Levelland Campus

Course Syllabus

COURSE: RNSG 2462 (4:0:16) Clinical Nursing: Maternal/Child
SEMESTER: SPRING 2024
CLASS DAYS: See Course Calendar
CLASS TIMES: See Course Calendar
FACEBOOK: https://www.facebook.com/SPCNursing17/

Name	Phone Number	Email	Office	Hours
Kaitlyn Williams, MSN, RN-BC Course Lead	806-716-2194	Kwilliams@southplainscollege.edu	AH112J	By appoint ment. Please confirm the appoint ment by email.
Denise Glab, MSN, RN	806-716-2384	Dglab@southplainscollege.edu	AH112I	
Dianna Rockymore, MSN, RN	806-716-2339	Drockymore@southplainscollege.edu	AH112H	

"South Plains College improves each student's life."

* It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus. *

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.

STUDENT LEARNING OUTCOMES FOR LEVEL IV

At the completion of the semester students will:
CLINICAL DECISION MAKING
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.
COMMUNICATION
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.
LEADERSHIP
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.
SAFETY
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.
PROFESSIONALISM
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)
	Qualtiy 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)
	Qualtiy 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 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. 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

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 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 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 must adhere to the professional standards 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/SPCNursing18/. 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, 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) with
Access

Davis Drug Book

COURSE SCHEDULE

Please see schedule posted in Blackboard.

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).

Clinicals are scheduled for Wednesday, Thursdays and Fridays—clinical rotations will take place in various settings including UMC, Covenant, clinics around town, and at Reese campus for simulation days. Morning hospital rotations start from 06:30am to 3:30pm on Thursday and Fridays. Students are expected to stay for post conference at instructor's discretion. Please follow clinic/school hours for outpatient clinicals.

Students will be considered tardy from 06:31-06:44 am arrival for day shift and points will be deducted from clinical evaluation. Arrivals after 6:45 am will be considered absent for the day, students will be given a zero but will be expected to stay for the shift. Students are expected to call in BEFORE 5:00 am for morning rotations.

- Send an email to ALL instructors via school email.
- Follow up with a REMIND to your clinical instructor.

A "0" may be given if student calls in after the allotted time frame. For outpatient clinics and schools, students are responsible for calling the clinic/school and the outpatient clinical instructor.

Clinical experiences allow the student to apply the theory of nursing to practice. Students are expected to attend all assigned clinical experiences, including Simulation, Virtual Simulation Experiences, and Clinical Rotations. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Recognizing that students are sometimes ill or have some other valid reason to be absent, students may have **two** absences this semester – this includes any day the student is sent home from clinicals for a rule's violation (see Student Handbook). ***The first absence does not require a make-up day; however, the point deduction will stand. One additional absence must be made up at the end of the semester.*** Because students cannot be evaluated if they are absent, points are deducted from weekly clinical grades. Exceeding allowable clinical absences is a failure in the clinical course. The student may be administratively withdrawn.

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.

DRESS CODE

a. **Classroom/Lab time** - Any color of scrub top and bottom, Nursing SPC organization t-shirt and scrub bottom, SPC t-shirt and scrub bottom. If you are cold natured and wear a sweatshirt, it must be a SPC sweatshirt. If you need a zip up jacket for warmth, it is not required to be SPC brand. Any color tennis shoe is acceptable for the classroom/lab time.
b. **Clinical full uniform** - Clinical, Sim Lab, and Lab taping time – Uniform and white/gray tennis shoes. If you are cool natured remember you can only wear a clinical uniform jacket.
c. Students are expected to be in full clinical uniform at every clinical rotation including Reese Campus.
d. No smart watches are to be worn at clinical rotations, only second-hand watches.
e. No facial jewelry, and only one stud earring in each ear.
f. Nail polish and acrylic nails are NOT to be worn. A student who comes into clinicals and do not remove their nail polish or acrylic nails will be sent home for the day and may receive a "0" for their clinical day.
g. Students should always have their student ID badges on them and displayed prominently on their chest. Failure to have student ID may result in the student being sent home with an absence and will receive a "0" for day.
h. Exceptions may be made for NICU policy.
i. Ear gauges, tongue and nose piercings should be covered with clear bars and studs.

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. In order 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 issued IPAD.

CELL PHONES

Cell phone usage is **NOT** permitted in the clinical setting/Sim Lab/skills lab. 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 or to the main nursing department office at 806-716-2391. **DO NOT** have your family and friends calling the hospitals or clinics looking for you. They are only to call the SPC nursing program office.

A student may use their cell phone in clinical, sim lab and/or skills lab only during lunch time or during break in the breakrooms or in the facility cafeteria. They must be kept silent or off. Cell phones **are not permitted** to be used at all at any other time. If a student is seen with a cell phone or if the instructor hears a phone ring or vibrate, the student may receive an absence and may either stay or be sent home for the day. The faculty member will then assign work to be completed by the student. This policy is also in effect for the clinical prep time. No student should be wearing a smart watch in any type of clinical setting at any time.

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 the event of an emergency students should contact faculty prior to the due date/time if they anticipate submission will be late. Please note that contacting faculty does not guarantee the receipt of an extension for the submission. Submissions received within 24 hours of due date/time will receive a 50% and after 24 hours 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 prior to the scheduled 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.

SKILLS CHECK OFF

There will be skills students must complete before entering the clinical setting. These will take place at the designated skill check-off with an instructor. There will be required remediation following unsuccessful attempt. Students will be offered two remediation attempts (three total attempts/ skill) following the first unsuccessful attempt. If the student does not successfully complete the skill, the student will be unable to enter the clinical setting and therefore unable to complete the course. The student may be withdrawn from the course.

ADDITIONAL PRACTICE
At any time, a faculty member can require a student to complete additional practice in the simulation lab or assignments to ensure student and client safety in clinical.

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

Clinical Paperwork and Performance	60%
Assignments/ Activities	10%
Culture or Religious Presentation	5%
NGN Concept Map	15%
Growth and Development Birthday Party	5%
Clinical Readiness Quiz (Skills Bootcamp)	5%
	100%
Students must make 77% or more to pass the course. Final grades will not be rounded.	
Failure of either theory or clinical will necessitate repeating both concurrent fourth semester course (RNSG 1412 and RNSG 2462). When repeating any course, the student must retake all aspects of the course, including the required written work.	

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 chart pack and grading rubric should be reviewed before each clinical day to ensure an optimum clinical experience. The unit specific site clinical chart pack should be completed and submitted weekly.

2. A clinical evaluation is required (to be done at midterm and 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 may be dismissed from the class and/or program for violating this guideline.
5. Each student is expected to be knowledgeable regarding the Nurse Practice Act in respect to professional performance, including delegation rules.
6. Lab prescriptions - a prescription will be assigned by the clinical instructor for any specific skill that he/she decides needs further practice.
7. The SPC Uniform Policy must be followed in all clinical areas (both hospital and community). See the ADNP Student Handbook.
8. 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.

The student must review clinical site preparation recommendations and the study guides and hospital student orientation manuals for UMC (available on blackboard) before attending clinical rotations in those areas of the hospital.

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

Purpose
South Plains College Nursing Programs expects all students to behave responsibly and in a way that reflects favorably upon themselves, the college and 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 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. 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 adjusts to meet goals.

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

C-4 HUMAN RESOURCES - Assesses skills and distributes work, accordingly, evaluates performance and provides feedback. INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information. INTERPERSONAL–Works with Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer's expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works with Diversity–works well with men and women from diverse backgrounds. SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and 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.