

Levelland Campus

Course Syllabus

COURSE: RNSG 1251 Care of Childbearing Family

SEMESTER: FALL 2024

CLASS DAYS: See Course Calendar

CLASS TIMES: See Course Calendar

FACEBOOK: <https://www.facebook.com/SPCNursing17/>

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“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

RNSG 1251 is the study of the concepts related to the provision of nursing care for childbearing and childrearing families within the four roles of nursing (member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team). This course includes the application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family. Upon completion of this course, the student will show competency in knowledge, judgment, skill and professional values within a legal/ethical framework focused on childbearing and childrearing families. This course must be taken and passed concurrently with RNSG 2462.

Supportive foundation knowledge needed to care for the childbearing/childrearing individual, family and community includes physical and emotional aspects of nursing care, integrating developmental, nutritional, and pharmacological concepts. Additionally, essential in success are

concepts of communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences.

1. Meet all requirements for admission into the Associate Degree Nursing Program.
2. Prerequisites: RNSG 1413, 1105, 1160, 1115, 1144, 1443, 2460, 2213, 2261, 1443, & 2461. BIOL 2401, 2402, 2420. PSYC 2314, ENGL 1301, & Humanities course.
3. Teaching Strategies: Demonstrations, independent assignment, nursing laboratory, simulated lab, audiovisual media, student presentations, and group discussion, selected presentations, and group discussion, selected case presentation material, review of journal articles, study guides, and lecture seminars.

STUDENT LEARNING OUTCOMES FOR LEVEL IV

At the completion of the semester students will:
<p>CLINICAL DECISION MAKING</p> <ol style="list-style-type: none"> 1. Analyze and utilize assessment and reassessment data to plan and provide individualized care for the childbearing/child-rearing patient and family. 2. Demonstrate the orderly collection of information from multiple sources to establish a foundation of holistic nursing care to meet the needs of the childbearing/childrearing patient and family. 3. Manage and prioritize nursing care of the childbearing/childrearing patient and family.
<p>COMMUNICATION</p> <ol style="list-style-type: none"> 1. Demonstrate effective communication through caring, compassion, and cultural awareness for the childbearing/child-rearing patient and family. 2. Develop, implement, and evaluate individualized teaching plans for the childbearing/child-rearing patient and family.
<p>LEADERSHIP</p> <ol style="list-style-type: none"> 1. Demonstrates shared planning, decision making, problem-solving, goal setting, cooperation, and communication with the childbearing/childrearing patient, family, and members of the healthcare team. 2. Coordinate and evaluate the effectiveness of the healthcare team and community resources in the delivery of health care to the childbearing/childrearing patient and family.
<p>SAFETY</p> <ol style="list-style-type: none"> 1. Provide safe, cost-effective nursing care in collaboration with members of the health care team using critical thinking, problem-solving, and the nursing process in a variety of settings through direct care, assignment, or delegation of care.
<p>PROFESSIONALISM</p> <ol style="list-style-type: none"> 1. Integrate ethical, legal, evidence-based, and regulatory standards of professional nursing practice in caring for the childbearing/childrearing patient and family. 2. Demonstrate caring behaviors that are nurturing, protective, safe, compassionate, and person-centered where patient choices related to cultural values, beliefs and lifestyle are respected in the childbearing/childrearing patient and family.

3. Assume responsibility for professional and personal growth and development.

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

SPC ADN STUDENT LEARNING OUTCOME 1

- Identify cues for optimal health promotion and maintenance.

NLN COMPETENCY	Spirit of Inquiry
NCSBN NCLEX Test Plan 2023	Physiological Integrity
	Psychosocial Integrity
	Safe and Effective Care Environment
	Health Promotion and Maintenance
QSEN	Quality Improvement
	Patient-Centered Care
	Informatics
	Evidenced-Based Practice (EBP)
TBON DEC COMPETENCIES	Provider of Patient-Centered Care
	Patient Safety Advocate

SPC ADN STUDENT LEARNING OUTCOME 2

- Provide Safety and Infection Control for Self and Others.

NLN COMPETENCY	Nursing Judgment
NCSBN NCLEX Test Plan 2023	Safe and Effective Care Environment
QSEN	Safety
	Informatics
	Quality Improvement
TBON DEC COMPETENCIES	Provider of Patient-Centered Care
	Patient Safety Advocate

SPC ADN STUDENT LEARNING OUTCOME 3

- Promote holistic, client centered care to a diverse population.

NLN COMPETENCY	Human Flourishing
NCSBN NCLEX Test Plan 2023	Psychosocial Integrity
QSEN	Patient -Centered Care
	Informatics
	Evidenced-Based Practice (EBP)
	Quality Improvement
TBON DEC COMPETENCIES	Provider of Patient-Centered Care
	Patient Safety Advocate

SPC ADN STUDENT LEARNING OUTCOME 4

- Advocate for a legal-ethical framework within the healthcare team.

NLN COMPETENCY	Professional Identity
NCSBN NCLEX Test Plan 2023	Safe and Effective Care Environment
QSEN	Teamwork and Collaboration
	Informatics
	Evidenced-Based Practice (EBP)
	Quality Improvement
TBON DEC COMPETENCIES	Member of a Health Care Team
	Provider of Patient-Centered Care
	Member of the Profession
	Patient Safety Advocate

EVALUATION METHODS

Successful completion of this course requires a grade of 77 or better; grades are not rounded, for example, if you achieve at 76.9, it stays a 76.9. satisfactory total grade point average on examinations and assignments, satisfactory achievement of unit objectives; completion of pediatric math competency exam with a grade of 90% or better within 3 attempts, unsuccessful completion of the math exam within 3 attempts without achieving a 90% can result in dismissal. Completion of standardized tests as applicable to the curriculum, and regular classroom attendance. Upon successful completion of this course, each student will have demonstrated accomplishment of the level objectives for the course, through a variety of modes (exams, role-play, case studies, individual presentation, and group 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 any and 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.

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

VERIFICATION OF WORKPLACE COMPETENCIES

External learning experiences (clinical rotations) provide a workplace setting in which students apply content and strategies related to program theory and management of the workflow. Successful completion of the DECS; EPSLOs at the semester fourth level; Clinical Evaluation Tool objectives and Weekly Site Tool objectives will allow the student to graduate from the ADN Program. Upon successful completion of the program students will be eligible to apply to take the state board exam (NCLEX) for registered 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 nursing program has a Facebook page at <https://www.facebook.com/SPCNursing17/> In addition to the South Plains College website; this Facebook page will be used to keep students up to date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS AND FOUNDATIONAL SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXTS AND MATERIALS

Scannell, Ruggiero (2022). Maternal-Child Nursing Care (3rd Edition)

Davis Drug Book

COURSE SCHEDULE

See course calendar for date, time, and location. Students will be responsible for all assignments and dates listed in the course calendar.

ATTENDANCE POLICY (*please read carefully)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Student Nurse handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog (http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance).

Lecture by face to face is mandatory as scheduled, subject to change. Virtual lessons may be offered at the instructor's discretion. It is the student's responsibility to have access to a reliable internet source for lectures and/or testing if necessary. The student is encouraged to review and follow the attendance policy in the SPC Student Handbook. A zoom lecture may be offered at the instructor's discretion but not guaranteed.

ABSENCE

Students are expected to attend all lab and lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor. In RNSG 1251, the student can have no more than two (2) absences to be successful. A student having three or more absences may be dropped from RNSG 1251. The course leader may initiate the withdrawal of the student for absences. Reinstatement is handled on an individual basis. Attendance will be taken before every class. In an emergency or school sponsored event and with proper instructor notification before class, an exception may be reviewed case-by-case. It is the student's responsibility to contact the instructor via email if they are late or absent. Students are responsible for obtaining missing content.

TARDIES

Class starts at the designated time per course calendar, if the student enters the room after lecture has been started, you are considered tardy. Two (2) tardies equals one (1) absence. In an emergency or school sponsored event and with proper instructor notification before class, an exception may be reviewed case-by-case.

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.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration and before the census date according to the SPC official calendar, students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC”. We will also utilize and prefer REMIND app messaging. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email and Blackboard announcements regularly each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact the IT Help Desk or an instructor for directions. The instructor will respond within 2 business days.

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. An iPad will be checked out for student use for all 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, PASSWORD, AND SPC STUDENT ID.**

COMPUTER LAB USAGE

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

IPAD USAGE

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

CELL PHONES

Cell phones are to be turned OFF or silenced during scheduled class periods. Text messaging is not allowed during scheduled class/lab times, this is distracting to your peers and your instructors. Cell phones are not allowed on your person in clinical settings, skills lab or computer lab. Cell phones are to be used outside of the classroom/lab only and on designated breaks. You will be asked to leave if you are on your cell phone during class. Students are not allowed to have cell phones on their person during exams or in the clinical setting

ASSIGNMENT POLICY

All assignments must be completed, and submission uploaded by the assigned due date/time (CST) as listed in Blackboard and course calendar. In an emergency, students should contact faculty prior to the due date/time if they expect submission will be late. Please note that contacting faculty does not guarantee the receipt of an extension for the submission. Submissions received late will receive a 0 (zero). Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of assignments. Please allow enough time for preparation and submission of each assignment before the due date. Make sure you have an alternate plan for Wi-Fi issues, we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading into Blackboard, scans should be clear and the correct orientation for grading. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%. A digital upload is considered your digital signature.

DISCUSSION BOARD ASSIGNMENTS

The student must complete Discussion Board Assignments as directed by instructor. See Late Assignment Policy. You cannot have any missing discussion boards and successfully complete the course. The average of all Discussion Boards will account for 5% of your grade.

PRE/POST-LECTURE IN CLASS, ATI QUIZZES AND/OR ASSIGNMENTS

The student must complete Davis Edge and ATI Assignments and/or quizzes to complement course material. Reading and comprehending the material will be crucial to your success in this course. Please see course calendar for due dates. These assignments may include Davis Edge or ATI pre-lecture/post lecture assignments. The average of all Assignments will account for 2.5% of the final course grade. See Late Assignment Policy. You cannot have any missing assignments and successfully complete the course.

UNIT EXAMS

There will be (3) unit exams (1) midterm and one (1) comprehensive final exam in this course.

- Unit exams will consist of 40% of the final course grade. The unit exams will be administered throughout the course, refer to class calendar for the date and time.
- A midterm will consist of 20% of the final course grade.
- Comprehensive final will consist of 30% of the final grade. The final exam will be administered at the end of the course, refer to class calendar for the date and time. The final exam is comprehensive of all didactic.
- There is no Final exemption.

See course calendar and Blackboard for exam schedule. Students must be on time for Exams. Once doors are closed and instructions have started in the designated testing environment (computer lab or classroom) no one will be admitted. For the first missed exam, the missed exam will be replaced by the final exam grade. A 2nd missed exam will result in a “0”. In an emergency or school-sponsored event and with proper instructor notification prior to exam/class, an exception may be reviewed case-by-case. Exams will be administered on either an iPad or computer in the computer lab, on occasion there may be an exam given in the classroom. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators, or any electronic learning device are not allowed in the classroom or computer lab during testing, unless specified by instructor. Ball caps, long sleeves and large heavy jackets are to be left either in the classroom/hallway during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time. Unit Exam and Final Exam scores will not be rounded.

ATI BENCHMARK EXAMS

In addition to the course unit exams, students must take Benchmark Exams. Students will take 1 practice/mock exam, 1 open check benchmark exam and 4 benchmark proctored exams. 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 according to the syllabus policy in each course. These four benchmarks give the student analytics which compares them on a national level to their peers. Benchmark exams will be averaged together and compose 5% of the final grade.

See Course Calendar in blackboard for benchmark exams date and time.

MATH EXAMS

Satisfactory completion of a pediatric medication administration exam with a grade of 90% or above within 3 tries. The exam may be retaken twice if not passed the first time. If a student does not pass the exam by the third attempt, they will be dropped from both RNSG1251 and RNSG2462 (these courses must be passed concurrently) and it is considered a failed attempt at completing the courses.

EXAM REMEDIATION

All students earning less than 80% on any exam will need to complete mandatory exam remediation and follow course syllabus regarding test remediation. The steps for exam remediation are as follows:

- Students will have 7 days from date of scheduled exam from exam date to complete and upload remediation.

- Students will download a Test Remediation Packet from Blackboard, students will need to complete all questionnaires and focus review and submit a complete remediation.
- Students will use the ATI Focused Review to review their test topics and to complete the remediation.
- Student will follow all instructions and turn in packet according to instructors' instructions per syllabus.
- Students may meet with course instructors after exam review submission if necessary if exam remediation packet was submitted complete and on time.
- If student chooses to not complete remediation, a refusal statement must be signed and submitted into Blackboard.

The instructor will continue to document students' progress and exam grades by using the Letter of Success. The instructor may refer any unsuccessful student to the Retention Specialist for guidance on test-taking skills, learning style, study skills, and routine. Retention Specialist is not responsible for course subject matter. Students who do not follow this policy may not be considered for re-admission to the program. **If the student scores below 80% and refuses to attend exam remediation students must sign the Student Remediation Refusal Statement found on page 1 of remediation packet.**

LETTER OF SUCCESS

Students who have less than an 80% course average may be given a letter of success during certain times of the semester as designated by the instructor to highlight students' needs, areas for improvement and concerns. Students who are unsuccessful on exams and assignments will be at risk for failure of the course. The student may also be referred to the retention specialist as per the instructor's discretion.

GRADING POLICY

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

Unit Exams (3)	40%
Midterm (1)	20%
Final Exam (1)	30
Discussion Board Questions	5%
Benchmark Exams (2)	5%
	100%

Course grades are based on the following scale:

A	90-100%
B	80-89.99%
C	77-79.99%
D	60-76.99%
F	Below 60%

Grades will not be rounded.

If the student is not successful in the other fourth semester courses, they must retake this course concurrently. When repeating any course, the student must retake all aspects of it, including the required written work.

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.

NURSING STUDENT CODE OF CONDUCT based on the handbook

Purpose

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

RATIONALE

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

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

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

SPECIAL REQUIREMENTS (*Read Carefully)

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

To promote a professional image, students will abide by the following Dress Code in the classroom:

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

SPECIAL REQUIREMENTS (*Read Carefully)

Students must complete quizzes in Blackboard acknowledging that the student has read and understands the content of syllabus, ADN Student handbook, attendance, grievance policy, and appeals process.

COURSE DISCLAIMER

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

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Semester 4 Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same as found in the student handbook.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

ACCOMODATIONS

College Policy Statements

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

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. 14

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

FOUNDATION COMPETENCIES

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

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

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

- F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking—organizes ideas and communicates orally. THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason
- F-7 Creative Thinking—generates new ideas.
- F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- F-9 Problem Solving—recognizes problems, devises and implements plan of action.
- F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem. PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty
- F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment. 13
- 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 selfcontrol.
- F-17 Integrity/Honesty—chooses ethical courses of action.