BARTON COMMUNITY COLLEGE
COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: MLTC 1513
Course Title: MLT Laboratory Operations and Leadership
Credit Hours: 2 Credit Hour
Prerequisites: Fundamentals of General Chemistry and General Microbiology and Anatomy & Physiology or equivalents, passed with a minimum of a C or instructor permission.
Division and Discipline: Workforce Training and Community Education Division, Medical Laboratory Technology Program.
Course Description: A study for laboratory professional growth and leadership through personal organization and preparation.

II. INSTRUCTOR INFORMATION

III. COLLEGE POLICIES

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu

IV. COURSE AS VIEWED IN TOTAL CURRICULUM

This is one of a series of technical courses for the Medical Laboratory Technology Program. This course is designed to develop useful, job-oriented skills, critical thinking and includes, at the minimum, the current information from the Body of Knowledge for Medical Laboratory Technicians.

Students planning to transfer credit for a baccalaureate degree will be granted transfer credit only as determined by the four year institution.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to ensure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

V. ASSESSMENT OF STUDENT LEARNING

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

<u>Course Outcomes, Competencies, and Supplemental Competencies</u>

A. Prepare the student to move from academia to a professional health care position.
   1. Demonstrate professional job application skills.
      a. Complete employment portfolio.
      b. Complete mock job interview.
      c. Analyze feedback.
   2. Identify stress situations and develop coping mechanisms for personal and professional life.
   3. Prepare an MLT graduate for a national certification examination.
      a. Analyze patient laboratory results with patient clinical symptoms.
      b. Demonstrate laboratory mathematics.
      c. Describe and discuss effective behavior as a professional in a medical setting.
      d. Develop a systematic review for preparing for certification exam.
      e. Demonstrate general laboratory practices based on the current Body of Knowledge.
   4. Analyze and apply effective behavior as a laboratory professional.
      a. Analyze case studies using cumulative knowledge.
   5. Describe, assess, choose and defend professional, ethical and affective behavior patterns suitable for the medical environment.
      a. Evaluate purpose of membership in a professional organization.
      b. Define ethical and affective behavior in the health care environment.

B. Add additional skills to the new laboratory health professional.
   1. Prepare and present a teaching project applicable to the laboratory and the public.
      a. Demonstrate and analyze an evaluation tool relevant to the project.
      b. Self-evaluate and identify ways for improvement.
   2. Evaluate relevant issues to the laboratory field and their sources.

3. Apply Quality Management theory in the laboratory.
4. Compare and contrast administration and management for the medical laboratory technician based on the current Body of Knowledge.

VI. INSTRUCTOR'S EXPECTATIONS OF THE STUDENTS IN CLASS

VII. TEXT AND OTHER REQUIRED MATERIALS

VIII. REFERENCES

IX. METHODS OF INSTRUCTION AND EVALUATION:

X. ATTENDANCE REQUIREMENTS

XI. COURSE OUTLINE

10/03/16clippert