. All work is submitted via ATI or Blackboard. Students should retain a photocopy or computer-accessible file of all assignments turned in.

Assignments are not accepted by email. If the assignment is to be submitted via ATI or via Blackboard, it is your responsibility as the student, 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, otherwise, the grade will be recorded as a zero.

Skills Check Offs: Each skill must be accurate before the student can perform the skill in the clinical setting. Therefore, the student will be checked off on each skill. Some skills are checked off by students, others are checked off by an instructor. Some skills will be checked off in the nursing lab and others will be at the CCE (See course schedule for details). The skills check off labs are assigned labs and are on your course schedule. These are required skills check-offs. Students must score a 76 or higher on each skill checked off by an instructor, or remediation will be required. The grade on the first attempt will be recorded in the gradebook on the following skills: Isolation/PPE, Vital Signs, I/O, Bandages and Physical Assessment. Remediation will be done by appointment with an instructor only and will be outside of normal course hours. The student will have three total attempts to score a 76 or better. If on the third attempt, a score of 76 is not met, the student WILL be dismissed from the VN program.

NOTE: If Physical Assessment Skill needs remediation and is not remediated with a 76 or higher prior to starting clinical, the student will be not be allowed to attend clinical and may receive a clinical absence for each clinical day missed until physical assessment is checked off with competency of 76 or greater The student will have 3 total attempts to make a 76 or greater. IF on the 3rd attempt, a score of 76 is not met, the student will be dismissed from the VN program. Each skill must have been passed with an 76 or better within 3 attempts in order for the student to take the BSCCL (Basic Skills Critical Competency Lab) prior to course exit.

Grading Skills Check Offs: Each skill has its own procedural objective, with some steps on the procedure having an asterisk, meaning it is a required step. All asterisk items will have a value of -10. Three (3) non-asterisk items will count as one asterisk with a deduction of -10. There may be opportunities during class to practice, but most of the practice for the student will come during the required Friday lab hours or on your own time outside of class. Skills objectives will be followed exactly for grading purposes.

Skill Assessment Review Policy: After a check-off is completed and the skills instructor has reviewed all graded objectives, grades will be posted. Students are encouraged to review their graded objective rubrics for feedback. If a student formally contests a grade and requests a video verification of a recorded skill from the

CCE, they authorize the instructor to conduct a comprehensive review of the entire recording, from start to finish. If a student wants to contest a grade, it must be within 48 hours of grades being posted, otherwise, the right to contest will be forfeited.

This full-recording review may result in an adjustment to the final skill grade. Points may be awarded for elements initially overlooked, or points may be deducted if required components of the skill were not completed according to the established grading rubric. The adjusted grade following the video review will become the official final grade for that skill recorded in the gradebook.

BSCCL: This is a Basic Skills Clinical Competency Lab and is performed BEFORE the Final Exam is scheduled. The student should be able to demonstrate all skills taught in this course. BSCCL Guidelines posted on blackboard will be followed, in addition to the information in this syllabus. On the day of BSCCL, each student will be required to perform Physical Assessment, Intake and Output and 1 randomly chosen skill (that will be unknown to the student until the morning of the check-off) that has been demonstrated and performed during BNS course. Student must score a grade of 76 or higher on each skill, or remediation will be required. The score or grade the student will receive will be calculated based on the number of asterisk items missed. All missed asterisk items will have a value of -10 points. Three (3) non-asterisk items will count as one asterisk and be valued at -10 points. The grades from each skill performed will be calculated for the final BSCCL grade.

For example: First asterisk missed = 90

Second asterisk missed =80

Third asterisk missed =70

Fourth asterisk (or equivalent) missed = 60 and so on until skill is completed

The student will complete the skill all the way through (student will not be stopped). BSCCL will account for a overall grade that counts for a total of 15% of the final course grade.

BSCCL Grade will be broken down as follows:

Physical Assessment 50% of total 15% of the final course grade

Intake and Output 30% of total 15% of the final course grade

Random Drawn Skill 20% of total 15% of the final course grade

Should the student have to remediate any of the three skills, the remediation will not alter the original grade, however, the student will have to score at least a 76 on remediation to move on. For remediation, the student must obtain a remediation form from the director or instructor and schedule an appointment ahead of time with an available instructor. All remediation for BSCCL skills must be complete by date indicated on course schedule, or the student will not be allowed to exit the course. All remediation must be complete before the final exam. If not complete, the student will not have met the course exit goals and will be given a course grade of "F", regardless of other course grades, and withdrawn from the vocational nursing program. For BSCCL skills review, see above skills review policy. The policy will apply to each of the video recorded BSCCL skills.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Unit Exams 50%

Skills Check-Offs 15%

BSCCL 15%

Final Exam 20%

- Total: 100%

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and for exams. All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password.

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

The computer lab may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will be provided for students to print materials, but students are charged for the copies they make.

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

EXAMS

- See Lecture/Exam Schedule.
 - Presentation of material includes class lectures, textbooks, ATI resources, discussion, handouts, videos, and power points. 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. 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. Exam review will focus on major content areas missed and not individual test questions. After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. 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. Grades will not be emailed or given out by phone.
 - Medical Terminology: Abbreviations & Definitions may be included in the unit exams.
 - Students must earn a "76" or better in this class and meet all course exit criteria as discussed above for progression.
 - Medical Terminology Exam will be paper and pencil exam. Correct spelling is required.

MISSED EXAMS/MAKEUP WORK:

Students are expected to take all examinations for each nursing course. There are NO makeup exams for this course. 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

NO exams will be given prior to the originally scheduled exam.

Any action interpreted as cheating by the facilitating instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

Grades will not be rounded up or down i.e., 79.4 = 79

The final letter grade will be posted to Blackboard and Campus Connect.

ADDITIONAL INFORMATION:

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS. See the Vocational Nursing Handbook for further information.

For Test Security, no hats, caps, backpacks or purses are permitted in the classroom during exams. No drinks may be brought into the classroom during an exam.

Bottled drinks with a screw top lid may be brought into the classroom during lecture only.

Competencies are defined as effective demonstration of basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.

The student's performance of the competencies will demonstrate and describe the desired outcome of learning at the conclusion of the nursing skills course.

Excessive talking in class will not be allowed; the student may be asked to leave, with an absence given for the day.

The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to always keep the lab clean and tidy.

Classroom rules also apply to the laboratory classes.

Recording is not allowed unless the student receives written permission by the instructor.

COURSE EXIT GOALS:

For the student to exit this course, the student must do all of the following:

1. Have no more than 2 absences
2. Must pass the course with a 76 average
3. Pass all required skills

If ALL course exit goals are not met, student will be given an “F” for the course grade and will be withdrawn from the vocational nursing program.

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. There will be no charge for drops for the fall or spring semesters.

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/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. Students are encouraged to check SPC email on a daily basis. 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 Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

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 the student’s assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- 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 laws.
- Instructors make every attempt 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 or the student may call the 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.

Mrs. Knight will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

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.

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. 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.

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, or the use of AI-Artificial Intelligence, 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.

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.

Print Name: _____

I have read and understand the BASIC SKILLS Syllabus and schedule.

I have had the opportunity to ask questions.

I also understand to exit this course I must meet All Objectives Listed in the course Syllabus as stated below:

COURSE EXIT GOALS:

For the student to exit this course, the student must do all of the following:

1. Have no more than 2 absences
2. Must pass the course with a 76 average
3. Pass all required skills

Signed: _____ Date: _____