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| COURSE: | 2024FA-VNSG-1201-201:2024FA Mental Health & Illness (VNSG-1201-201) |
| SEMESTER: | Fall 2024 |
| Class Times: | See the class schedule posted on Blackboard |
| Lab Times: | None required. |
| Instructor: | Erin Hennesay MSN, RN-BC |
| Office: | Building 8 room 815 |
| Office Hours: | Friday 8:30-11:30, (1:00 pm-3:30 pm by appt only) (email to set up an appointment) |
| Office Phone: | 806-716-4621 |
| E-Mail: | ehennesay@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:** An overview of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy and application of clinical judgment.
**Concurrent courses: VNSG 1400: VNSG 1420, 1323, 1201, 1204, 1160.**

**STUDENT LEARNING OUTCOMES:**

**At the completion of this course, students will** (based on the Differentiated Essential Competencies of Texas Board of Nursing [DECS])**:**

1. As a provider of patient-centered care, the student will identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes. The student will identify common mental illnesses and maladaptive behavior; utilize the nursing process to assist in planning care for the individual with mental illness or maladaptive behavior; and discuss trends in the management of the individual requiring psychotherapeutic treatment.

2. As a patient safety advocate, the student will implement measures to promote quality and a safe environment for patients, self, and others. The student will assist in the formulation of goals and outcomes to reduce patient risks.

3. As a member of the health care team, the student will participate as an advocate in activities that focus on improving the health care of patients and their families. The student will describe characteristics of positive mental health; identify the coping mechanisms utilized by individuals to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills.

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

| At the completion of this course, the student will (per WECM): |
| --- |
| 1. Identify the characteristics of mental health |
| 2. Identify common mental illness and maladaptive behaviors |
| 3. Describe trends in psychotherapeutic treatment |
| 4. Discuss the application of therapeutic communication skills |
| 5. Assist in the formulation of a plan of care for the individual with mental illness or maladaptive behavior using clinical judgement |
| 6. Be present and punctual for all classes with no more than ONE (1) absences. |

## EVALUATION METHODS:
Computer exams, written exams, assigned projects and other written assignments.

## VERIFICATION OF WORKPLACE COMPETENCIES
Vocational nurses are expected to know the structure and function of each area of the human body.

## 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, and 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. This also includes sharing answers on homework assignments.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

## 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.

**TEXT**
 Mental Health Nursing by Gorman/Anwar 6th ed. ISBN: 978-1719645607
This book is required, it is not a suggestion. This was on your required list before school started!! You cannot do your assignments or study without it!!

ATI access (ATI account using southplainscollege.edu email address)

Davis Drug Guide – 18th Ed.

**ATTENDANCE POLICY**

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. 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 ask why a student is absent because they are an adult learner (unless COVID-related). Faculty also do not allow make-up classes or repeat lectures for students who miss a class; absent students should obtain missed information from a classmate.

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

4.1-A Students are expected to attend all classes 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 to attend and be on time for class. Students must be in their seat ready for class at the scheduled time.

 Attendance is taken for each class by signature page 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 are counted as absent.

A student who exceeds 1 absence 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 1 absence, the student will be responsible for notifying the instructor.  The student must present evidence to the VESC regarding the reasons for all absences.  The VESC will review and determine if a true emergency existed 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 VESC committee 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

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

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

- A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 3-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.
- Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 3-day isolation.

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 the absence. See Exam policy regarding expectations on tardiness for exams.


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.*

## 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 calling 806-716-2366.  Please notify Ms. Steffey by email as well.

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

The student is responsible for being informed of class progress and assignments and coming to class prepared to participate in the 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.

## COMPUTER USAGE
As computer technology in the field of health occupations continues to become more popular, computers will be used in this course. All students must have access to computers, web cams, microphones and printers. Some may be available on the South Plains College campus. Students will be expected to utilize computers to access assignments, classroom resources, Zoom Meetings and possibly exams. All registered students are supplied with a working email account from South Plains College. The use of TikTok is prohibited on SPC devices and Wi-Fi. 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 (building 8) on Reese campus may be used by students during scheduled open hours. Do not enter if an exam is being taken by another 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 just studying to pass the exam but probably to intervene on the patient's behalf.

Exams may cover information given during lectures, handouts, movies, and assigned readings of the texts. At course completion, a comprehensive final examination will be given. Exams will be in the form of multiple choice, select all that apply, fill-in-the-blank, drag and drop, bowtie, and may include a case study with multiple responses.

1. Exam Grades will be posted to students within 48 hrs. Other assignments will be posted within 5 days.

2. Each student should know current course averages for all classes.

3. **Students must earn a "C" (76) or better in this class for progression**.

4. Students have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of the grade assignment. Once the 48 hours have passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. The final exam may not be reviewed.**

5. The final course grade will be posted to Campus Connect as the transcript letter grade.

6. Once grades are posted, an exam is ready for review. A student may email me for an appointment to meet and review the exam. **Grades will not be given by email or phone, only posted to Blackboard.**

• Exams are administered in a campus computer lab, and the instructor must reserve them in advance. Students are expected to arrive on time for exams and to complete the exams within the time frame allowed. 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, you may take exams online and have them proctored or on Blackboard with Proctorio. It is your responsibility to make sure that you have a working computer with a webcam and a microphone and reliable internet.

- In addition to standard unit exams, the student may be required to take ATI practice exam(s), and an ATI proctored exam. Following the practice exam, the student will have focused review to complete to help prepare them for the proctored ATI exam.

**If the student fails the first exam in the course, the student is required to meet with 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.**

**MISSED EXAMS/MAKEUP WORK:**

1. **There will be NO make-up exams for a missed unit exam**. Since the final exam is comprehensive (meaning it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exam be missed, a grade of "0" will be recorded.

2. **No exams will be given prior to the originally scheduled exam.**

3. **If an exam is missed for COVID. See Student Handbook for COVID Policies.**

**GRADING POLICY**

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

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

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|---|---|---|
| Unit Exams, Project: | | 50% |
| (There are 6 Unit Exams, and 1 project grade) | | |
| Other (daily grades/Davis Advantage/assignments): | | 10% |
| ATI testing: | | 10% |
| Final Exam: | | 30% |

Grading Scale:
| | | |
|---|---|---|
| 90-100 | A | |
| 80-89 | B | |
| 76-79 | C | |
| 70-75 | D | |
| 0-69 | F | |

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

**COMMUNICATION POLICY**

**EMERGENCY MESSAGES**
 The student should notify his/her family that **in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4626.** Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action. Texting the student during class is unacceptable.
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 whom they need to contact for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.**

Electronic communication between instructor and students in this course will utilize the South Plains College Blackboard and email systems. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email 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**:

**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. Emails sent to instructors must be from a college email. Email from alternate addresses could end up in a junk folder and not be seen.

**B. 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.**

**C**. The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

**D**. Instructors make every attempt to respond to student emails *during regular college business hours*. Instructors *are not* required to answer emails after hours or on weekends.

**E**. Students who use email inappropriately to faculty, students, staff, or others will be dismissed from the program.

**Texting Faculty**:

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

## 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)

Students must complete the Syllabus Acknowledgment online, verifying that the student has read and understands the content of this syllabus.
**This is due by the start of the second day of class.**

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

**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!*

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 flashcards of these key terms and carry them around for quick study and review. Your textbook has a study guide that can be used to review material. Answers can be made available upon request to the instructor.

RECOMMENDATIONS ON HOW TO STUDY:

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

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!*

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

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, or the use of AI-Artificial Intelligence,
visit: https://www.southplainscollege.edu/syllabusstatements/.
**Be aware you must still hold a 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 new 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** can be located on Blackboard