



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Professional Readiness

Course Prefix and Number – SRGT 2130

Department – Surgical Technology

Division - AH

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 1:1:0

Equated Pay hours for course - 1

Course Catalog Description - Overview of professional readiness for employment, attaining certification, and maintaining certification status.

Prerequisites/Co requisites – NA

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

Prepared by Melissa Bruton

Date 10/9/2013

Reviewed by department head Melissa Bruton

Date 10/9/2013

Accuracy verified by Division Chair Carol Derkowski

Date 10/23/13

Approved by Dean o or Vice President of Instruction Lac

Date 12/12/2013



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

- I. The lifestyle of the Surgical Technologist.
- II. Professionalism and accountability for personal actions and obligations.
- III. Coping methods for stress.
- IV. Identify and research the professional organization for Surgical Technologists the AST.
- V. Becoming a Certified Surgical Technologist (CST).
- VI. Lifelong learning through continuing education.
- VII. Discuss and explore the Surgical Technologists career opportunities.
- VIII. Develop a professional resume and learn to complete an application form appropriately.
- IX. Evaluate qualities during an interview through role playing.
- X. Ways to retain employment after being hired.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
Demonstrate job-seeking skills; and identify strengths and weaknesses in preparation for the certification examination.	Written/Oral reports Projects

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

How to get a job in healthcare, by Robert H. Zedlitz, published by Delmar learning

IV. Suggested Course Maximum - 16

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

Classroom and computer lab

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course Final evaluation in the course will be based on grades achieved during the semester and the final exam. The following scale will be used in final evaluation.

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

The grade of “D” is not awarded nor accepted for transfer in the Surgical Technology Program. The student must maintain a grade point average of 75 (C).

Projects assigned makeup 100% of grade.

Inservice Certification Exam outline Resume Completed Portfolio	60% of grade	
Job Description Cover Letter for Resume Resume Rough Draft Thank You Letter for the Interview Letter of Resignation Letter Declining the Position	40% of grade	

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.