

# MDCA 1452

## Medical Assisting Lab Procedures

### Summer 2026



**LAMAR INSTITUTE  
OF TECHNOLOGY**

#### **INSTRUCTOR CONTACT INFORMATION**

**Instructor:** TAMANNA ASSIH  
**Email:** tassih@lit.edu  
**Office Phone:** 409-241-7502  
**Office Location:** WATC 332  
**Office Hours:** Wednesday 9-12, Thursday 3-4:30

#### **CREDIT**

SCH 4 (3 hours lecture, 3 hours lab)

#### **MODE OF INSTRUCTION**

Face to Face/ Online

#### **PREREQUISITE/CO-REQUISITE**

HPRS  
Medical Terminology

#### **COURSE DESCRIPTION**

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.

#### **COURSE OBJECTIVES**

Demonstrate venipuncture and skin puncture technique; demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines; perform CLIA- waived laboratory tests; label and handle all biological specimens; use equipment including calibration, maintenance and troubleshooting; demonstrate quality assurance and quality control procedures.

Upon completion of this course, the student will be able to

- Describe laboratory safety and infection control procedures
- Demonstrate proper specimen collection and handling techniques
- Perform routine waived laboratory tests accurately and safely
- Understand quality assurance and quality control in the clinical lab
- Operate common laboratory equipment including microscopes and centrifuges
- Explain regulations governing POL and laboratory testing
- Maintain accurate laboratory records and documentation

- Apply ethical and legal principles in laboratory procedures

### **REQUIRED TEXTBOOK AND MATERIALS**

- Medical Assisting: Administrative and Clinical Procedures. ISBN with the Connect access is 9781266765377
- **Access to McGraw Hill Connect is mandatory**
- **Proctorio Chrome Lockdown Browser is mandatory to take any tests in Connect**
- Access to LIT's Blackboard LMS is mandatory

### **STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

### **ATTENDANCE POLICY**

1. **There will be no make-up assignments/tests for any online portion of this class. NO EXCEPTIONS.**
2. Be aware of the lab attendance policy. It is your responsibility to ensure that you sign-in weekly. **NO EXCEPTIONS.**
  - Class attendance is crucial. The student must remain in lab until class is dismissed. Leaving the lab early will result in an absence.
  - Laboratory – On the third absence, the student will be dropped one letter grade from his/her final semester average. On the fourth absence, the student will receive an F for the semester. Remember this lab class is only one day per week.
3. Lab attendance is MANDATORY and will be taken every week at the beginning of class. If you are tardy, it is the student's responsibility to inform the instructor to ensure that you are marked present.
4. Class starts promptly on time and tardiness of more than 5 minutes will be noted. For every 3 late occurrences, an absence will be recorded.
5. If you are absent from lab, it is your responsibility to contact your instructor and provide documentation of the absence. Several lab assignments/daily grades are participation grades; therefore, if you are absent, a participation grade cannot be earned. Absences without approved documentation prior to class time are not eligible for a makeup assignment.
6. At the instructor's discretion, any missed lab test will be taken the next class day and documentation must be provided in-person. You will need to contact the instructor before class to plan for the test to be made up. You will also be responsible for finding a student to volunteer to be your patient if a patient is required for that test.

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specific drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

## **COURSE CALENDAR**

<b>DATE</b>	<b>TOPIC</b>	<b>READINGS (Due on this Date)</b>	<b>ASSIGNMENTS (Due on this Date)</b>
6/1/26	Start Here Module  Module 1 – Introduction to Clinical Laboratory and Safety Procedures	Review Syllabus and take quiz.  Ch 45	Due 6/7/26
	Module 2 – Infection Control and Standard Precautions in the Lab	Ch 6	Due 6/7/26
6/8/26	Module 3 – Laboratory Equipment and Instrumentation (Microscopes, Centrifuges)	Ch 45	Due 6/14/26
	Module 4 – Specimen Collection Techniques: Blood, Urine, and Other Body Fluids	Ch 47 and 48	Due 6/14/26
	Module 5 – Handling and Processing of Specimens	Ch 47 and 48	Due 6/14/26
6/15/26	Module 6 – Waived Laboratory Tests: Urinalysis and Hemoglobin Testing	Ch 47 and 48	Due 6/21/26

	Module 7 – Hematology Procedures and Blood Cell Counts	Ch 48	Due 6/21/26
	Module 8 – Chemistry Tests and Point-of-Care Testing		Due 6/21/26
	Module 9 – Microbiology Basics and Specimen Culturing	Ch 46	Due 6/21/26
6/22/26	Module 10 – Quality Assurance and Quality Control in the Laboratory	Ch 45	Due 6/28/26
	Module 11 – Laboratory Regulations and Compliance (CLIA, OSHA)	Ch 5	Due 6/28/26
<b>TBA</b>	<b>Lab Skills Test</b>	<ul style="list-style-type: none"> <li>▪ Venipuncture &amp; Capillary Puncture (using simulation arms or practice kits)</li> <li>▪ Urinalysis &amp; Specimen Labeling</li> <li>▪ Blood Glucose Testing</li> </ul>	
6/29/26	Module 13 – Documentation, Reporting, and	Ch 45	Due 7/5/26

	Laboratory Information Systems		
	Module 14 – Special Laboratory Procedures and Safety in Handling Biohazards	Ch 35	Due 7/5/26
	Module 15– Review of Laboratory Procedures and Practical Skills Assessment	Review	Due 7/5/26
<b>7/6/26</b>	Module 16 – Final Exam and Course Wrap-up		

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

### **GRADE BREAKDOWN**

#### Lecture 60%

- Quizzes 20 %
- Homework 20%
- Final 20%

#### Lab 40%

- Clinical Practice Participation 10%
- Lab Practical Skills Exam – 30%  
Venipuncture & Capillary Puncture (using simulation arms or practice kits)  
Urinalysis & Specimen Labeling  
Blood Glucose Testing

### **GRADE SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and

incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

*These policies are designed to promote fairness, accountability, and academic success. Students are expected to read and follow all guidelines outlined in the LIT Catalog and Student Handbook.*

1. No food, drinks, or use of tobacco products in class.
2. Cellphones, MP3 players, tablets, notebook/netbook(s) and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted. Any assignment submitted after the Blackboard cut-off time will result in a '0'. Make-up work is at the discretion of the instructor and will only be granted with excused absences; students must initiate the request in person and not via email.
5. Tests/ Exams: Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
7. A grade of 'C' or better must be earned in this course for credit toward degree Requirement.
8. All assignments will be completed using Blackboard/ Connect. Assignment may not be submitted via email.
9. Attendance: Students should be present and punctual for all lab classes. It is your responsibility to sign in beginning of each class to mark attendance. Any missed sign-up will result in an absence. Any assignment missed due to absence will result in a zero.
10. Tardiness: If tardy, enter quietly and do not disturb the class. Students that are tardy or miss a class are responsible for all work and/or discussion missed. The

student is responsible for obtaining missed material from a classmate. Do not expect your instructor to repeat a lecture & do not interrupt your instructor.

11. Do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.

12. Refrain from “surfing” the Web during class, unless directed by your instructor.