

South Plains College-Reese Center

Course Syllabus

COURSE: RADR 2313-151 (3:3:0), Radiation Biology and Protection
SEMESTER: Summer 2020
CLASS TIMES: T/Th: 9:30-11:30 (online)
INSTRUCTOR: Clinton Bishop
OFFICE: SPC Reese Center, office 512B
OFFICE HOURS: M-Th: 08:00 – 2:00 & by appointment
OFFICE PHONE: 806-716-4629
E-MAIL: cbishop@southplainscollege.edu

“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 focuses on the effects of radiation exposure on biological systems. It includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

PURPOSE

This course will provide the necessary information that will allow the student to assume the responsibilities of radiation protection for patients, personnel, and the radiographer.

COURSE OBJECTIVES

The student will be able to:

1. Apply the principles of human biology to radiation protection.
2. Apply the principles of radiobiology to radiation protection.
3. Apply the principles of early and late radiation effects to radiation protection.
4. Apply the principles of health physics to radiation protection.
5. Apply the radiation protection features of radiographic and fluorographic equipment.
6. Apply the principles of radiation protection to reduce patient and occupational radiation dose.

STUDENT LEARNING OUTCOMES

The student will be able to:

1. Identify the fundamentals of radiation protection and relevant radiobiology.
2. Apply principles of radiation protection in a medical imaging facility.

EVALUATION METHODS

The course grade will be determined by a combination of computer-based major exams and a computer-based 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 profound 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 all phases of coursework. This applies to exams/quizzes of whatever length, as well as final examinations, to daily reports and to term papers. **All exams are monitored using Proctorio.**

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.

If found cheating or plagiarizing, the student's future in this program will be based on the decisions from the Allied Health Departmental Director's Committee.

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. **The student should only access his or her own Blackboard account. Granting permission to another or accessing another student's Blackboard account is prohibited and against the Academic Integrity code.**

SOCIAL MEDIA

Facebook: <https://www.facebook.com/spradtechprogram>

Instagram: <https://www.instagram.com/spradtech/>

SCANS and FOUNDATION SKILLS

Scans and foundation skills are identified for specific course objectives. A complete list explaining these skills is attached to the back of the syllabus for your information.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Bushong, Stewart C. Radiologic Science for Technologists. 11th Edition. 2017. Elsevier/Mosby.

ATTENDANCE POLICY (read carefully)

SPC - Students must attend all classes 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 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.

The Office of Admissions and Records will administratively drop students, who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member. 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.

SPC Radiologic Technology - Class attendance is mandatory. Students with three (3) absences will be counseled. Students are allowed five (5) absences during the summer semester. After the fifth (5) absence, the student will be dropped from the program, regardless of the student's grade. Policies regarding absences coincide with those established for South Plains College as outlined in the SPC General Catalog.

An absence is an absence. The Radiologic Technology faculty do not distinguish between an excused and an unexcused absence.

It is extremely important to arrive for class **on time**. **Tardiness** disrupts the instructor and the other students. Students who chronically arrive late will be counseled. The student should be prepared for class at the scheduled class start time. **3 tardy will equal 1 absence.**

Students with perfect attendance and two or less tardy will be awarded 2 points to their final grade at the end of the semester.

INSTRUCTIONAL METHODS

The student will receive course information through a series of lectures, PowerPoint presentations, lab assignments, and textbook assignments.

CLASSROOM PARTICIPATION

Attending class regularly will provide the student opportunity to supplement their reading assignments and acquire a better understanding of the course material. Class time missed will result in information gaps and will increase course difficulty. It is the student's responsibility to attend class which will enable him or her to take notes, ask questions, and participate in class discussions. Information handouts may be given in certain instances, but the student should not rely on them. The student is encouraged to take adequate notes during class. Recording class is permitted.

COMPUTER USAGE

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

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

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open 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.

ASSIGNMENT POLICY

The student is responsible for being prepared for class, which means reading the assigned chapters and/or pages from the textbook prior to class. The textbook is a mandatory requirement. **The student must bring the textbook/e-book to every class.** In some instances, information from the reading assignments not covered during class may be included on an exam.

REVIEW

If a student needs assistance with reviewing any of the information given during class or lab, the student is encouraged to make an appointment with the instructor.

CONFERENCES

If at any time a student is not satisfied with their overall performance, he/she is encouraged to schedule an appointment with the instructor. If necessary, a plan can be developed to help the student improve in their areas of weakness.

GRADING RUBRIC

Grades in this course will be determined using the following criteria:

Assessment Tool	Assessment Criteria	Percentage Score	Grade
MAJOR EXAMS 60%	✓ Exceptional unit content knowledge & understanding	90 – 100	A
	✓ Good unit content knowledge & understanding	80 – 89	B
	✓ Average unit content knowledge & understanding	75 – 79	C
	✓ Unacceptable unit content knowledge & understanding	0 – 74	F
FINAL EXAM 40%	✓ Exceptional course content knowledge & understanding	90 – 100	A
	✓ Good course content knowledge & understanding	80 – 89	B
	✓ Average course content knowledge & understanding	75 – 79	C
	✓ Unacceptable unit content knowledge & understanding	0 – 74	F

Course Grade: A	90 – 100
B	80 – 89
C	75 – 79
F	0 – 74

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

Major Exams – 60%

Major exams will be given throughout the semester following each unit or units presented. Exams will be completed electronically in the computer lab.

The following guidelines will be followed regarding **Major Exams**:

1. The student will complete the exam at the scheduled time. **Make-up exams will be at the instructor's discretion.**
2. The student must complete the exam within the allotted class time of **75 minutes**.
3. If a test must be missed, the weight of the final exam will be increased.
4. A student arriving late for an exam will not be allowed to take the exam if **any** student has completed the exam and left the room. This will also count as a tardy.
5. No cell phones, smartwatches, calculators, or other electronic assistance devices are allowed during exams.
6. All major exams during this online format classroom will be taken using Proctorio. Proctorio utilizes the student's computer camera, microphone, IP address, mouse, keyboard, & location services to monitor the exam. It is the responsibility of the student to have access to a computer with a camera & microphone.

Final Exam – 40%

A comprehensive final exam will be given at the end of the semester. Two hours will be allotted for the final exam which will be completed electronically in the computer lab.

The following guidelines will be followed regarding the **Final Exam**:

1. The final exam will be comprehensive.
 2. The final exam must be completed within the allotted time, **2 hours**.
 3. A student arriving late for an exam will not be allowed to take the final exam if **any** student has completed the exam and left the room.
 4. No cell phones, smartwatches, calculators, or other electronic assistance devices are allowed during final exam.
 5. If a student is unable to take the final exam at the assigned time for any reason, the student may be given an incomplete for the course.
 6. The final exam during this online format classroom will be taken using Proctorio. Proctorio utilizes the student's computer camera, microphone, IP address, mouse, keyboard, & location services to monitor the exam. It is the responsibility of the student to have access to a computer with a camera & microphone.
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COMMUNICATION POLICY

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

STUDENT CONDUCT

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

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

CELL PHONES

Cell phones are to be turned OFF (not vibrate) during scheduled class, lab, or test periods, unless prior approval has been given from the instructor. **This includes text messaging.** Cell phones are to be used outside of the classroom during class hours.

Students will be dismissed from class, lab, or test and sent home if a phone continuously rings/vibrates or if the student is discovered texting. The student will receive an absence for the class.

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) 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.

ACCOMMODATIONS

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.

DIVERSITY STATEMENT

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

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.

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 for assistance.

COURSE OUTLINE

Units of Measure and Radiation/Matter Interactions

The student will be able to:

1. Identify and define the units of measure used in radiologic technology and radiobiology.
2. Identify, describe and differentiate between the electromagnetic and particulate radiations applicable to radiobiology.
3. Identify, describe and differentiate between the four factors affecting the interactions between matter and radiation.

4. Identify, describe and differentiate between the interactions between electromagnetic radiation and tissue applicable to radiobiology.
5. Identify, describe and differentiate between the interactions between particulate radiation and tissue applicable to radiobiology.

Fundamental Principles of Radiobiology

The student will be able to:

1. Explain ALARA.
2. Identify the sources of radiation that contribute to the total average effective dose for the U.S.A. inhabitants.
3. Define *radiobiology* and explain its relevance to radiation protection. (F12)
4. Identify the importance of the *Law of Bergonie and Tribondeau* in radiobiology. (F10;C5)
5. Explain the important parts of the *Law of Bergonie and Tribondeau*. (C7)
6. Differentiate between *radioresistant* and *radiosensitive*.
7. Identify and rank the radiosensitivity of various human cell types, tissues and organs.
8. Identify the factors that affect a tissue's radiosensitivity.
9. Explain how *linear energy transfer (LET)* affects the amount of biological damage produced in living matter by ionizing radiation. (F10;C15)
10. Identify the relative LET values for the major ionizing radiations.
11. Describe the interrelationship between LET and *relative biological effectiveness (RBE)*. (F12)
12. Calculate RBE values. (F3)
13. Differentiate between radiation dose *fractionation* and *protraction*. (F10)
14. Identify the biologic factors affecting radiosensitivity. (C5)
15. Define the term: *radiation dose-response relationship*.
16. Explain the applications of radiation dose-response relationships in radiology. (F12;C15)
17. Differentiate between *linear* and *nonlinear* radiation dose-response relationships. (F10)
18. Differentiate between *threshold* and *non-threshold* radiation dose-response relationships. (F10)

Molecular and Cellular Radiobiology

The student will be able to:

1. Identify the principal effects of *in vitro* irradiation of macromolecules.
2. Identify the radiation effects on DNA.
3. Identify the chemical reactions involved in the *radiolysis* of water.
4. Explain the significance of radiolysis of water to radiation biology. (F12)
5. Explain the difference between *direct* and *indirect* effects of ionizing radiation. (F10,12;C15)
6. Explain the *target theory*. (F10;C15)
7. Discuss the kinetics of *human cell survival* after irradiation.
8. Identify the characteristics of the *Single-Target, Single-Hit Model* of cell survival.
9. Identify the characteristics of the *Multi-Target, Single-Hit Model* of cell survival.
10. Identify the effects of cell cycle, LET, RBE and OER on the radiation response of the human cell.

Early Effects of Radiation

The student will be able to:

1. Identify the principal *early effects* of radiation exposure on humans, and the approximate minimum radiation dose necessary to produce them.

2. Identify the sequence of events of the *acute radiation syndrome*.
3. Identify the minimum dose, clinical signs and symptoms of the *prodromal syndrome*.
4. Identify the dose range, clinical signs and symptoms of the *latent period*.
5. Identify the dose range, clinical signs and symptoms of the *hematologic syndrome*.
6. Identify the dose range, clinical signs and symptoms of the *gastrointestinal syndrome*.
7. Identify the dose range, clinical signs and symptoms of the *central nervous system syndrome*.
8. Identify the *LD 50/30* for human adults and explain its significance.
9. Explain the relationship between *whole body radiation dose* and *mean survival time*. (F12)
10. Identify the factors that affect the immediate response of local tissue to radiation exposure.
11. Identify the manner in which the skin will immediately respond to radiation exposure.
12. Identify the manner in which the gonads will immediately respond to radiation exposure.
13. Identify the principal response of the hemopoietic system to radiation exposure.
14. Identify the relative radiosensitivity of various types of blood cell.
15. Identify the possible cytogenetic effects of radiation exposure.

Late Effects of Radiation

The student will be able to:

1. Define *late effects* in relation to radiation exposure.
2. Identify the types of local tissue damage from irradiation.
3. Identify the three methods of stating *cancer risk*. (C7)
4. Differentiate between the three methods of stating *cancer risk*. (C7)
5. Identify the risks for various types of radiation induced cancer.
6. Identify the risks of low-dose radiation to fertility and pregnancy.
7. Explain the concept of *doubling dose*.
8. Define *genetically significant dose*.
9. Identify the genetically significant dose for humans.

Health Physics

The student will be able to:

1. Explain the *risk vs. benefit* concept regarding radiation exposure.
2. Explain the *ALARA* concept. (F12;C15,16)
3. Identify the *basic principles* of radiation protection.
4. Describe the relationship between time and radiation exposure. (F12;C15)
5. Describe how distance can be used to reduce occupational exposure. (F12;C15)
6. Calculate radiation intensities using the *Inverse Square Law*. (F3;C5)
7. Identify the recommended *dose equivalent limits*. (F1;C5)
8. Calculate the *whole body dose equivalent limit* for a radiographer. (F3,4;C5)
9. Identify the radiobiological considerations of pregnancy and radiation exposure.
10. Identify the effects of irradiation in utero to the embryo/fetus.
11. Identify the recommended management procedures for pregnant radiation workers and for the pregnant patient. (F9,12;C5,11,18,19)

Designing for Radiation Protection

The student will be able to:

1. Identify and explain various *radiographic equipment* design features that reduce radiation exposure. (F12;C15,18,19)
2. Identify and explain various functions of *radiographic equipment* that must be monitored to reduce radiation exposure resulting from repeat radiographs. (F12;C15,18,19)
3. Identify and explain various *fluorographic equipment* design features that reduce radiation exposure. (F12;C15,18,19)

4. Identify and explain various functions of *fluorographic equipment* that must be monitored to reduce radiation exposure. (F12;C15,18,19)
5. Describe the construction of *protective structural shielding*. (C15)
6. Identify the factors which govern the selection of appropriate construction materials. (C15)
7. Identify the factors affecting protective barrier *thickness*. (C12)
8. Explain the construction and principles of *gas-filled radiation survey instruments*. (F10;C15)
9. Identify the *five regions of a characteristic curve* of a gas-filled detector and their characteristics.
10. Identify the uses of a gas-filled detector in radiology. (C15,18,19)
11. Explain the scintillation process of a *scintillation detection device*. (F10;C15)
12. Identify different types of scintillation phosphors.
13. Identify the basic components of a *scintillation detector* and their function. (C15)
14. Identify the uses of a scintillation detector in radiology. (C15,18,19)

Patient Radiation Dose Management

The student will be able to:

1. Identify three ways that patient dose can be reported. (C5,7)
2. Discuss ALARA principles applied to the management of patient radiation dose.
3. Identify the factors affecting patient radiation dose. (C18,19)
4. Identify the radiosensitivity characteristics of the stages of pregnancy.
5. Identify the recommended management procedures for the pregnant patient.
6. Identify ways to reduce patient dose. (F9,10,12;C11,15,18,19)
7. Identify the various types of gonadal shields available and their appropriate use during radiographic procedures. (F9,10,12;C11,15,18,19)

Occupational Radiation Dose Management

The student will be able to:

1. Identify the *radiation units of measure* and their use in occupational radiation exposure.
2. Identify the three ways of *reporting patient dose* from diagnostic x-rays.
3. Identify the purpose of wearing a *personnel monitoring device*. (F12)
4. Explain the function of a personnel monitoring device. (C15)
5. Identify the appropriate location(s) for wearing a personnel monitoring device during radiography and fluorography. (C18,19)
6. List the characteristics of a personnel monitoring device.
7. Identify and describe the components, advantages and disadvantages for the following types of dosimeters: *film, pocket ionization chamber, thermoluminescent* and *optically stimulated luminescent*. (F10;C15,18,19)
8. Identify the significant data available on a *personnel monitoring report*. (F1, 12;C5)
9. Identify and describe the use of radiation shields in diagnostic radiography. (C3,18,19)
10. Identify and explain methods of reducing occupational exposure during fluoroscopy, special procedures and mobile radiography. (C15,18,19)
11. Identify the pros and cons of radiographers holding patients for radiographic procedures and alternatives for holding patients for radiographic procedures.

FOR A DETAILED COURSE SCHEDULE PLEASE REFER TO BLACKBOARD

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks
 F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

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

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

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

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

F-6 Speaking—organizes ideas and communicates orally.

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

F-7 Creative Thinking—generates new ideas.

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

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

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

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

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

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

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

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

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

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

SCANS COMPETENCIES

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

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

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

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

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works with Others

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

C-10 Teaches others new skills.

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

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

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

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

SYSTEMS-Understands Complex Interrelationships

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

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

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

TECHNOLOGY-Works with a Variety of Technologies

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

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

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



SYLLABUS ACKNOWLEDGMENT (required)

After reading and understanding the contents of this syllabus:

- Go to SPC's Blackboard, <https://southplainscollege.blackboard.com>
- Choose the RADR2313-200 course
- Click on the Discussion content area
- Click on Syllabus Acknowledgment
- Click on Create Thread
- In the Subject field type: Syllabus
- In the Message field type:
I, (fill in your first and last name), student ID (xxxxxxx), have received a copy of the 2020 RADR2313-200 course syllabus. I have read and understand the contents of this syllabus.