**MASTER SYLLABUS**

Nashville State Community College
Introduction to Central Processing Technology
CSPT 1001

Instructor:
Times:
Classroom:
Office/Office Hours:
Phone:
Email:

**Course Description:**
An introduction to principles, techniques and issues in the surgical and central service environment. Topics include patient care concepts, equipment and instrumentation, job responsibilities, sterile technique, professional management and self-management. CSPT 1001 concepts are reinforced by exercises in CSPT 1002.

**Prerequisite(s):** Program application, interview and instructor permission, completed health and program documentation including background check and drug screening.

**Corequisites:** CSPT 1002, BIOL 1000, BIOL 1004, SURG 1005

**Credits:** 4

**Course Outcomes:**
Upon successful completion of this course, students will:
- The student will demonstrate mastery of basic computer competencies
- The student will demonstrate knowledge of the structure and function of an operating suite
- The student will demonstrate proper operating room attire
- The student will demonstrate knowledge of the proper identification, naming and function of common operating room instrumentation
- The student will demonstrate knowledge of the function and safe operation of sterile and unsterile equipment used routinely in the operating room
- The student will demonstrate knowledge of the proper identification and use of sterile and unsterile supplies used routinely in the operating room
- The student will demonstrate knowledge of the proper procedure and precautions for positioning and preparing the patient for surgery
- The student will demonstrate knowledge of legal and ethical doctrines and concepts as they apply to perioperative care of the patient
- The student will complete 12 hours of service to the community
Required Text:
*Please see bookstore link for textbook information.*

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

**OTHER SUPPLIES/REQUIRED SOFTWARE/ETC:**
Student Handbook
- Students are responsible for obtaining, reading, and understanding the Nashville State Community College Student Handbook.
- If you have trouble locating a copy or understanding its contents, please see your instructor as soon as possible to avoid any misunderstandings.

**Software**
Assignments and other class materials will be provided in common software formats including:
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Adobe Acrobat Reader

**Grading, Examinations and Papers:**
**Tests:**
- Tests will be objective and projective, consisting of multiple choice, matching, and fill in the blank and other question types.
- Some testing and test preparation may be completed online.
- The test average for the semester will constitute 60% of the grade for CSPT 1001; Instrument Tests will constitute 10% of the grade for CSPT 1001.

**ASSIGNMENTS:**
- Assignments will be completed throughout the semester and will include in-class as well as take home assignments.
- The average of all assignments will constitute 5% of the grade for CSPT 1001

**COMPLETION OF WORK:**
- Failure to complete any tests or assignments by the specified deadline will result in lowering of the student’s grade by 5 points per (calendar) day it is late. Assignments more than four (calendar) days late will receive a zero unless exception is granted by the instructor making the assignment.
- Failure to complete all tests and assignments by the end of the semester will result in an incomplete grade for CSPT 1001.
FINAL EXAM:
- Tests will be objective, consisting of multiple choice, matching, and fill in the blank questions unless otherwise stated.
- The final exam for CSPT 1001 will be comprehensive and will constitute 25% of the overall grade for CSPT 1001.

MAKE-UP TESTS:
Tests will be taken as a class at the time specified on the schedule unless other arrangements are made prior to the regularly scheduled time. If a student fails to make such arrangements, the score for that test will be recorded as zero.
- A maximum of one makeup tests may be given.
- Make-up tests must be made up within 48 hours of the time they are placed in the Testing Center

Grading Policy:

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<tr>
<td>Test average</td>
<td>60%</td>
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<td>Assignments</td>
<td>5%</td>
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<td>Instrument Tests</td>
<td>10%</td>
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<td>Comprehensive Final Exam</td>
<td>25%</td>
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Grading Scale:

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<th>Score Range</th>
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<td>A</td>
<td>93-100</td>
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<td>B</td>
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<td>C</td>
<td>75-83</td>
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<td>D</td>
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<td>F</td>
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Attendance/Withdrawal Policy:
Two absences will be permitted without penalty. Arriving late to class TWO times will be counted as one absence. Unexcused absences in excess of three will result in a failing grade for the course.

Failure to attend class will result in a final course grade of “FA” or “FN”
- FA – Failure – attendance related (last date of attendance required)
- FN – Failure – never attended class

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.
Accommodations:
Nashville State complies with the Americans with Disabilities Act. Consult with the office of Student Disability Services. If you need any accommodation(s) for this class, notify the instructor by the second class meeting Student Disabilities Coordinator: Gina Jones (615) 353-3721 Office: S-114.

Classroom Misconduct and Procedures:
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Each student should refer to the current Nashville State Student Handbook for guidelines for student conduct.

Academic Dishonesty:
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your works” (A Writer’s Reference, 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors’ permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper or examination, or to assign an “F” for the course. Failure to abide by these rules will result in dismissal from the program with a grade of F.

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures.
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NOTE:
This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.