

Course Syllabus

COURSE: VNSG 1420
SEMESTER: Fall 2025
CLASS TIMES: Mondays 0800-1200
LAB TIMES: Included in class times
INSTRUCTOR: Bret Corey Bradley, BSN, RN
OFFICE: Plainview Center, PC104F OFFICE
HOURS: **Email to set up an appointment**
OFFICE PHONE: 806-716-4405
E-MAIL: bbradley@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:
<ul style="list-style-type: none"> • 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

Computer-based and written exams, computer-based and written assignments, written and computer-based scheduled and pop quizzes, 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 profound consequences, 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 presenting all coursework phases. This applies to quizzes of whatever length, final examinations, daily reports, and 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 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, to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS (THIS IS THE NEWEST RELEASED EDITION AND WHAT WE WILL BE USING)

1. Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer. ISBN: 9781284217964
2. Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer. ISBN: 9781284268263
3. ATI Student Access

OTHER RECOMMENDED TEXTS

1. VanLeeuwen, A., & Bladh, M. (2021). Davis's Comprehensive Manual of Laboratory & Diagnostic Tests with Nursing Implications. (9th ed.). F.A. Davis. ISBN # 9781719640589
2. Vallerand, A., & Sanoski, C. (2023). Davis Drug Guide for Nurses, (18th ed.). F.A. Davis. ISBN # 9781719646406
3. Venes, D. (Ed.). (2021). Taber's Cyclopedic Medical Dictionary (24th ed.). Philadelphia: F.A. Davis Company.
4. Williams, L., & Hopper, P. (2019). Understanding Medical Surgical Nursing, (6th ed.), F.A. Davis. ISBN #978-0-8036-6898-0
5. 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 on lecture material if they choose (recommended). If PowerPoint and outlines are posted on Blackboard, they must be printed before class; the working day before class is ideal. Class time will not be given for printing notes.

ATTENDANCE POLICY

Students are expected to attend all classes in order to be successful in a course. 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 for attending and be on time for class. Students must be in their seats ready for class at the scheduled time.

Attendance is taken for each class on Blackboard or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked "Absent." A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as "absent". Students who are late for an exam will not be allowed to take the exam and are counted as "absent". Students who do not return to class after an exam are counted as "absent." If the student is asked to leave the classroom for any reason (sleeping, talking, or other inappropriate behavior), the student is given an absence. Students who "forget" to sign in when applicable are counted as absent.

A student who exceeds **2** absences in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program*

*If the student has a documented emergency that leads to **exceeding 2 absences**, the student will be responsible for notifying the instructor. The student must present evidence to the course instructor and program coordinator regarding the reasons for all absences. The VESC will review and determine if a true emergency exists for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available in each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your

absence for a non-emergency,

The attendance policy will be upheld, and you may be dismissed from the VNP. The decision of the instructor and with program coordinator is final.

As a matter of courtesy and professional behavior, a student who is going to be absent must email the course instructor and inform the instructor of the pending 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. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc., rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

COVID policy: See VN Student Handbook

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician's release must be submitted when the student is treated by a physician. (per Handbook policy)

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time, or they are absent. Once the door to the classroom/lab is shut, that signals that class has started, and the student will be counted absent. The student may still join the class to receive content but will still receive an absence. See Exam policy regarding expectations on tardiness for exams.

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. In class quizzes, exams, and skills that are missed due to an absence may not be made up. Not all quizzes are on the schedule. Pop quizzes may be given throughout the course and at any time. See the instructor for more specific information.

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in discussion, turning in assignments due, and/or taking 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.

Virtual or hardcopy homework assignments are not accepted late or by email. You must submit the assignment in the appropriate location (BlackBoard, ATI, etc.), depending upon the assignment **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC, because not all Mac files are able to convert**. If you submit a blank document or a file that cannot be opened, it will not be accepted, unless informing the instructor a minimum of **two hours** before deadline. If within this timeframe, the instructor can clear the previous attempt and allow the student to resubmit before the deadline. Again, it is your responsibility to make sure it is compatible, not blank, and submitted correctly.

Study Guide: The study guide is designed to allow learners of all styles to enhance their learning of this material. The study guide may be used in each class period, so be prepared to have it with you each class time. This study guide may also be assigned as homework or activities assigned in class.

The workbooks that accompany the textbooks 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 help.

Ticket to class: Assignments may be given as your "ticket to class." These may be posted to Blackboard with directions or

discussed in class for the next class meeting. You must present or submit these before class starts. You not be able to enter class until you can turn in your completed “ticket”. Understand that if you come to class unprepared and without your “ticket” completed as assigned, you may miss lecture content and class activities while you complete the “ticket” outside of the classroom.

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 and exams. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments, exams, and classroom resources. All registered students are supplied with a working email account from South Plains College. The use of TikTok is prohibited on SPC devices and WiFi. TikTok may not be used for online assignments.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled opening hours or as assigned by an instructor. Printer paper will not be provided for students to print materials, but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. **Students should come prepared for class.**

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!

There are exams over course material throughout the course and one final comprehensive exam at the end of the semester.

Diagram exams may be given in conjunction with unit exams or may be given more like a pop quiz. 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, and quizzes (both planned and pop-quizzes) will be averaged in with diagram exams. (See grading policy)

Exams may cover information given during lectures, handouts, movies, website links, assigned reading of the texts, and any content in ATI. At the completion of the course, a *comprehensive* final examination will be given. Exams will be in the form of, but not limited to, multiple choice, matching, select all that apply, completion, CJE matrix, Hot spot and drag and drop, and True/False.

- See Lecture/Exam Schedule.
 - Presentation of material includes class lectures, textbooks, ATI resources, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer by ATI.
 - Exams are administered in a campus computer lab using ATI 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 ATI and have them proctored by Exam Monitor. **It is your responsibility to make sure that you have working computers with a webcam and a microphone, and reliable internet.**

- Grades will be recorded on Blackboard for the student to view.
- Students will have the opportunity to review each exam taken as scheduled at the instructor's discretion. **The exam review will focus on major content areas missed and not on individual specific test questions.** After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the content missed on the exam. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours have passed without the student setting up an appointment, the opportunity to review missed content has passed, **the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**
- **Students who score below a 76 on a unit exam will need to complete an Exam Wrapper and schedule a time to meet with the course instructor. The instructor will not schedule an appointment on the same day a test was given. The student must meet with the instructor before the next exam. The instructor may send one email notification, but it is the student's responsibility to set up the appointment and show up for the appointment prepared with the exam wrapper completed. If the student fails to make an appointment or show up for their scheduled appointment, the instructor will note that and place it in the student's file.**
- Medical Terminology: Abbreviations & Definitions may be included in any of the unit or final exams.
- Students must earn a "76" or better in this class and meet all criteria as discussed above for progression.

If the student fails the first exam in the course, the student is required to meet with the Student Success Coach and/or Nursing Success Coordinator at least 3 days prior to the next exam. A First Exam Alert form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill), and she will contact the student via email to set up an appointment to meet.

REMEDIATION

Any exam grade below 76 may require a meeting with the course instructor to be scheduled after being notified of your grade. The meeting should be scheduled before the next exam, and no appointments will be made on the day of an exam. Remediation for course exams may be recommended at the discretion of the instructor. No points will be added to the exam for remediation.

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 the allotted class time.
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 missed content on all grades as they are recorded. Should the student have any questions about a specific grade as it relates to specific test content, the student must schedule an appointment to discuss this with the instructor the next business day after notification of grade assignment. Once the 48 hours (about 2 days) have passed without the student questioning the missed content on an exam, **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 be posted on Blackboard. The final course grade will be posted to Campus Connect as the transcript letter grade.
6. Once grades are posted, on a unit exam, the most missed concepts on that exam will be made available for students to review at the end of a lecture (time permitting), but if that is not possible, a student may email me for an appointment to review the unit exam's most missed content.

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

***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.**

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 and first missed diagram exam only.** Should any additional unit exam or diagram exam be missed, a grade of "0" will be recorded.
2. **No exams will be given before the originally scheduled exam.**
3. **No make-up work is accepted for assignments or quizzes completed during class while absent. It will be a zero. There are no extra credit opportunities.**
4. **In addition to achieving an overall course grade of 76% or higher, students must also maintain a minimum average of 76% on all unit, midterm, and final exams combined in order to successfully pass.**
5. **There is no make-up exam for the final exam.**

GRADING POLICY

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

Final semester grades will be based on the following:

Exams (unit exams/ATI assessments): 50%

Final Exam: 30%

Diagram Exams, Assignments, Homework, Projects, Quizzes, Other: 20%

Grading Scale: 90-100	A
80-89	B
76-79	C
70-75	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 (SOUTH PLAINS COLLEGE) email regularly. 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:

- 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.

- A student's failure to receive or read official communications sent to their assigned e-mail address in a timely manner does not prevent them from knowing and complying with the official communication's content.
- 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
- Instructors try 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.**
- 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.
- Emails will be responded to during normal school hours only, which is 0800-1600. This means if you send an email at 5 pm on Friday, do not expect a response until the next class or clinical day. If you have questions about an assignment that is due Monday at 8 AM, then it is best practice to ask questions well in advance where we can help you.

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

IN CASE OF EMERGENCY

Please contact Veronica Hall at 806-716-4406

The student should notify his/her family in case of an emergency during the normal class schedule. 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 voice message (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. If you are unable to reach any clinical instructor you must call Veronica Hall at the SPC Campus, leave a message, and follow up with an email.

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, and 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 reasonable disciplinary action as the college administration 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)

- **Cell Phones – ATTENTION: ALL CELL PHONES SHOULD BE KEPT in the area designated by the instructor. Attendance may be taken by your phone being in the designated location to confirm if you're absent or present. Phones are not to be used during breaktime, only during lunch break and after classes have been concluded for the day.**
- *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 make any sound and on a person and not in the area designated 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, including reading the textbook, taking notes, working in study guides, doing online review, and weekly review!*

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 them around for quick study and review. At the end of each chapter there are review questions with which you can test yourself. You can also utilize FA Davis Advantage, Study Guide for that textbook, or ATI Resources if need further review tools.

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 for at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters before class, 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 older material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous exams, there will be a comprehensive final. Remember, you must know the body parts and how they work if you are a nurse!
- Take NOTES in class!
- The first time you have less than a less than desirable grade, make an appointment with me to discuss what you are doing! Do not wait until it is the final, it is too late then!

If you FAIL in 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!

ACCOMMODATIONS

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19 visit: <https://www.southplainscollege.edu/syllabusstatements/>.

Be aware that you must still hold an LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

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 innovative ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses the 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 adjusts to meet goals.

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

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work, evaluates performance, 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 operate 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 I study DAILY and review weekly so that this information is 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: _____

Class: _____