

LAREDO COMMUNITY COLLEGE COURSE SYLLABUS

INSTRUCTOR:	Jodie M. Valls, C.O.T.A., B.A.
DEPARTMENT:	Occupational Therapy Assistant
PHONE NUMBER/EXTENSION and EMAIL ADDRESS:	(956) 721-5347 jmvalls@laredo.edu
OFFICE HOURS:	Monday and Wednesday 9 a.m. – 12:00 p.m. Tuesday and Thursday 10:00 a.m. – 12:00 p.m.
COURSE TITLE:	Principles of Occupational Therapy
COURSE NUMBER:	OTHA 1305
COURSE LEVEL:	Introductory
CONTACT HOURS (RANGE FOR STATE INFORMATION):	48-96 range
LAB:	None
TEXTBOOKS:	Required: Hussey, S (2007). <i>Introduction to occupational therapy</i> . St. Louis: Mosby. ISBN: 978-0-323-03369-5 AOTA (2008). <i>Occupational therapy practice framework: domain and process, 2nd edi.</i> Bethesda, MD: AOTA. ISBN: 978-1-56900-265-0
CORE or NON-CORE Course	Core
COURSE DESCRIPTION:	Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions; occupational therapy personnel; current health care environment; and moral, legal, and ethical issues.
END-OF-COURSE OUTCOMES:	Upon completion of the course, the student should be able to: <ol style="list-style-type: none"> 1. Articulate the history and philosophy of occupational therapy. 2. Differentiate frames of reference. 3. Contrast the education, roles, and functions of occupational therapy personnel. 4. Describe occupational performance areas, skills, and contexts. 5. Compare practice areas. 6. Explain the concepts of ethics in occupational therapy practice. 7. Demonstrate patient/practitioner interaction.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES	<ol style="list-style-type: none"> 1. The student will demonstrate the ability to summarize the importance of the history and philosophy of occupational therapy. (B.1.1., B.1.3., B.1.8l, B.2.1., B.3.3) 2. Compare and contrast theories and frames of reference used in occupational therapy. (B.3.1., B.3.2., B.3.3.) 3. Identify and contrast varied education, roles, and

	<p>functions of occupational therapy personnel. (B.4.4, B.5.7., B.6.3., B.9.7., B.9.8.)</p> <p>4. Analyze and apply concepts defined in the Occupational Therapy Practice Framework: Domain and Process. (B.2.2., B.2.10)</p> <p>5. Identify OTPF concepts to the patient/practitioner interaction. (B.2.2.)</p> <p>6. Summarize the importance of the Code of Ethics, Core Values, and Standards of Practice of the occupational therapy profession. (B.9.1., B.9.4.)</p> <p>7. List the functions and influence of international, state, and local occupational therapy associations and related professional associations. (B.9.2.)</p>												
SCANS COMPETENCIES	Refer to attachment												
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, demonstration, discussions, chapter review, quizzes, tests, case studies, 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.												
METHODS AND CRITERIA FOR EVALUATION:	<table> <tr> <td>Assignments</td> <td>10%</td> </tr> <tr> <td>Quizzes</td> <td>20%</td> </tr> <tr> <td>Projects/Presentations</td> <td>15%</td> </tr> <tr> <td>Tests</td> <td>30%</td> </tr> <tr> <td>Final Exam</td> <td>25%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table>	Assignments	10%	Quizzes	20%	Projects/Presentations	15%	Tests	30%	Final Exam	25%	Total	100%
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Total	100%												
GRADING SCALE:	<p>A = 100-90%</p> <p>B = 89-80%</p> <p>C = 79-70%</p> <p>D = 69-60%</p> <p>F= 59% or below</p> <p>NC= No credit (for developmental courses)</p> <p>Students must access the Semester Progress Report and Final grades through PasPort (http://pasport.laredo.edu)</p> <p>Instructors will notify students of the window of availability for grades.</p>												

ATTENDANCE REGULATIONS

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A student is required to attend classes to remain enrolled. A student will be dropped from the class by the instructor according to College Attendance Regulations; however, a student may be reinstated by the Division Dean upon the recommendation of the instructor(s) and the Department Chair. An agreement from the student to make up all of the missed assignments, lab times and/or tests is required.

A student has the right to initiate a drop request from any or all classes by informing the instructor and submitting a drop slip to the Registration Center or through PasPort at www.laredo.edu.

It is advised that a student contact Financial Aid Center at (956) 721-5361 prior to dropping a course.

Regular Semester

During a regular semester, students will be dropped after being absent:

- 1- For six consecutive lecture hours on Monday-Wednesday-Friday schedule,
- 2- For two consecutive classes that meet once a week,
- 3- For four consecutive lecture hours on Tuesday-Thursday or Monday-Wednesday or Saturday-Sunday schedule, or
- 4- For 20 percent of the total class time.

A grade of "W" will be given through the Friday of the twelfth week of the semester for all drops initiated by the instructor or by the student (www.laredo.edu via PasPort). After the Friday of the twelfth week of the semester, a grade of "F" will be given. Exceptions require the approval of the Vice-President of Instruction.

Summer Courses:

During a summer session, students will be dropped after being absent for any of the following:

- 1- For four class meetings on a Monday through Friday schedule,
- 2- For two class meetings on a Tuesday, Wednesday, Thursday schedule,
- 3- For three class meetings on a Monday through Thursday schedule,
- 4- For two class meetings on a Monday, Tuesday, Wednesday schedule,
- 5- For two class meetings on a Monday-Wednesday or Saturday-Sunday schedule, or
- 6- For 20 percent of the total class time.

A grade of "W" will be given through the Thursday of the fourth week of the summer session for all drops initiated by the instructor or by the student. After the Thursday of the fourth week of the summer session, a grade of "F" will be given. Exceptions require the approval of the Vice President of Instruction.

Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.

Instructors must drop students in a timely manner and in accordance with the College's attendance policy to comply with the requirements of external funding agencies. The last day that the student attended the class must be included in the drop slip. It is the student's responsibility to ensure that drop slips be completed and processed, whether student-requested or faculty-initiated.

Online Student Attendance Guidelines

A student is required to attend classes or log into online classes to remain enrolled. A student will be dropped from the class by the instructor according to College Attendance Regulations; however, a student may be reinstated by the Division Dean upon the recommendation of the instructor(s) and the Department Chair. An agreement from the student to make up all of the missed assignments, lab times and/or tests is required.

Students have the right to initiate a drop request from any or all classes by informing the instructor(s) and submitting a drop slip to the Registration Center or through PasPort at www.laredo.edu. Online students must complete and submit the electronic drop form available within their course shell.

During a regular semester, a student will be dropped after being absent for any of the following:

- 1- Six consecutive lecture hours on Monday-Wednesday-Friday schedule,
- 2- Twice in row in a class that meets once a week,
- 3- Four consecutive lecture hours on Tuesday-Thursday or Monday-Wednesday or Saturday-Sunday schedule,
- 4- 20 percent of the total class time,
- 5- Failing to log into the online class prior to the census class

day (twelfth class day during a regular semester),
6- Failing to log into the online class prior to the census class day (sixth class day during an eight week flex entry course), or
7- Failing to log into the online class fourteen consecutive days during a regular semester.

A grade of "W" will be given through the Friday of the twelfth week of the semester for all drops initiated by the instructor or by the student. After the Friday of the twelfth week of the semester, a grade of "F" will be given to students that exceed the allowed number of absences, even if they continue to attend or login to the course.

During a summer session, a student will be dropped after being absent for any of the following:

- 1- Four class meetings on a Monday through Friday schedule,
- 2- Two class meetings on a Tuesday, Wednesday, Thursday schedule,
- 3- Three class meetings on a Monday through Thursday schedule,
- 4- Two class meetings on a Monday, Tuesday, Wednesday schedule,
- 5- Two class meetings on a Monday-Wednesday schedule,
- 6- 20 percent of the total class time,
- 7- Failing to log into the online class prior to the census class day (seventh class day during a summer session),
- 8- Failing to log into the online class prior to the census class day (sixth class day during an eight week flex entry course), or
- 9- Failing to log-in seven consecutive days during a summer session.

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 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

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 State will not provide funding for that student and the student will be required to pay an additional fee.

B. 6 W's—Beginning Fall 2007, students cannot drop more than 6 classes throughout their college career. Any

	<p>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>
SPECIAL SERVICES CENTER	<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, visit the Special Services Center at:</p> <ul style="list-style-type: none"> • Fort Macintosh Campus - KCC room 213 or call 721-5137. • South Campus – Billy Hall Building A Room 121 or call 794-4137 <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>
GRADE APPEAL	<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</p>

	<p>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 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 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.</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 is located at www.laredo.edu (go to Student Information, then Student Handbook).</p> <p style="text-align: center;">Use of Personal Electronic Devices</p> <p>The use of an electronic device shall not interfere with the instructional, administrative, student activities, public service, and other authorized activities on College District premises. Unless prior authorization is obtained from the instructor or respective College District official, the use of an electronic device is expressly prohibited in classrooms, laboratories, clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.</p> <p>The use of electronic equipment capable of capturing still 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.</p> <p style="text-align: center;">Academic Dishonesty:</p> <p>The college expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be</p>

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 and Student Development. If the student does not accept the decision of the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction and Student Development, the student may then follow the normal disciplinary appeal procedures for a review of the decision.

**For additional information please refer to the:
Student Policies - LCC Policy Manual**

	<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 Web Page (www.laredo.edu) - Homepage, select-Campus Information, select - Manual of Policy.</p>
<p>EMERGENCY PROCEDURES</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>Fire:</u> 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, building that 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 buildings should be placed to warn responding emergency personnel if they should put on SCBA or wear "HAZ-MAT" mat suits in lieu of or over turnout gear.</p> <p><u>Injury, Person Down, Illness, Stalking or Theft:</u> 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</p>

	<p>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><u>Assault:</u> 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 will be the on-line catalog and can be found at www.laredo.edu.

COURSE SCHEDULE

*Schedule is subject to change

<i>Date Week</i>	<i>Brief Description of Topic</i>	<i>Assignments/Examinations/ Activities with Brief Description</i>	<i>Chapters/ Reading</i>
Week 1 8/30/11	Introduction to Course APA format Library and Resources	Lecture, group activity, group discussion, end of chapter questions.	Ch. 1
9/1/11	Introductory (Ch. 1)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 2
Week 2 9/6/11	History (Ch. 2)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 3
9/8/11	Philosophical Principles (Ch. 3)	Lecture, group activity, group discussion, end of chapter questions.	Ch.4
Week 3 9/13/11	Current Issues (Ch. 4)	Lecture, group activity, group discussion, end of chapter questions.	
9/15/11	Presentation <i>Current Issues</i>	<i>Current Issues Presentations</i>	
Week 4 9/20/11	Exam 1 Ch. 1-4	Exam 1 Ch. 1-4 Meet with group members	Ch. 5
9/22/11	From Student to Practitioner (Ch. 5)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 6
Week 5 9/27/11	OT Practitioner Roles, Responsibilities, and Relationships (Ch. 6)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 7 <i>AOTA Code of Ethics 2010</i>
9/29/11	Professional Development Tool	Individual activity	
Week 6 10/4/11	Practicing Legally (Ch. 7) <i>AOTA Code of Ethics 2010</i>	Lecture, group activity, group discussion, end of chapter questions.	Ch. 8
10/6/11	Professional Organizations (Ch. 8)	Lecture, group activity, group discussion, end of chapter questions.	
Week 7 10/11/11	Exam 2 Ch. 5-8	Exam 2 Ch. 5-8 Meet with group members	
10/13/11	Group Work Day for <i>Code of Ethics 2010</i> Presentation		
Week 8 10/18/11	Presentation <i>Code of Ethics 2010</i>	<i>Code of Ethics 2010 Presentations</i>	Ch. 9 OTPF
10/19/11	Mid Term (FYI)	Mid Term (FYI)	
10/20/11	OTPF (Ch. 9)	Lecture, group activity, group discussion, end of chapter questions.	OTPF
Week 9 10/25/11	OTPF (Ch. 9)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 10
10/27/11	OT Across the Lifespan (Ch. 10)	Lecture, group activity, group discussion, end of chapter questions.	Ch. 12
Week 10 11/1/11	OT Process: Evaluation, Intervention, and Outcomes (Ch. 12)	Lecture, group activity, group discussion, end of chapter questions	

Approved 5-05

Revised 5-07; 7-10; 4-11-11

11/3/11	Exam 3 Ch. 9, 10, 12	Exam 3 Ch. 9, 10, and 12 Meet with group members	Ch. 14
Week 11 11/8/11	Models of Practice and Frames of Reference (Ch. 14)	Lecture, group activity, group discussion, end of chapter questions	Ch. 15
11/10/11	Intervention Modalities (Ch. 15)	Lecture, group activity, group discussion, end of chapter questions	Ch. 16
Week 12 11/15/11	Therapeutic Relationships (Ch. 16)	Lecture, group activity, group discussion, end of chapter questions	Ch. 17
11/17/11	Clinical Reasoning (Ch. 17)	Lecture, group activity, group discussion, end of chapter questions	
Week 13 11/22/11	Exam 4 Ch. 14--17	Exam 4 Ch. 13-17	
11/24/11	HOLIDAY	HOLIDAY	
Week 14 11/29/11	Presentation Post WWI-1920s 1930s 1940s	Oral Presentations	
12/1/11	Presentation 1950s 1960s 1970s	Oral Presentations	
Week 15 12/6/11	Presentation 1980s 1990s 2000s	Oral Presentations	
12/8/11	Review	Review	
Week 16	Final Exam Week		

LAREDO COMMUNITY COLLEGE

COURSE SYLLABUS

STUDENT ACKNOWLEDGEMENT

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

OTHA 1305 M01.

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.