

**LAREDO COMMUNITY COLLEGE  
VOCATIONAL NURSING PROGRAM  
VNSG 1334 MO1**

INSTRUCTOR:	Alfredo. Vela, MSN, RN /M. Vital ADN RN
DEPARTMENT:	Vocational Nursing
PHONE NUMBER/EXTENSION and EMAIL ADDRESS:	721-5255 avela@laredo.edu
OFFICE LOCATION: OFFICE HOURS:	LNB RM 138 TBA
COURSE TITLE:	Pediatrics
COURSE NUMBER:	VNSG 1334
COURSE LEVEL:	Introductory
CONTACT HOURS (RANGE FOR STATE INFORMATION):	48 Contact hours Wednesday and Thursday 1:00 pm –4:00 pm January 17, 2011 – March 8, 2011
LAB:	N/A
TEXTBOOKS:	Leifer (2011) 6 <sup>th</sup> Ed. Introduction to Maternity & Pediatrics ISBN# 978-1-4377-0824-0  ATI Software Program
CORE or NON-CORE Course:	NON-CORE COURSE
COURSE DESCRIPTION:	<b>Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.</b>
END-OF-COURSE OUTCOMES:	<b>Identify safety principles related to childcare; discuss primary nursing care of the pediatric patient and family during health and disease; and apply concepts of growth and development to the care of pediatric patients utilizing the nursing process</b>
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:	<ol style="list-style-type: none"> <li><b>I. MEMBER OF THE PROFESSION:</b> <ol style="list-style-type: none"> <li>a. Function as a beginning practitioner within a legal scope of practice.</li> <li>b. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.</li> <li>c. Contribute to activities that promote the development and practice of vocational nursing.</li> <li>d. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.</li> </ol> </li> <li><b>II. PROVIDER OF PATIENT-CENTERED CARE:</b> <ol style="list-style-type: none"> <li>a. Develops clinical reasoning and established evidence-based policies as the basis for decision making in</li> </ol> </li> </ol>

	<p>nursing practice.</p> <ul style="list-style-type: none"> <li>b. Assist in determining the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based on interpretation of health-related data.</li> <li>c. Assists to report data to assist in the identification of problems and formulation of goals/ outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.</li> <li>d. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.</li> <li>e. Assists to implement aspects of the plan of care within legal, ethical, and regulatory parameters and inconsideration of patient factors.</li> <li>f. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.</li> <li>g. Assists to implement teaching plans for patients and their families with common health problems and well defined health learning needs.</li> <li>h. Assist in the coordination of human, information, and materiel resources in providing care for assigned patients and their families.</li> </ul> <p><b>III. PATIENT SAFETY ADVOCATE:</b></p> <ul style="list-style-type: none"> <li>a. Begins to demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.</li> <li>b. Assists to implement measures to promote quality and a safe environment for patients, self, and others, and assist in the formulation of goals and outcomes to reduce patient risks.</li> <li>c. Participates in instruction, supervision, or training as needed when implementing nursing procedures or practices.</li> <li>d. Assists in the making of assignments that take into consideration patient safety and organizational policy.</li> </ul> <p><b>IV. MEMBER OF THE HEALTH CARE TEAM:</b></p> <ul style="list-style-type: none"> <li>a. Communicate and collaborate with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.</li> <li>b. Participate as an advocate in activities that focus on improving the health care of patients and their families.</li> <li>c. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.</li> <li>d. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.</li> </ul>
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	<ul style="list-style-type: none"> <li>e. Assist in communicating patient data using technology to support decision making to improve patient care.</li> <li>f. Assists to assign nursing care to unlicensed personnel based upon an analysis of patient or unit need.</li> </ul>												
SCANS COMPETENCIES:	<b>See Attachment.</b>												
SCANS ASSESSMENT:	<b>C1,C10,C11,C12,C13,C14,C15,C18,C19,C20</b>												
TEACHING STRATEGIES METHODS OF INSTRUCTION:	The course content will be presented utilizing formal and interactive lecture methodology. Additional learning experiences will be offered by audio/visual aids, group discussions, and written assignments.												
OUTCOMES ASSESSMENT:	<p>Unit exams, standardized exam, quizzes, and a final examination will measure the students' achievement of the learning outcomes stated for the course.</p> <p>Refer to the VN Student Handbook regarding penalties for late assignments and late testing.</p>												
METHODS AND CRITERIA FOR EVALUATION:	<p>Unit exams, standardized exam, quizzes, and a final examination will measure the students' achievement of the learning outcomes stated for the course.</p> <p>Grade determination:</p> <table style="margin-left: 40px;"> <tr> <td>Unit Exams</td> <td style="text-align: right;">55%</td> </tr> <tr> <td>Standardized Exam</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Quizzes</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Assignments</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;"><u>25%</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </table> <p><b>Grades accumulated in the course will be recorded as scored (i.e. 74.5% = 74.5%). The final course grade will be rounded off to the tenth of a point and recorded as a whole number (i.e. 75.5% = 76%).</b></p> <p>Unit exams will be scheduled in advance to correlate with completion of portion of the content.</p> <p><b>After all students have taken an exam, feedback will be provided at a scheduled time. The student will not retain exams. If 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 discretion of the instructor (i.e. multiple choice, essay, or case study).</b></p> <p>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>	Unit Exams	55%	Standardized Exam	10%	Quizzes	5%	Assignments	5%	Final Exam	<u>25%</u>		100%
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	100%												

	<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.</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           90-100  B           80-89  C           75-79  D           60-74 *  F=   59% or below  NC= No credit (for developmental courses)  P = Pass  NP = No Pass  AU = Audit</p> <p>Students must access the Semester Progress Report and Final grades through PasPort (<a href="http://passport.laredo.edu">http://passport.laredo.edu</a>).</p> <p>Instructors will notify students of the window of availability for grades.</p>
<p>ATTENDANCE REGULATIONS:</p>	<p>ATTENDANCE REGULATIONS</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 <b>must</b> initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Center or through PASPort. <b>Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.</b></p>

	<p>It is advised that a student contact Financial Aid Center at (956) 721-5361 prior to dropping a course.</p> <p><b>Absence From Final Examinations:</b>  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 F* 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.</p> <p><b>Other Policies (LCC and State-Wide):</b>  A. <b>3-peat</b>—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.  B. <b>6 W's</b>—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.  C. <b>Finishing on time</b>—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.  D. <b>Bacterial Meningitis Vaccination Requirement effective Spring 2012.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All new or transfer students under age 30.</li> <li>• All returning students under the age of 30, who have experienced a break in enrollment of at least one fall or spring term.</li> <li>• Students enrolled in online courses that physically attend classes or come to campus within the semester.</li> </ul>
<p><b>SPECIAL SERVICES CENTER:</b></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</p>

	<p>accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, visit the Special Services Center at:</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus - KCC Room 213 or call 721-5137.</li> <li>• South Campus – Billy Hall Student Center Room 121 or call 794-4137.</li> </ul> <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 their 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>

CLASSROOM ETIQUETTE:

**Code of Student Conduct & Discipline**

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 the Office of 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.

**Student Misconduct**

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 is located at [www.laredo.edu](http://www.laredo.edu) (go to Student Information, then Student Handbook).

**Use of Personal Electronic Devices**

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 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.

(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.

**For additional information please refer to the:**



	<p><b>Student Policies - LCC Policy Manual</b>  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 Web Page (<a href="http://www.laredo.edu">www.laredo.edu</a>) - Homepage, select-Campus Information, select - Manual of Policy.</p>
<p>EMERGENCY PROCEDURES:</p>	<p><b><u>LCC Alert System:</u></b> 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 <a href="http://www.laredo.edu/lccalert">www.laredo.edu/lccalert</a>.</p> <p><b><u>Fire:</u></b> Upon activation of the alarm, you will quietly and calmly exit the building from the nearest exit. Once everyone has gathered, at a predetermined or arranged site, a roll call shall be taken to ensure everyone is out of the building. If the building is on fire, no one should be near it to allow firefighting equipment and emergency vehicles to access the building. Additionally, the building(s) may have chemicals, paints, or aerosol cans may have explosions that could be dangerous to anyone near the building.</p> <p>No one should re-enter the building until an "All Clear" has been given. The "All Clear" shall be determined by a senior campus official in cooperation with the incident commander from the responding agency.</p> <p>PLEASE NOTE: The Science buildings do contain several types of biological and chemical agents. Some of these agents are stored in large quantities, while some are considered dangerous to human health through contact to skin or if fumes are inhaled. The building signage should be placed to warn responding emergency personnel if they should put on SCBA or wear "HAZ-MAT" suits in lieu of or over turnout gear.</p> <p><b><u>Injury, Person Down, Illness, Stalking or Theft:</u></b>  Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and/or the campus nurse (Main 721-5189; South 794-4189) to alert emergency personnel. Give the location of the person and briefly describe the person's condition. If the person is not breathing or does not have a pulse, call 9-911 to alert the City of Laredo emergency services.</p>

	<p>For serious injury, illness, heart attack etc., call 111 from any Campus phone or 911 from your personal cell phone. A back up call should be made to the Campus Police and the Campus Nurse. They may be able to arrive on the scene quicker than the EMT's and City police. When placing an emergency call, be sure to give instructions to the nearest entrance to the building, thus saving time for emergency personnel.</p> <p><b><u>Assault:</u></b> Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and 9-911 to alert the City of Laredo emergency services. For any possible threats to life or property from criminal acts call Campus Police. Please remember that after hours they operate on a limited staff basis.</p>
DISCLAIMER:	<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 distributed to you in writing.</p>

**The updated official version of the LCC Catalog is the on-line catalog and can be found at [www.laredo.edu](http://www.laredo.edu).**

COURSE SCHEDULE

TIME: 1300 -1600

DATE: JAN. 18, 2011-MARCH 09, 2012

DAYS: WED. & THU.

DATE WEEK	BRIEF DESCRIPTION OF TOPIC	ASSIGNMENTS/EXAMINATIONS ACTIVITIES WITH BRIEF DESCRIPTION.	CHAPTERS/READINGS
<b>Week 1</b> Wednesday Jan. 18	The student will understand the developmental needs of the child that have an impact on their response to illness. Relate the nursing responsibilities in health promotion and prevention.		Chap 15 An overview of Growth, Development, and Nutrition  Chap 16 The Infant Nutrition
Thursday Jan.19	The will learn the physical , psychosocial and cognitive development of children from 1-3 years of age. Will learn the physical , psychosocial , and spiritual development of children from age 3 to 5 years .age-specific events and guidance when appropriate.		Chap 17 The Toddler  Chap 18 The Preschool Child
<b>Week 2</b> Wednesday Jan. 25	<b>The student will learn the physical and psychosocial development of children from 6 to 12 years of age.</b>	<b>EXAM 1 NURSING CARE OF CHILDREN -ATI</b>	Chap 19 The School Age Child
Thursday Jan. 26	The student will learn the major changes that occur during adolescence to include personality development.	ONLINE PRACTICE A-PEDIATRICS	Chap 20 The Adolescent Age Child
<b>Week 3</b> Wednesday Feb. 1	The student will learn ways in which the nurse can lessen the distress of hospitalization. The student will learn to identify the normal vital signs of infants and children at various ages..	ATI- Physical assessment-child	Chap. 21 The child experience of hospitalization.  Chap 22 Health Care Adaptations for the child and family.
Thursday Feb. 2	The student will learn to neurological monitoring of infants and childrens. The student will learn the Glasgow Coma Scale for infants.		Chap 23 The Child with a Sensory or Neurological Condition
<b>Week 4</b> Wednesday Feb.8	Understanding of age-specific changes that occur in the musculoskeletal system during growth and development.	<b>EXAM 2</b>	Chap 24 The Child with a Musculoskeletal Condition
Thursday Feb. 9	The student will learn the signs and symptoms of respiratory distress in		Chap 25 The child with a Respiratory Disorder.

	infants and children. The learn the six nursing goals relevant to the child with acquired heart disease and describe heart-healthy guidelines for children over the age of 2 years		Chapter 26 The child with a cardiovascular Disorder.
<b>Week 5</b> Wednesday Feb. 15	. The student will learn about blood dyscrasias or disorders that occur when blood components fail to form correctly or fail to meet normal standards.		27The Child with a Condition of the Blood, Blood Forming Organs, or Lymphatic System
Thursday Feb. 16		ATI- Pediatric Med. Due	
<b>Week 6</b> Wednesday Feb. 22	The student will learn three common gastrointestinal anomalies in infants and understand the treatment and nursing care of children with GI conditions.	<b>EXAM 3</b>	Chap 28 The Child with a Gastrointestinal Condition.
Thursday Feb. 23	The student and recognize urinary tract abnormalities and the impact of genitourinary surgery on the growth and development of children at various ages.		Chap 29 The Child with a Genitourinary Condition.
<b>Week 7</b> Wednesday Feb. 29	The student will learn the nursing care for a child who has infantile skin condition.	ATI- Dosages by weight Due	Chap 30 The Child with a Skin Condition.
Thursday Mar. 1	The student learn about the predictable stress that the disease of diabetes mellitus has on children and families during the following periods of life: infancy , toddlerhood, preschool age, elementary school age, puberty , and adolescence. The student will interpret the detection and prevention of common childheel communicable diseases.	ATI –PEDIATRIC ONLINE PRACTICE /B	Chap 31 The Child with a Metabolic Condition.  Chapter 32 The children with a Communicable Disease.
<b>Week 8</b> Wednesday Mar. 7		<b>FINAL EXAM</b>	
Thursday Mar. 8		<b>Standardized Exam – Pediatrics</b>	

\*Schedule is subject to change

LAREDO COMMUNITY COLLEGE

COURSE SYLLABUS

STUDENT ACKNOWLEDGEMENT

**I have read and understand the information and requirements of the syllabus for**

\_\_\_\_\_  
**Course & Number**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Palomino ID**

\_\_\_\_\_  
**Date**

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

Student Signature \_\_\_\_\_

Faculty Name \_\_\_\_\_

## **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.*

### **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.