

LAREDO COMMUNITY COLLEGE
VNSG 1360
FALL 2013

INSTRUCTOR:	Melissa E. Jaimez, RN
DEPARTMENT:	Nursing
PHONE NUMBER/EXTENSION:	956-721-5702
E-MAIL ADDRESS:	melissa.jaimez@laredo.edu
CAMPUS/OFFICE LOCATION: OFFICE HOURS:	Fort McIntosh Campus, Lopez Nursing Building RM 126-D Refer to Instructor Door Schedule for Hours
COURSE TITLE:	Clinical Licensed Practical/Vocational Nurse
COURSE NUMBER:	VNSG 1360
COURSE LEVEL:	Introductory Level I
CONTACT HOURS (RANGE FOR STATE INFORMATION):	192 Contact Hours 3 Credit Hours
LAB:	N/A
TEXTBOOKS/MATERIALS:	Dewit and Kumagai (2013) 2 nd edition Medical –Surgical Nursing Concepts and Practice. ISBN # 978-1-4377-1707-5 ATI Software Program SimChart Software
CORE or NON-CORE Course:	Non-Core
COURSE DESCRIPTION:	A health- related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Admission into the program; Current enrollment in VNSG 1500, VNSG 1304, and VNSG 1323.
END-OF-COURSE OUTCOMES:	1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. 2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:	Upon completion of this course, the student should be able to: 1. Provides total patient to up to two patients by end of

	<p>semester.</p> <ol style="list-style-type: none"> 2. Completes required documentation accurately and following the agency's policy. 3. Caries out medication administration with 100% accuracy on assigned patients. 4. Identify and discuss socio-cultural needs and environmental influences for the geriatric patient with common medical/surgical disorders.
<p>GENERAL EDUCATION COMPETENCIES:</p>	<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. <u>Expected Outcomes:</u> <ol style="list-style-type: none"> 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. <u>Critical Thinking:</u> LCC students use inquiry and analysis, evaluation and synthesis of information, and innovation and creative thinking. <u>Expected Outcomes:</u> <ol style="list-style-type: none"> 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. <u>Empirical and Quantitative Skills:</u> LCC students apply scientific and mathematical concepts to analyze and solve problems to investigate hypotheses. <u>Expected Outcomes:</u> <ol style="list-style-type: none"> 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

	<p>hypotheses.</p> <p>D. Students summarize and reflect on their learning experiences.</p> <p>4. Teamwork: LCC students consider different points of view and work effectively with others to support a shared purpose or goal.</p> <p>Expected Outcomes:</p> <p>A. The student makes a quality contribution to the Team Activity.</p> <p>B. The student treats fellow team members courteously with respect.</p> <p>C. The student models personal attributes that contribute teamwork.</p>								
<p>QUALITY ENHANCEMENT PLAN (QEP)</p> <p>Reading: Gateway to Learning</p>	<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.</p>								
SCANS COMPETENCIES:	Refer to attachment.								
SCANS ASSESSMENT:	C1, C5, C7, C9, C10, C11, C12, C13, C14								
TEACHING STRATEGIES/METHODS OF INSTRUCTION:	Demonstrations, independent assignments, audiovisual media, pre and post conferences, group discussions, computer-assisted instructional programs, client care conferences, and individual client assignments.								
OUTCOMES ASSESSMENT:	The students' achievement of the learning outcomes stated for the course will be measured by the clinical evaluation tool criteria and nursing care plans.								
METHODS AND CRITERIA FOR EVALUATION:	<p>Math Competency: Prior to medication administration, the student must earn 90% on a math competency test. The student will be allowed to take the exam three times including the original test. If after three attempts the student is unable to pass the exam, the student will be disenrolled from the clinical and theory courses. A 100% math competency must be demonstrated in direct clinical practice.</p> <p>A passing clinical grade is determined by achieving the defined level of competency for each critical element and a final course grade of 75% or greater.</p> <table> <tr> <td>Clinical Performance</td> <td></td> </tr> <tr> <td> Clinical Evaluation Tool</td> <td>75%</td> </tr> <tr> <td> Nursing Concept Map</td> <td>10%</td> </tr> <tr> <td> Math Exam</td> <td>10%</td> </tr> </table>	Clinical Performance		Clinical Evaluation Tool	75%	Nursing Concept Map	10%	Math Exam	10%
Clinical Performance									
Clinical Evaluation Tool	75%								
Nursing Concept Map	10%								
Math Exam	10%								

Assignments/Teaching Presentation $\frac{5\%}{100\%}$

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.

A minimum course grade of 75% must be achieved to successfully pass the course.

A critical element is a performance standard or clinical behavior (skill) deemed essential to competent nursing practice. Competency is achieved when a grade evaluation of 75% is attained. Failure to achieve a 75% in each critical element represents a course failure. The additional course work (i.e. Nursing Concept Map) will be counted toward the final course grade only if 75% is attained in each critical element and a cumulative score of 75% is attained.

Clinical performance and written assignments are evaluated daily using a scale of 0-100 points. Totaling the daily points and dividing by the number of clinical days evaluated derives the final course grade. **At the end of the clinical course**, the student must earn a minimum of 75% in each critical element and greater than 75% cumulative score on the evaluation tool. Failure to achieve a minimum score of 75% in each critical element and/or a 75% cumulative score on the clinical evaluation tool will represent a course failure.

Totaling the daily ratings at the end of the semester, if $\geq 75\%$, plus the nursing care plans derives the final course grade. The range of scores with the corresponding grade is determined for each semester. The first semester's point range for earning a 75% (C) is different from the second semester and so on. Progression is noted from Level I to Level III course.

The student will be evaluated on a weekly basis. It is the student's responsibility to meet with the clinical instructor to discuss the student's clinical performance utilizing the following performance standards. *Refer to the Clinical Evaluation Tool.

Regarding absences in the clinical area refer to the Attendance Regulations section of the Student

	<p>Handbook.</p> <p>The Clinical Evaluation Tool reflects the Differentiated Essential Competencies of Graduates of Texas Vocational Nursing Programs</p> <p>Clinical Evaluation Tool: essential elements noted by an * (refer to Clinical Evaluation Tool) must be 75% on each critical element to progress in the nursing program.</p> <p><u>Nursing Concept Map</u> A major concept map will be completed during the course. The concept map should include a minimum of three nursing diagnosis addressing psychosocial and physiological needs with short and long-term goals. (Refer to Concept Map Grading Criteria).</p> <p><u>Computer Assignments</u> In order to receive credit for the computer assignments, the student must submit the computer printout by the designated time. The scores for the computer assignments will be averaged and count as <u>5%</u> of the final class grade.</p> <p><u>Clinical Objectives</u> Clinical objectives must be completed on the designated clinical day and turned in to the instructor.</p> <p><u>Math Competency</u> The student must earn 100% on a math competency exam before the student will be allowed to administer medications in the clinical setting. The student will be allowed to take the exam twice after the initial test. If the student is unable to pass the math competency test after the third attempt he/she will not be allowed to attend clinical.</p> <p>All required work assignments must be submitted on time. Regardless of the circumstances, late work will be assessed penalty points by the instructor. The assignment will be docked five points for each late day including holidays and weekends.</p>
<p>CLINICAL RESPONSIBILITIES:</p>	<p>Prior to the end of the course, each student should be able to:</p> <ul style="list-style-type: none"> • Provide total client care for one or two clients • Consistently administer medications safely under the supervision of the instructor or preceptor. • Develop an in-depth concept map for a client.

	<p>If a student exhibits unprofessional conduct or appearance, the instructor will counsel the student and a conference form will be completed, signed by the student, and placed in the student's file. Subsequently, if the student exhibits unprofessional conduct or appearance, the student will be dismissed from the course and awarded a grade of F for the course.</p> <p>The clinical instructor may immediately remove the student from the clinical setting if the student demonstrates unsafe clinical performance at any time during clinical. Being dismissed from the clinical setting equates to a zero and will be recorded as an absence.</p> <p>Students will be referred to the Nursing Learning Resource Center when the need for additional practice is identified for a specific motor skill. Remediation must be successfully completed prior to the next clinical day. The student must present written proof of remediation to the clinical instructor.</p> <p>Please refer to the Vocational Nursing Student Handbook concerning the following:</p> <ul style="list-style-type: none"> • Student Policies • Guidelines for Professional Appearance • Student Conduct/Behavior • Tests and Assignments • Counseling • Disenrollment from the Program
<p>GRADING SCALE:</p>	<p>A = 100-90% B = 89-80% C = 79-75% D = 74-60%</p> <p>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 Room 125 or call (956) 721-5109 or 5421 • South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109 <p>Financial Aid Center</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Building P-24 or call (956) 721-5361. • South Campus – Billy Hall Student Center Room 123 or call (956) 794-4361. <p>Health Services Center</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Building P-4 or call (956) 721-5189. • South Campus – Billy Hall Student Center Room 208 or call (956) 794-4189. 	<p>Regarding absences in the clinical area refer to the Attendance Regulations section of the Student Handbook.</p> <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 requires attendance records.</p> <p>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.</p> <p>It is advised that a student contact Financial Aid Center at either campus prior to dropping a course.</p> <p>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.</p> <p>Other Policies (LCC and State-Wide):</p> <p>A. 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.</p> <p>B. 6 W's—Beginning Fall 2007, students cannot drop more than 6 classes throughout their college career.</p>

	<p>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.</p> <p>C. 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.</p> <p>D. Bacterial Meningitis Vaccination Requirement effective Spring 2012.</p> <ul style="list-style-type: none"> • 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. • 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; 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>

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.

The use of electronic equipment capable of capturing still 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

	<p>another student to substitute for oneself, to take a test or prepare other academic work.</p> <p>f. Bribing another person to obtain an unadministered test or information about an unadministered test.</p> <p>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.</p> <p>D. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.</p> <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- 	<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>64 Room 102</p> <ul style="list-style-type: none"> • South Campus – Henry Cuellar Protective Services Center Room 130 	<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).

Laredo Community College
 Course Calendar
 [VNSG 1360 Clinical Licensed Practical]
 [Fall, 2013 – Melissa E. Jaimez, RN]

Date Week	Brief Description of Topic	Assignments/Examinations/ Activities with Brief Description	Due By: By 11:59 pm (No Late Assignments will be accepted)
Sept. 16-17	SIM Chart 1	Clinical Charting	Sept 17 th
Sept. 30 Oct. 1	SIM Chart 2	Clinical Charting	Oct 1 st
Oct. 14-15	SIM Chart 3	Clinical Charting	Oct. 15 th
Oct. 28-29	SIM Chart 4	Clinical Charting	Oct. 29 th
Nov. 11-12	SIM Chart 5	Clinical Charting	Nov. 12 th
Nov. 25-26		Thanksgiving Holiday	
Dec. 2-3	SIM Chart 6	Clinical Charting	Dec. 3 rd
Dec. 9-10		Group Teaching Presentations	

* Schedule is subject to change.

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.

