

## COURSE SYLLABUS

COURSE:	2022FA-VNSG-1201-201:2022FA Mental Health & Illness (VNSG-1201-201)
SEMESTER:	Fall 2022
Class Times:	Wednesdays, 1:00 pm – 3:00 pm
Lab Times:	None required
Instructor:	Erin Hennesay MSN, RN-BC
Office:	Building 8 room 826-D
Office Hours:	Thursdays 8am- 11am and 1pm-3pm (email to set up appointment) Friday 8:30-10:30 (email to set up appointment)
Office Phone:	806-716-4621
E-Mail:	<a href="mailto:ehennesay@southplainscollege.edu">ehennesay@southplainscollege.edu</a>
Facebook:	<a href="https://www.facebook.com/SouthPlainsCollegeVocationalNursing">https://www.facebook.com/SouthPlainsCollegeVocationalNursing</a>

*“South Plains College improves each student’s life.”*

### GENERAL COURSE INFORMATION

**\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus. \***

**COURSE DESCRIPTION:** This course will be a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Introduction to the principles and theories of mental health and human behaviors will be presented. Topics include emotional responses, coping mechanisms and therapeutic communication skills.

### STUDENT LEARNING OUTCOMES:

**At the completion of the semester students will:**

1. The student will identify common mental illness and maladaptive behavior; utilize the nursing process to assist in planning care for the individual with mental illness or maladaptive behavior; and discuss trends in the management of the individual requiring psychotherapeutic treatment.
2. The student will describe characteristics of positive mental health; identify the coping mechanisms utilized by individuals to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills.

**COURSE OBJECTIVES** - Outline form (C-5, C-6, C-7, C-9, C-10, F-1, F-3, F-7, F-8, F-9, F-11, F-12, F-13, F-14, F-15, F-16, F-17)

At the completion of the semester the student will have:
1. Identify current trends of therapy for the emotionally ill.
2. Utilize the nursing process in developing a plan of care for an individual with psychiatric diagnosis in any clinical setting.
3. Discuss the legal and ethical responsibilities of health care workers in caring for emotionally ill patients.
4. Describe signs and symptoms in each type of psychiatric disorders.
5. Describe treatments for psychiatric disorders and the study of psychotropic medications. (Benzodiazepines, anxiolytic agents, antidepressant drugs, mood-stabilizing agents, antipsychotic agents and age-related physiologic drugs in the older client)
6. Develop realistic anticipated outcomes for clients with psychiatric disorders.
7. Plan appropriate nursing interventions toward client improvement. Coping mechanisms for managing stress and resources for crisis management
8. Evaluate effectiveness of planned nursing interventions toward goals.
9. Be present and punctual for all classes with no more than TWO (2) absences.

## **EVALUATION METHODS:**

Computer exams, written exams, assigned projects and other written assignments

## **ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

## **VERIFICATION OF WORKPLACE COMPETENCIES**

Vocational nurses are expected to know the structure and function of each area of the human body.

## **BLACKBOARD**

**Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.**

## **FACEBOOK**

The Vocational Nursing Program has a Facebook page at <https://www.facebook.com/SouthPlainsCollegeVocationalNursingProgram> in addition to the South Plains College website. "Liking" the South Plains College Vocational Nursing Program Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

## **SCANS and FOUNDATION SKILLS**

Refer also to Course Objectives.

## SPECIFIC COURSE INFORMATION

### TEXT

[Mental Health Nursing](#) by Womble/Kincheloe 4<sup>th</sup> ed. ISBN: 978-1975103781

This book is required, it is not a suggestion. This was on your required list before school started!! You can not do your assignments or study without it!!

### ATTENDANCE POLICY (\*READ CAREFULLY)

#### Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Because of the fast pace of this course within the Vocational Nursing Program and as stated in the Vocational Nursing Student Handbook, make up work is not accepted in this course. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor’s note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order to foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult learner (unless COVID related). Faculty also do not do make up classes or repeat lectures for students who miss a class; students who are absent should obtain missed information from a fellow classmate.

Additionally, one way a student demonstrates the nursing caring attitude is through timeliness and attendance.

4.1-A. CLASSROOM ATTENDANCE: Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory and students are accountable to attend and be on time for class. If a Zoom meeting is scheduled this is considered a mandatory classroom attendance and will be treated as such.

Allowable absences in this class will be **two (2) absences**. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea or some other communicable disease). A physician's release should be submitted when the student is treated by a physician. If additional absence is needed you must present a doctor note or court documentation.

**Students who exceed the allowable absences no longer meet the course criteria and must withdraw.**

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked "absent" for the day.

**\*On exam days, the test will start at designated time. There are no tardies. If you are late the door will be locked and you will not be allowed into the classroom. You will receive a zero for the exam. You may enter after exam is complete to participate in class activity but will still be considered absent.**

- Attendance is taken at every assigned classroom time.

4.1-B. TARDINESS- The LVN program is a professional program tardiness is not acceptable!

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.

#### **Dropping a class**

Students should submit a [Student Initiated Drop Form](#) online.

**Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. There will be no charge for drops for the fall or spring semesters.**

#### **Withdrawing from all classes**

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

#### **Schedule Change (after late registration and before census date)**

To make a schedule change after late registration (September 2) and before the census date (September 14), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu) with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

### ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up. (alternate assignments may be assigned if absent for COVID) See the instructor/ student handbook for more specific information.

It is the responsibility of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

### COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.**

### COMPUTER LAB USAGE

The computer lab (building 8) on Reese campus may be used by students during scheduled open hours.

### EXAMS

Exams are a measurement of learning, and while they do not measure ALL learning, exams are the instruments used in the academic setting to measure learning. Because of the nature of this material and of nursing, ALL information in this course is important. Someday, the student in the role of the vocational nurse may be the only person to stand between the patient and harm or death. Therefore, the student is NOT merely studying to pass the exam, but studying to intervene on the behalf of the patient.

Exams may cover information given during lecture, handouts, movies and assigned reading of the texts. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of multiple choice, matching, select all that apply, and completion.

1. Exam Grades will be posted to students within 48 hrs. Other assignments will post within 5 days.
  2. Each student should know current course averages for all classes.
  3. **Students must earn a “C” (76) or better in this class for progression.**
  4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**
  5. The final course grade will be posted to Campus Connect as the transcript letter grade.
  6. Once grades are posted, an exam is ready for review. A student may email me for an appointment to meet and review the exam. **Grades will not be given by email or phone only posted to Blackboard.**
- Exams are administered in a campus computer lab using ExamSoft and the lab must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your

exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on Exam Soft and have it proctored or on Blackboard with Proctorio. It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.

- In addition to the course unit exams, students will be required to take ExamSoft Benchmark Exams. Students will take 1 practice/mock exam, 1 open check benchmark exam and 2 benchmark proctored exams. The purpose of these exams is to evaluate the competency of the student's knowledge of critical concepts for entry into professional nursing. Students will receive a grade out of 100 ExamSoft and the grade will be calculated accordingly. The highest of the two benchmark exam scores will be recorded as an exam grade
- The Benchmark Exams will be scheduled by your instructor and will possibly be scheduled outside of your regular course time. Please watch for these dates to be added to your schedule if they are not already present.

Following Benchmark 1 Exam, the student will have a remediation plan including CJ Sims and concepts maps. Then about 2 weeks later the student will take Benchmark 2. These two benchmarks give the student analytics to let them know what they are strong in and what they are weak in and compares them on a national level to their peers.

#### MISSED EXAMS/MAKEUP WORK:

1. **There will be NO make-up exams for a missed unit exam.** Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exam be missed, a grade of "0" will be recorded.
2. **No exams will be given prior to the originally scheduled exam.**
3. **If exam is missed for COVID. See Student Handbook for COVID Policies.**

#### GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass.

**Final semester grades will be based on the following:**

**Unit Exams, Movie grade, Project: 60%**  
**Final Exam: 30%**  
**Other: 10%**

**There are 3 Unit Exams, 1 Movie Grade,  
1 project grade, and 1 Benchmark Grade**

Grading Scale: 90-100	A
80-89	B
76-79	C
75.9 or Below	F

The Final Course grade **will not** be rounded up. Example: Your average is 89.8. Your grade will be 89 which is B.

#### COMMUNICATION POLICY

#### EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4626. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact the help desk.

**Email Policy:**

- A. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- B. A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- C. The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- D. Instructors make every attempt to respond to student emails *during regular college business hours*. Instructors *are not* required to answer emails after hours or on weekends.
- E. Students who use email inappropriately to faculty, students, staff or others will be dismissed from the program.

**Texting Faculty:**

Students should not text faculty via the faculty cell phone. Written communication should be by email or office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

**CAMPUS CARRY**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**STUDENT CONDUCT**

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

## SPECIAL REQUIREMENTS (\*Read Carefully)

Students must complete the Syllabus Acknowledgment form verifying that the student has read and understands the content of this syllabus.

**This is due by start of the second day of class.**

- *If a student's cell phone goes off during class the student will be asked to leave.*

## COURSE DISCLAIMER

**To Be Successful in this course:** *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

H. STUDENT SUCCESS: **Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.**

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The **Key terms and definitions** are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

### RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study several hours every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters!!!!—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take NOTES while reading, studying power points and live on-line lecture Q&A sessions, and recorded lectures.
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing! Don't wait until it's almost the final—it's too late then! This is a short class the time will fly by before you know it!

If you FAIL this class, it is because you *chose* to fail!

You choose your attitude. . . . *positive or negative!*

You choose to study daily. . . . *or wait until the last minute!*

You choose to read the chapters. . . . *or to wait and try to skim after class or before a test!*

You choose to use the available resources . . . . *or not!*

You choose to attend class and arrive on time. . . . *or not!*

You choose to review weekly . . . . *or not!*

You choose to seek help. . . . *or not!*

*It really is up to you!*

Erin Hennesay MSN, RN-BC  
Vocational Nursing Instructor  
SPC Vocational Nursing Program – Reese Center



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## ACCOMMODATIONS

### DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### PREGNANCY ACCOMMODATIONS STATEMENT

Title IX Pregnancy Accommodations Statement (updated 6/2019)

If you are pregnant, or have given birth been within six months, under Title IX you have a right to reasonable accommodations to help continue your education. Students who wish to request accommodations must contact the Health and Wellness Center at 806-716-2529 to initiate the process.

### DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

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## FOUNDATION SKILLS

### **BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

### **THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 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**

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

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**SCANS COMPETENCIES**

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

**INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

**INTERPERSONAL—Works with Others**

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works with Diversity-works well with men and women from diverse backgrounds.

**SYSTEMS-Understands Complex Interrelationships**

C-15 Understands Systems-knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance-distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems-suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY-Works with a Variety of Technologies**

C-18 Selects Technology-chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task-understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment-prevents, identifies, or solves problems with equipment, including computers and other technologies.

**Course Schedule** can be located on Blackboard