

**LAREDO COMMUNITY COLLEGE
GENERAL COURSE SYLLABUS
FALL 2013**

INSTRUCTOR:	Alfredo Vela, RN, BSN, MSN
DEPARTMENT:	Vocational Nursing
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CAMPUS/OFFICE LOCATION: OFFICE HOURS:	Lopez Nursing Building Room #138 Refer to Door Schedule for office hours
COURSE TITLE:	Basic Nursing Skills
COURSE NUMBER:	VNSG 1323
COURSE LEVEL:	Introductory Level I
CONTACT HOURS (RANGE FOR STATE INFORMATION):	64 Contact Hours 3 Credit Hours
LAB:	32 Lecture hours 32 Laboratory hours
TEXTBOOKS/MATERIALS:	Dewit O'Neal (2014) 4 th Ed. Fundamental Concepts and Skills for Nursing ISBN # 978 – 4377-2746-3 Standardize Web base Learning Package
CORE or NON-CORE Course:	NON-CORE
COURSE DESCRIPTION:	Course Description: Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.
END-OF-COURSE OUTCOMES:	End-of-Course Outcomes: Demonstrate competency in basic nursing skills; identify the steps in the nursing process and describe how each relates to nursing care; and discuss the delivery of basic nursing skills in a variety of health care settings.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:	Upon completion of this course, the beginning nursing student should be able to: <ol style="list-style-type: none"> 1. The student shall provide competent direct nursing care to selected adult patients/mannequins based on interpretation of health-related data collected in the simulated laboratory setting. 2. The student shall demonstrate correct performance of basic nursing procedures and skills in the simulated laboratory setting. 3. The student shall incorporate basic principles of the teaching /learning process in health teaching for clients with well defined learning needs during performance of nursing skill procedures on adult patients in the simulated laboratory setting.

	<ol style="list-style-type: none"> 4. The student shall demonstrate evaluation of patient's responses and nursing care outcomes of therapeutic interventions for adult patients by documenting the patient's responses following nursing interventions in the skills/simulated laboratory setting. 5. The student shall identify the steps of the nursing process and relate them to performance of basic nursing skills while delivering competent care. 6. The student shall demonstrate decision making skills during problem-solving and critical thinking activities in the skills/simulated laboratory setting 7. The student shall demonstrate use of time management and problem solving techniques, which facilitate coordination of human and material resources for patient care in the simulated laboratory setting. 8. The student shall collaborate with classmates and instructors in the simulated laboratory setting to develop effective communication skills needed to facilitate effective patient care in a clinical setting. 9. The student shall identify methods for promoting safety and the organizational framework that promotes a healthy, safe, and comfortable work environment. 10. The student shall participate in self evaluation during practice of nursing care skills in the skills/simulated laboratory setting and use this self critique to improve performance prior to instructor observation/evaluation 11. The student shall participate in a role of advocate while performing activities that improve the quality of patient's health care within the skills laboratory setting to accomplish goals for the patient in a controlled environment. 12. The student shall demonstrate behaviors that promote development and practice of vocational nursing and foster a positive image of nursing during performance of nursing skills in the skills laboratory setting. 13. Demonstrate competency in dosage calculations.
GENERAL EDUCATION COMPETENCIES:	<p>Laredo Community College has identified four college-level general education competencies. They are:</p> <ol style="list-style-type: none"> 1. <u>Communication:</u> LCC students develop and express ideas through effective written, oral, and visual

communication for various academic and professional contexts.

Expected Outcomes:

- A. The student uses relevant content that conveys understanding.
- B. The student uses disciplinary conventions for organizing content and presenting content.
- C. The student uses communication tools appropriately and skillfully for academic and professional contexts.

2. **Critical Thinking:** LCC students use inquiry and analysis, evaluation and synthesis of information, and innovation and creative thinking.

Expected Outcomes:

- A. Students pose vital questions and identify problems, formulating them clearly and precisely.
- B. Students consider alternative viewpoints, recognize and assess assumptions, and identify possible consequences.
- C. Students develop well-reasoned conclusions and solutions.
- D. Students apply creative ideas or approaches to achieve solutions or complete projects.

3. **Empirical and Quantitative Skills:** LCC students apply scientific and mathematical concepts to analyze and solve problems to investigate hypotheses.

Expected Outcomes:

- A. Students identify problems or hypotheses and related quantitative components.
- B. Students select appropriate quantitative approaches to analyze and solve problems and investigate hypotheses.
- C. Students correctly apply quantitative approaches to analyze and solve problems and investigate hypotheses.
- D. Students summarize and reflect on their learning experiences.

4. **Teamwork:** LCC students consider different points of view and work effectively with others to support a shared purpose or goal.

Expected Outcomes:

- A. The student makes a quality contribution to the Team Activity.
- B. The student treats fellow team members courteously with respect.

	C. The student models personal attributes that contribute teamwork.
<p>QUALITY ENHANCEMENT PLAN (QEP)</p> <p>Reading: Gateway to Learning</p>	The QEP is a long-term institutional commitment designed to improve student learning. The improvement of reading and reading comprehension was selected by the students, faculty, staff, and administration of LCC as the focus of our QEP. The diverse reading materials assigned in this course should help you to improve your basic reading and reading comprehension skills necessary to succeed in college.
SCANS COMPETENCIES:	The secretary's commission on achieving necessary skills (SCANS) has identified Reading, Writing, Arithmetic or mathematics, speaking & Listening, Work Place competencies, & Basic use of competencies required to enter employment. This course is part of a program in which all eight of these competencies are integrated. These are all practiced in this course.
SCANS ASSESSMENT:	C1, C3, C4, C5, C6, C7, C11, C12, C13, C14, C15.
TEACHING STRATEGIES/METHODS OF INSTRUCTION:	Teaching strategies will include interactive lectures, independent assignments, audiovisual media, group discussions, study guides, computer adaptive programs, patient simulation, unit exams, and a comprehensive final exam.
OUTCOMES ASSESSMENT:	Unit Exams, Standardized exam, quizzes, and final examination will measure the students' achievement of the learning outcomes stated for the course.
EXTERNAL ASSESSMENTS:	Students enrolled in this course may be randomly selected to participate in external assessments to determine educational gains. You may be asked to provide assignments which may be included in course portfolios and used for evaluation of General Education Competencies. In addition, you may be selected to participate in the completion of surveys and/or be selected to take tests which will gauge your overall improvement in reading, writing, critical thinking, and mathematics. These activities are designed to collectively monitor your overall progress as a higher education student.

METHODS AND CRITERIA FOR EVALUATION:

Grade determination:

Unit Exam 50 %

Quizzes 5 %

Assignment/Skills 10%

Midterm Exam 10 %

Final Exam 25 %

TOTAL 100 %

Grades accumulated in the course will be recorded to the tenth decimal point. For example: 74.5 = 74.5. The final course grade will be rounded off to the tenth decimal point and recorded as a whole number. For example, 75.5 = 76.

Unit exams will be scheduled in advance to correlate with completion of portion of the content. After all students have taken an exam, feedback will be provided at a scheduled time. The student will not retain exams. If the student is unable to take the exam at the scheduled time, he/she must notify the course instructor prior to the exam. Failure to do so will result in a score of zero for the exam. The type of makeup exam will be at the discretion of the instructor (i.e. multiple choice, essay, or case study).

The Computer Generated Form will be the official answer sheet. Quizzes will be given at the discretion of the instructor. Quizzes cannot be made up, and any missed quiz will constitute a zero. This grade cannot be dropped. The student is advised to be acquainted with the material covered in the quiz as it may help him/her to prepare for the next exam. The comprehensive examination will be scheduled according to the schedule printed by the Office of the Vice President of Instruction.

	<p>E-mail is one of the official ways for the student to communicate with the faculty member. Faculty members will E-mail class information, etc. to the student. It is the student's responsibility to supply the faculty member with their correct E-mail address and to notify the faculty member of changes in his/her E-mail address.</p> <p>A minimum theory grade of 75% or better is required to complete this course satisfactorily. Behavioral/learning objectives in the syllabus and texts are used to evaluate the student's mastery of the content.</p> <p>Refer to the VN Student Handbook regarding penalties for late assignments and late testing.</p>
<p>GRADING SCALE:</p>	<p>A Excellent, 100-90% B Good, 89-80% C Average, 79-75% D Poor, 74-60% F Fail, 59% or below F_ Failure, Non-Participatory I Incomplete W Withdrawal NC No Credit NC_ No Credit, Non-Participatory NC_DV .. No Credit, Developmental NCDV ... No Credit, Developmental, Non-Participatory P Pass NP No Pass AU Audit</p> <p>Students must access the Semester Progress Report and Final Grades through PASPort (http://passport.laredo.edu).</p> <p>Instructors will notify students of the window of availability for grades.</p>
<p>ATTENDANCE REGULATIONS:</p> <p>Office of the Registrar</p> <ul style="list-style-type: none"> • Fort McIntosh Campus - Memorial Hall Room 103 or call (956) 721-5887 • South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109 <p>Enrollment and Registration Services Center</p> <ul style="list-style-type: none"> • Fort McIntosh Campus - Memorial Hall 	<p>Attendance will be taken up until the official census date, which is the first 11 class days during the fall and spring semester, and for the first three days during the summer sessions. Students who attend at least one day of class leading up to the census date will be officially enrolled in the course, and faculty members will drop any students who have not attended at least one class day. Once the official census date for the semester or session has passed, no formal attendance will be required except for programs where the respective accreditation agency</p>

Room 125 or call (956) 721-5109 or 5421

- South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109
Financial Aid Center
- Fort McIntosh Campus – Building P-24 or call (956) 721-5361.
- South Campus – Billy Hall Student Center Room 123 or call (956) 794-4361.

Health Services Center

- Fort McIntosh Campus – Building P-4 or call (956) 721-5189.
- South Campus – Billy Hall Student Center Room 208 or call (956) 794-4189.

requires attendance records.

Students who do not intend to remain enrolled after attending at least one class day **must** initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Services Center or through PASPort. **Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.**

It is advised that a student contact Financial Aid Center at either campus prior to dropping a course.

Absence From Final Examinations:

A student who is absent from a final examination receives a grade of "0" for the examination and a grade of "F" for the course. Any students authorized to be absent from a final examination receive a grade of "I" on their transcript until they take the final examination. Such students must take the final exam within four months. Final exams cannot be re-taken. The instructor will submit a Grade Change Form to change the previously submitted incomplete grade to an "F" if the student does not meet the 4 month deadline.

Other Policies (LCC and State-Wide):

- 3-peat**—If a student signs up for a class for a third time, even if he/she dropped or failed it before, the State will not provide funding for that student and the student will be required to pay an additional fee.
- 6 W's**—Beginning Fall 2007, students cannot drop more than 6 classes throughout their college career. Any subsequent drops will become F's. The rule includes credits earned at all Texas colleges/universities, and W's will carry over when transferring to other institutions.
- Finishing on time**—The State expects students to graduate on time. Students who obtain 90 or more credit hours at a Community College are no longer eligible for financial aid.
- Bacterial Meningitis Vaccination Requirement effective Spring 2012.**
 - Per Texas State Law (SB 1107), students who meet the criteria below, must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.

	<ul style="list-style-type: none"> • All new or transfer students under age 30. • All returning students under the age of 30, who have experienced a break in enrollment of at least one fall or spring term. • Students enrolled in online courses that physically attend classes or come to campus within the semester. <p>Vaccination records must be submitted to LCC's Campus Nurse at the Health Services Center.</p>
<p>SPECIAL SERVICES CENTER:</p> <ul style="list-style-type: none"> • Fort McIntosh Campus - Building P-41 • South Campus – Billy Hall Student Center, Room 21 <p>Fort McIntosh and South Campus Phone Number: (956) 721-5137</p>	<p>A student with disabilities, including learning disabilities, who wishes to request special accommodations in this class, should notify the Special Services Center. The request should be made early in the semester so that appropriate arrangements may be made. In accordance with Federal Law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, call or visit the Special Services Center.</p> <p>The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.</p> <p>A pregnant student is required to meet all course/program outcomes, including attendance.</p> <p>There may be contaminants present in clinical area(s) that could adversely affect a fetus. It is advisable for the student to contact her obstetrician, once pregnancy has been confirmed, to ensure that there are no medical concerns/limitations to continuing her courses.</p>
<p>GRADE APPEAL:</p>	<p>A student who wishes to question the final grade earned in a course or class activity should first discuss the situation with the instructor who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson to request a review of the grade.</p> <p>If the student is not satisfied with the Department Chairperson's decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade appeals. After all other avenues have been exhausted; the student may request a review of the grade by the Vice-President for Instruction. Student grades are an academic matter;</p>

	<p>therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.</p> <p>Students have two weeks (10 working days) after a final course grade is issued to appeal it. Students have one week (five working days) after an activity grade is issued to appeal it. Exceptions require the approval of the Vice-President for Instruction.</p>
<p>CLASSROOM ETIQUETTE:</p> <p>Office of Dean of Student Affairs</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Memorial Hall Room 212 • Phone Number: (956) 721-5417 	<p style="text-align: center;">Code of Student Conduct & Discipline</p> <p>Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at LCC’s website at www.laredo.edu (Student Life/Student Handbook/Student Rights and Responsibilities) and the Office of the Dean of Student Affairs. Laredo Community College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this Code. Students are also expected to comply with all federal, state, and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on Laredo Community College or on the educational process.</p> <p style="text-align: center;">Student Misconduct</p> <p>Each student is expected to conduct him/herself in a manner consistent with the college's functions as an educational institution. Specific examples of misconduct and the disciplinary process are located at LCC’s website at www.laredo.edu (Student Life/Student Handbook/Student Rights and Responsibilities).</p> <p style="text-align: center;">Use of Personal Electronic Devices</p> <p>The use of an electronic device shall not interfere with the instructional, administrative, student activities, public service, and other authorized activities on College District premises. Unless prior authorization is obtained from the instructor or respective College District official, the use of an electronic device is expressly prohibited in classrooms, laboratories, clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.</p> <p>The use of electronic equipment capable of capturing still</p>

or moving images in any location where individuals may reasonably expect a right to privacy is not authorized on College District premises. Noncompliance with these provisions shall be considered a violation of Board adopted policy and shall warrant appropriate disciplinary action.

Academic Dishonesty

The College expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in their academic work is subject to disciplinary action.

- (1) The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:
 - A. **Scholastic dishonesty** includes, but is not limited to, cheating on academic work, plagiarism, and collusion.
 - B. **Cheating on academic work includes:**
 - a. Copying from another student's test paper or other academic work.
 - b. Using, during a test, materials not authorized by the person giving the test.
 - c. Collaborating, without authority, with another student during an examination or in preparing academic work.
 - d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.
 - e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
 - f. Bribing another person to obtain an unadministered test or information about an unadministered test.
 - C. **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
 - D. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

	<p>(2) Procedures for discipline due to academic dishonesty shall be the same as in student disciplinary actions, except that all academic dishonesty actions shall be first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he/she may appeal the decision to the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction. If the student does not accept the decision of the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction, the student may then follow the normal disciplinary appeal procedures for a review of the decision.</p> <p>For additional information please refer to the: Student Policies - LCC Policy Manual</p> <p>The LCC Policy Manual is available online and includes all Federal, State, and Local Policies applicable to the College. Students may access the LCC Policy Manual through LCC’s website at www.laredo.edu (About LCC/Manual of Policy).</p>
<p>EMERGENCY PROCEDURES:</p> <p>IN CASE OF EMERGENCY,</p> <p>From an LCC phone, dial 111.</p> <p>From a Cell phone, dial 911.</p> <p>LCC Campus Police Offices</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Building P-64 Room 102 • South Campus – Henry Cuellar Protective Services Center Room 130 	<p><u>LCC Alert System:</u> Safety and security for LCC is paramount. When an emergency arises, LCC will provide students with information as rapidly and as efficiently as possible. Students must register for the LCC Alert system at www.laredo.edu/lccalert.</p> <p><u>Emergencies:</u> In case of an emergency, contact Campus Police. Campus Police will then dispatch a police officer to the site and alert emergency personnel. If it is determined that a notification needs to be sent out after an emergency is reported, the notification will provide information on what to do.</p> <p>When a person calls 111 or 911, Campus Police strongly encourages the caller to provide the following information: name, the location from where they are calling, the location of the emergency, and the type of emergency. The caller is to remain on the phone with the dispatcher until emergency responders arrive.</p>
<p>DISCLAIMER:</p>	<p>Every attempt has been made to make the contents of this syllabus informative and accurate. Content of the syllabus is subject to revision and change in the event of extenuating circumstances. Changes will be made available to you electronically.</p>

The updated official version of the LCC Catalog is the on-line catalog and can be found at www.laredo.edu (Admission/College Catalog).

ADDITIONAL COURSE INFORMATION

Exam I remediation assignment	Complete chapters 20, 21, 22, & 23 in Fundamentals study guide
Exam II remediation assignment	Complete chapters 24, 28, 33, & 34 in Fundamentals study guide
Exam III remediation assignment	Complete chapters 38, 39 & 27 in Fundamentals study guide

LAREDO COMMUNITY COLLEGE
Course Calendar
VNSG 1323 Basic Nursing Skills
FALL 2013

DATE WEEK	BRIEF DESCRIPTION OF TOPIC	ASSIGNMENTS/EXAMINATIONS / ACTIVITIES WITH BRIEF DESCRIPTION	CHAPTERS/READING Material
Week 1 8/30/13	The students will become acquainted with topics related to infection, protective mechanisms, and asepsis, post-mortem care and hand washing and applying sterile gloves.	Skill: PPE ** Skill: Post Mortem Care Video ** Skill: Hand washing Skill: Sterile gloving in class	Chapter 16 Infection Prevention and Control. Protective Mechanism and Asepsis. <u>Start</u> chapter 17 Infection prevention and control
Week 2 09/6/13	The students will focus on assisting the patient with position and moving up in bed, essentials of infection control	Skill: Opening Sterile pack ** Skill: Pouring sterile liquid ** ATI- Infection Control Skill: Passive ROM-18 Skill: positioning-18 Skill: Moving up in bed-18 Skill: transferring to w/c & back	Chapter 17 Infection prevention and control In the hospital and home. Chapter 18 Lifting , moving and positioning patients
Week 3 09/13/13	The students will be able to explain the importance of proper body mechanics, alignment, and position change for both patient and nurse and describe factors that influence personal hygiene and risk factors for impaired skin integrity.	Skill: Body Mechanics and transfer. ATI- Ambulation, transfer, and ROM ATI- Personal Hygiene Skill: Oral Care 19** Skill: Administering a bed bath 19	Chapter 19 Assisting with hygiene, personal care
Week 4 09/20/13	The students will be introduced to factors affecting the patient's environment and safety.	<p style="text-align: center;">EXAM 1 (CH.16,17,18,19)</p> Skill: making a bed	Chapter 20 Patient environment and safety
Week 5 09/27/13	The students are presented with information about the assessment of vital signs: temperature, pulse, respirations, blood pressure, and pain.	ATI- Vital Signs Skill: Temperature Skill: Radial & Apical pulse Skill: Respirations Skill: Measuring Blood Pressure	Chapter 21 Measuring Vital Signs
Week 6 10/04/13	The students will focus on physical examinations, and requirements for assisting a physician, who is performing a more in-depth examination.	ATI- Physical Assessment Skill: Head -toe Assessment Skill: Assessment of Heart Sounds Skill: Auscultating the Lungs Skill: Performing a Neurologic Check	Chapter 22 Assessing Health Status

Week 7 10/11/13	The students will differentiate between routine and emergency admissions.	Skill: Con't Head to Toe Assessment. Skill: Con't Neuro Assessment	Chapter 23 Admitting, Transferring, and Discharging Patients.
Week 8 10/18/13	Describe each of the seven categories of tests that are commonly performed. Discuss appropriate psychosocial care and teaching for patients undergoing diagnostic tests or procedures.	EXAM 2 (20,21,22,23) ATI- Specimen Collection Skill: Stool Occult blood** Skill: Obtaining throat & wound cultures **	Chapter 24 Diagnostic tests and specimen collection.
Week 9 10/25/13	The students will learn to identify procedures to be followed in the event of respiratory or cardiac arrest. Describe the various methods used for oxygen delivery.	ATI – Oxygen Therapy <u>MID-TERM EXAM</u> (comprehensive) Chapters 16,17,18,19,20,21,22,23 Skill: Using a Pulse Oxymeter** Skill: Administering Oxygen** Skill: Nasopharyngeal suctioning	Chapter 28 Assisting with Respiration and oxygen delivery.
Week 10 11/01/13	The student will be introduced to the correct methods of medication administration and different ways to prepare correct dosages to be administered. The procedure for administering inhalation drugs will be demonstrated.	ATI- Medication Administration I ATI-Medications Administration II Skill: Adm. Oral Meds Skill: Instilling Eye & Otic Meds Skill: Adm. Meds via Feeding Tube	Chapter 33 Pharmacology and preparation for drug administration Chapter 34 Administering Oral, Topical and inhalant Medications
Week 11 11/08/13		Exam 3 (CH. 24, 28, 33 ,34) Skill: Removing Sutures & Staples Skill: Opening Sterile Equipment**	<u>Start</u> Chapter 38 Providing wound care and treating pressure ulcers.
Week 12 11/15/13		Skill: Sterile dressing changes	<u>Continue</u> Chapter 38 Providing wound care and treating pressure ulcers
Week 13	Off from 11/18-11/22	Thanksgiving Holiday	
Week 14 11/29/13	The students will have the opportunity to review the musculoskeletal anatomy, principles, and concepts related to proper body mechanics and movement	ATI- ENEMAS Skill: Administering Enemas (Ch30) Skill: Inserting an NG tube Skill: Administering Peg Tube feeding	Chapter 39 Promoting Musculoskeletal Function. Chapter 27 Diet Therapy and assisted feedings.
Week 15 12/06/13	The students will describe health issues related to nutrition. List disease process that may benefit from diet therapy.	ATI- Enteral tube feeding. ATI- Nutrition feeding and eating. Skills Marathon	(Con't) Chapter 27 Diet Therapy and assisted feedings. Come prepared to perform a skill
Week 16 12/13/13		Final Exam - COMPREHENSIVE	

Two ** (asterics) indicate the student will only be given a demonstration in class of the skill.

SCANS COMPETENCIES

ENCLOSURE

The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified foundation skills and workplace competencies for students. Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. Basic Skills includes Reading, Writing, Arithmetic and Mathematical Operations, Listening, and Speaking effectively. Thinking Skills include a worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. Personal Qualities include a worker must display responsibility, self-esteem, sociability, self-management, integrity, and honest. Work Place Competencies include resources, interpersonal skills, information, systems, and technology.

Foundation Skills

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

- F1. **Reading:** Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F2. **Writing:** Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- F3. **Arithmetic:** Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F4. **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F5. **Speaking:** Organizes ideas and communicates orally.

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F6. **Creative Thinking:** Generates new ideas.
- F7. **Decision Making:** Specific goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F8. **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F9. **Seeing Things in the Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F10. **Knowing How To Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F11. **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.

- F12. **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
- F13. **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
- F14. **Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

F15. **Self-Management:** Assesses self accurately; sets personal goals, monitors progress, and exhibits self-control.

F16. **Integrity/Honesty:** Chooses ethical course of action.

Workplace Competencies

Resources

C1. **Allocates Time:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.

C2. **Allocates Money:** Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.

C3. **Allocates Material and Facility Resources:** Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.

C4. **Allocates Human Resources:** Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

Interpersonal

C5. **Participates as a member of a team:** Works cooperatively with others and contributes to group with ideas, suggestions, and effort.

C6. **Teach Others New Skills:** Helps others to learn.

C7. **Serves Clients/Customers:** Works and communicates with clients and customers to satisfy their expectations.

C8. **Exercises Leadership:** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups: including responsibly challenging existing procedures, policies, or authority.

C9. **Negotiates to Arrive at a Decision:** Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.

C10. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Information

C11. **Acquires and Evaluates Information:** Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.

C12. **Organizes and Maintains Information:** Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.

C13. **Interprets and Communicates Information:** Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.

C14. **Uses Computers to Process Information:** Employs computers to acquire, organize, analyze, and communicate information.

Systems

C15. **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.

C16. **Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.

C17. **Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

Technology

C18. **Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.

C19. **Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.

C20. **Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.

LAREDO COMMUNITY COLLEGE
COURSE SYLLABUS
STUDENT ACKNOWLEDGEMENT FORM

I have read and understood the information and requirements of the course syllabus for

_____, _____
Course & Number Semester

Student Name (Please Print)

Palomino ID

Date

Admission into and/or graduation from a program does not guarantee employment, a particular salary level, and/or passage on any licensure examinations.

Student Signature _____

Faculty Name _____
(Please Print)