



INSTRUCTIONAL PACKAGE

SUR 120
Surgical Seminar

Effective Term
Fall 2025/Spring 2026/Summer 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

COURSE PREFIX: SUR 120

COURSE TITLE: Surgical Seminar

CONTACT HOURS: 4

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

This course provides an opportunity to reinforce fundamental knowledge of surgical technology theory as it applies to clinical practice. In addition, reviews, quizzes, and tests will be utilized to prepare the surgical technology student for the National Certification Examination.

COURSE DESCRIPTION:

This course includes the comprehensive correlation of theory and practice in the perioperative role.

PREREQUISITES/CO-REQUISITES:

SUR: Introduction to Surgical Technology_101 Credit C

SUR: Principles of Surgical Pharmacology_126 Credit C

SUR: Applied Surgical Technology_102 Credit C

SUR: Surgical Procedures I_103 Credit C

SUR: Surgical Procedures II_104 Credit C

SUR: Surgical Procedures III_105 Credit C

SUR: Surgical Practicum I_112 Credit C

SUR: Advanced Surgical Practicum_113 Credit C

SUR: Surgical Specialty Practicum_114 Credit C

PSY: General Psychology_201 Credit C

AHS: Medical Terminology_102 Credit C

BIO: Anatomy and Physiology I_210 Credit C

BIO: Anatomy and Physiology II_211 Credit C

BIO: Microbiology_225 Credit C

ENG: English Composition_101 Credit C

Humanities Elective

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

2025-2026

Textbooks:

1. Surgical Technology for the Surgical Technologist: A Positive Care Approach 6th Ed. Delmar Cengage Learning, 2024 ISBN-13: 978-0-357-62573-6
2. Cengage Mindtap Access Unlimited
3. Differentiating Surgical Instrumentation; An Interactive Approach 3rd Edition FADAVIS 2019 2020 ISBN: 978-0-8036-6831-7
4. Surgical Equipment and Supplies by Colleen J. Rutherford 3rd Edition FADAVIS ISBN: 978-0-7196-4841-7
5. Pocket Guide to the Operating Room 4th Edition ISBN 978-0-8036-6839-3
6. Laparotomy pack from B&N /Henry Schein
7. Lange Q and A Surgical Technology Examination 7th Edition by Mary Chmielewski and Carolan Sherman ISBN-13-978-1-2595-8-8112
8. Surgical Technologist Certifying Exam Study Guide 3rd Edition ISBN 9780926805668

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

1. White Lab Coat (¾ length) (Optional- Will need if walking to Cafeteria at clinical sites)
 - a. Lab Coat: White with ceil blue embroidery.
2. Warm up Jacket (Worn only in Lab or OR when not scrubbed in) (No Fleece- Same material as scrubs)
 - a. Jacket Black with Ceil blue embroidery
 - b. Should read: HGTC Surgical Technology Student
3. Scrubs:
 - a. Ceil blue with White embroidery
 - b. Black Scrubs with Ceil Blue embroidery.
4. White shoes and/or Black or Ceil Blue (Athletic shoes are allowed) no clogs or open toes.
 - a. Shoes should be waterproof that can be easily cleaned. (No cloth)
5. Goggles and Croakies
6. Clear ID protector/ holder. (Student ID must be worn in class and at clinical sites.)
7. X-RAY Badge (ordered by Program director before 2nd semester clinical)
8. HGTC Lanyard:
 - a. Clinical (Optional)
 - b. Lab (Required)
9. CPR (BCLS) for health care provider

10. Clinical Compliance (Rhonda Todd: Rhonda.Todd@hgtc.edu or 843-477-2138)
 - a. (*Failure to meet clinical compliance will result in being dropped from the Surgical Technology program)
11. 3 ring 2" binder with dividers
12. Blue and Orange Highlighters
13. Sticky Notes (recommended)
14. Flash Drive
15. Laptop (Wi-Fi, Camera, and Mic Capability) (Microsoft 365)
16. Printer/Scanner

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

Access to Cengage Mindtap

Access to Surgical Counts

Access to LapSim ST

Access to Periop Sim

Printer and Scanner to upload required documentation

PDF and DocuSign capability

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. No cell phones allowed in lab.

There will be no talking when the instructor is talking. Each student will receive only one warning. After the initial warning, the student will be asked to leave the classroom, will receive a critical u, and will be marked absent.

Questions are encouraged during class, but they need to be subject related. Questions that are not related to the material being covered will be viewed as a disruption and the student will receive a warning. Additional disruptions will result in the student being sent home with an absence. Once the student returns to class any additional disruptions will result in a critical u. Two critical U's will result in dismissal from the program.

There will no questions concerning test question content during class time. An email with these questions should be sent to the instructor to answer.

Any student that is insubordinate to an instructor will be removed from the classroom and receive a critical U and an absence for the day.

Any student who uses threatening language or action towards an instructor or fellow student will be removed from the program. Please refer to the critical U paperwork for additional disciplinary protocol

Professors will be addressed by their title, failure to do so will be considered unprofessional and will result in a critical U.

Inappropriate language is considered offensive and unprofessional and will result in a critical U.

Please refer to the Surgical Technology Handbook for further information.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

Program Cognitive Objective:

At the completion of the program, the graduate of Horry Georgetown Technical College Surgical Technology Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his role as an entry level Surgical Technologist in Horry and Georgetown counties.

Program Psychomotor Objective:

At the completion of the program, the student will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level Surgical Technology in Horry and Georgetown counties.

Program Affective Objective:

At the completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the entry level Surgical Technology in Horry and Georgetown counties.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Analyze surgical interventions in a comprehensive structure.

- 1) Apply principles learned in all previous program courses including:

- a. Anatomy, physiology, and pathophysiology
 - b. Computer applications and biomedical science
 - c. Microbiology and aseptic technique
 - d. Orientation to surgical technology
 - e. Principles of surgical patient care
 - f. Surgical equipment, instruments, and supplies
 - g. Pharmacology, and anesthesia
 - h. Surgical Procedures
 - i. Wound healing, and suture
 - j. Clinical documentation
 - k. Clinical Debrief
- 2) Assessment and analysis of fundamental knowledge
- a. Review of specific content areas
 - 1. Wound Healing
 - 2. Stages of Bone Healing
 - 3. Types of Hernias
 - 4. Legal Doctrines
 - 5. Intentional and Unintentional Torts
 - 6. General Legal Terms
 - 7. Surgical Consent: informed and implied
 - 8. Principles of Electricity
 - 9. Bipolar and Monopolar ESU
 - 10. Lasers
 - a) CO2
 - b) NG: YAG
 - c) Holmium: YAG
 - d) Krypton Laser
 - e) Excimer Laser
 - f) Argon Laser
 - 11. Robots
 - 12. Bacteria
 - 13. Viruses
 - 14. Prions
 - 15. Disinfection, Decontamination, Sterilization
 - a) Terminology
 - b) Levels on disinfection
 - c) Compounds
 - 1. Cidex
 - 2. Phenol
 - 3. Bleach
 - 4. Alcohol
 - d) Ultrasonic Cleaner

- e) Washer-Sterilizer
- f) Lubrication
- g) Sterilization
 - 1. Immediate Use Steam Sterilizer
 - 2. Muslin p 155
 - 3. Woven Textiles p155
 - 4. Nonwoven p155
 - 5. Rigid Containers p156
 - 6. Steam p160-162
 - 7. EtO
 - 8. Sterrad
 - 9. Steris
 - 10. Basins
- h) General Principles of Packaging
 - 1. Chemical Indicator
 - 2. Biological Indicators
 - 3. Weight and Size
- i) Blood Loss and Replacement
- j) CPR
- k) Malignant Hyperthermia p184
 - 1. Dantrolene
- l) Anaphylactic Reactions p185
- m) Medication Actions p200-201
- n) Routes of Medication administration p202
- o) Forms of Drug Preparation p202
- p) Medical Information p205
- q) Units of measure and health calculations
- r) Medication Uses in the Surgical Setting p213-227
- s) Phases of General Anesthesia p231
- t) Cricoid Pressure/Sellicks Maneuver
- u) Surgical Procedures
 - 1. Diagnostic
 - 2. General
 - 3. Obstetric/Gynecologic
 - 4. Ophthalmic
 - 5. Otorhinolaryngologic
 - 6. Oral and Maxillofacial
 - 7. Plastic and Reconstructive
 - 8. Genitourinary
 - 9. Orthopedic
 - 10. Cardiothoracic
 - 11. Peripheral Vascular

12. Neurologic
16. Develop a professional portfolio for potential employers.
 - a) Write professional resume.
 - b) Complete community service projects.
 - c) Compose statement of professional goals.
 - d) Develop an Employment Plan
 - e) Compile and present artifacts in professional manner
17. Develop and Teach and Assigned Topic

Course Assessments:

- 1) Professional Resume Assignment
- 2) Surgical Technology HESI exam with a score of 700
- 3) Certification Review Tests with a passing Grade
- 4) Chapter Review Tests
- 5) CRQs
- 6) SURGCOMs
- 7) Instruction and Student Feedback
 - a. Bowel Technique

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:
(Check all that apply.)

- ☒ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☒ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☒ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

Course completion requires that all Simulator Assignments have been completed, All CRQ, CRT, and SURGCOM tests are completed, Portfolio (Digital or Paper) has been completed. The HESI and NBSTSA Practice exams are completed with a passing score. Students who do not complete all requirements for the program will receive an incomplete for 2 weeks.

EVALUATION*

| | |
|-----------------------|------------|
| Tests | 20% |
| Assignments/Portfolio | 20% |
| Procedure Review | 20% |
| Final Exam | <u>40%</u> |
| | 100% |

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

| | |
|---------------|---|
| 93-100 = | A |
| 85 - 92 = | B |
| 77 - 84 = | C |
| 69 - 76 = | D |
| 68 or below = | F |

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Surgical Seminar requires 100% attendance.

Two tardies will result in an absence.

Students who fail to meet the 100% attendance requirement will receive an incomplete until all time and assignments are made up.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).