Levelland Campus

Course Syllabus

COURSE: VNSG 1204 Foundations of Nursing
SEMESTER: Fall 2022
CLASS TIMES: Monday 1-3 pm
INSTRUCTORS: Angela McClure MSN, RN
                  Kelli Blair LVN
OFFICE: Levelland Campus AH 103-C
OFFICE HOURS: Monday 9 am-12 pm, Tuesday 8 am-11 am, and by appointment.
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"South Plains College improves each student's life."

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

COURSE DESCRIPTION

This course is an introduction to the nursing profession, including history, standards of practice, responsibilities, legal and ethical issues, and the role of the vocational nurse in nursing practice. Topics include mental health, therapeutic communication, cultural and spiritual diversity, the nursing process, and holistic awareness. This course will also deal with concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

This course is designed in a **Face to Face Format** but may be converted to a **HYBRID FORMAT at any time dependent on the COVID Crisis, SPC guidelines, and local or state mandates,** meaning there will be online portions of the course as well as face-to-face sections. Some Lectures will be posted online. Exams and discussions will be face-to-face. Please pay close attention to the class schedule and announcements to determine any changes to the class format or assignments. To complete this course, the student must have reliable internet and computer connections. If there is an internet problem, please contact your provider. If there is an SPC computer system issue, please contact the Help Desk at 806-716-2600. If there is a system error that is acknowledged by the SPC IT department, adjustments will be made to due dates.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Discuss the personal adjustments essential to the development of the vocational nurse.
2. Identify the roles and legal, ethical, and professional responsibilities of a vocational nurse as a member of the healthcare team in a variety of healthcare settings.
3. Identify characteristics of a therapeutic nurse/patient relationship
4. Examine positive nurse/patient mental health practices emphasizing cultural and spiritual diversity
5. Relate the history of nursing to the present day
6. Describe the components of the nursing process

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, F-1, F-2, F-5, F-6, F-8, F-9, F-12, F-16)

1.	Discuss the patient's Bill of Rights and explain the role of the nurse regarding the patient's rights; understands the role of the nurse advocate and advocates with the health care team.
2.	Define confidentiality and the nurse's responsibility to protect the patient, providing safe and compassionate care.
3.	Define ANA, LVNAT, NFLPN, NAPNES, HMO, MEDICAID, MEDICARE, and DRG; understand nurses' national code of ethics.
4.	Differentiate between "ethical" and "legal."
5.	Explain the function of the State Board of Nursing; the difference between permissive and mandatory licensure and which applies in Texas; demonstrates knowledge of the Nurse Practice Act and BON rules that emphasize safety; understand Safe Harbor, Peer Review, and "Whistleblower" protection
6.	Identify standards of vocational nurse practice and the LVN code of ethics; identify decision-making processes; identify lines of authority and accountability, including aspects of professional character/values
7.	Identify unique customs and practices of various religions, beliefs, and cultures. Discuss how they influence health care.
8.	Discuss legal aspects of nursing care, including liability insurance, libel vs. slander in the nurse-patient relationship, invasion of privacy, Good Samaritan Law, informed consent, "reasonable and prudent nursing," and child abuse and the nurse's role in risk management.
9.	Discuss the nurse's role in cost containment; identify factors that affect the public image of nursing; discuss essential characteristics, trends, and issues of health care delivery
10.	Explain the role of the family and/or significant others in providing support and decision-making about your patient.
11.	Describe various therapeutic communication techniques, including electronic information technologies— principles of effective communication and collaboration with patients, families, and the health care team.
12.	Discuss the role of the SVN and define the protocols and policies from the student handbook; identify institutional policies and procedures.
13.	Identify the roles, functions, and plans of care of other health care workers in relation to nursing care; communicates effectively with the HC team
14.	Discuss the historical evolution of professional and vocational nursing practice, the roles of professional and vocational nursing, and the impact on health care today.
15.	Identifies behaviors that promote a positive image of vocational nursing, using self-evaluation of behaviors to improve nursing care.
16.	Utilizes the nursing process and evidence-based practice to establish priorities, develop goals, and choose appropriate interventions. Evaluate care, report, and document patient responses, share goal with patient and family; uses proper documentation tools such as flow sheets, nurse's notes, admissions, and discharge sheets.
17.	Uses appropriate communication techniques to maintain professional boundaries
18.	Follows established evidence-based clinical practice guidelines

EVALUATION METHODS
Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading, charts/posters, PowerPoint, and audio/video presentation.

ACADEMIC INTEGRITY
The faculty of South Plains College aim to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, 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 themes, reports or other writings of a fellow student, is guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES
Vocational Nurses are expected to know how to function within the boundaries of the Nurse Practice Act, as well as learn how to navigate legal and ethical responsibilities.

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.

SCANS and FOUNDATION SKILLS
Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION
TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
*Success in Practical/Vocational Nursing, From Student to Leader; Patricia Knecht **(9th Edition)**	Elsevier	978-0-323-35631-2

*Blackboard
*Exam Soft Software

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

ATTENDANCE POLICY (*READ CAREFULLY)

Students are expected to 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.

Roll is taken for each class by signature page; it may be taken several times during a class period. A student who is not

present when roll is taken is "absent." (see out of classroom policy). 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 are expected to do all classwork at the time scheduled, whether the class is "live," per pre-recorded lecture, or via Zoom—this means the students should be "in class" during this time, not working, driving, shopping, or doing some other activity.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be in a stationary environment—not working, driving, shopping, or engaged in some other activity. There should be no TV, cell phones, or other distractors during the meeting. The student's camera must be on for the entire time of the class/meeting. The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted absent.

Students must attend all live classroom presentations and all Zoom meetings. ==**A student who exceeds more than two absences** in this course will be withdrawn from the program with an "F" except in the case of a documented COVID diagnosis.==

Please see the student handbook for COVID Policy.

LIVE classroom: students must be in their seats, ready for class at the scheduled time. Most often, during this flex period, live classes will be held on scheduled exam days with lectures to immediately follow the exam. Students who leave after the exam are counted as "absent."

The roll may be taken at any time during the class. Anytime the student is not present, the student is counted as absent. Breaks are given during lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is provided. If you leave the classroom for any reason, you may not return until the next break and are counted absent. Students should use break times wisely by going to the bathroom, getting refreshments, etc., rather than spending time on cell phones and then wanting to go to the bathroom when class starts (see out of classroom policy).

Out of Classroom Policy

Time will accumulate for each class. After 1 hour of missed classroom time, the student will be counseled on time management.

> 1 - 15 minutes = 15 minutes
> 16 - 30 minutes = 30 minutes (0.5 hours)
> 31 - 45 minutes = 45 minutes
> 46 - 60 minutes = 60 minutes (1 hour)
> 60 - 75 minutes = 75 minutes
> 76 - 90 minutes = 90 minutes (1.5 hours)
> 91 - 105 minutes = 105 minutes
> 106 - 120 minutes = 120 minutes (2 hours) and possible failure

COVID Exposure: Please see the student handbook for COVID Policy

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked absent. If the student is asked to leave the classroom for any reason (sleeping, talking, or other inappropriate behavior), the student is given an absence and the subsequent point deduction. Attendance is most often taken by a sign-in sheet. Students who "forget" to sign in are counted as absent.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

4.1-B Tardy: See live classroom and out-of-classroom attendance policy

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.*

4.1-D. RELIGIOUS HOLY DAYS ABSENCES: In accordance with Section 51.911, Texas Education Code, SPC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven calendar days after the absence.

Students must file a written notification of absence with each instructor within the first fifteen (15) days of the beginning of the semester in which the absence will occur. Forms for this purpose are available in the office of the Director of Special Services, along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

DROPPING A CLASS
Students should submit a **Student Initiated Drop Form** online**.**

Students will not be required to obtain an instructor's signature to drop. However, we encourage students to communicate with instructors or advisors before dropping a course when they can. **There will be no charge for drops for the fall or spring semesters**.

WITHDRAWING FROM ALL CLASSES
If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)
To make a schedule change after late registration and before the census date, students should submit a **Schedule Change Form.**
After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

ASSIGNMENT POLICY
It is the student's responsibility to be informed of class progress and assignments and to come to class prepared to participate in the discussion, turn in any assignments due, and/or take the quiz or test scheduled for that day.

Assignments may include but are not limited to discussion boards, Vocabulary, Pop quizzes, and group projects.

Reading any assigned material assists the student in listening to the lecture with a higher degree of acuity and participating in class discussions more effectively. A student cannot expect to understand what is being said in class when she/he has had no previous contact with the ideas or terms related to the topic.

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted, and a grade of **zero** will be recorded. Assignments, quizzes, exams, and skills missed due to an unexcused absence may not be made up.

Students should retain a photocopy, or computer-accessible file of all assignments turned in. Always have a backup copy. Some work is submitted via the Blackboard classroom.

Assignments are not accepted by email. You must submit via F.A. Davis course or Blackboard, depending upon the assignment, **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC because not all Mac files are able to convert.** If you submit a blank document or a file that cannot be opened, it will not be accepted unless informing the instructor a minimum of **two hours** before the deadline. If within this timeframe, the instructor can clear the previous attempt and allow the student to resubmit before the deadline. Again, it is your responsibility to ensure it is compatible and not blank.

COMPUTER USAGE
Students will be expected to utilize computers to access assignments and classroom resources and to take exams. All registered students are supplied with a working email account from South Plains College. To take exams, students must have their username and password.
ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

COMPUTER LAB USAGE
The computer lab in the allied health building 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 other required documents. Students should come prepared for class.

EXAMS
- See Lecture/Exam Schedule
- Presentation of material includes class lectures, discussion, handouts, videos, and PowerPoint.
- Exams may be essay, fill-in-the-blank, multiple choice, matching, and/or true- false.
- Grades will be posted to Blackboard; Exams will be reviewed in class as a group. Students should record grades on the grade book sheet provided for you on Blackboard. Grades will not be emailed or given out by phone.
- No exams will be given prior to the originally scheduled exam.
- Students must earn a course average of 76 or better and meet all class criteria for progression to the next course
- Students will have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or test question, the student must discuss this with the instructor within 48 hours of notification of the grade. Once the 48 hours have passed without the student questioning the grade or question, the assigned grade is final and may not be challenged at the end of the course.
- Exams are administered in a campus computer lab using ExamSoft, and the lab must be reserved by the instructor in advance. Students are expected to arrive on time for exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time, and you will not be permitted to

take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the-changing COVID conditions, it is possible that you may take exams on Exam Soft and have it proctored or on Blackboard with Proctorio. **You are responsible for ensuring that you have working computers with a web cam, a microphone, and reliable internet.**

- In addition to the course unit exams, students will be required to take Exam Soft Benchmark Exams. Students will take one practice/mock exam, one open check benchmark exam, and two benchmarks proctored exams. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 Exam Soft, and the grade will be calculated accordingly. The highest of the two benchmark exam scores will be recorded as an exam grade
- The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present.
- Following Benchmark 1 Exam, the student will have a remediation plan including CJsims and concepts maps. Then about two weeks later, the student will take Benchmark 2. These two benchmarks give the students analytics to let them know what they are strong in and what they are weak in and compare them on a national level to their peers.

Missed Exams:

There will be No VNC make-up exams. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam will count FOR THE FIRST MISSED EXAM ONLY. Should any additional exams be missed, a grade of "0" will be recorded.

A make-up Final Exam may only be done under-documented extenuating circumstances (examples: you are admitted to the hospital; death of husband, wife, or child). A grade of "I" will be given to the student who cannot take the Final at the scheduled time. Students who receive an "I" for missing the Final will have to wait to start the next appropriate semester.

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

Final Exam:

The Final Exam is a comprehensive exam over the entire course and meets all the course objectives. For review, the student is referred to the Course Objectives. I normally pass out a review sheet as well. A make-up Final Exam may only be done under-documented extenuating circumstances and will follow the same format as all make-up exams.

Should the student be unable to take the Make-up Final Exam before the start of the next semester, then that student will receive a grade of "I" (incomplete). Students who receive an "I" for missing the Final Exam will have to wait to start the next appropriate semester.

GRADING POLICY

To pass, students must earn a "C" (76) or better in this class.

Grade Scale
90-100 = A
80-89.9 = B
76-79.9 = C   ****anything below a 76 is a failing grade****

Grades are not rounded up or down; i.e., 79.5 =79. The final course grade will not be rounded up. The student must earn a "C" in the course to pass.

Unit Exams and highest of Benchmark Exams 50%   Assignments 20%   Final Exam 30%

> **To pass this course, the student must:**
> - **Have a course average of 76 or better**
> - **Have no more than two absences in this course**

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check their SPC email daily. 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 the Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

- Students are expected to read and, if needed, respond in a timely manner to college emails. It is suggested that students check college email daily to avoid missing time-sensitive or important college messages. Students may forward college emails to alternate email addresses; however, SPC will not be held responsible for emails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned email address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. The official college email address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College email must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

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

Additional Information: Expected Student Behavior

The student is expected to abide by the policies in this syllabus and should conduct themselves in a manner that is not disruptive and allows others to have an environment to learn in.

1. Talking/giggling while the instructor/guest speaker/another student/or video is "talking."
2. Sleeping during class time
3. For Test Security, no hats, caps, backpacks, or purses are permitted in the classroom during exams.
4. No drinks or food may be brought into the classroom during an exam.
5. Bottled drinks with a screw-top lid only may be brought into the classroom during the lecture only
6. Using cell phones or passing notes during class time

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS.

The following penalties apply to students who choose to sneak into their phones:
(1) If a cell phone rings during an exam, that student's exam will end immediately with a "50" recorded for the exam grade, even if the student was answering the last question. There is no makeup for this grade. (2) If a cell phone goes off during a lecture, the student will be asked to remove the phone from the classroom and marked absent for the time they are out of class (see out-of-classroom policy).

The student is allowed to use the cell phone only during breaks; please keep cell phones in your car.

Should the above behavior disrupt the class, the student(s) can expect to be asked to leave the classroom.

Campus Concealed Carry Statement

Texas Government Code 411.2031 et al. authorizes the carrying of a concealed handgun in South Plains College buildings by individuals and in accordance with Texas Government Code 411.209 (a). **All holders of a valid Texas License to Carry may carry on their person a handgun that is concealed in accordance with Texas Penal Code 46.03 (a-2).**

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. Individuals 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.

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.

EMERGENCY MESSAGES
The student should notify their family that in case of an emergency during the regular class schedule, they should call the Nursing Office at
 (806)716-4626 or (806)716-4623. The 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 their 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 on the clinical course schedule.

ACCOMMODATIONS

4.1.1.1. 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, 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.

4.1.1.2. Disabilities 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 their disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) at 806-716-2577, Reese Center (Building 8) at 806-716-4675, or Plainview Center (Main Office) at 806-716-4302 or 806-296-9611.

4.1.1.3 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.

4.1.1.4 Title IX 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. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. 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 Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement 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 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.

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 the best alternative.
F-9 Problem Solving–recognizes problems, devises and implements the 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 the 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.

For the Course Schedule, See BlackBoard.