

Reese Campus

**Course Syllabus**

COURSE: SRGT 1541.001 (4:3:4) Surgical Procedures I (4 Credit Hours)  
 SEMESTER: Spring 2021 (August- December; 16 week Semester)  
 CLASS TIMES: TUESDAY: 8:30am-11:30am (Lecture); 12:30pm – 4:00pm (Lab)  
 Instructor: Kristie Cole M.Ed., BAS, AAS, CST  
 OFFICE: RC527  
 OFFICE HOURS: <https://calendly.com/kcole-5/srgt-appt>  
 OFFICE PHONE: 806-716-4643  
 E-MAIL: [kcole@southplainscollege.edu](mailto:kcole@southplainscollege.edu)  
 PROGRAM FACEBOOK: <https://www.facebook.com/SPCSurgicalTechnology>

**The Surgical Technology Program has a Facebook page at <https://www.facebook.com/SPCSurgicalTechnology>. In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. “Liking” the Surgical Technology Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.**

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.

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

## GENERAL COURSE INFORMATION

### COURSE DESCRIPTION

This course is an introduction to surgical pathology and its relationship to surgical procedures. Emphasis is placed on surgical procedures related to General, Genitourinary, Oral/Maxillofacial, Plastic/Reconstructive, Ophthalmic, and emergent surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

### STUDENT LEARNING OUTCOMES

Students will:
1. Increase his/her knowledge base of the surgical environment. F-1, F-2, F-5, F-6, F-7, F-8, F-9, F-10, F-12, C-1, C-3, C-4, C-5, C-6, C-7, C-9, C-12, C-14
2. Gain the confidence necessary to function as a team member in the operating room. F-13, F-14, F-15, F-16, F-17
3. Prepare himself/herself for full-time clinical rotations. F-1, F-2, F-5, F-6, C-5, C-6, C-7
4. Demonstrate basic knowledge of aseptic technique. F-1, F-2, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-16, F-17

### COURSE OBJECTIVES –

#### The Cognitive Domain Objectives:

- Identify his or her role in the operating room as a surgical technologist
- Identify the various members of the surgical team
- Know how the OR interacts with other departments in the hospital
- Know how to provide a safe environment for surgical patient care

- Know and understand infection control
- Identify anatomical structures of the human body
- Identify medications and their uses in surgery
- Distinguish among sterile, non-sterile, and aseptic
- Describe the process to perform sponge, needle, instrument, and sharp counts correctly
- Describe safe techniques for handling tissues
- Describe basic parts of the laser chamber
- List the components of a robotic surgical system
- Identify basic laboratory tests and indications
- List specific abdominal incisions
- List the different types of hernias
- Identify the structure of the heart
- List various restrictions related to operating room attire
- List the principles of aseptic technique

#### **The Psychomotor Domain Objectives:**

- Apply theory to practice in lab and Clinical settings
- Identify and utilize basic surgical instrumentation along with OR equipment
- Care for surgical instruments properly
- Assist in positioning and draping the surgical patient
- Practice the rules of aseptic technique
- Demonstrate the surgical hand scrub correctly
- Demonstrate aseptic technique for donning gown and gloves
- Demonstrate proper technique for donning sterile gloves using open glove technique
- Demonstrate the correct set up for a surgical case
- Demonstrate methods of opening surgical supplies correctly
- Identify and demonstrate safety precautions followed in laser surgery
- Demonstrate how to set up and maintain the endoscopic light source
- Describe the basic set up for endoscopic instruments
- Demonstrate the proper care for endoscopic instruments and equipment
- Locate the anatomy involved in inguinal hernias
- Demonstrate the set up for a breast biopsy
- Demonstrate proper draping of the patient for perineal surgery
- Demonstrate proper operating room attire
- List the rules of aseptic technique
- Demonstrate the surgical hand scrub correctly
- Demonstrate removing gown and gloves using aseptic technique
- Demonstrate removal of contaminated gloves from another person

#### **The Affective Domain Objectives:**

- Determine moral, ethical, and legal responsibilities
- Discuss the rationale for practicing aseptic technique
- Discuss surgical conscience

- Discuss the characteristics of laser energy
- Discuss and compare classifications of lasers
- Describe the preoperative preparation of equipment for endoscopic procedures
- Discuss the potential benefits of robotic technology
- Discuss proper precautions associated with radiation studies
- Discuss the role of the surgical technician during intraoperative emergency situations
- Discuss the purpose of mesh used for hernia repair
- Discuss instrumentation used for hernia repair
- Discuss instrumentation used for breast surgeries
- Discuss instruments and equipment required in a hysteroscopic procedure
- Discuss the importance of maintaining aseptic technique during vaginal procedures
- Discuss proper hand washing between surgical hand scrub
- Discuss surgical conscience

### OUTCOMES ASSESSMENT METHODS

Assessment methods for this course are both formative and summative.

#### Formative assessments include:

- Discussions
- Quizzes
- Unit exams
- Classroom

#### Summative assessment will be

- A comprehensive final exam.

### 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.

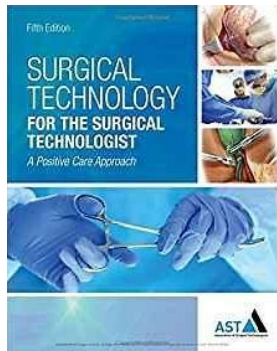
**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes,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

### SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. SCANS and Foundation Skills attached.

**VERIFICATION OF WORKPLACE COMPETENCIES -**

This course does not include a Capstone Component.

**SPECIFIC COURSE INFORMATION**
**TEXT AND MATERIALS**


1. Surgical Technology for the Surgical Technologist: A Positive Care Approach, 5<sup>th</sup> ed., AST (**Text**) and MindTap

**METHODS OF TEACHING**

- Lecture
- PowerPoint Presentations
- Question and Answer
- Review
- Quizzes
- Examinations
- Demonstrations
- Role Playing
- Homework - MindTap

**ATTENDANCE POLICY**

Class attendance is mandatory. Students are allowed three (3) absences and will be administratively withdrawn on the fourth (4<sup>th</sup>) absence. A tardy will be given if the student is not present for class or lab within 5 minutes of the beginning of the class period. Two (2) tardies equal one (1) absence. If a student misses more than 30 minutes of any class session, an absence will be given for the day.

**Due to the importance of medical information being taught, the instructor of this course defines excessive absences as upon missing the 4th class day (or having equivalent tardies) in a course section. A student who meets this criteria will be administratively dropped from the course by the instructor.**

- Tardies: (Definition): arriving any time after the class has started or not returning from an approved break after class has started.
- Two tardies will be considered missing one class day and counted as such.
- **Work schedule** is **not** an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the Surgical Technology Program Director. (i.e. – student hospitalization, immediate family member death, etc.)

## 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.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. 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.

## **ASSIGNMENT POLICY**

The student is responsible for being prepared for class, which includes but is not limited to reading the assigned chapters and/or pages from the textbook. In some instances, information from the reading assignments not covered during class may be included on an exam.

**GRADING POLICY** - Grades in this course will be determined using the following criteria:

The course grade will be determined by a combination of major exams, class and individual assignments, quizzes, lab activities, and a comprehensive final exam. Exam dates will be announced. The following guidelines will be followed regarding exams:

1. The student is expected to complete the exam at the scheduled time. Make-up exams will not be given.
2. Late assignments will not be accepted.
3. The final exam is comprehensive.
4. The last three days of this course are dedicated to the Summative Lab Final due to the complexity of this final. You must be present for your scheduled exam. Students not testing may observe with permission or practice lab skill. Attendance for those class periods is not mandatory.

(6)Homework	15%
(1)Lab Skills Average	15%
(6)Exams	40%
(1) Comprehensive Didactic Final Exam	30%

<i>Grading Scale</i>	<i>90-100 = A</i>
	<i>80-89 = B</i>
	<i>75-79 = C</i>
	<i>Below 75 is failing</i>

A grade average of C (75) must be maintained in all Surgical Technology classes. Failure to do so will result in the student being dropped from the Program.

### **COMMUNICATION POLICY**

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis.

### **FACE COVERING COURSE SYLLABUS STATEMENT**

It is the policy of South Plains College for the Fall 2020 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.

### **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](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.

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

### **STUDENT CONDUCT**

Students in this class are expected to abide by the standards of student conduct as defined in the SPC Student Guide.

There are no stupid questions. If you have a question, please ask.

You are under no pressure to sound like a genius every time you speak! However, we do reserve the right to give you a hard time if you ask questions like "Why do we have a right or left shoe and not right or left socks?"

You are primarily in lab to practice skills, not to check and update facebook or snapchat.

Your participation in the form of questions, comments and feedback is invited and appreciated. However, every semester there's at least one person who incessantly asks questions just to try to be funny, argue, or cause trouble. Nobody appreciates this behavior and it is counterproductive. You know who you are, please leave those attributes in your car on the way into the building.

### **SPECIAL REQUIREMENTS**

**Cell Phones** – Cell phones are permitted in class and lab. They **MUST** be turned to silent. A student whose phone sounds during class, or is observed to be using the phone in any way without permission from the instructor will be sent home for the day with an absence.

### **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.

### **SPECIAL REQUIREMENTS (\*Read Carefully)**

- **Students must present the signature page acknowledging that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.**
- **These signature pages are due by Sunday of the first week of classes.**
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.

## **COURSE OUTLINE**

**Course Outline is subject to change by instructor**

### **Lecture Topics**

- A. Diagnostic Procedures
- B. General Surgery
- C. Genitourinary Surgery
- D. Oral/Maxillofacial Surgery
- E. Plastic/Reconstructive Surgery
- F. Ophthalmic Surgery
- G. Hemostasis/Intraoperative Emergencies

CLASSROOM / ONLINE WORK	LABORTORY SCHEDULE (Tuesday)
WEEK 1:1/11/2020-1/17/2020: Syllabus, Questions and Answer	Tuesday: NO LAB
WEEK 2:1/19/2020-1/24/2020: <b>1/19/2020 Chapter 13 – Diagnostic Procedures</b> <ul style="list-style-type: none"> <li>• Sources of Patient Data</li> <li>• Diagnostic Imaging</li> <li>• Laboratory Reports</li> <li>• Electrodiagnostic Studies</li> <li>• Pulmonary Diagnosis</li> <li>• Endoscopy</li> <li>• Plethysmography and Phleborheography</li> </ul> <b>MindTap Due: Sunday</b>	Tuesday: Review Skills
WEEK 3:1/25/2020-1/31/2020: <b>Chapter 13 Exam</b> <b>1/26/2020 Chapter 14 – General Surgery</b> <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• General Instrumentation</li> <li>• Room Set up</li> <li>• Positioning</li> <li>• Draping</li> <li>• Incisions</li> <li>• Laparotomy Opening and Closure</li> </ul>	Tuesday: Show Lab Final / Review
WEEK 4:2/1/2020-2/7/2020 <b>2/2/2020 Finish Chapter 14</b> <ul style="list-style-type: none"> <li>• Hernias</li> <li>• Alimentary Canal Surgery</li> <li>• Stomas</li> <li>• Surgery of the Pancreas and Spleen</li> <li>• Vascular and other procedures</li> <li>• Breast surgery</li> <li>• Thyroid, Parathyroid, Tracheal Surgery</li> </ul> <b>MindTap Due Sunday</b>	Tuesday: Loading Supplies/ Pouring Meds/ Drawing Up Meds
WEEK 5:2/8/2020-2/14/2020 <b>Chapter 14 Exam</b> <b>2/9/2020 Chapter 20 – Genitourinary Surgery</b> <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• Adrenal gland pathology</li> <li>• Urinary pathology</li> <li>• Male reproductive pathology</li> <li>• Diagnostics</li> <li>• Special Equipment, Instruments and supplies</li> <li>• Pre-op and Intra-op preparation</li> </ul>	Tuesday: Gown and Gloving Surgeon
WEEK 6:2/15/2020-2/21-2020 <b>2/16/2020 Finish Chapter 20</b>	Tuesday: Passing Instruments



<ul style="list-style-type: none"> <li>• Incisions</li> <li>• Surgical Procedures</li> <li>• Special Considerations</li> </ul> <p><b>MindTap Due Sunday</b></p>	
<p>WEEK 7:2/22/2020-2/28/2020</p> <p><b>Chapter 20 Exam</b></p> <p><b>2/23/2020 Chapter 18 – Oral and Maxillofacial Surgery</b></p> <ul style="list-style-type: none"> <li>• Oral Anatomy</li> <li>• Oral pathology</li> <li>• Diagnostics</li> <li>• Oral Procedures</li> <li>• Maxillofacial Procedures</li> </ul> <p><b>MindTap Due AND ONLINE EXAM by Sunday</b></p>	Tuesday: Breaking down Set-up and Gown Removal
<p>WEEK 8:3/1/2020-3/7/2020</p> <p><b>3/2/2020 Chapter 19 – Plastic and Reconstructive Surgery</b></p> <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• Pathology</li> <li>• Diagnostics</li> <li>• Special Instrumentation, Supplies, Drugs and Equipment</li> <li>• Special Considerations</li> </ul>	Tuesday: Hospital Visit (Pending)
<p>WEEK 9:3/8/2020-3/14/2020</p> <p><b>3/9/2020 Finish Chapter 19</b></p> <ul style="list-style-type: none"> <li>• Surgical Intervention</li> </ul> <p><b>MindTap Due and ONLINE EXAM Sunday</b></p>	Tuesday: Extremity Draping and Prepping
<p>WEEK 10: SPRING BREAK 3/15/2020-3/21/2020</p>	Tuesday: Spring Break
<p>WEEK 11:3/22/2020-3/28/2020</p> <p><b>3/23/2020 Chapter 16 – Ophthalmic Surgery</b></p> <ul style="list-style-type: none"> <li>• Anatomy</li> <li>• Pathology</li> <li>• Drugs</li> <li>• Special Considerations</li> </ul>	Tuesday: Lithotomy Draping and Prepping
<p>WEEK 12:3/29/2020-4/4/2020</p> <p><b>3/30/2020 Finish Chapter 16</b></p> <ul style="list-style-type: none"> <li>• Surgical Interventions</li> </ul> <p><b>MindTap Due</b></p>	Tuesday: <b>Group 1 Review/Check offs</b>
<p>WEEK 13:4/5/2020-4/11/2020</p> <p><b>Chapter 16 Exam</b></p> <p><b>4/6/2020 Chapter 8 – Hemostasis and Emergency Situations</b></p> <ul style="list-style-type: none"> <li>• Hemostasis/blood replacement</li> <li>• Indications of emergencies</li> <li>• Objectives and priorities</li> <li>• EMS</li> </ul>	Tuesday: Laparoscopic Passing
<p>WEEK 14:4/12/2020-4/18/2020</p> <p><b>4/13/2020 Finish Chapter 8</b></p> <ul style="list-style-type: none"> <li>• CPR</li> <li>• MH – Malignant Hyperthermia</li> <li>• Disseminated Intravascular Coagulation</li> </ul>	Tuesday: Hospital Visit (Pending)

<ul style="list-style-type: none"> <li>• Syncope</li> <li>• Convulsions/Seizure/Anaphylaxis</li> <li>• Radiological/Chemical/Biological Warfare</li> </ul>	
<b>MindTap Due Sunday</b>	
WEEK 15: 4/19/2020-4/25/2020: <b>4/20/2020 Chapter 8 Exam</b> Mock Final	Tuesday: Mock Final
WEEK 16: 4/26/2020-5/2/2020: <b>4/27/2020 Mock Final</b>	Tuesday: Mock Final
FINALS: 5/3/2020-5/9/2020: <b>5/3/2020 COMPREHENSIVE FINAL EXAM</b> <b>Lab Final</b>	Tuesday: Lab Final
<b>MAY 11: COMPLETE PAPERWORK</b>	

## 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 members 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.



SRGT1541

By signing and initialing below I affirm that I have received a copy or shown the online location of the following documents and furthermore acknowledge that I am solely responsible for the content of each.

\_\_\_\_ Syllabus SRGT1541

\_\_\_\_ SPC SRGT Program Handbook

\_\_\_\_ SPC SRGT Clinical Handbook

\_\_\_\_ South Plains College Grievance Policy

\_\_\_\_ South Plains College GRADE AND ACADEMIC DISCIPLINE APPEALS

\_\_\_\_ Lab Manual

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date