NORTHEAST TEXAS COMMUNITY COLLEGE

MDCA 1352 853 TR – Lab Procedures (Dual Credit)

Course Syllabus: Fall 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Drop Date Policy: The last day to drop with a grade of "W" is Tuesday, November 17, 2026.

Weekday	Office Hours
Monday	9:00 AM – 3:00 PM
Tuesday	9:00 AM – 3:00 PM
Wednesday	9:00 AM – 3:00 PM
Thursday	9:00 AM – 1:00 PM
Friday	Online

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Students will be instructed in procedures depicted in the waived category of the Clinical Laboratory Improvement Act (CLIA). This course includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance, and quality control.

Student Learning Outcomes:

1. Asepsis and infection control
2. Specimen collection and processing
3. Diagnostic testing
4. Patient care and instruction
5. Quality assurance and quality control procedures
6. Appropriate equipment maintenance and troubleshooting

Course Policies:

To ensure you have all key information available to you off-line, it is highly recommended that you print the student syllabus for your reference. Your course calendar is your Learning Modules tab. Each week includes the specific date for it so you can stay on track with assignments and future assignments. Students are responsible for checking their Blackboard Course Messages, Blackboard Announcement Board, NTCC email, and Microsoft Teams for instructor communications.

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
20%	Student Contract, Chapter Assignments
15%	Procedures
35%	Chapter Quizzes/Test
30%	Comprehensive Final Exam

The course includes chapter examinations and one (1) comprehensive final examination. Each competency procedure assessment will be recorded as a procedure grade; each student has only three opportunities to perform the procedure and pass it before it is considered a failed procedure. Failing to perform the procedure within three attempts will result in dismissal from the program.

Students who are absent on the day of a scheduled competency procedure assessment are responsible for contacting the instructor to arrange a make-up competency appointment. Failure to schedule and complete the make-up competency assessment will result in a grade of zero (0) for that competency.

As required by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), medical assisting students must demonstrate competency by earning a passing score on all required psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation standards require that 100% of medical assisting graduates complete 100% of the required competencies.

Course examinations constitute a significant portion of the student's final course grade. Students must earn a minimum average of 75% on all chapter examinations to be eligible to take the comprehensive final examination. Students whose chapter examination average is below 75% will not be permitted to sit for the final examination.

Examination dates are published in the course calendar. Should it become necessary to modify the examination schedule, students will be notified in class and/or through the course learning management system.

Make-Up Examination Policy: There are no make-up examinations. Students who anticipate a conflict with a scheduled examination must notify the instructor well in advance of the examination date. Failure to notify the instructor prior to the examination will result in a grade of zero (0) for the missed examination.

Comprehensive Final Examination: There is no make-up opportunity for the comprehensive final examination. Students are required to be present and complete the final examination at the scheduled time. Students who do not take the comprehensive final examination will receive a grade of zero (0) for the final examination.

Unannounced Quizzes: A grade of zero (0) will be assigned for any missed unannounced quiz.

Assignment Policy: All assignments are due by the published deadline. **Late assignments will not be accepted** and will receive a grade of zero (0) unless otherwise specified by the instructor or required by an approved institutional accommodation.

Semester grades will be earned as follows

Percentage	Letter Grade
89.5% and above	A
79.5 %–89.4%	B
74.5 %–79.4%	C
74.4% and below	F

Required Instructional Materials:

Publisher: Cengage: Medical Assisting; Administrative & Clinical Competencies 10th Ed., Michelle Blesi
ISBN Number: 979-8-214-11358-6

Minimum Technology Requirements:

Microsoft Office- Free through NTCC

Course Structure and Overview:

Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, Blackboard help, etc. It is your responsibility to ensure your knowledge of the Blackboard system. If you have any questions, please post in the "**Ask the Instructor Forum**," or you can contact NTCC's Tech Support. There are several "tabs" to the left of the course screen that provide additional information for the course.

Internet Connection Issues:
Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, "my dog ate my computer" is not a valid excuse. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. If you have issues with navigating through the Blackboard system, please refer to the **"HELP"** tab to the left on the course screen.

Course Materials and Assignments:
Along with your textbooks for this course, additional course materials may be given out as a handout and will be uploaded to the unit it adheres to.

***If any of these assignments do not load on your cell phone through the Blackboard app and/or via MindTap link, please use a desktop or laptop computer to complete the assignments.

******There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made.**

Communications:

Prefer Microsoft Teams and NTCC email

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:
APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. https://chat.openai.com/

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, https://chat.openai.com/.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their

academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

Course: **MDCA 1352 - Lab Procedures (Dual Credit)**

Week	Dates	Assignments/Procedures	Holidays/Events
9	10/19 - 10/25	Chapter 41- The Physician's Office Laboratory	
		Procedure: Quality Controls	
10	10/26 - 11/1	Chapter 42- Specimen Collection & Processing	
11	11/2 - 11/8	Chapter 42- Specimen Collection & Processing	
		Procedure: Collecting Urine Specimen/Processing UA/HCG	
12	11/9 - 11/15	Chapter 43- Blood Specimen Collection	
13	11/16 - 11/22	Chapter 43- Blood Specimen Collection	Drop Date (11/17)
		Procedure: Capillary Collections/Venipuncture	
14	11/23 - 11/29	Chapel Hill ISD is CLOSED- No class!	Thanksgiving (25-27)
15	11/30 - 12/3	Chapter 44- Diagnostic Testing	
		Procedure: Strep, COVID/Flu, LIPID	
16	12/4 - 12/10	FINAL EXAM	Graduation (12/11)

*** See Learning Module for Specific Assignment Due Dates. Course Calendar Dates are Tentative and subject to change by the instructor.