



Utah System of Higher Education

The Gateway, Salt Lake City, UT 84101

801-646-4784

Clinical Lab Assistant		Course Description	
<i>Catalog Year: 2024, Required Hours: 365, Credits: 9</i>			
Foundational Courses (Required Hours: 365, Credits: 9)			
<i>Aligned (Required Hours: 365, Credits: 9)</i>		Credits	Hours
TECL 1070	Computer Concepts	1.00	30.00
<p>In this course, you will learn about basic computer concepts that will help you succeed in your program of study. This course is the foundation course for all programs. The skills you learn in this course will be used through all your courses you take. As you progress through this course, you will be completing a series of activities that will build your computer knowledge and skills. Your knowledge and skills will add up to become a competency.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Use the basic features of a learning management system to complete course work. <ul style="list-style-type: none"> o Demonstrate how to successfully login and log off of Canvas. o Demonstrate how to find a course. o Show how to navigate through a course. o Demonstrate how to submit assignments. o Complete assessments. o Demonstrate how to check grades. • Explain the parts of a computer and functionality of the hardware components. <ul style="list-style-type: none"> o Describe the purpose of the basic hardware parts of a computer. o Describe the functionality of computer components. • Demonstrate a basic ability to use a computer running either a Windows or Apple operating system. <ul style="list-style-type: none"> o Demonstrate how to turn on the computer and login to the computer. o Use basic desktop elements to complete tasks. o Demonstrate file management skills. o Demonstrate how to log off and shut down the computer. • Use Microsoft Word to generate documents. <ul style="list-style-type: none"> o Start Microsoft Word and choose a blank document. o Create and format a document using the tools on the ribbon. o Save a document using the Backstage view. • Use a search engine to find information on the internet. <ul style="list-style-type: none"> o Differentiate between a search engine and browser. o Identify relevant keywords to perform an Internet search. o Use Internet search criteria to build web search queries. o Determine if the website is a credible source. o Explain malware and the kinds of damage it can cause to a computer. 			
TECL 1010	Intro to Healthcare	1.00	30.00
<p>In this course, you will get an overview of the various healthcare professions and roles in the healthcare environment, introduction to the legal and ethical issues within the healthcare setting, professional behavior, basic principles of communication and the impact of ethnic cultures in healthcare.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Describe foundational information related to the medical field. • Explain the reasons professionalism and work ethics are important in the medical field. • Apply ethical standards in healthcare. • Apply legal expectations in healthcare. • Demonstrate the principles of HIPAA regulations by completing the HIPAA certification. • Demonstrate communication skills within a healthcare setting. 			
TECL 1020	Admin Healthcare Procedures	2.00	60.00
<p>Provides training in proficient medical office communication, front office administrative skills, and the fundamentals of beginning and tracking a patient record using both paper and electronic medical record (EMR) software.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate written communication in a healthcare setting. • Apply proper telephone techniques in a healthcare setting. • Apply proper patient reception and appointment scheduling techniques in a healthcare setting. • Apply daily operations in a healthcare setting. • Demonstrate how to properly create and maintain electronic medical records. • Apply meaningful use strategies to meet quality improvement outcome initiatives. 			



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TECL 1030	Basic Healthcare Procedures	2.00	60.00
<p>Provides guidelines to learn about and apply standards of CDC and OSHA in regard to personal safety, asepsis, standard precautions and handling of biohazard wastes. Provides fundamental understanding and skills to obtain vital signs, basic first aid and healthcare provider level CPR.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Explain the transmission of disease. • Differentiate aspects of medical asepsis and sterilization. • Perform aseptic techniques and sterilization procedures. • Apply CDC and OSHA guidelines for personal safety. • Obtain accurate vital signs using correct procedures. • Demonstrate first aid techniques. • Demonstrate Healthcare Provider level CPR as defined by the American Heart Association. 			
TECL 1040	Clinical Lab Procedures I	3.00	90.00
<p>Provides understanding of phlebotomy theory and skill performance; and of basic concepts, safety and procedures of the clinical lab. Learn proper handling and performance of CLIA waived hematology/serology labs and proper specimen handling and performance of microbiology and urinalysis testing.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Differentiate the anatomy of venous structures essential in phlebotomy. • Recognize legal aspects of phlebotomy. • Distinguish equipment and supplies used to obtain blood samples. • Successfully perform technically correct and safe venipuncture using vacutainer butterfly, and syringe techniques. • Process laboratory specimens using proper techniques. • Utilize basic concepts of clinical lab procedures. • Practice clinical laboratory safety procedures. • Demonstrate proper use of laboratory equipment. • Discuss CLIA waived testing in hematology and serology. • Demonstrate CLIA waived testing in hematology and serology. • Discuss laboratory testing in microbiology. • Demonstrate laboratory testing in microbiology. • Discuss laboratory testing of urine samples. • Demonstrate laboratory testing of urine samples. 			
TECL 1015	Job Seeking Skills	0.00	15.00
<p>This course will prepare you to succeed, as we explore a variety of tools and strategies, to make your transition to employment as smooth as possible. Proper preparation is often as important as the skills you have already acquired. The process of obtaining employment is often discouraging and grueling. The Job Seeking Skills course will cover many aspects of job searching, including; summarizing your skills, searching for job leads in unconventional ways, filling out applications, writing a resume and cover letter, interview etiquette, and lastly, a follow up letter.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • The student will be able to identify and explain personal employment direction and qualifications. • The student will be able to complete the job application process. • The student will be able to search for employment in their area of study and explain how social media will impact a job search. • The student will be able to successfully complete a 20-minute mock interview. 			
<i>Non-Required Electives (Required Hours: 0, Credits: 0)</i>		Credits	Hours
TECL 1950	Clinical Lab Externship	1.00	64.00
<p>This stand-alone course is not a required part of the Clinical Lab Assistant program but can provide an opportunity for students that have completed that program to demonstrate and practice their laboratory skills learned in the classroom in a clinical setting with the oversight of the clinical supervisor. This allows the student to obtain real-world laboratory experience that will enhance their knowledge and skills, and allow them to obtain the required laboratory hours needed for a national certification exam for this vocation. This is an unpaid practicum experience that is an extension of your classroom training and will include tuition to SLCC SAT.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Apply knowledge related to Clinical Laboratory procedures, processes, and environment. • Perform Clinical Laboratory procedures safely and accurately. • Demonstrate professional behaviors in the healthcare setting. 			