



ALHS 1040 Introduction to Health Care

COURSE SYLLABUS Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3750
Class Location: Building 8, Room 8164
Class Meets: Monday and Wednesday 10:45 am to 1:00 pm
Course Reference Number (CRN): 40216

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Joanna W. Bell, BSN, RN
Office Location: Building 8, Office 8164
Office Hours: 3:00 pm to 6:30 pm
Email Address: [Joanna Bell \(jbell@southeasterntech.edu\)](mailto:jbell@southeasterntech.edu)
Phone: 478-289-2201
Fax Number: 478-289-2249
Tutoring Hours: Please schedule an appointment between 3:00 pm and 6:00 pm.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

1. Introduction to Health Care, Dakota Mitchell and Lee Haroun, 4th edition.
2. Heartsaver First Aid, American Heart Association (AHA), 2015 Guidelines. ISBN (International Standard Book Number) 978-1-61669-422-7.
3. BLS (Basic Life Support) for Healthcare Providers, American Heart Association, 2015 Guidelines. ISBN 978-1-61669-407-4.

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, paper, notebook, highlighter, a watch with a second hand, CPR (Cardiopulmonary Resuscitation) resuscitator masks for both adult and infant (Available for purchase in STC bookstore). Performance skills by the student require a watch with a second hand as well as the adult and infant pocket masks. If the student is utilizing a USED First Aid book and/or BLS (CPR) book, the student must purchase a First Aid Voucher and/or a CPR Voucher. Vouchers can be purchased in the STC bookstore. Voucher cost is included with the purchase of a new First Aid and BLS book from the STC bookstore.

COURSE DESCRIPTION

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession.

In addition to the essential skills, students explore various delivery systems and related issues. Topics include: Blood/Air-borne Pathogens, Infection Control, Vital Signs, Basic Emergency Care/First Aid and triage, and Basic Life Support/CPR.

MAJOR COURSE COMPETENCIES

1. Infection control/blood and air-borne pathogens
2. Vital Signs
3. Basic emergency care/first aid and triage
4. Basic life support/CPR

PREREQUISITE(S)

Provisional admit

COURSE OUTLINE

Infection control/blood and air-borne pathogens

1. Differentiate the roles, standards and guidelines for the following agencies: Center for Disease Control and Prevention (CDC); Occupational Health and Safety Administration (OSHA); and Federal Drug Administration (FDA).
2. Describe the characteristics of each link of the infection chain.
3. Define blood/air-borne pathogens.
4. Identify exposure risks related to health occupations.
5. Demonstrate pre and post exposure precautions to include hand-washing, gloving (sterile/non-sterile, Personal Protective Equipment (PPE),
6. Describe causative agent, symptoms, occurrence, reservoir, mode of transmission, incubation period, period of communicability, prevention and control measures of the following diseases: Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome, all types of Hepatitis (A,B,C,), Tuberculosis, Meningitis, antibiotic resistant microbes and Herpes Viruses.
7. Differentiate forms of immunity.

Vital Signs

1. Demonstrate proficiency in obtaining and documenting blood pressure, temperature, pulse, respiration, weight and height.
2. Describe factors that affect vital signs including normal and abnormal values.

Basic Emergency Care/first aid and triage

1. A course from an accredited agency (American Safety and Health Institute, American Heart Association, American Red Cross) leading to certification in First Aid is acceptable in lieu of the following recommended outline.
2. Perform initial assessment.
3. Demonstrate various techniques for control of bleeding.
4. Describe first aid for various types of shock.
5. Apply bandages and splints.
6. Describe assessment and treatment of burns, poisoning, seizures, insect stings/bites, heat and cold exposure, syncope.

Basic life support/CPR

1. Acquire certification in CPR for Healthcare Providers (including 2 person CPR) by a certified instructor from American Heart Association or American Red Cross (or) CPR-PRO (Professional Rescuer) For the

Professional Rescuer from the American Health and Safety Institute.

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Prior to each class, the student is expected to read the assigned chapter or content as specified on the lesson plan.

SKILLS PERFORMANCE EVALUATION

The following skill performance evaluations will be conducted throughout the semester. The student will be given specified equipment and supplies (except a watch and CPR resuscitation mask), time for completion, and 3 possible attempts to complete the skill. Students will be graded pass or fail.

Chapter 10

1. Handwashing
2. Donning sterile gloves
3. Applying & removing PPE (Personal Protective Equipment), mask, gown and gloves

Chapter 20

1. Taking Oral temperature
2. Taking Tympanic temperature
3. Taking Radial pulse
4. Counting Respirations
5. Taking Blood Pressure
6. Measuring Height and Weight

CPR Skills

1. 1 and 2 Rescuer Adult BLS with AED (Automatic External Defibrillator)
2. 1 and 2 Rescuer Infant BLS

First Aid Skills

1. Finding the Problem
2. Stopping Bleeding and Bandaging
3. Splinting
4. Using an Epinephrine Pen

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of "0" (zero). Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

ADDITIONAL ATTENDANCE PROVISIONS FOR HEALTH SCIENCES

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 2 days a week for 15 weeks, the maximum number of days a student may miss is 4 days during the semester.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EXAMS

During an exam, students are required to place all textbooks and personal property on the counter located in the classroom. Students are to be seated with an empty seat between each student, if possible. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during a test will be considered cheating and given a zero for the exam grade.

Exit Exam

In order to sit for the final exam, a student must first, successfully complete all performance skills prior to the date of the scheduled final and maintain a final chapter/lesson test average of 70 or above. Grades of 69.9 will not be rounded up. If the student has below a 70 average or fails to complete the required performance skills, the student will be given a grade of "0" for the final exam.

CPR (Cardiopulmonary Resuscitation)

Since CPR is a critical competency for this course, an American Heart Association mandated grade of 84% or higher must be achieved on the CPR test along with passing the CPR skill check-offs in order to pass the class. In the event of a failing grade on the exam, students will be given the opportunity to remediate and retest once. After passing the second exam, the two exams will be averaged together and recorded for the CPR exam grade for this class. Failure to pass the second CPR Test will require student to repeat ALHS 1040 (Introduction to Health Care).

If a student is already certified in BLS/CPR, and has a current BLS (Basic Life Support) card, they still must attend the CPR class and take the CPR exam. Any exception(s) to this requirement will require Dean Approval and would only be in some exceptional circumstance. If the student is approved, he or she must re-take the CPR exam (student is allowed only one chance) with the class and must pass with a grade of 84 or higher. However, if the student scores less than 84, they must attend the CPR class. Since the CPR test is given at the end of the CPR class, the student may need to re-take the CPR class with Tommy Jenkins. The student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule a makeup class additional fees will apply. The two CPR test will be averaged together.

MAKEUP GUIDELINES (EXAMS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

In the event of an **excused absence** on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

If a student misses CPR and/or First Aid class, he or she will not be allowed to makeup these classes with the instructor. Unless there is another CPR or First Aid class the student can attend, the student may contact Tommy Jenkins, STC Training Center Manager, at 912-538-3200 to schedule First Aid and CPR training, certification, examination, and skill performance. Additional fees will apply.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief,

genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Bloodborne/Airborne Pathogens Exam, Chapters 9,10, 11, and 20 Exams, First Aid Exam, and CPR Exam	75 %
Final Exam	25 %
Skills	Pass/Fail

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

ALHS 1040 Introduction to Health Care

Spring Semester 2018 Lesson Plan

DISCLAIMER STATEMENT

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located inside the student's online course shell or will be given to student during face to face class time during the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course student is enrolled in is for planning purposes only.

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01-08-18 Monday	Bloodborne Pathogens	Introduction to the Course Infection Control	<ul style="list-style-type: none"> Read and study student handout of "Outline of Major Program Points: Bloodborne Pathogens" Read Chapter 10 	1 a, c
01-10-18 Wednesday	Airborne Pathogens	Infection Control	<ul style="list-style-type: none"> Read and study student handout of "Outline of Major Program Points: Airborne Pathogens" 	1 a, c
01-15-18 Monday	No Class	Holiday		
01-17-18 Wednesday	Videos Chapter 10	Video "Protecting Yourself from Bloodborne Pathogens" Video "Protecting Yourself from Airborne Pathogens" Infection Control	<ul style="list-style-type: none"> Read and study Bloodborne/Airborne Pathogens Student Handout Study Chapter 10 	1 a, c
01-22-18 Monday	Chapter 10	Skill Performance: Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/non-sterile), and PPE (gloves, gown, and mask) application and removal.	<ul style="list-style-type: none"> Lab 	1 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01/24/18 Wednesday	Chapter 10	Skill Performance: Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/non-sterile), and PPE (gloves, gown, and mask) application and removal.	<ul style="list-style-type: none"> • Exam 1 Bloodborne and Airborne Pathogens • Lab 	1 a, c
01-29-18 Monday	Chapter 10	Skill Performance: Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/non-sterile), and PPE (gloves, gown, and mask) application and removal.	<ul style="list-style-type: none"> • Lab 	1 a, c
01-31-18 Wednesday	Chapter 10	Infection Control Skill Performance: Demonstrate pre and post exposure precautions to include handwashing, gloving (sterile/non-sterile), and PPE (gloves, gown, and mask) application and removal.	<ul style="list-style-type: none"> • Chapter 10 Exam: Infection Control • Lab • Read Chapter 9 	1 a, c
02-05-18 Monday	Chapter 9	Body Mechanics	<ul style="list-style-type: none"> • Read and study Chapter 9 	1 a, c
02-07-18 Wednesday	Chapter 9	Body Mechanics	<ul style="list-style-type: none"> • Chapter 9 Exam: Body Mechanics • Read Chapter 11 	1 a, c
02-12-18 Monday	Chapter 11	Environmental Safety	<ul style="list-style-type: none"> • Study Chapter 11 	1 a, c
02-14-18 Wednesday	Chapter 11	Environmental Safety	<ul style="list-style-type: none"> • Chapter 11 Exam: Environmental Safety • Read Chapter 20 	1 a, c
02-19-18 Monday	Chapter 20	Physical Assessment	<ul style="list-style-type: none"> • Read and study Chapter 20 	2 a, b, c
02-21-18 Wednesday	Chapter 20	Physical Assessment	<ul style="list-style-type: none"> • Read and study Chapter 20 	2 a, b, c
02-26-18 Monday	Chapter 20	Physical Assessment	<ul style="list-style-type: none"> • Read and study Chapter 20 	2 a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
02-28-18 Wednesday	Chapter 20	Physical Assessment Skill Performance: Demonstrate proficiency in obtaining and documenting blood pressure, pulse, respirations, temperature, height, and weight.	<ul style="list-style-type: none"> • Lab 	2 a, b, c
03-05-18 Monday	Chapter 20	Skill Performance: Demonstrate proficiency in obtaining and documenting blood pressure, pulse, respirations, temperature, height, and weight.	<ul style="list-style-type: none"> • Lab 	2 a, b, c
03-07-18 Wednesday	Chapter 20	Skill Performance: Demonstrate proficiency in obtaining and documenting blood pressure, pulse, respirations, temperature, height, and weight.	<ul style="list-style-type: none"> • Lab 	2 a, b, c
03-12-18 Monday	Chapter 20	Skill Performance: Demonstrate proficiency in obtaining and documenting blood pressure, pulse, respirations, temperature, height, and weight.	<ul style="list-style-type: none"> • Chapter 20 Exam: Physical Assessment • Lab • Read Heartsaver First Aid student workbook • Complete review questions at the end of Part 1, Part 2, Part 3, Part 4, Part 5, and Part 6 	2 a, b, c
03-14-18 Wednesday	Heartsaver First Aid by American Heart Association	Course by AHA leading to certification in First Aid	<ul style="list-style-type: none"> • Study Heartsaver First Aid student workbook 	3 a, c
03-19-18 Monday	Heartsaver First Aid by American Heart Association	Course by AHA leading to certification in First Aid	<ul style="list-style-type: none"> • Study Heartsaver First Aid student workbook 	3 a, c
03-21-18 Wednesday	Heartsaver First Aid by American Heart Association	Skill Performance: First Aid	<ul style="list-style-type: none"> • First Aid Exam • Lab 	3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
03-26-18 Monday	Heartsaver First Aid by American Heart Association	Skill Performance: First Aid	<ul style="list-style-type: none"> • Lab 	3 a, c
03-28-18 Wednesday	Heartsaver First Aid by American Heart Association	Skill Performance: First Aid	<ul style="list-style-type: none"> • Lab • Read Basic Life Support student workbook • Complete review questions at end of Part 1, Part 2, Part 3, Part 4, Part 5, Part 6, Part 7, Part 8, and Part 9 	3 a, c
04-02-18 through 04-05-18	No Class	Student Holiday		
04-09-18 Monday	Basic Life Support by American Heart Association	Course by AHA leading to certification in CPR for healthcare providers (including 2 person CPR).	<ul style="list-style-type: none"> • Study Basic Life Support student workbook 	4 a, c
04-11-18 Wednesday	Basic Life Support by American Heart Association	Course by AHA leading to certification in CPR for healthcare providers (including 2 person CPR).	<ul style="list-style-type: none"> • Study Basic Life Support student workbook 	4 a, c
04-16-18 Monday	Basic Life Support by American Heart Association	Course by AHA leading to certification in CPR for healthcare providers (including 2 person CPR).	<ul style="list-style-type: none"> • CPR Exam • Lab • Study Basic Life Support student workbook 	4 a, c
04-18-18 Wednesday	Basic Life Support by American Heart Association	Skill Performance: CPR	<ul style="list-style-type: none"> • Lab 	4 a, c
04-23-18 Monday	Basic Life Support by American Heart Association	Skill Performance: CPR Review for Final Exam	<ul style="list-style-type: none"> • Lab • Study for make-up Exam • Study for Comprehensive Final Exam 	1,2,3,4 a, b, c
04-25-18 Wednesday	Basic Life Support by American Heart Association	Skill Performance: CPR	<ul style="list-style-type: none"> • Make up Exam • Lab: Skill Performance 	1,2,3,4 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
04-30-18 Monday	Chapter 10 Chapter 9 Chapter 11 Chapter 20	Comprehensive Final Exam	<ul style="list-style-type: none"> • Final Exam 	1,2 a, b, c

COMPETENCY AREAS:

1. Infection control/blood and air-borne pathogens
2. Vital signs
3. Basic emergency care/first aid and triage
4. Basic life support/CPR

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.