



Utah System of Higher Education
Clinical Lab Assistant
FY2024 / 9 Credits (365 Clock-Hours)

Foundational Courses

Aligned

TECL 1070 Computer Concepts

1 Credit / 30 Clock-Hours

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.

Objectives:

- Use the basic features of a learning management system to complete course work.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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 Introduction to Healthcare

2 Credits / 60 Clock-Hours

An overview of the medical assistant profession and its role in the healthcare environment, introduction to the legal and ethical issues within the healthcare setting, basic principles of psychology and the impact of ethnic cultures in healthcare.

Objectives:

- Define the history of medicine, the role of the medical assistant, medical specialties, credentialing and personal attributes of healthcare personnel.
- Define and use legal and ethical standards in healthcare.
- Demonstrate how to comply with HIPAA regulations.
- Demonstrate how to communicate with patients of various cultures in healthcare settings.



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TECL 1020 Administrative Healthcare Procedures

2 Credits / 60 Clock-Hours

Provides training in proficient medical office communication and administrative skills, the fundamentals of beginning and tracking a patient record using both paper and electronic medical record (EMR) software.

Objectives:

- Demonstrate reception, general office duties, appointment scheduling and written communication in a healthcare setting.
- Create patient records and demonstrate correct filing.
- Perform appointment scheduling, patient registration and medical record maintenance electronically.

TECL 1030 Basic Healthcare Procedures

2 Credits / 60 Clock-Hours

Provides guidelines to learn and apply standards of CDC and OSHA in regard to personal safety, asepsis, standard precautions and handling of biohazard wastes.

Objectives:

- Explain the transmission of disease.
- Differentiate aspects of medical asepsis and sterilization.
- Apply CDC and OSHA guidelines for personal safety and asepsis while performing aseptic and sterilization techniques and procedures.
- Obtain accurate vital signs using correct procedures.

TECL 1040 Clinical Lab Procedures I

4 Credits / 120 Clock-Hours

Provides phlebotomy theory and skill performance, understanding of basic concepts, safety and procedures of clinical lab. Learn proper handling and performance of CLIA waived hematology/serology labs and proper specimen handling and performance of microbiology and urinalysis testing.

Objectives:

- Define anatomy of venous structures and successfully perform technically correct and safe venipuncture using vacutainer, butterfly, syringe techniques and correctly process the specimen.
- Define and demonstrate basic concepts of clinical lab procedures, safety and proper use of the microscope.
- Define and demonstrate CLIA waived testing in hematology and serology.
- Define and demonstrate laboratory testing in microbiology and urinalysis.

TECL 1015 Job Seeking Skills

0 Credits / 15 Clock-Hours

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.

Objectives:

- 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.



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Non-Required Electives

TECL 1950 Clinical Lab Externship

1 Credit / 64 Clock-Hours

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.

Objectives:

- Apply knowledge related to Clinical Laboratory procedures, processes, and environment.
- Perform Clinical Laboratory procedures safely and accurately.
- Demonstrate professional behaviors in the healthcare setting.