

TENA 1110 - Nursing Assistant (3 Credits)

Course Description

The Nursing Assistant course introduces students to basic nursing skills in a classroom and laboratory setting.

Course Objectives

- Explain activities of daily living and nursing assistant scope of practice.
 - Describe how critical criteria such as recognizing and reporting, communication, infection control, safety, and residents' rights are applied in the care setting.
 - Demonstrate proficiency in all skills required for state certification.
 - Perform nursing assistant skills in a healthcare setting.
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Course Outline

- Certification and Introduction to Healthcare
 - Communication, Dementia, and Basic Human Needs
 - Infection Prevention, Safety, and CPR
 - Positioning and Ambulation
 - Resident Environment and Mental Health
 - Vital Signs
 - Personal Care
 - Digestion
 - Rehabilitation, Restoration, and End of Life Care
 - Practical Demonstrations and Final Exams
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Textbook & Reading Materials

Nursing Assistant: A Foundation in Caregiving, 6e, Diana Dugan RN, ISBN: 9781604251548

Workbook for Nursing Assistant: A Foundation in Caregiving, 6e, Hartman Publishing Inc., ISBN: 9781604251555

Assignments and Assessments

Orientation
Orientation Acknowledgement
Course Introduction and Guidelines
Guideline Understanding
Syllabus
UNAIR Guides
TMU Registration
Video Disclosure
High School Day One PowerPoint
Adult Day One PowerPoint
Day 1 PowerPoint Videos
3 week Course Schedule
6 Week Course Schedule
High School Course Schedule
Course Outline Assignments
High School Students- Permission for clinical experience
Clinical FERPA
*Required Kanab students Clinical Orientation
Module 1 Reference Material
Study Material
Video - Tips for reading a textbook
Introduction - What is a nursing assistant?
Chapter 1
Read Hartman Chapter 1
Chapter 1 PowerPoint Lecture
Chapter 1 PowerPoint Videos
Workbook - Chapter 1
Chapter 1 Workbook Quiz
Quizlet Chapter 1
Chapter 1 Practice Test
Chapter 2
Read Hartman Chapter 2
Chapter 2 PowerPoint Lecture
Chapter 2 PowerPoint Videos
Workbook - Chapter 2
Chapter 2 Workbook Quiz
Quizlet Chapter 2
Chapter 2 Practice Test
Required Assignments
CNA Misconduct
Module 1 Core Curriculum Guide
Resident's Rights Activity
Module 1 Outline
Recommended Assignments
Vocabulary Module 1
Module 1 Exam and Prep
Module 1 Exam Study Guide
Kahoot Module 1 Exam Review
Module 1 Practice Exam
Module 1 Test- Requires Respondus LockDown Browser
Module 1 Test Remediation- Requires Respondus LockDown Browser
Module 1 Skills

Skills Video- Beginning and Ending Steps
Opening and Closing Procedures
Skills Video- Handwashing
Ordering - Handwashing
Pass Off -Handwashing
Skills Video- Don & Doff PPE
Ordering- Contact precautions: Gown and Gloves
PPE- Personal Protective Equipment
Pass Off - Don & Doff Personal Protective Equipment (PPE)
Skill Video- Feeding a Dependent Resident
Ordering - Feeding Resident: While in Bed
Pass Off - Feeding Resident in Bed
Skill Video - Applying an Anti-embolism Stocking
Ordering - Anti-embolism Stocking (One Leg)
Pass Off - Anti-Embolism Stocking
Skill Video- Dressing Resident: Affected Arm
Ordering - Dressing Resident: Affected Arm
Pass Off - Dressing Resident Upper Body
Skills Video- Denture Care
Ordering - Denture Care
Pass Off - Denture Care
Module 2 Reference Material
Chapter 3
Read Hartman Chapter 3
Chapter 3 PowerPoint Lecture
Chapter 3 PowerPoint Videos
Workbook - Chapter 3
Quizlet chapter 3
Chapter 3 Practice Exam
Case Studies Module 2- Charting and Report
Chapter 4
Read Hartman Chapter 4
Chapter 4 PowerPoint Lecture
Chapter 4 PowerPoint Video
Workbook - Chapter 4
Chapter 4 Practice Exam
Abbreviations Worksheet
Quizlet Abbreviations
Abbreviations Quiz
Chapter 5
Read Hartman Chapter 5
Basic Human Needs Lecture
Chapter 5 PowerPoint
Chapter 5 PowerPoint Videos
Workbook Chapter 5
Quizlet Chapter 5
Chapter 5 Practice Exam
Chapter 22B Dementia
Read Hartman Chapter 22B pgs 418-432
Those we care for part 2 Lecture
Chapter 22B PowerPoint 11.ecture- Alzheimer's/Dementia
Chapter 22-Dementia PowerPoint Videos
Workbook Chapter 22B - Sections 5-12

Chapter 22B Practice Exam - Dementia
 Vocabulary Module 2
 Module 2 Core Curriculum Guide
 Module 2 Outline
 Module 2 Exam Study Guide
 Kahoot Module 2 Exam Review
 Module 2 Practice Exam
 Module 2 Simulation Activity
 Module 2 Practice Exam
 Module 2 Test- Requires Respondus LockDown Browser
 Module 2 Test Remediation- Requires Respondus LockDown Browser
 Module 2 Skills
 Skills Video - Log Roll Using Draw Sheet
 Ordering - Position: Log Roll Using Draw Sheet
 Pass Off - Log Roll with Draw Sheet
 Skills Video- Mouth Care; Conscious, Brushing Teeth
 Ordering - Mouth Care; Conscious, Brushing Teeth
 Pass Off - Mouth Care: Conscious Brushing Teeth
 Skills Video- Mouth Care: Unconscious
 Ordering - Mouth Care: Unconscious
 Pass Off - Mouth Care: Unconscious
 Skills Video- Occupied Draw Sheet Change
 Ordering - Occupied Draw Sheet Change
 Pass Off - Occupied draw sheet change
 Skill Video- Position: Lateral
 Ordering - Position: Lateral
 Pass Off - Position: Lateral
 Skill Video-Ambulate Using Gait Belt
 Ordering - Ambulate Using Gait Belt
 Pass Off - Ambulate with Gait Belt
 Skills Video - Ambulate with Walker Using Gait Belt
 Ordering - Ambulate with Walker Using Gait Belt
 Pass Off - Ambulate with Walker Using Gait Belt
 Skill Video- Pivot Transfer: Bed to Wheelchair Using Gait Belt
 Ordering - Pivot Transfer: Bed to Wheelchair Using Gait Belt
 Pass Off - Pivot Transfer: Bed to Wheelchair Using Gait Belt
 Module 3 Reference Material
 Chapter 7
 Read Hartman Chapter 7
 Chapter 7 PowerPoint Lecture
 Chapter 7 PowerPoint Videos
 Workbook Chapter 7
 Quizlet Chapter 7
 Chapter 7 Practice Test
 Chapter 8
 Read Hartman Chapter 8
 Chapter 8 Recorded PPT Lecture
 Chapter 8 PowerPoint
 Chapter 8 PowerPoint Videos
 Workbook Chapter 8
 Quizlet Chapter 8
 Chapter 8 Practice Test
 Chapter 6

Read Hartman Chapter 6
 YouTube - Infection Prevention Lecture
 YouTube - Infection Prevention Lecture 2
 Interactive Handwashing Video
 Chapter 6 & 24 Recorded PPT Lecture
 Chapter 6 & 24 PowerPoint
 Chapter 6 & 24 PowerPoint Videos
 Workbook Chapter 6
 Quizlet Chapter 6
 Chapter 6 Practice Test
 Project Firstline- Infection Control Course - Extra Credit
 Project Firstline Infection Prevention and Control Flash Cards
 Chapter 24
 Read Hartman Chapter 24
 Workbook - Chapter 24
 Quizlet Chapter 24
 Chapter 24 Practice Test
 Vocabulary Module 3
 Module 3 Core Curriculum Guide
 Case Studies 3 & 4- Charting and Report
 Module 3 Outline
 Module 3 Study Guide
 Kahoot Module 3 Exam Review
 Module 3 Practice Test
 Module 3 Simulation Activity
 Module 3 Test- Requires Respondus LockDown Browser
 Module 3 Test Remediation- Requires Respondus LockDown Browser
 Module 3 Skills
 Skills Video- Body Mechanics
 Skills Video Enhanced Barrier Precautions in Nursing Homes
 Skills Video- Assist with Bedpan and Peri Care: Female
 Ordering - Assist with Bedpan and Peri Care: Female
 Pass Off - Assist with Bedpan and Peri Care: Female
 Skills Video- Brief Change with Peri/ Anal Care: Female
 Ordering - Brief Change with Peri/ Anal Care: Female
 Pass Off - Brief Change with Peri/ Anal Care: Female
 Ordering - Brief Change with Peri/ Anal Care: Male
 Pass Off - Brief Change with Peri/ Anal Care: Male
 Module 4 Reference Material
 Chapter 18
 Read Hartman Chapter 18
 Integumentary System Lecture
 Chapter 18 Recorded PPT Lecture
 Chapter 18 PowerPoint
 Chapter 18 PowerPoint Videos
 Workbook Chapter 18
 Skin Worksheet
 Quizlet Chapter 18
 Chapter 18 Practice Test
 Hartman Chapter 21
 Read Hartman Chapter 21.
 Musculoskeletal Systems Lecture
 Chapter 21 Recorded PPT Lecture

Chapter 21 PowerPoint
Chapter 21 PowerPoint Videos
Workbook Chapter 21
Quizlet Chapter 21
Chapter 21 Practice Test
Chapter 22A- pgs. 401-418
Read Hartman Chapter 22A- pgs. 394-408
Nervous System Lecture
Chapter 22A Recorded PPT Lecture
Chapter 22A- pgs. 401-418 PowerPoint
Chapter 22A Neuro PowerPoint Videos
Workbook Chapter 22 - Sections 1-4
Quizlet Chapter 22
Chapter 22 Practice Test - Nervous System
Chapter 11
Read Hartman Chapter 11.
Transfers and Ambulation Lecture-2
Bedrest, Immobility and Positions Lecture
Mechanical Lifts
Chapter 11 Recorded PPT Lecture
Chapter 11 PowerPoint
Workbook Chapter 11
Quizlet Chapter 11
Chapter 11 Practice Test
Positioning Assignment
Chapter 25
Read Hartman Chapter 25
Skills Video- Passive ROM Video Quiz
Chapter 25 Recorded PPT Lecture/Quiz
Chapter 25 PowerPoint
Workbook Chapter 25
Quizlet Chapter 25
Quizlet- positions practice
Quizlet- ROM practice
Chapter 25 Practice Test
Module 4 Core Curriculum Guide
Vocabulary Module 4
Module 4 Outline
Module 4 Study Guide
Kahoot Module 4 Exam Review
Module 4 Practice Test
Module 4 Simulation Activity
Module 4 Test- Requires Respondus LockDown Browser
Module 4 Test Remediation- Requires Respondus LockDown Browser
Module 4 Skills
Vital Signs Log
Skills Video- Transfer from Bed to WC Video Quiz
Skills Video- Skill 2 Vital sign: Blood Pressure
Blood Pressure Practice Videos
Ordering - Vital Sign: Blood Pressure
Pass Off - Blood Pressure
Skills Video- Vital sign: Radial Pulse
Skills Video- Vital Sign: Respirations

Ordering - Vital Sign: Pulse/ Respirations
Pass Off- Vital Sign: Pulse/ Respirations
Skills Video- Indwelling Catheter Care: Female Resident
Ordering - Indwelling Catheter Care: Female
Pass Off - Indwelling Catheter Care: Female
Ordering - Indwelling Catheter Care: Male
Pass Off - Indwelling Catheter Care: Male
Skills Video- Measures and Records Urinary Output
Ordering - Empty Down Drain Bag and Record Urine Output
Pass Off - Empty Down Drain Bag and Record Urine Output
Module 5 Reference Material
Chapter 9
Read Hartman Chapter 9
Resident's Unit and Bedmaking Lecture-2
Skills Video- Weight of Ambulatory Resident Video Quiz
Chapter 9 Recorded PPT Lecture
Chapter 9 PowerPoint
Chapter 9 PowerPoint Videos
Workbook Chapter 9
Quizlet Chapter 9
Chapter 9 Practice Test
Read Hartman Chapter 10
Chapter 10 Recorded PPT Lecture
Chapter 10 PowerPoint
Skills Video- Unoccupied Bedmaking Video Quiz
Skills Video- Occupied Bedmaking Video Quiz
Workbook Chapter 10
Quizlet - Chapter 10 Vocabulary
Chapter 10 Practice Test
Resident's Unit and Bedmaking Quiz
Chapter 22C Mental Health pgs 432-438
Read Hartman Chapter 22C pgs 424-428
Chapter 22C Mental Health Recorded PPT Lecture
Chapter 22-3 PowerPoint - Mental Health
Chapter 22C Mental Health PowerPoint Videos
Workbook Chapter 22C - section 13-14
Quizlet Chapter 22C
Chapter 22-3 Practice Test - Mental Health
Chapter 26
Read Hartman Chapter 26
Chapter 26 Recorded PPT Lecture
Chapter 26 PowerPoint
Workbook Chapter 26
Quizlet Chapter 26
Chapter 26 Practice Test
Vocabulary Module 5
Module 5 Core Curriculum Guide
Module 5 Simulation Activity
Practical Demonstration 1
Module 5 Outline
Module 5 Study Guide
Module 5 Practice Test
Kahoot Module 5 Exam Review
Module 5 Test- Requires Respondus LockDown Browser

Module 5 Test Remediation- Requires Respondus LockDown Browser
Module 6 Reference Material
Chapter 19
Read Hartman Chapter 19'
Chapter 19 Lecture Recorded
Chapter 19 PowerPoint
Chapter 19 PowerPointVideos
Workbook Chapter 19
Quizlet Chapter 19
Chapter 19 Practice Test
Heart Diagram
Chapter 20
Read Hartman Chapter 20
YouTube - Applying Oxygen using a Nasal Canula
YouTube - Applying Oxygen using a Mask
YouTube - Reading the Oxygen Flowmeter
YouTube - Using an Oxygen Flowmeter
Chapter 20 PowerPoint Lecture
Chapter 20 PowerPoint Videos
Workbook Chapter 20
Quizlet Chapter 20
Chapter 20 Practice Test
Chapter 13
Read Hartman Chapter 13
BP Skills Demo Videos
Skill Video- Reading BP Video Quiz
Chapter 13 PowerPoint Lecture
Chapter 13 PowerPoint Videos
Workbook Chapter 13
Quizlet Chapter 13
Chapter 13 Practice Test
Module 6 Core Curriculum Guide
Vocabulary Module 6
Practical Demonstration 2
Module 6 Outline
Module 6 Study Guide
Kahoot Module 6 Exam Review
Module 6 Practice Test
Module 6 Test- Requires Respondus LockDown Browser
Module 6 Test Remediation- Requires Respondus LockDown Browser
Verified Credentials Enrollment Requirements
Clinical Journal/Self Evaluation 1
Clinical Journal/Self Evaluation .2
Clinical Journal/Self Evaluation .3
Clinical Journal/Self Evaluation 4
Clinical Contract - Cedar Health and Rehab
Clinical Contract - Stonehenge
Clinical Contract- Southwest Tech
CPR Card
Clinical Contract- Our House
Module 7 Reference Materials
Chapter 12

Read Hartman Chapter 12
Skill Video- Fingernail Care Video Quiz
Skill Video- Foot Care Video Quiz
Chapter 12 Recorded PPT Lecture
Chapter 12 PowerPoint
Chapter 12 PowerPoint Videos
Workbook Chapter 12
Quizlet Chapter 12
Chapter 12 Practice Test
Chapter 16
Read Hartman Chapter 16
Elimination Urinary System Lecture
YouTube - Specimens and Catheter Care
Chapter 16 Recorded PPT Lecture
Chapter 16 PowerPoint
Chapter 16 PowerPoint Videos
Workbook Chapter 16
Quizlet Chapter 16
Chapter 16 Practice Test
Chapter 17
Read Hartman Chapter 17
Chapter 17 Recorded PPT Lecture
Chapter 17 PowerPoint
Chapter 17 PowerPointVideos
Workbook Chapter 17
Quizlet Chapter 17
Chapter 17 Practice Test
Reproductive System Diagram
Module 7 Core Curriculum Guide
Vocabulary Module 7
Practical Demonstration 3
Module 7 Outline
Module 7 Study Guide
Kahoot Module 7 Exam Review
Module 7 Practice Test
Module 7 Test- Requires Respondus LockDown Browser
Module 7 Test Remediation- Requires Respondus LockDown Browser
Module 8 Reference Materials
Chapter 15
Read Hartman Chapter 15
Elimination GI System Lecture
YouTube- Teenager Ostomy Bag Care
Chapter 15 Recorded PPT Lecture
Chapter 15 PowerPoint
Chapter 15 PowerPoint Videos
Skill Video- Ostomy Care Video Quiz
Workbook Chapter 15
Advertisement Long-term Care Facility
Quizlet Chapter 15
Chapter 15 Practice Test
Chapter 14
Read Hartman Chapter 14
Nutrition and Food and Fluid Intake

Nutrition Lecture	Chapter 28 Practice Test
You Tube - Calculating Intake Part 2	Resume
Chapter 14 Recorded PPT Lecture	Resume Templates
Chapter 14 PowerPoint	Cover Letter
Chapter 14 PowerPoint Videos	Cover Letter Templates
Workbook Chapter 14	LinkedIn Profile Assignment
Quizlet Chapter 14	Review Chapter 25 from Module 4
Quizlet Mealtime	Quizlet Chapter 25
Kahoot Special Diets	Quizlet- ROM practice
Thicken it Activity- Dysphagia	Chapter 25 Practice Test
Nutrition Activity	Vocabulary Module 9
Nutrition and Mealtime intake Quiz	Module 9 Core Curriculum Guide
Chapter 14 Practice Test	Practical Demonstration 5
Chapter 23	Module 9 Simulation Activity
Read Hartman Chapter 23	Module 9 Outline
Endocrine, CA, Death and Dying Lecture	Module 9 Study Guide
Youtube- Diabetes Lecture	Kahoot Module 9 Exam Review
Chapter 23 Recorded PPT Lecture	Module 9 Practice Test
Chapter 23 PowerPoint	Module 9 Test- Requires Respondus LockDown Browser
Chapter 23 PowerPoint Videos	Module 9 Test Remediation- Requires Respondus LockDown Browser
Workbook Chapter 23	Module 10 Reference Materials
Quizlet Chapter 23	Module 10 Study Guide
Chapter 23 Practice Test	Kahoot Module 10 Exam Review
What's Your Bowel and Bladder Telling You?	Quizlet Flashcards
Module 8 Core Curriculum Guide	Module 10 Practice Exam
Vocabulary Module 8	Module 10 Test - Final- Requires Respondus LockDown Browser
Practical Demonstration 4	Module 10 Remediation- Requires Respondus LockDown Browser
Module 8 Outline	Extra Credit Skills Practice Dice Sheets
Module 8 study Guide	Skills Review Verification
Kahoot Module 8 Exam Review	Skills Assessment Final
Module 8 Practice Test	State Exam Information and Review- PowerPoint
Module 8 Test- Requires Respondus LockDown Browser	End of Course Survey
Module 8 Test Remediation- Requires Respondus LockDown Browser	Practice Exam 1
Browser	Practice Exam 2
TMU Sign Up-2	Practice Exam 3
Module 9 Reference Materials	Practice Exam 4
Chapter 27	Tips for the Skills Exam
Read Hartman Chapter 27	Quizlet Set- Cumulative 1
Endocrine, CA, Death and Dying Lecture	Quizlet Set- Cumulative 2
YouTube - What Really Matters at the End of Life?	Utah CNA Knowledge Exam Kahoots
Chapter 27 Recorded PPT Lecture	Utah CNA Vocabulary Quizlet
Chapter 27 PowerPoint	Youtube CNA Skills Videos
Chapter 27 PowerPoint Videos	YouTube - Test questions with explanations- Basic Skills
Workbook Chapter 27	YouTube - Test questions with explanations
Quizlet Chapter 27	Beginning and Ending Steps for Skills
Chapter 27 Practice Test	Hand Washing
Chapter 28	Weight of Ambulatory Resident
Read Hartman Chapter 28	Positions on Side
YouTube - What Makes a Good Life?	Transfers from Bed to WC Using Transfer Belt Pivoting to Wheelchair
Chapter 28 Recorded PPT Lecture	Transfers from Bed to Wheelchair Using Transfer Belt
Chapter 28 PowerPoint	Assists to Ambulate Using Gait Belt
Chapter 28 PowerPoint Videos	
Workbook Chapter 28	
Quizlet Chapter 28	

Applies One Knee-High Elastic Stocking
Performs Passive Range of Motion Exercises
Radial Pulse
Respirations
Measures and Records Blood Pressure
Bed Bath
Cleans Upper and Lower Dentures
Mouth Care
Perinea! Care
Foot Care
Dresses Resident
Feeds a Dependent Resident
Measures and Records Urinary Output
Assists with Use of Bedpan
Provi'des Catheter Care for Female Resident
Makes an Occupied Bed
Hartman Skill Video Links

Subject to change. Please consult your Canvas course for the most current instructions and updates.

Classroom Hours

Mo, Tu, W, Th, Fr
8:00 AM - 11:00 AM
12:00 PM - 3:00 PM
5:30 PM - 8:30 PM

For a full list of course hours visit: [Course Schedule](#)

Instructor Contact Information

Vicki Swasey – vswasey@stech.edu
Paul Struthers – pstruthers@stech.edu
Kami Clarke – kclarke@stech.edu
Tim Hatch – thatch@stech.edu

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- stech.instructure.com
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

Course Policies

Prerequisites: Students must be 16 years old on the first day of class. Students must have a current CPR certification (The CPR course must have a hands on portion- Online only courses are not accepted) or ability to complete a course which is provided as part of the NA program Testing and Vaccine Requirements: Two PPD screenings (TB skin test) or Quantiferon Gold blood test; Hepatitis B (3 doses or a positive titer), Tdap immunization (within 10 years), 2 Varicella doses or positive titer, 2 MMR doses or positive titers; current season influenza vaccination (flu shot if clinicals are between October 1st and March 31), complete COVID-19 vaccination (Boosters not required) or signed exemption form. Documentation must be provided on Verified Credentials before attending clinicals or the end of the first term (if in high school) to remain in the course. Background Check through Verified Credentials Drug Screen submitted through Verified Credentials and completed at Workmed

Attendance: When students signed up for this class, they committed to a schedule and it is expected to be followed. Southwest Tech requires 90 hours of in class attendance to complete this program. Students will need to come in and make up any hours they have missed. This can be arranged with the instructor. If a student has an issue with their schedule, they must contact an instructor as soon as possible. Students are required to attend 24 hours of clinical experiences at a long term care facility after completing the course material. These will be set up by the instructor and students will need to sign up for them. Behavior &

Attire: Students attire or behavior must be work or school appropriate. Students may be asked to change their behavior and/or attire if not appropriate. Wearing scrubs is encouraged but not required for the classroom setting. Confidentiality: Students must safeguard the privacy and security of all patients and residents while providing or observing patient care as well as maintain the confidentiality of all protected health information. Actual patient care situations are to be discussed only with the instructor and in an appropriate setting for learning purposes. Professionalism: Students are required to demonstrate professional behavior in all settings. This includes, and is not limited to, classrooms, labs, clinical opportunities, and when utilizing social media. Professionalism includes being on time and in class when scheduled and using appropriate language.

Any form of bullying will not be tolerated and may result in dismissal from the program. Other Required Information Clinical Experience: Students will have 24 hours of clinical experiences which will take place after school and on weekends at the end of the course. For these out-of-school experiences, the student is responsible for transportation to and from the clinical setting. Students may not attend clinicals if required skills are not first completed in the classroom setting as scheduled with the instructor. Students are expected to prepare thoroughly for clinical experiences with professional appearance, dress, attitude, mannerisms, skills preparedness, and punctuality. Clinical experiences are mandatory for certification eligibility and make-up times for absences will not be allowed except under extreme circumstances. Two tardies = failing grade for clinical experiences Grading: EACH exam score must be 75% or higher, all skills must be passed off at 100%, and an overall grade of 80% must be maintained in order to attend clinical rotations, pass the course, and be approved to sit for the state certification exam. Grading Scale A 90-100% B 80-89% F <79% Weighted Course Breakdown Exams 65% Skills 25% Assignments 10% Cell Phone / Electronics Policy: Cell phones and other electronic devices may be used in class under the direction of the instructor. If use of a device is deemed inappropriate or distracting the device may be confiscated.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

- | | | | |
|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86% | • C : 73 - 76% | • D : 63 - 66% |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59% |

Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: cestes@stech.edu, (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: ctracy@stech.edu, (435) 865-3944.

Southwest Technical College

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