

COURSE SYLLABUS

RNSG 2462 (4:0:16)

CLINICAL NURSING: MATERNAL/CHILD

ASSOCIATE DEGREE NURSING PROGRAM

DEPARTMENT OF NURSING

HEALTH OCCUPATION DIVISION

LEVELLAND CAMPUS

SOUTH PLAINS COLLEGE

SPRING 2023

COURSE TITLE: RNSG 2462 Clinical Nursing (RN Training) Maternal-Child

INSTRUCTORS: Kristie Buchanan, MSN, RN-BC (co-lead instructor)
Denise Glab, MSN, RN (co-lead instructor)
Kaitlyn Williams, MSN, RN-BC

OFFICE LOCATION AND PHONE/E-MAIL:

Kristie Buchanan	806-716-2385 (office) kbuchanan@southplainscollege.edu REMIND APP Office AH107E
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OFFICE HOURS: Mondays, 0800 to 1600, or by appointment. Please confirm the appointment via email.

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

GENERAL COURSE INFORMATION

A. COURSE DESCRIPTION

RNSG 2462 is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The specialized content of this course focuses on 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 from birth to adolescence. 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. Direct supervision is provided by the clinical professional. This course must be taken and passed concurrently with RNSG 1412.

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.

Meet all requirements for admission into the Associate Degree Nursing Program.

1. Prerequisites: RNSG 1413, 1105, 1160, 1115, 1144, 1443, 2460, 2213, 2261, 1443, & 2461. BIOL 2401, 2402, 2420. PSYC 2314, ENGL 1301, & Humanities course.
2. Teaching Strategies: nursing laboratory, simulated lab, audiovisual media, student presentations, and group discussion, selected case presentation material, review of journal

articles, study guides, patient care conference, computer programs, and individual and multiple client assignments.

COURSE LEARNING OUTCOMES

Upon successful completion of RNSG 2462, the student will meet all End of Program Student Learning Outcomes (EPSLOs) and course Student Learning Outcomes (SLOs). Additional specific information and objectives are found in the course description, the Clinical Evaluation Tool and weekly site tool objectives. In addition to the program educational objectives, the DECS (Differentiated Essential Competencies, (2010) are found within the Clinical Evaluation Tool and are designated by their letters and numbers in the numbered role columns in each unit.

SPC (SOUTH PLAINS COLLEGE) ADN End of Program STUDENT LEARNING OUTCOMES (EPSLOs)

1. **CLINICAL DECISION MAKING** – Provides competent nursing interventions based on application of the nursing process and demonstration of critical thinking, independent judgment, and self-direction while caring for patients and their families.
2. **COMMUNICATION AND INFORMATION MANAGEMENT** – Communicates effectively utilizing technology, written documentation, and verbal expression with members of the health care team, patients, and their families.
3. **LEADERSHIP** – Demonstrates knowledge of basic delegation, leadership management skills and coordinates resources to assure optimal levels of health care for patients and their families.
4. **SAFETY** – Implements appropriate interventions to promote a quality and safe environment for patients and their families.
5. **PROFESSIONALISM** – Demonstrates knowledge of professional development and incorporates evidenced based practice in the nursing profession. Incorporates concepts of caring, including moral, ethical, legal standards while embracing the spiritual, cultural, and religious influences on patients and their families.

COURSE STUDENT LEARNING OUTCOMES (SLOs) – RNSG 1412 & 2462

CLINICAL DECISION MAKING

1. Analyze and utilize assessment and reassessment data to plan and provide individualized care for the childbearing/childrearing 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.

COMMUNICATION

4. Demonstrate effective communication through caring, compassion, and cultural awareness for the childbearing/childrearing patient and family.
5. Develop, implement, and evaluate individualized teaching plans for the childbearing/childrearing patient and family.

LEADERSHIP

6. Demonstrates shared planning, decision making, problem solving, goal setting, cooperation and communication with the childbearing/childrearing patient, family, and members of the healthcare team.
7. 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.

SAFETY

8. Provide safe, cost-effective nursing care with members of the health care team using critical thinking, problem solving, and the nursing process in various settings through direct care, assignment, or delegation of care.

PROFESSIONALISM

9. Integrate ethical, legal, evidence based and regulatory standards of professional nursing practice in caring for the childbearing/childrearing patient and family.
10. 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.
11. Assume responsibility for professional and personal growth and development.

CLINICAL OBJECTIVES (See Appendix A and Weekly Site Tools on Blackboard)

EVALUATION METHODS

Successful completion of this course requires an average of 77 or higher, all clinical objectives on the Clinical Evaluation Tool must be met with a “Satisfactory” score on the final evaluation, and Regular clinical attendance as outlined below. Upon successful completion of this course, each student will have demonstrated accomplishment of the objectives for the course, through a variety of modes.

ACADEMIC INTEGRITY

South Plains College aims 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 work which he or she has not honestly performed is regarded by the faculty and administration as the most serious offense and renders the offender liable to profound consequences, possibly suspension. Please refer to the SPC ADN Nursing student handbook “Honesty Policy.” This policy covers testing violations, record falsification violations and plagiarism violations for the ADN Program. Plagiarism violations may result in dismissal from the ADN Program.

Examples of student plagiarism¹

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another’s paper in whole or in part

- Allowing another student to use one's work
- Claiming someone else's work is one's own
- Resubmitting one's own coursework when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Smith, L. (2016), Nursing 2016, 46 (7), p. 17

COLLEGE HANDBOOK INFORMATION ON 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 presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports, and term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or 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 must adhere to the professional standards in the Associate Degree School of Nursing 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 students represent 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/>

SCANS AND FOUNDATIONS SKILLS

Scans and foundation skills found within this course are listed below the unit title and above the content column of each unit.

SPECIFIC COURSE REQUIREMENTS

Required Texts

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

* * Davis Drug Book

* * Medical Dictionary of Choice

ATTENDANCE POLICY

Class Attendance

Students must attend all classes/clinical 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.

Because of the fast pace of this course within the ADN Program, make-up work is not accepted on this course. Students are officially enrolled in all courses for which they pay tuition and fees at registration. Should a student delay reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

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

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

http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance

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

Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

4.1-A. CLASSROOM ATTENDANCE: Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class.

Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

4.1-B. TARDINESS— It is disruptive to students who are on time for a tardy student to enter the classroom with books and backpacks. It also demonstrates a lack of caring and lack of respect for classmates for the tardy student to disrupt class.

* Students who are (1) tardy to the start of class or (2) tardy following a break or lunch are counted as tardy within the first 5 minutes of the class starting (after that, students are "absent").

* Students who are tardy to class for an examination are not allowed to come into class once the exam has begun and are counted as absent. These students may come into class after the examination is over to hear the information, but the absence will remain.

* Two tardies count as one absence.

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

COVID CONSIDERATION

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. 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 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 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation

ASSIGNMENT POLICY

1. Site tools (on Blackboard) are due on Monday by 0900 after clinical rotations are completed. Late tool policy: With the first late tool, 2.5 points will be deducted if it is submitted by noon on Monday. Thereafter, 5 points will be deducted if turned in by Wednesday at 0900. Any subsequent tools will be given a grade of zero if submitted after

clinical setting.

5. Students are expected to attend all scheduled days of the clinical experience. In the event of illness, it is the student's responsibility to utilize the "Call In" number to notify faculty of the problem. Should the student miss a clinical day, a Contact Record will be completed, and this record will indicate the additional assignment required and dates for completion. Failure to notify the instructor of an absence or early dismissal from a clinical rotation for any reason will result in a grade of zero for that clinical assignment.
6. The instructors have the right to alter the schedule based on absences. It is more important to rotate through the hospital units than it is the community areas. Should a fifth absence occur, the student may be dropped from the course. The student's right of appeal is outlined in the ADN student handbook and the SPC Student Guide.

B. Skills Lab/ Simulation lab

1. Students are expected to attend all scheduled simulation experiences. A simulation lab absence counts as a clinical absence.
2. Designated videos are considered part of the skills lab.

Clinical Responsibilities

1. It is the student's responsibility to seek opportunities during his/her clinical experience to meet the required clinical goals and complete the clinical evaluation and site tool objectives for each assigned clinical area. The clinical evaluation tool, objectives (site tools) and clinical grading rubric should be reviewed prior to each clinical day to ensure an optimum clinical experience. The unit specific site tools should be completed and submitted weekly via Blackboard. Each objective on the clinical evaluation tool must be validated by the student at the end of each evaluation period.
2. A clinical evaluation is required (Final evaluations). Weekly evaluations are incorporated into the grading rubrics.
3. The clinical instructor may remove the student from the clinical setting if the student demonstrates unsafe or undesirable clinical performance as evidenced by the following:
 - a. Is inadequately prepared for clinical.
 - b. Places a client in physical or emotional jeopardy.
 - c. Inadequately and/or inaccurately utilizes the nursing process.
 - d. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated nursing functions.
 - e. Assumes inappropriate independence in action or decisions. (For example: The student may not suggest referrals for patients – please notify the TPCN for concerns related to referrals. Students cannot initiate infant adoption arrangements.)
 - f. Fails to recognize own limitations, incompetence and/or legal responsibilities.
 - g. Fails to accept moral and legal responsibility for his/her own actions; thereby, violating professional integrity.
 - h. Noncompliance with SPC ADN dress code.
 - i. Lack of initiative and self-direction.
 - j. Displays unprofessional conduct.
 - k. Each clinical rotation has "Clinical Preparation Requirements" in the Appendices that give further direction and guidance for every rotation.
4. No copies of any part of the patient's chart or actual parts of the patients' chart may be removed from

the hospital or clinic by the student. This is a breach of confidentiality and students will be dismissed from the class and/or program for violating this guideline.

5. Prior to the end of the semester, each student may be expected to provide total patient care to two or more clients daily.
6. Each student is expected to be knowledgeable regarding the Nurse Practice Act in respect to professional performance, including delegation rules.
7. Lab prescriptions - a prescription will be assigned by the clinical instructor for any specific skill that he/she decides needs further practice.
8. The SPC Uniform Policy must be followed in all clinical areas (both hospital and community). See the ADNP Student Handbook.
9. Each student will maintain a responsibility notebook throughout the semester. Every item required must be completed and turned in at specified intervals. (This information is found in the RNSG 2462 Clinical Packet).
10. Medication Administration: Refer to the Medication Administration Policy in Student Handbook (Levels I, II, and III pertain to this semester) and the Preparation of Pediatric Medication sheet in syllabus.
11. The student must review clinical site preparation recommendations and the study guides and hospital student orientation manuals for UMC or Covenant (available on blackboard) before attending clinical rotations in those areas of the hospital.

COMPUTER USAGE

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

COMPUTER LAB USAGE

The computer lab B in the Allied Health Building may be used for printing by students. Please be advised that it will not be available if the lab is used for testing 10 minutes before the scheduled test time. The Nursing computer lab opens at 7:30 AM. You may also utilize the computer lab at the technology center for printing when the nursing lab is not in use. Plan printing in advance so that you have the materials needed (i.e. PowerPoints) before class begins.

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

COURSE SCHEDULE

Class will meet weekly on Thursday 0630 to 1430 or 1400 to 2200 and Friday from 0630 to 1400 or 1130 to 1830 (Fri.) for 12 weeks during the semester. Please see clinical calendar on Blackboard course RNSG 2462.

COMMUNICATION POLICY

To contact Denise Glab please text 806-773-2017. To contact Kristie Buchanan or Kaitlyn Williams utilize the Remind App. If contact is after business hours may not be answered until the next business day.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, and South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to reasonable disciplinary action as the college administration may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, 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.

DISABILITES STATEMENT

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

NON-DISCRIMINATION STATEMENT

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

TITLE IX PREGNANCY ACCOMADATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's

responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CAMPUS CONCEALED CARRY STATEMENT

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

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

SCANS COMPETENCIES

RESOURCES--Identifies, organizes, plans, and allocates resources.

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and adjusts meet objectives
- C-3 **MATERIALS & 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 members 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 people 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 Correct 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.

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, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and 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 preservers 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.

