**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: MLTC 1513

Course Title: MLT Laboratory Operations and Leadership

Credit Hours: 2 Credit Hour

Prerequisites: MLTC 1504 Clinical Chemistry and MLTC 1505 Pathogenic Microbiology, 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.

1. **INSTRUCTOR INFORMATION**
2. **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](mailto:disabilityservices@bartonccc.edu)

1. **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 American Society of Clinical Laboratory Science *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.

1. **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.

Course Outcomes, Competencies, and Supplemental Competencies

1. Define and demonstrate the professional skills needed in the health care environment by the laboratory professional.
2. Demonstrate sufficient interdisciplinary communication skills, both oral and written, to allow communication with all healthcare participants.
3. Design a plan for moving from academia to professional health care positions
4. Describe and demonstrate ethical, personal and professional effective behavior necessary for success in the workplace.
   1. Outline a time management plan for balance in both a personal and vocational setting
   2. Assess and defend ethical and moral judgement decisions in “practice”
   3. Develop a strategy to achieve success on the American Society of Clinical Pathology (ASCP) certification examination and evaluate the value of professional organizations and Continuing Education
5. Demonstrate knowledge of general laboratory practices to include but not limited to the following.
6. Demonstrate a working knowledge of Quality Control (QC)and Quality Assurance (QA) analysis, processes and relationships to include the following:
   1. internal and external QA programs
   2. QC to include standard deviation, Coefficient of variation, Levy-Jennings charts,

shifts, trends and controls

1. Demonstrate and compare a variety of employment soft skills for the healthcare setting.
2. Demonstrate knowledge of common laboratory calculations to include but not limited to the following:
   1. Dilutions (serial and simple)
   2. Molarity
   3. Creatinine clearance
   4. Beer’s Law
   5. Lipid calculations
   6. Hematology calculations
3. **INSTRUCTOR’S EXPECTATIONS OF THE STUDENTS IN CLASS**
4. **TEXT AND OTHER REQUIRED MATERIALS**
5. **REFERENCES**
6. **METHODS OF INSTRUCTION AND EVALUATION:**
7. **ATTENDANCE REQUIREMENTS**

## COURSE OUTLINE