

**LAREDO COMMUNITY COLLEGE
GENERAL COURSE SYLLABUS
Spring 2014**

INSTRUCTOR:	Lorinda L. Luna, C.O.T.A
DEPARTMENT:	Occupational Therapy Assistant
PHONE NUMBER/EXTENSION:	(956)721-5702
E-MAIL ADDRESS:	lorinda.luna@laredo.edu and lluna6146@students.laredo.edu
CAMPUS/OFFICE LOCATION: OFFICE HOURS:	126 D at Lopez Nursing Building Monday/Wednesday: 2:30-3:30 p.m. Tuesday/Thursday: 10:30 a.m.-12:00 p.m./1:30–3:30 p.m. Friday: IPASS 9:30-10:30 a.m.
COURSE TITLE:	Healthcare Management in Occupational Therapy
COURSE NUMBER:	OTHA 2335
COURSE LEVEL:	Intermediate
CONTACT HOURS (RANGE FOR STATE INFORMATION):	48-96 range
LAB:	Recommended
TEXTBOOKS/MATERIALS:	Solomon & Jacobs (2003). <i>Management skills for the occupational therapy assistant</i> . Slack, Inc. Thorofore, NJ ISBN: 1-55642-538-4
CORE or NON-CORE Course:	Non-Core
COURSE DESCRIPTION:	Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.
END-OF-COURSE OUTCOMES:	Upon completion of the course, the student should be able to: <ol style="list-style-type: none"> 1. Delineate the roles of the occupational therapy personnel. 2. Demonstrate legal, documentation skills. 3. Give examples of reimbursement systems. 4. Articulate the requirements for certification and licensure. 5. Explain quality assurance. 6. Apply ethical standards in practice. 7. Summarize the roles of the health care team. Differentiate levels of supervision
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:	B.2.0. Basic Tenets of Occupational Therapy B.3.0. Occupational Therapy Theoretical Perspectives B.4.0. Screening, Evaluation, and Referral. B.5.0. Intervention Plan: Formulation and Implementation

B.6.0. Context of Service Delivery

B.9.0. Professional Ethics, Values

B.7.1. Identify the impact of contextual factors on the management and delivery of occupational therapy services.

B.7.2. Identify the systems and structures that create federal and state legislation and regulations and their implications and effects on practice.

B.7.3. Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws.

B.7.4. Demonstrate knowledge of various reimbursement systems (e.g., federal, state, third party, private payer) and documentation requirements that affect the practice of occupational therapy.

B.7.5. Demonstrate the ability to participate in the development, marketing, and management of service delivery options.

B.7.6. Participate in the documentation of ongoing processes for quality improvement and implement program changes as needed to ensure quality of services.

B.7.7. Identify strategies for effective, competency-based legal and ethical supervision of nonprofessional personnel.

B.7.8. Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator.

B.8.2. Effectively locate and understand information, including the quality of the source of information.

B.9.1. Demonstrate knowledge and understanding of the American Occupational Therapy Association (AOTA) Occupational Therapy Code of Ethics and Ethics Standards and AOTA Standards of Practice and use them as a guide for ethical decision making in professional interactions, client interventions, and employment settings.

B.9.2. Explain and give examples of how the role of a professional is enhanced by knowledge of and involvement in international, national, state, and local occupational therapy associations and related professional associations.

B.9.3. Promote occupational therapy by educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public.

B.9.4. Discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards.

B.9.5. Identify professional responsibilities related to

	<p>liability issues under current models of service provision.</p> <p>B.9.6. Identify personal and professional abilities and competencies as they relate to job responsibilities.</p> <p>B.9.8. Identify and explain the need for supervisory roles, responsibilities, and collaborative professional relationships between the occupational therapist and the occupational therapy assistant.</p> <p>B.9.9. Identify professional responsibilities and issues when providing service on a contractual basis.</p> <p>B.9.10. Identify strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts.</p> <p>B.9.12. Identify strategies to assist the consumer in gaining access to occupational therapy services.</p> <p>B.9.13. Demonstrate professional advocacy by participating in organizations or agencies promoting the profession (e.g., AOTA, state occupational therapy associations, advocacy organizations).</p>
<p>GENERAL EDUCATION COMPETENCIES:</p>	<p>The General Education Competencies (SACS) and the Core Objectives (THECB) are implemented and assessed throughout the LCC Core Curriculum. The academic and workforce areas apply the general education competencies and core objectives relevant to their programs.</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. <p><u>Expected Outcomes:</u></p> <ul 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. <p><u>Expected Outcomes:</u></p> <ul 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

	<p>consequences.</p> <p>C. Students develop well-reasoned conclusions and solutions.</p> <p>D. Students apply creative ideas or approaches to achieve solutions or complete projects.</p> <p>3. <u>Empirical and Quantitative Skills:</u> LCC students apply scientific and mathematical concepts to analyze and solve problems to investigate hypotheses.</p> <p><u>Expected Outcomes:</u></p> <p>A. Students identify problems or hypotheses and related quantitative components.</p> <p>B. Students select appropriate quantitative approaches to analyze and solve problems and investigate hypotheses.</p> <p>C. Students correctly apply quantitative approaches to analyze and solve problems and investigate hypotheses.</p> <p>D. Students summarize and reflect on their learning experiences.</p> <p>4. <u>Teamwork:</u> LCC students consider different points of view and work effectively with others to support a shared purpose or goal.</p> <p><u>Expected Outcomes:</u></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>
<p>SCANS COMPETENCIES:</p>	<p>Refer to attachment.</p>

SCANS ASSESSMENT:	Reading and writing skills will be graded as components within the communication section of the Fieldwork Performance Evaluation; speaking and listening will be graded as a component of oral reporting; thinking skills will be graded as a component of the required analysis of case studies; personal qualities and work place competencies will include respect of others and attendance including punctuality and will be a component of personal counseling sessions as needed.														
TEACHING STRATEGIES/METHODS OF INSTRUCTION:	Lecture, discussions, quizzes, tests, case studies, assignments, group assignments, and online resources.														
OUTCOMES ASSESSMENT:	Chapter exams, assignments (journal articles, paper, and presentation), web-discussion, and a final examination will measure the student's achievement of the specific learning objectives identified 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:	<table> <tr> <td>Assignments (Discussion board, worksheets, etc.)</td> <td>5%</td> </tr> <tr> <td>Quizzes</td> <td>15%</td> </tr> <tr> <td>Projects</td> <td>15%</td> </tr> <tr> <td>Exams</td> <td>35%</td> </tr> <tr> <td>Final Exam</td> <td>25%</td> </tr> <tr> <td>Professionalism</td> <td>5%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table>	Assignments (Discussion board, worksheets, etc.)	5%	Quizzes	15%	Projects	15%	Exams	35%	Final Exam	25%	Professionalism	5%	Total	100%
Assignments (Discussion board, worksheets, etc.)	5%														
Quizzes	15%														
Projects	15%														
Exams	35%														
Final Exam	25%														
Professionalism	5%														
Total	100%														
GRADING SCALE:	A Excellent, 100-90% B Good, 89-80% C Average, 79-70% D Poor, 69-60% 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>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 – Kazen College Center Room 132 or call (956) 721-5189. • South Campus – Billy Hall Student Center Room 208 or call (956) 794-4189. 	<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): 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</p>

	<p>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. 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; update effective October 1, 2013.</p> <ul style="list-style-type: none"> • Per Texas State Law (SB 62), 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 22. • All returning students under the age of 22, 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>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>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>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>

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.

	<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-64 Room 102 • South Campus – Henry Cuellar Protective Services Center Room 130 	<p>LCC Alert System: 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>Emergencies: 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>

DISCLAIMER:	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.

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

Assignments:

Final grade will not be rounded to the nearest whole number.
 Students are expected to turn in completed assignments on time. The course instructor may extend the deadline if notified of catastrophic circumstances prior to the due date. Students are to expect point deduction for each day that the assignment is late at the discretion of the course instructor.

Students are expected to read chapters and answer the end of chapter questions before coming into class the day the chapter is covered. It is at the discretion of the instructor to collect questions for an assignment grade.

Quizzes and Exams:

Unannounced quizzes may be given at the discretion of the Instructor. Missed quizzes **may not** be made up (**no exceptions**).

If a student misses an exam, it will be up to the discretion of the Instructor as to how the missed exam will be made up. It is also at the discretion of the Instructor to determine if a student will receive a penalty for a late exam. A student who knows that they will be absent on a scheduled exam date should arrange an appointment with the Instructor to discuss the options, **before the missed exam**.

Attendance:

Students are expected to have regular and **punctual** attendance at all classes. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when lecture or a presentation has begun is disruptive and reflects disregard towards others. The student is responsible for obtaining missed material when absent from class and **held responsible for regularly checking CANVAS for course-related matters**. A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of **zero** awarded for any tests, assignment or classroom work which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for classes are explained in the syllabus for each course. Refer to course syllabus.

It is the student's responsibility to contact the instructor for missed class sessions. Lack of communication can result in un-excuses absences.

Written Work:

Written work must follow the specific style of the 6th edition of the Publication Manual of the American Psychological Association (APA) unless otherwise specified by the Instructor. This includes but is not limited to: cover page, table of contents 12 point font, double-spacing, APA reference list and Times New Roman font. Failure to submit written work that is well organized, concise, accurate, substantive, within designated page limits, and free from errors in spelling, grammar and sentence structure will result in point deductions beyond those made for content. The Yeary Library provides the LCC student with the necessary resources for APA style. You may also use a citation website such as <http://citationmachine.net/>.

Written work must be cited appropriately. The use of reputable resources is required. Resources such as Wikipedia, personal home pages, etc. are not considered valid resources and will not be allowed.

Oral Presentations:

Students are required to demonstrate professionalism during oral presentations. The presenter should dress properly; avoid reading directly from the choice of media and use appropriate terminology. Proper grammar use is expected. Audience members should demonstrate courteous and respectful behavior(s) to the presenter. Texting, talking, and working on other materials during presentations will not be tolerated. **Presentations are required.** A student who does not show up for the presentation will receive a grade of a zero and will not be able to make up the assignment. **All presentations will be turned in on expected due date through CANVAS.**

CANVAS

This is a web-enhanced course that utilizes Canvas. The student is expected to log into Canvas on a regular basis for announcements, assignment submission, access to notes and worksheets, email communication, etc. Please ensure you have reliable access to the Internet. The LCC Fort McIntosh Campus and the South Campus both have numerous computer labs with Internet access. Check www.laredo.edu for more information on computer labs, location and availability.

Laredo Community College
Course Calendar
OTHA 2335M01 – Health Care Management in Occupational Therapy
Spring, 2014- Lorinda L. Luna, C.O.T.A.

*Schedule is subject to change

Date Week	Brief Description of Topic	Assignments/Examinations/Activities with Brief Description	Chapters/Reading
1/13/14	Introduction to course	Introduction of course. Lecture, group activity, case studies	Ch. 1
1/15/14	Ch. 1 roles and Responsibilities of the Occupational Therapy Assistant in Management		Ch. 2
1/20/14	Martin Luther King Holiday/No Classes	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 2
1/22/14	Ch. 2 Change Management Leadership Assignment Due		Ch. 3
1/27/14	Self-Inventory Activity	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Review Ch. 1-3
1/29/14	Ch. 3 History of Health Care Management Self-Inventory Activity Due		
2/03/14	Exam 1 Ch. 1-3	Exam Ch. 1-3	Ch. 4
2/05/14	Mission Statement Activity Due Resume Assignment	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	
2/10/14	Resume Assignment Due	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 5
2/12/14	Ch. 4 Credentialing, Ethics, and the Legalities of Practice		
2/17/14	Professional Development Assignment Clinic Proposal Due 1/4: Name of clinic, the purpose, the mission, goals (1) and objectives (3), clientele serviced, primary funding type, and 2 research articles regarding the need for these types of services.	Clinic proposal due	Ch. 6
2/19/14	Ch. 5 Reimbursement and Finance	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	
2/24/14	Professional Development Assignment Due	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 6
2/26/14	Ch. 6 Personnel Considerations and Supervision		Ch. 7
3/03/14	Marketing Proposals and Communication Due for OT month	Finalization of OT Promotion activities for the month of April. Dates, locations, times, etc. Exam Ch. 4-6	Review Ch. 4-6
3/05/14	Exam 2 Ch. 4-6		
3/10/14- 3/14/14	Spring Break		

3/17/14	Budget Plan	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 7
3/19/14	Ch. 7 Communication Skills		Ch. 8
3/24/14	Budget Plan due	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 8
3/26/14	Ch. 8 Continuous Quality Improvement		Ch. 9
3/31/14	Ch. 9 Utilizing and Contributing to Research	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 10
4/02/14	Clinic Project Due 2/4: Organizational Chart, Staff and Salaries, Budget, Floor Plan, Job Descriptions. And Operations Manual		
4/07/14	Ch. 10 Occupational Therapy and Entrepreneurship	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	Ch. 11
4/09/14	Schedule of Services, CEU Activities for staff, Marketing and Promotion of Services and Profession.		Review Ch. 7-10
4/14/14	Exam 3 Ch. 7-10	Exam Ch. 7-10	
4/16/14	Clinic Project Due 3/4: Schedule of Services, CEU Activities for staff, Marketing and Promotion of Services and Profession.	Lecture, group activity, group discussion, case studies, assignments and end of chapter questions.	
4/21/14	Easter Holiday		
4/23/14	Clinic Project Due 4/4: Presentations		
4/28/14	Project Presentations	Presentations	
4/30/14	Review	Chapter Review	
5/05/14-5/10/14	FINAL EXAM!	FINAL EXAM! ☺	

*Students log into CANVAS for specific assignment/project instructions.

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.

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.

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)