

8/1/2023

DATE

AHD DIVISION

☒ NEW COURSE☐ REVISION

REQUIRED COURSE

ELECTIVE COURSE

Lake Land College

Course Information Form

COURSE NUMBER:	SRT-048	TITLE: (30 Characters Max)		Surgical Technology Capstone							
SEM CR HRS:	3	Lecture:	3	Lab:	0			ECH:	3		
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate / Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical:	0	Work-based Learning:	0	WBL ECH:	0	
COURSE PCS #	12 - 51.0909		IAI Code		N/A		Contact Hours Per Week				
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300
Prerequisites:	SRT-044, SRT-046										
Corequisites:	None										
Catalog Description: (40 Word Limit)	This course focuses on job readiness for the surgical technologist with an emphasis on resume writing, interview skills, networking and professionalism.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical	Work-based Learning
Identifying Personal Strengths	8			
Resumes and Cover Letters	9			
Researching Opportunities & Salary Negotiations	6			
Completing a Job Application	6			
Networking and Social Networking	6			
Interview Strategies	10			
TOTAL	45	0	0	0

EVALUATION

QUIZZES <input checked="" type="checkbox"/>	EXAMS <input checked="" type="checkbox"/>	ORAL PRES <input type="checkbox"/>	PAPERS <input type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input type="checkbox"/>	COMP FINAL <input checked="" type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

COURSE MATERIALS

TITLE:	Resumes, Cover Letters, Networking, and Interviewing
AUTHOR:	Clifford W. Eischen, Lynn A. Eischen
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	4th edition
COPYRIGHT DATE:	2013

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Identifying Personal Strengths	8	Evaluate personal employability qualities and develop an employment strategy that includes positive characteristics
Resumes and Cover Letters	9	Develop a professional resume and cover letter
Researching Opportunities & Salary Negotiations	6	Assess employment opportunities for the surgical technologist
Completing a Job Application	6	Compare and contrast various types of employment applications and follow-up correspondence
Networking and Social Networking	6	Create a LinkedIn profile
Interview Strategies	10	Demonstrate successful interview skills via several platforms (Zoom, panel, and face-to-face)
	45	

Outcomes

At the successful completion of this course, students will be able to:

Course Outcome	Compose a resume and cover letter for a surgical technologist position
Course Outcome	Interview for various surgical technologist positions across a variety of platforms
Course Outcome	Develop an employment strategy that includes positive characteristics
Primary Laker Learning Competency	
Secondary Laker Learning Competency	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*