

Course Syllabus

COURSE: VNSG 1420 4:4:0 Anatomy and Physiology I
 SEMESTER: Spring 2021
 CLASS TIMES: Monday, Wednesday, Friday 8:00AM – 4:00PM

This is a Face to Face course. You will need to dedicate the time listed above to this course, plus study time at home. However, at some point during the semester, lectures may be posted on Blackboard or given via zoom. This remains a possibility due to the effects of Covid-19. All exams will be given in class. Quizzes or assignments may be given in class or online.

LAB TIMES: Included in class times
 INSTRUCTOR: Jennifer Steffey, BSN, RN
 OFFICE: Reese Center, Building 5, Room 503
 OFFICE HOURS: Tuesdays and Thursdays 8:30AM-11:30AM. Please make an appointment via email.
 OFFICE PHONE: 806-716-4623
 E-MAIL: jsteffey@southplainscollege.edu
 Facebook: <https://www.facebook.com/SouthPlainsCollegeVocationalNursing>

"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 is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining hemostasis.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Identify the structure of each of the major body systems.
2. Be able to describe the functions of each of the major body systems.
3. Be able to discuss the interrelationship of systems in maintaining homeostasis.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F-11, F-12)

At the completion of this course the student will have:
• Have a basic understanding of how the cavities, organs and body alignment play a role in the organization of the body.
• Have a basic understanding of how chemical elements keep the body in balance and functioning.
• Have a better understanding of cells and their functions.
• Have a general understanding of the different tissues and how the function in the body.
• Be better acquainted with the functions and importance of the skin.
• Learn that bones are "alive" and grow, how they function and their necessity to the individual.
• Name certain major muscle groups and how they function within the body.
• Have a basic understanding and function of the different divisions of the nervous system.
• Name the major parts of the eye and the ear, and have a basic understanding of the senses as well as their importance to the body.
• Have a basic understanding of glandular functions and how they affect the body.
• Have a basic understanding of the different parts of the blood and the function of each.
• Be able to describe how the heart functions.

• Have a basic understanding of the vessels, their locations and function.
• Have a basic understanding of how the lymph system works and its importance.
• Have a basic understanding of the different divisions of the respiratory system and how it functions.
• Have a general understanding of the divisions, locations, and functions of the digestive system.
• Have a basic understanding of metabolism and its importance in relation to the different functions of the body.
• Have a general understanding of location and function of the urinary system and its importance in maintaining homeostasis.
• Have a very basic understanding of how the body maintains homeostasis through chemical exchanges.
• Be able to locate and state basic functions of the different parts of the reproductive system.
• Have a basic understanding of microbiology, nosocomial infection and infection control.
• Become familiar with and have basic understanding of terminology used in text.
• Be present and punctual for all classes with no more than 2 (two) absences.

EVALUATION METHODS

Written exams, written assignments, quizzes (written and computer-based), and other projects as assigned.

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.

VARIFICATION 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. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer.
ISBN: 978-1-4963-8050-0

Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer.

ISBN: 978-1-4963-8054-8

SUGGESTED TEXTS

Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (6th ed.), F.A. Davis.
ISBN #978-0-8036-6898-0

Williams, L., & Hopper, P. (2019) Study Workbook for Understanding Medical Surgical Nursing, (6th ed.), F.A. Davis.
ISBN #978-0-8036-6900-0

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes, completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. If PowerPoint outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

FACE COVERING COURSE SYLLABUS STATEMENT

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

The first incident without proper face-covering will include a reminder and the student must be properly wear the face covering. If a second incident occurs, the student will be placed on probation. If there is a third incident, the student will be dismissed from the vocational nursing program.

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 or (806)716-4719. 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..

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 (August 28) and before the census date (September 9), 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 with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ATTENDANCE POLICY (*READ CAREFULLY)

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.

Students are expected to do all classwork at the time scheduled, whether the class is “live,” per pre-corded lecture or via Zoom—this means the students should be “in class” during this time, not working, driving, shopping or doing some other activity.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. **The student’s camera must be on for the entire time of the class/meeting.** The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. **If the student does not follow zoom etiquette as outlined in the VN handbook, the student will be removed from the zoom meeting and given an absence. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.**

Students must attend all live classroom presentations and all Zoom meetings. A student who exceeds the allowable absences in any one class will be withdrawn from the program except in the case of a Covid exposure (see handbook for policy).

LIVE classroom: students must be in their seat ready for class at the scheduled time.

Roll may be taken at any time during the class. Anytime the student is not present, the student is counted as a full absence.

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. If you leave the classroom for any reason, you may not return and are counted absent. Students should break times wisely—going to the bathroom, getting refreshment, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts.

The facial covering must be worn at all times while in the building, including going to the bathroom. The student may go outside and remove the covering as long as a 6-foot distance is maintained during this time.

COVID exposure: see policy in VN Student Handbook.

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. A student who misses the morning session may attend the afternoon session to get the information, but the student is still marked as “absent” for the day. There are no “half-day” absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence and the subsequent point deduction.

Attendance is most often taken by a sign in sheet. Students who “forget” to sign in are counted as absent. Attendance will be recorded by the instructor for required zoom meetings.

Students are given numerous days off for holidays and Spring/Fall breaks, not including weekends. In addition, classes are over by 4:00 p.m. This should give students ample time to take care of business, schedule medical and other necessary appointments.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent.

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)

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. 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.

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.

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

Students who attend class exposing classmates to disease will receive a 10 point deduction on the next (or current) examination!

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.

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 may not be made up.

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.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material and all students should complete the workbook chapters as part of their ongoing study.

The handbooks that accompany the text books offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional helps.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. 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

Currently the campus computer lab in building 5 remains closed due to the Covid-19 crisis. Computers are available in the labs at building 8 for student use.

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.

A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene!

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

Diagram exams may be given in conjunction with unit exams or may be given more like a pop test. Diagram exams are cumulative, meaning that the student will see many of the diagrams more than one time—nursing students (and later nurses) will always need to know where the body parts are and how they work!

In class assignments/workbook assignments, homework assignments, or pop tests will be averaged in with diagram exams.

NO HATS OR CAPS ARE TO BE WORN DURING QUIZZES AND EXAMS. BOOKS, FOOD AND BACKPACKS ARE NOT TO BE IN THE ROOM DURING EXAMINATIONS.

1. Grades will be given to students during allotted class time.
2. Each student should know current course averages for all classes.
3. **Students must earn a “C” (75) 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 Exam grade and a numerical course grade will NOT be posted on BlackBoard. The final course grade will be posted to CampusConnect as the transcribed letter grade.
6. Once grades are posted, an exam is ready for review. When possible, exams will be made available for all students to review at the end of a lecture (time permitting) but if not possible, a student may email me for an appointment to come by the office and review the exam.

Grades will not be given or discussed by email or phone.

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. **All exams will be on scantron. The student is responsible for turning in 4 (50’s) and 2 (100) scantrons, to the instructor. All scantrons need to be turned in before the first test. If not, the test grade will result in a “0”.**

MISSED EXAMS DUE TO COVID: See VN Student Handbook

GRADING POLICY

Students must earn an overall grade of 75 or better in this course section to pass.

Final semester grades will be based on the following:

Unit Exams: 50%

Diagram Exams/daily work/pop tests: 20%

Final Exam: 30%

Grading Scale: 90-100	A
80-89	B
75-79	C
70-74	D
69 or Below	F

The Final Course grade will not be rounded up. Example: Your average is 79.8. Your grade will be 79 which is a C.

COMMUNICATION POLICY

- 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 when faculty are on campus. 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 placed on probation for the first offense; dismissed from the program for a second offense.

Texting Faculty: Students should not text faculty via the faculty cell phone. Written communication should be by email, office phone, or personal notes. 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.

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 present the signature page acknowledging that the student has read and understands the content of this syllabus.
- **These signature pages are due by Friday of the first week of classes.**
 - **Cell Phones – ATTENTION: ALL CELL PHONES SHOULD BE KEPT IN LOCKERS OR IN YOUR CAR DURING THE CLASS TIME!**
 - *If a student's cell phone goes off during lecture, the phone will be taken up and not given back until after class.*
 - *Should a cell phone go off during an exam, that student's test will end right there with a "50" recorded as the highest possible grade for this exam grade. (Even if the student is on the last question of that exam).*

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!*

Jennifer Steffey, RN
Vocational Nursing Instructor
SPC Vocational Nursing Program – Reese Center

ACCOMMODATIONS

4.1.1.1. Diversity Statement In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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.

4.1.1.2. 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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement 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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

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.

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

Located on Blackboard

Anatomy and Physiology Syllabus Contract

Print Name: _____

I have read and understand the Anatomy and Physiology Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that it is recommended that I study DAILY and review weekly so that this information is thoroughly mastered.

I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.

Signed: _____ Date: _____