



Atlantic Technical College

Medical Laboratory Assisting

Program Syllabus

2026-2027



Instructor Name: Missell Perez Gonzalez, Shavinda Nagapen
Department Name: Health Science
Classroom Location: Bldg. 12, Rm. 226 | Lab: Bldg. 2 Rm. 121
Phone Number: 754-321-5100 ext. 493-3003
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Instructor Office Hours: (*Appointment Preferred*)
M: 2:00pm – 3:00pm (*In-Person*)
W: 3:00pm – 4:00pm (*Zoom*)
F: 3:00pm – 4:00pm (*Zoom*)

Instructor responses to student inquiries will be provided within 24 hours of regular school operating hours:
Monday – Friday, 7:05am – 1:50pm.

Student Hours:

Monday – Friday

Class Hours: 7:05am – 1:50pm

Break: 9:05am – 9:20am

Lunch: 11:20am – 11:50am

Program Name: Medical Laboratory Assisting

OCPs	Course Names	Hours
A	HSC0003 – Basic Healthcare Worker	90
B	MEA0520 – Phlebotomist	75
C	MEA0560 – Medical Lab Assistant	300

Program Description:

This program prepares students for entry-level employment as Medical Laboratory Assistants in hospitals, clinics, diagnostic laboratories, physicians' offices, and other healthcare settings. Training includes specimen collection and processing, laboratory safety, medical terminology, infection control, patient interaction, basic laboratory support procedures, recordkeeping, and quality assurance standards.

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstances with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.

<http://www.atlanticttechnicalcollege.edu/atc-student-handbook/>

Required Book(s) and/or Online Access:

Available for purchase at the ATC Bookstore/Online:

- Linne & Ringsrud's Clinical Laboratory Science Concepts, Procedures, and Clinical Applications 8th Edition
- Certified Medical Laboratory Assistant Practice Exam (CMLA) (v1 - attempt 1 and 2)
- NHA – Certified Phlebotomy Technician (CPT) - Online Practice Tests + Study Guide

Required Materials/Supplies:

Purchased from ATC Bookstore:

- CPR Valve
- Uniform: ATC Logo Cherokee Scrubs
- ATC Logo T-Shirt (*optional*)

Not Purchased from ATC Bookstore:

- Long Length Laboratory Coat (*white*)*
- Safety Goggles*
- Black or White Shoes

All required books and most materials/supplies can be purchased from the ATC bookstore.

Stop by during operational hours for pricing and purchasing information.

Grading System:

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

Additional Program Specific Grading Information:

• Course Exams	40%
• Course Quizzes	20%
• Lab & Employability Skills	30%
• Classroom/Homework	10%

View Your Grades:

1. Visit <https://sso.browardschools.com> and log in with:
 - a. **Username:** 10-digit student ID (06XXXXXXX) & **Password:** PMM/DD/YYYY or your updated password
2. Click the FOCUS app (scroll down if needed).
3. Enter your FOCUS login credentials. **If FOCUS is not available, go directly to:**
<https://broward.focusschoolsoftware.com/focus/>

Grading Policy:**Exams**

- Exams will always be announced in advance. If you are absent on the day of an exam, a grade of 0 will be recorded unless valid, verifiable documentation is provided to the school, and the absence is deemed excused. In such cases, a make-up exam may be offered.

Quizzes

- Quizzes may be scheduled or unannounced. If you miss a quiz, regardless of the reason, it will result in a grade of 0 unless the instructor allows for a retake. The instructor may permit a retake if a valid and verifiable excuse is provided, but a 10% penalty will be applied to the retake grade.

Classroom & Homework Assignments

- Assignments are expected to be submitted on time. For each day an assignment is late; 15% will be deducted from the final grade. Assignments more than three (3) days late may receive no credit unless arrangements have been approved in advance.

Lab & Employability Skills

- Participation in lab sessions is mandatory. If you are absent on a day when lab skills are being conducted, 20% will be deducted from any lab clinical skills check-off completed during that session. Consistent attendance and professionalism in the lab are essential for skill development and success in the course.

Classroom/Lab Rules & Regulations:

See Medical Laboratory Assisting Program Handbook

Industry Certification & State Credential Exam Cost:

- Certified Phlebotomy Technician (CPT) - \$129
- Certified Medical Laboratory Assistant (CMLA) - \$135
- Basic Life Support (BLS/CPR) - Included

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.

Outstanding Student Recognition Information:

A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

Course Number: HSC0003

Course Name: Basic Healthcare Worker

Occupational Completion Point: A

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate legal and ethical responsibilities.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Apply basic math and science skills.

Course Number: MEA0520

Course Name: Phlebotomist

Occupational Completion Point: B

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate accepted professional, communication, and interpersonal skills.
- Discuss phlebotomy in relation to the health care setting.
- Identify the anatomic structure and function of body systems in relation to services performed by phlebotomists.
- Recognize and identify collection of reagents of supplies, equipment and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures for transporting, accessioning, and processing of specimens.
- Practice quality assurance and safety.

Course Number: MEA0560

Course Name: Medical Lab Assistant

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Identify the federal and state laws, which serve to regulate the provision of laboratory services, including CLIA, Florida Statutes, and Florida Administrative Code.
- Demonstrate basic knowledge of microbiology.
- Demonstrate basic knowledge of urinalysis.
- Demonstrate basic knowledge of clinical chemistry.
- Demonstrate basic knowledge of hematology.
- Demonstrate basic knowledge of Immunohematology.
- Demonstrate the basic knowledge of and perform clinical laboratory Point of Care (POC) testing (Waived).
- Successfully complete learning experiences in the clinical setting.