

South Plains College-Reese Center Course Syllabus

COURSE: **RADR 1411-200 (4:3:4), Basic Radiographic Procedures**
SEMESTER: **Fall 2019**
CLASS TIMES: **MW 11:30 to 12:45**
LAB TIMES: **MW/TR 13:30 to 15:30**
INSTRUCTOR: **Clinton Bishop**
OFFICE: **RC 512B**
OFFICE HOURS: **M-F, 08:00-11:00 & by appointment**
OFFICE PHONE: **(806)716-4629**
E-MAIL: **cbishop@southplainscollege.edu**
FACEBOOK: **www.facebook.com/spradiologicstechnologyprogram**

“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 includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, basic radiation protection, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

COURSE OBJECTIVES

The student will:

1. Define and use the appropriate terminology used in diagnostic radiography. (F2,5,6)
2. Manipulate and use digital processing for computed radiography images. (C15,18,19)
3. Use the appropriate methods of reducing radiation exposure to the patient, to include x-ray beam restriction, patient positioning and gonadal shielding in a simulated lab environment. (C15,18,19)
4. Position the patient and align anatomical structures of radiographic interest to produce basic level diagnostic images using the simulated lab environment. (F13,14;C18,19,20)
5. Give pertinent instructions to the patient required by the radiographic procedure. (F6)
6. Evaluate the radiographic image for errors in identification markers, patient/anatomical structure positioning, misalignment of the patient, x-ray tube and image receptor, as well as, visibility of the anatomical structure of interest. (F9,10,12)
7. Correct any identified error to produce a diagnostic image. (C15,16,17,18,19,20)

STUDENT LEARNING OUTCOMES

The student will:

1. Define radiographic positioning terms; manipulate equipment, perform basic level procedures in positioning, align anatomic structures and equipment, and evaluate images.
2. Acquire the necessary skills to complete basic radiographic procedures of the vertebral column, chest, bony thorax, upper extremities/shoulder girdle, lower extremities/pelvic girdle and abdomen.
3. Evaluate radiographic images for diagnostic quality.
4. Identify radiographic image errors and determine the corrective action necessary to produce a diagnostic image.
5. Resolve radiographic positioning problems by recognizing alternate methods of patient and radiographic positioning and alignment to produce a diagnostic image.
6. Identify pertinent anatomical structures located in the radiographic images.
7. Use appropriate radiation safety practices to reduce unnecessary and/or excessive radiation exposure and dose.

EVALUATION METHODS

The course grade will be determined by a combination of major exams, lab exams, lab worksheets, a comprehensive final exam and comprehensive lab exam.

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, 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; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

If found cheating or plagiarizing, the student's future in this program will be based on the decisions from the Allied Health Departmental Director's Committee.

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.

The student should only access his or her own Blackboard account. Granting permission to another or accessing another student's Blackboard account is prohibited and against the Academic Integrity code.

SCANS and FOUNDATION SKILLS

Scans and foundation skills are identified for specific course objectives. A complete list explaining these skills is attached to the back of the syllabus for your information.

SPECIFIC COURSE INFORMATION

REQUIRED TEXT AND MATERIALS

Long, B., Rollins, J.H., Smith, B. Merrill's Atlas of Radiographic Positioning and Procedures. 14th Edition.

Long, B., Rollins, J.H., Smith, B. Merrill's Pocket Guide to Radiography. 14th Edition.

Long, B., Rollins, J.H., Smith, B., Curtis, T. Merrill's Atlas of Radiographic Positioning and Procedures Workbook. 14th Edition.

1" 3 ring binder

ATTENDANCE POLICY

SPC - Students must attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all

courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

The Office of Admissions and Records will administratively drop students, who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

SPC Radiologic Technology - Class attendance is mandatory. Students with three (3) absences will be counseled. Students are allowed five (5) absences during the fall semester. After the fifth (5) absence, the student will be dropped from the program, regardless of the student’s grade. Policies regarding absences coincide with those established for South Plains College as outlined in the SPC General Catalog.

It is extremely important to arrive for class **on time**. **Tardiness** disrupts the instructor and the other students. Students who chronically arrive late will be counseled. The student should be prepared for class at the scheduled class start time. **3 tardy will equal 1 absence.**

Students with perfect attendance and two or less tardy will be awarded 2 points to their final grade at the end of the semester.

INSTRUCTIONAL METHODS

The student will receive course information through a series of lectures, PowerPoint presentations, lab assignments, and textbook assignments.

CLASSROOM PARTICIPATION

Attending class regularly will provide the student opportunity to supplement their reading assignments and acquire a better understanding of the course material. Class time missed will result in information gaps and will increase course difficulty. It is the student’s responsibility to attend class, which will enable him, or her to take notes, ask questions, and participate in class discussions. Information handouts may be given in certain instances, but the student should not rely on them. The student is encouraged to take adequate notes during class. Recording class is permitted.

ASSIGNMENT POLICY

The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook prior to class. The textbook is a mandatory requirement. **The student must bring the textbook/e-book to every class.** In some instances, information from the reading assignments not covered during class may be included on an exam.

REVIEW

If a student needs assistance with reviewing any of the information given during class or lab, the student is encouraged to make an appointment with the instructor.

CONFERENCES

If at any time a student is not satisfied with their overall performance, he/she is encouraged to schedule an appointment with the instructor. If necessary, a plan can be developed to help the student improve in their areas of weakness.

GRADING RUBRIC

Grades in this course will be determined using the following criteria:

Assessment Tool	Assessment Criteria	Percentage Score	Grade
MAJOR EXAMS; LAB EXAMS 50%	✓ Exceptional unit content knowledge & understanding	90 – 100	A
	✓ Good unit content knowledge & understanding	80 – 89	B
	✓ Average unit content knowledge & understanding	75 – 79	C
	✓ Unacceptable unit content knowledge & understanding	0 – 74	F
LAB WORKSHEETS 25%	✓ Exceptional course content knowledge & understanding	90 – 100	A
	✓ Good course content knowledge & understanding	80 – 89	B
	✓ Average course content knowledge & understanding	75 – 79	C
	✓ Unacceptable unit content knowledge & understanding	0 – 74	F
FINAL EXAM 25%	✓ Exceptional course content knowledge & understanding	90 – 100	A
	✓ Good course content knowledge & understanding	80 – 89	B
	✓ Average course content knowledge & understanding	75 – 79	C
	✓ Unacceptable unit content knowledge & understanding	0 – 74	F

Course Grade:	A	90 – 100
	B	80 – 89
	C	75 – 79
	F	0 – 74

A grade average of C (75) or higher is mandatory in all RADR classes. Failure to do so will result in the student being dropped from the Program.

Major Exams – 50% (5 exams, each worth 10%)

Major exams will be given throughout the semester following each module presented. Exams will be completed electronically in the computer lab.

1. The student will complete the exam at the scheduled time. **Make-up exams will be at the instructor's discretion.**
2. The student must complete the exam within the allotted class time of **75 minutes**.
3. If a test must be missed, the weight of the final exam will be increased.
4. A student arriving late for an exam will not be allowed to take the exam if **any** student has completed the exam and left the room. This will also count as a tardy.
5. No cell phones, smartwatches, calculators, or other electronic assistance devices are allowed during exams

The following guidelines will be followed regarding **LAB EXAMS**:

1. A lab exam will be given after the instructional units of 2-5, coinciding with the written **major exam**.
2. Major exams #2 through #5 will include a lab exam. The written exam will count as 60% and the lab exam will count as 40%.
3. Each student will sign-up for a time to take the lab exam.
4. The lab exam will be conducted using a radiographic phantom and energized x-ray unit.
5. The lab exam will consist of projections chosen by the instructor.
6. The lab exam must be completed within the allotted time.
7. The student is responsible for all aspects of the lab exam, including setting the given technical exposure factors.
8. The student will **NOT** be allowed to use any form of assistance, including, but not limited to, notes and/or textbook.
9. Each radiographic test image must contain an R or L marker. Any radiographic test image that does not contain a R or L marker will be given a zero (0).
10. Each radiographic image must be deemed diagnostic by the instructor for grading. Any radiographic image that would require repeating for diagnostic purposes will be given a zero (0).
11. Each lab exam grade will be calculated with the coinciding major exam grade.

Lab Worksheets – 25%

The lab worksheets will consist of a various exercises and assignments of the procedures covered in class/lab. The lab worksheets will be placed in a notebook and will consist of:

1. 1” 3 ring binder.
2. Tab dividers separating each anatomical area (Upper Extremity, Shoulder, Lower Extremity, Pelvis, Vertebral Column, Bony Thorax and Thoracic Viscera).
3. Exercises or assignments will be provided on Blackboard or from the Merrill’s workbook for each anatomical area.
4. The lab worksheets will be due at each major lab exam.
5. **NO LATE WORK ACCEPTED.**

Final Exam – 25%

A comprehensive final exam will be given at the end of the semester. Two hours will be allotted for the final exam will be completed electronically in the computer lab.

1. The final exam will be comprehensive.
2. The final exam must be completed within the allotted time, **2 hours**.
3. A student arriving late for an exam will not be allowed to take the final exam if **any** student has completed the exam and left the room.
4. No cell phones, smartwatches, calculators, or other electronic assistance devices are allowed during final exam.
5. If a student is unable to take the final exam at the assigned time for any reason, the student may be given an incomplete for the course.

LAB COMPETENCIES

The student will demonstrate radiographic competence through simulated procedures in the following areas:

- ✓ Abdomen
- ✓ Bony thorax
- ✓ Chest
- ✓ Lower extremities and pelvic girdle
- ✓ Upper extremities and shoulder girdle
- ✓ Vertebral column

Lab competencies are a requirement to progress in the Radiologic Technology Program and enter the clinical/practicum portion of the Program.

RADR 1411 LAB PARTICIPATION & SAFETY

Program Safety Rules and Operating Procedures are located in office 512B and on Blackboard

The radiographic lab is part of RADR 1411 to allow the student the opportunity to acquire basic radiographic skills prior to beginning the clinical/practicum aspect of the Program. The student is expected to use the full lab time to practice the radiographic skills under simulated conditions using radiographic phantoms and energized x-ray equipment. The student will also be required to practice the same skills using a classmate, without actual radiation exposures. It is a violation of state law to expose a living subject in the radiographic lab of SPC.

Basic radiographic procedure assignments will be distributed at the beginning of the student's assigned lab time. All lab assignments should be completed by the conclusion of the lab time.

FOR RADIATION SAFETY REASONS, NO HUMANS WILL BE IRRADIATED IN THE LAB, NO EXCEPTIONS.

Students will be working with ionizing radiation emitting equipment. Therefore, students must refrain from mind-altering substances, including alcohol and prescribed drugs, prior to lab time for the radiation safety of all concerned. If a student presents with any indication of being impaired, the student will not participate in lab and sent home. A second offense may result in disciplinary withdrawal from the course and dismissal from the Program.

If the student is taking prescription drugs, he or she must inform the faculty and schedule a make-up lab session to complete the lab assignments.

Radiographic Lab Attire. Students are required to participate in simulated radiographic procedures regardless of their attire. Students should wear clothing that does not restrict movement, yet is appropriate for the classroom and lab. Students will be involved in lifting and moving phantoms, patients and equipment; therefore, the student should avoid wearing clothing that he or she does not want damaged. Dosimeter badges are required at **all** times the student is located in the lab/classroom when the x-ray equipment is energized x-ray lab.

The student is responsible for the appropriate use and storage of the radiation dosimeter. The student is required to wear the radiation dosimeter **at the collar level**. At the end of lab day, the student is required to **store the dosimeter in the designated location**. If the student accidentally wears the dosimeter home or work, the student is responsible for the safe storage of the dosimeter.

Do not leave the dosimeter in any location of intense heat or light (i.e. your vehicle). Do not wash the badge with your clothing. If the dosimeter is lost, the student will not participate in lab, until the dosimeter is found or replaced. This may affect the student's ability to complete the course objectives, resulting in academic dismissal from the Program. If the student fails to return the dosimeter at the next scheduled lab, the student will be dismissed and sent home.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" email system and Remind ®. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

STUDENT CONDUCT

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide and the Radiologic Technology Program Student Handbook.

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.

CELL PHONES

Cell phones are to be turned OFF (not vibrate) during scheduled class, lab, or test periods, unless prior approval has been given from the instructor. **This includes text messaging.** Cell phones are to be used outside of the classroom during class hours.

Students will be dismissed from class, lab, or test and sent home if a phone continuously rings/vibrates or if the student is discovered texting. The student will receive an absence for the class.

CAMPUS CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ACCOMMODATIONS

DIVERSITY STATEMENT

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

DISABILITIES STATEMENT

Any students who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students must present appropriate verification from the SPC Disability Service Office during the instructor's office hours. Please note that instructors are not allowed to provide classroom accommodations until appropriate verification from the SPC Disability Service Office has been provided. For more information, you may contact the Disability Services Office (located in the Health & Wellness Center) at 806-716-2529 or visit <http://www.southplainscollege.edu/health/disabilityservices.php>.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. Students who wish to request accommodations must contact the Health and Wellness Center at 806-716-2529 to initiate the process.

COURSE OUTLINE

INSTRUCTIONAL UNIT: General Anatomy and Radiographic Positioning Terminology

The student will:

1. Identify the planes of the human body.
2. Identify the cavities of the human body and their contents.
3. Identify the divisions of the human abdomen: quadrants, regions.
4. Identify the surface landmarks significant to radiographic positioning.
5. Identify the bones of the human axial skeleton and appendicular skeleton.
6. Identify and describe the classifications of bones.
7. Identify and describe examples of the structural classifications of skeletal joints.
8. Identify and describe bone markings and features.
9. Identify and describe anatomical relationship terms.
10. Identify and describe terms used in radiographic positioning and procedures
11. Identify and define terms related to body movement.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapters 1 & 2

INSTRUCTIONAL UNIT: Radiographic Procedures of the Upper Extremities

The student will:

1. Review and identify the anatomy of the upper extremity including the: hand, forearm, arm and articulations.
2. Identify and describe the appearance of the three fat pads associated with the elbow.
3. Identify and describe the procedure for each radiographic projection of the upper extremity covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
4. Identify and describe the structures demonstrated best in each upper extremity projection covered in class including the use of illustrations and radiographic images.
5. Identify and describe the evaluation criteria for each upper extremity projection covered in class.
6. Define pathologies and abnormalities affecting the upper extremities.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 5

INSTRUCTIONAL UNIT: Radiographic Procedures of the Shoulder Girdle

The student will:

1. Review and identify the anatomy of the shoulder girdle, including the articulations.
2. Identify and describe the procedure for each radiographic projection of the shoulder girdle covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
3. Identify and describe the structures demonstrated best in each shoulder girdle projection covered in class including the use of illustrations and radiographic images.
4. Identify and describe the evaluation criteria for each shoulder girdle projection covered in class.
5. Define pathologies and abnormalities affecting the shoulder girdle.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 6

INSTRUCTIONAL UNIT: Radiographic Procedures of the Lower Extremities

The student will:

1. Review and identify the anatomy of the lower extremity, including the foot, leg, femur, patella, knee and articulations.
2. Identify and describe the procedure for each radiographic projection of the lower extremity covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
3. Identify and describe the structures demonstrated best in each lower extremity projection covered in class including the use of illustrations and radiographic images.
4. Identify and describe the evaluation criteria for each lower extremity projection covered in class.
5. Define pathologies and abnormalities affecting the lower extremities.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 7

INSTRUCTIONAL UNIT: Radiographic Procedures of the Pelvic Girdle & Hip

The student will:

1. Review and identify the anatomy of the pelvic girdle and upper femora, including the hip bone, proximal femur and articulations.
2. Identify and describe the procedure for each radiographic projection of the pelvic girdle and hip covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
3. Identify and describe the structures demonstrated best in each pelvic and hip projection covered in class including the use of illustrations and radiographic images.
4. Identify and describe the evaluation criteria for each pelvic and hip projection covered in class.
5. Define pathologies and abnormalities affecting the pelvic girdle and hip.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 8

INSTRUCTIONAL UNIT: Radiographic Procedures of the Vertebral Column

The student will:

1. Review and identify the anatomy of the vertebral column, including the cervical spine, thoracic spine, lumbar spine, sacrum/coccyx and articulations.
2. Identify and describe the procedure for each radiographic projection of the vertebral column covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
3. Identify and describe the structures demonstrated best in each vertebral column projection covered in class including the use of illustrations and radiographic images.
4. Identify and describe the evaluation criteria for each vertebral column projection covered in class.
5. Define pathologies and abnormalities affecting the vertebral column.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 9

INSTRUCTIONAL UNIT: Radiographic Procedures of the Bony Thorax

The student will:

1. Review and identify the anatomy of the bony thorax, including the sternum, ribs and articulations.
2. Identify and describe the procedure for each radiographic projection of the bony thorax covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
3. Identify and describe the structures demonstrated best in each bony thorax projection covered in class including the use of illustrations and radiographic images.

4. Identify and describe the evaluation criteria for each bony thorax projection covered in class.
5. Define pathologies and abnormalities affecting the bony thorax.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 1

INSTRUCTIONAL UNIT: **Radiographic Procedures of the Thoracic Viscera (Chest)**

The student will:

1. Review and identify the anatomy of the thorax viscera, including the respiratory system and mediastinum.
2. Identify the variations of thorax viscera due to the differences in body habitus.
3. Identify and describe the procedure for each radiographic projection of the thorax viscera covered in class, including patient position, anatomical structure position, and alignment of the central ray, image receptor and anatomical structure.
4. Identify and describe the structures demonstrated best in each thorax viscera projection covered in class including the use of illustrations and radiographic images.
5. Identify and describe the evaluation criteria for each thorax viscera projection covered in class.
6. Define pathologies and abnormalities affecting the thorax viscera.

TEXTBOOK READING ASSIGNMENT: Merrill's Atlas, Vol. I, Chapter 2

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.



SYLLABUS ACKNOWLEDGMENT (required)

After reading and understanding the contents of this syllabus:

- Go to SPC's Blackboard, <https://southplainscollege.blackboard.com>
- Choose the RADR1213-200 course
- Click on the Discussion content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:
I, (fill in your first and last name), student ID (xxxxxxx), have received a copy of the 2019 RADR1411-200 course syllabus. I have read and understand the contents of this syllabus.