**ST 120 Digital Literacy for the Surgical Technician (2 credits)**

**Instructor:** Susan Robins-Miller

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**Office Contact:**  Email is the best way to contact the instructor for this class. Messages received between Monday at 8am and Friday at 5pm are generally returned within 24 hours. Messages received on Saturdays, Sundays, or holidays will be returned on the next business day. By appointment, please email to set up a mutually convenient time.

**Text:**

* Surgical Technology: Principles and Practice, 7th edition by Fuller
* Practical Pharmacology for the Surgical Technologist by Teri Junge

**Course Description:** Students will learn the basic operating system and file management skills along with introductory word processing and introductory word processing and spreadsheet skills. Additionally, students will learn to create and process documents from a variety of sources electronically and ensure the security of patient information.

* This course contains 20 hours of instructor-created content with the expectation that the average student will have 80 hours of engagement within the quarter.
* This is an online asynchronous course
* **Students progress in a prescribed linear methodology through the course demonstrating competency.**
* Grading rubrics are provided for every Competency Assessment

**Program Outcome**:

* Demonstrate competence in the technological aspects of the surgical technologist profession.

**Course Outcomes:**

* Create well-formatted documents in both desktop and cloud-based word processor applications.
* Create functional spreadsheets in both desktop and cloud based spreadsheet applications.
* Demonstrate the ability to transform documents from one form to another.
* Consolidate multiple documents and document types into a single PDF.
* Demonstrate data security and protection of privileged information.

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| **Topic**  | **Reading** | **Lecture Material** | **Self-check** | **Assessment****(Due Sunday unless otherwise noted)** | **AST CORE CURRICULUM:** |
| **1** | 8 webpage articles with videos and interactive quizzes | 5 videos | Complete Self-check questions | Complete Computer Basics Competency Assessment  | Information Technology |
| **2** | 14 webpage articles with videos and interactive quizzes |  | Complete Self-check questions | Complete Windows Competency Assessment  | Information Technology |
| **3** | 24 webpage articles with videos and interactive quizzes | Review Lecture Materials: Google Basics | Complete Self-checkquestions | Complete Google Competency Assessment  | Information Technology |
| **4** | Webpage articles | Review Lecture Materials:PDF, Video, and PDF formats | Complete Self-checkquestions | Complete ApplicationsCompetency Assessment  | Information TechnologySterile Technique |
| **5** | 12 webpage articles with videos and interactive quizzes | Video | Complete Self-checkquestions | Assessment Topic 5 | Information Technology |
| **6** | MidTerm Assessment Part 1Capstone Project Part 2 |
| **7** | Self-check: PreQuiz | Read Chapter 3 of Fuller and Article | Review Lecture Materials: Inputting Patient Data and Medical Records | Self-check: Topic 7 |  |
| **8** | Read: EMR/EHR Security | Self-check: Topic 8 | Assessment: Topic 8 | Critical Thinking Discussion Forum |  |
| **9** | Final Exam: Capstone Project |

**GRADING:**

* This is a two (2) credit, letter grade course with the final grading scale as::
	+ A = 90 – 100%
	+ B = 80 – 89%
	+ C = 75 - 79%
	+ FAIL = < 75%

**COURSE FAILURE POLICY**

If a student fails this course, he or she must withdraw from the program.

**LBCC Center for Accessibility Resources Policy**

Students who use accommodations in a regular classroom should contact their Instructors as soon as possible. If you have not accessed services and think you may need them, please contact the [LBCC **Center for Accessibility Resources** office (Links to an external site.)Links to an external site.](http://linnbenton.edu/go/ds), you can **send an email** or call 541.917.4789.

Accommodations for online courses may be different than those for traditional classrooms. It is important that you contact LBCC Center for Accessibility Resources as soon as possible to discuss solutions and options.

You should meet with your instructor during the first week of class if:

* You have a documented disability and need accommodations,
* Your instructor needs to know medical information about you, or
* You need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the Center for Accessibility Resources (CFAR), 541-917-4789.

 **STATEMENT OF INCLUSION**

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. (Related to Board Policy #1015)