

ARIZONA WESTERN COLLEGE
SYLLABUS

SGT 260 SURGICAL TECH CAREER/EXAM PREP

Credit Hours: 1 Lec 1

PREREQUISITE: SGT 240

COREQUISITE: SGT 250

COURSE DESCRIPTION

This course helps the student to prepare for both certification and life in the work force. It is both a review course for certification as well as development of job-seeking skills to ensure that the student succeeds in a career path. Resume writing and interviewing techniques are discussed. It will also review those requirements necessary for the Certified Surgical Technologist to complete certification and continuing education throughout his/her career.

1. COURSE GOAL

Assist the students to develop the knowledge and skills for them to succeed in the field of Surgical Technology. Assist them in preparing and applying for certification and employment.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 identify curriculum content and master subject matter for the certification exam
- 2.2 understand job seeking skills and create their own “brand” and “elevator pitch” by learning about resume writing and networking
- 2.3 master interviewing techniques
- 2.4 identify requirements for continuing education for recertification
- 2.5 sit for the National Certification Examination

3. METHODS OF INSTRUCTION

- 3.1 Discussion and certification examination review
- 3.2 Weekly writing assignments and examinations
- 3.3 Resume, cover letter, networking, and job-seeking instruction
- 3.4 Mock interview practice and constructive critique
- 3.5 Test-taking strategies and certification/recertification review

4. LEARNING ACTIVITIES

- 4.1 Complete weekly CST examination review activities
- 4.2 Complete weekly assignments and examinations
- 4.3 Prepare a professional resume and cover letter
- 4.4 Develop job-seeking, networking, personal brand, and elevator pitch skills
- 4.5 Participate in a classroom mock interview
- 4.6 Complete test-taking strategy and certification/recertification activities

COURSE CONTENT / WEEKLY SCHEDULE

- CST Exam Preparation and Review
 - WEEK 1 – Discuss medical terminology; anatomy and physiology using the APOS CARE approach; and microbiology related to surgery.
 - WEEK 2 – Discuss principles of surgical pharmacology, anesthesia, and biomedical science as they relate to surgery.
 - WEEK 3 – Discuss the surgical environment, principles of safety in the OR, and principles of asepsis.
 - WEEK 4 – Discuss the preoperative sequence for patients and diagnostic and assessment procedures for the surgical patient.
 - WEEK 5 – Discuss the use of instrumentation and equipment in surgery and principles of case preparation.
 - WEEK 6 – Discuss surgical procedures, surgical anatomy, instrumentation, equipment and supply needs required for General Surgery, GYN and Obstetric surgery, and Urologic surgery.
 - WEEK 7 – Discuss surgical procedures, surgical anatomy, instrumentation, equipment and supply needs required for Head and Neck Surgery, Plastic & Reconstructive Surgery, Ophthalmology Surgery, and Pediatric Surgery.
 - WEEK 8 – Discuss surgical procedures, surgical anatomy, instrumentation, equipment and supply needs required for Orthopedic Surgery and Neurosurgery.
 - WEEK 9 – Discuss surgical procedures, surgical anatomy, instrumentation, equipment and supply needs required for Vascular Surgery, Thoracic Surgery, and Cardiac Surgery.
- Job Seeking Skills
 - WEEK 10 – Sample resumes and cover letters. Prepare a professional resume, prepare a professional cover letter, and prepare for a professional interview. Assignment: Resume and Cover letter.
 - WEEK 11 – Mock Interview. Discuss professional responsibilities of the CST. Discuss test taking strategies and the certification/recertification process.
Test Taking Strategies and Certification/Recertification Requirements
 - WEEK 12 – Discuss professional aspects of surgical technology; utilize test taking strategies; discuss the process of certification and recertification. CST Certification Exam.

5. EVALUATION

- 5.1 Discussion, weekly writing assignments, and examinations demonstrating mastery of required National Certification Exam curriculum
- 5.2 Completion of a cover letter and resume for job seeking
- 5.3 Classroom mock interview and constructive critique
- 5.4 Demonstration of certification/recertification knowledge and test-question responses
- 5.5 Completion of all tests and assignments required for eligibility to sit for the National Certification Examination

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the

course, the student will receive a failing grade.

- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or looseleaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course