Instructor: 
Office number: 
Office hours: 
Contact information: 
Classroom number: 
Class days and time: 

Catalog Description: SRG 240: Certification Review Course 2-0-2
This 10-week course is designed to review material for the Surgical Technology. Certification exam.

Total Credit Hours: 2
Total Clock Hours: 40

Prerequisite/Co-requisite:
Co-requisites: SRG230 Advanced Practicum

Text(s):
Lange Q&A: Surgical Technology Examination, 8th Edition, Authors: Carolan Sherman, Mary Chmielewski

Other Required Materials:
Course syllabus will be posted on Canvas.

Purpose of Course:
This course prepares the student for the national certification examination offered by the National Board of Surgical Technology and Surgical Assisting. Sitting for the exam is a graduation requirement for the program.

Course Objectives:
Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge of an entry-level surgical technologist.
2. Sit for the national surgical technology certification exam.
3. Pass the national surgical technology certification exam.

Course Content:
Students will review material from all necessary subjects and take multiple practice tests in preparation for the certification examination.
Connection with Health Sciences Division (HSD) Outcome Statement:

In compliance with MACC’s HSD outcomes, the student who successfully completes this course will be able to:

Outcome III:
Students will think critically while systematically assessing problems, identifying issues and implementing solutions.

- The student will assess questions in practice exams and use critical thinking to obtain the solution.

Outcome V:
Students will demonstrate skill mastery and will pursue lifelong learning in their field while adapting to changing industry standards and following evidence-based practices.

- The student will verbalize preparedness and take the national surgical technology certification examination.

ASSESSMENT OF STUDENT LEARNING

Grade Scale:

P = 78% and higher
F = 77% and below

Students must achieve at least a 78% to pass the course. For further information, refer to the Surgical Technology Handbook.

Assessment:

Learning outcomes will be measured through

- Weekly homework assignments
- Weekly participation
- Participation in the national certification examination

The final grade for this course will be determined by the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Homework assignments</td>
<td>50%</td>
</tr>
<tr>
<td>Weekly participation</td>
<td>25%</td>
</tr>
<tr>
<td>Taking the certification exam</td>
<td>25%</td>
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</table>

Expected Study Time Commitments:
Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

**Description of Assignment(s)/Project(s):**

Students will have weekly assignments from the text to complete the required chapter tests for that week.

**INSTRUCTOR POLICIES**

**Tardiness:**
**Make-up and late work:**
**Extra-credit work:**

**Schedule of Student Assignments/Activities:**

A course schedule will be provided. This is a tentative schedule and is subject to change. Proper notice of schedule changes will be provided.

**COLLEGE POLICIES**

**Attendance Policy:** Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

**Term Length Drop Calculations**

- **16-week:** Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **8-week:** Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

- **4-week:** Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable
justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

**Definition of Course Attendance**

<table>
<thead>
<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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</thead>
<tbody>
<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
</tr>
<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
</tr>
<tr>
<td>Online Course</td>
<td>Active participation in an online course includes the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments</td>
</tr>
<tr>
<td></td>
<td>• Participation in threaded discussions</td>
</tr>
</tbody>
</table>

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. *(Policy Handbook, I.090 & M.095)*

**Academic Dishonesty:**

MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook *(Policy Handbook M.010)*. In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.
Student Email:

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

ADA Statement:

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office.

Title IX Statement:

MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or cheryll@macc.edu.