



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
April 25, 2025 - 10:00 AM
Zoom

AGENDA

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Page

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

3 - 7      **2.1. UEC draft minutes: March 28, 2025**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

8 - 26      **3.1. Continuing Education**  
New program: Medical Lab Assistant certificate

MOTION: To recommend approval of the Medical Laboratory Assistant certificate as presented.

New course: MLA 01, Professionalism and Cultural Competency

New course: MLA 02, Anatomy and Physiology

New course: MLA 03, Laboratory Safety and Infection Control

New course: MLA 04, Laboratory Fundamentals

New course: MLA 05, Specimen Procurement

New course: MLA 06, Pre/Post Laboratory Analysis

New course: MLA 07, Introduction to Electrocardiography

New course: MLA 08, Practicum Orientation

New course: MLA 09, Practicum

MOTION: To approve the new course code MLA (Medical Laboratory Assistant).

MOTION: To approve the MLA course outlines as presented.

**4. OTHER BUSINESS/DISCUSSION ITEMS**

27 -      **4.1. UEC Terms of Reference**  
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**4.2. UEC Liaison reports**

**4.3. Policy Subcommittee report**

**4.4. APPC report**

**4.5. Senate report**

**4.6. Senate Teaching and Learning Committee report**

**5. INFORMATION**

29

**5.1. 2024/25 UEC membership**

**5.2. Program suspensions and discontinuations**

Discontinued: Latin American Studies extended minor

Discontinued: Digital Manufacturing diploma

**6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

March 28, 2025  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Thais Amorim, Michael Batu, Rhonda Colwell, Joy Enyinnaya, Samantha Hannah, David Johnston, Allyson Jule, Dana Landry, Stan Manu, Lisa McMartin, and Sylvie Murray  
**ABSENT:** Afeef Alam, Chris Campbell, Vlad Dvoracek, Shirley Hardman, Claire Hay, Bobby Jaswal, Amber Johnston, Pavandeep Judge, Selena Karli, Carolyn MacLaren, David McGuire, Cindy Schultz, Shel Stefan, and Susan Stoneson  
**GUESTS:** Jennifer Deon, Donna Derksen, Cherie Enns, Larissa Horne, Sebastian Huebel, Christopher Hyland, Lynn Kleinveldt, Nicole Kungle, Shelley Liebembuk, Heather McAlpine, Barbara Messamore, Christine Nehring, Michelle Rhodes, Ian Rocksborough-Smith, Alessandro Tarsia, Ben Vanderlei, Leanne Woelke  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: February 28, 2025**

**MOTION:**

To approve the draft minutes as presented.  
CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. Adult Education**

Review with changes: ADED 320, 325

**MOTION:**

To approve the ADED course outlines as presented.  
CARRIED

##### **3.2. Arts and Integrated Studies**

Change to prerequisites: AIS 398

**MOTION:**

To approve the AIS 398 course outline as presented,  
CARRIED

##### **3.3. Business**

Review with changes: BUS 305

New course: BUS 313, HRM Data Analytics

**MOTION:**

To approve the BUS course outlines as presented.

UEC Draft Minutes  
28 Mar 2025

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CARRIED

Information: Alignment of program learning outcomes: Financial Analytics post-baccalaureate diploma

UEC was satisfied with the information provided by the School of Business.

**3.4. Child, Youth, and Family Studies**

Changes including pre/corequisites and grading system: CYC 310

**MOTION:**

To approve the CYC 310 course outline as presented.

CARRIED

**3.5. English**

Review with changes including title: ENGL 388

**MOTION:**

To approve the ENGL 388 course outline as presented.

CARRIED

**3.6. History**

Review with changes: HIST 101, 103, 119, 301, 311, 335, 364, 391, 400, 418, 426, 430, 491

New course: HIST 312, A History of Genocide

**MOTION:**

To approve the HIST course outlines as presented:

- HIST 364: courses incorrectly included in the antirequisite courses section (HIST 301A and 301B) will be removed

CARRIED

**3.7. Information Studies**

Review with changes: LIBT 250, 270

**MOTION:**

To approve the LIBT course outlines as presented.

CARRIED

**3.8. Arts**

Discontinuation: MUSC 199

**MOTION:**

To discontinue MUSC 199.

CARRIED

New program: Intercultural Essentials associate certificate

**MOTION:**

To recommend approval of the Intercultural Essentials associate certificate as amended:

- Addition of graduation requirement: minimum C in each course

UEC Draft Minutes  
28 Mar 2025

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CARRIED

**3.9. Graphic and Digital Design**

Review with changes including title: GD 403, 460

New course: GD 497, Practicum in Graphic and Digital Design

Review with changes including title and prerequisites: GD 498

**MOTION:**

To approve the GD course outlines as presented.

CARRIED

Changes to program requirements: Graphic and Digital Design major

**MOTION:**

To approve the changes to the Graphic and Digital Design major as presented, effective September 2025.

CARRIED

Discontinuation: GD 369, 461, 499

**MOTION:**

To discontinue GD 369, 461, and 499.

CARRIED

**3.10. Planning, Geography, and the Environment**

Review with changes including course code: PLAN 460 (currently GEOG 460)

Changes including prerequisites and course code: PLAN 464/GD 464 (currently GEOG 464/GD 464)

Changes including prerequisites and course code: PLAN 466/GD 466 (currently GEOG 466/GD 466)

The continued cross-listing of PLAN 464 and PLAN 466 as GD was discussed. These course are co-taught by faculty from both departments, which can be made more evident in future course outline revisions.

**MOTION:**

To approve the PLAN course outlines as presented.

CARRIED

Changes to program requirements: Bachelor of Regional and Community Planning

The option to rank applicants based on GPA is being removed from the basis for admission decision. PGES representatives Cherie Enns and Michelle Rhodes confirmed that the department is comfortable with this change. They also noted that the CIVI courses were intended to be part of the BRCP when it was created, but this required further consultation with Continuing Education.

**MOTION:**

To recommend approval of the changes to the Bachelor of Regional and Community Planning as presented, effective September 2025.

CARRIED

Discontinuation: GEOG 140, 233, 323, 346, 354, 400, 433, 440, 447, 452, 480, 481, 482, 484

**MOTION:**

To discontinue GEOG 140, 233, 323, 346, 354, 400, 433, 440, 447, 452, 480, 481, 482, and 484.  
CARRIED

**3.11. Continuing Education**

Changes including prerequisites: CIVI 202, 302, 311, 312

The student information system cannot alert students to the differential tuition fee for these courses, and UFV is not able to identify the variable cost in order to estimate program costs for student loan purposes. To ensure that students are fully aware of the cost and that it is not covered by student loans, the Registrar recommended including permission of the BRCP program in the course prerequisites.

**MOTION:**

To approve the CIVI course outlines as amended:

- Prerequisites changed to "Admission to the Civic Governance and Innovation certificate or **permission of the Bachelor of Regional and Community Planning program.**"

CARRIED

**3.12. Creative Arts**

Changes to program requirements: Visual Arts minor

**MOTION:**

To approve the changes to the Visual Arts minor as presented, effective September 2025.

CARRIED

**3.13. Science**

Changes to program and entrance requirements: Associate of Science

**MOTION:**

To recommend approval of the changes to the Associate of Science as amended, effective September 2025:

- Overall CGPA will be added to graduation requirements

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. UEC Subcommittees**

- Admission Subcommittee
- Transfer Credit Subcommittee
- Pre-Check Subcommittee

**4.2. UEC Liaison reports**

There were no reports.

**4.3. Policy Subcommittee report**

Work on Policy 105 (Course Credits) is continuing, and the subcommittee has recently discussed some general key principles for policy revisions.

**4.4. APPC report**

APPC recommended that Senate approve the Social Innovation certificate and renewed the suspension of the Applied Ethical and Political Philosophy minor.

**4.5. Senate report**

Senate approved the items recommended by UEC, as well as discontinuation of the Latin American Studies extended minor and Digital Manufacturing diploma.

**4.6. Senate Teaching and Learning Committee report**

The working group to define holistic assessment has met recently, but STLC has not.

**5. INFORMATION ITEMS**

**5.1. 2024/25 UEC membership**

**5.2. Program suspensions and discontinuations**

Two-year suspension renewed: Applied Ethical and Political Philosophy minor

**6. ADJOURNMENT**

The meeting was adjourned at 11:49 am.



**MEMO**

**To:** UEC  
**From:** Chris Campbell, Associate Director, PDQA  
**Cc:** Allyson Jule, Dean, FECHD  
Carolyn MacLaren, Director, Continuing Education  
Jessica Cottrill, Program Coordinator, Continuing Education  
Jessica Pulko, Assistant, PDQA  
**Date:** April 25, 2025  
**Re:** Program Proposal, Certificate, Medical Lab Assistant

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The following associate certificate is being submitted for review and recommendation to UEC by PDQA on behalf of the Faculty of Education, Community, and Human Development

**Background**

Continuing Education in the Faculty of Education, Community, and Human Development has been developing Medical Lab Assistant certificate since February 2024. This is a non-credit certificate.

Please find attached for UEC review:

1. Program Proposal
2. Proposal Appendices
3. Course Outlines

*Note: Program proposal and appendices are available to UEC members in Teams and at S:\Groups\UEC\2025-04-25 Medical Laboratory Assistant.*

Thank you,

Chris Campbell



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|--|--|--|--|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MLA 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Professionalism and Cultural Competency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Short Title:</b> Prof & Cultural Competency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Develops tools to communicate effectively with cultural sensitivity with patients and peers in healthcare while complying with the requirements of governing legislation. Promotes practicing teamwork to solve problems. Ensures the ability to maintain confidentiality in all workplace interactions. Describes how quality is maintained in healthcare.                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | Admission to the Medical Laboratory Assistant certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                           |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">30</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">30</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>60</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops | 30 |  |  |  |  |  |  | <b>Total hours</b> | <b>60</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>this is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b> <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                          |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 01**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Describe effective interpersonal and communication skills.
2. Define the responsibilities of the MLA and her/his role in the health care team.
3. Outline how professionalism applies to the role of the MLA.
4. Communicate effectively in speech and writing.
5. Work collaboratively in a team to solve problems.
6. Demonstrate culturally aware behaviours.
7. Describe confidentiality as it relates to healthcare.
8. Comply with legislation and governing bodies relating to healthcare and medical laboratory practices.
9. Describe duties that are within the scope of the MLA.
10. Commitment to upholding the shared responsibility of creating lasting and meaningful reconciliation as per the Truth and Reconciliation Commission (TRC) (2015) and BC's Declaration on the Rights of Indigenous Peoples Act (2019).

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|              |     |                |     |   |
|--------------|-----|----------------|-----|---|
| Assignments: | 35% | Quizzes/tests: | 25% | % |
| Project:     | 25% | Final exam:    | 15% | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, presentations, research, small group work.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type               | Author or description | Title and publication/access details | Year    |
|--------------------|-----------------------|--------------------------------------|---------|
| 1. Online resource | various               | various                              | various |
| 2. Textbook        | McCall, R.            | Phlebotomy Essentials                | 2023    |
| 3.                 |                       |                                      |         |
| 4.                 |                       |                                      |         |
| 5.                 |                       |                                      |         |

**Required Additional Supplies and Materials:**

None.

**Course Content and Topics**

- Introduction to the health care team and important issues related to medical laboratory assistants
- Effective interpersonal and communication skills applicable to medical laboratory assistants
- Intercultural communication skills for medical laboratory assistants
- Indigenous ways of viewing and accessing healthcare
- The role of medical laboratory assistants within the hospital and clinical laboratory
- Quality assurance/improvement programs
- Legal and ethical issues involving medical laboratory assistants



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|--|--|--|--|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MLA 02                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Anatomy and Physiology                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Short Title:</b> Anatomy & Physiology                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>An overview of the anatomy and physiology of major body systems and their associated functions in the body. Focus is on the medical terminology and diagnostic testing used for diagnosis for these body systems.                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | MLA 01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                       |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar</td> <td style="text-align: right;">60</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">30</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>90</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 60 | Tutorials/workshops | 30 |  |  |  |  |  |  | <b>Total hours</b> | <b>90</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>this is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 60        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>90</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca.</a> )<br>Transfer credit already exists: <b>[click to select]</b><br>Submit outline for (re)articulation: <b>[click to select]</b><br><i>(If yes, fill in <a href="#">transfer credit form.</a>)</i>                                                                                                                                                                                                                          |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 02**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Describe the anatomy and physiology of major body systems.
2. Analyze medical terms that related to major body systems.
3. Describe common disorders of major body systems.
4. Describe basic hemostasis.
5. List the components of whole blood.
6. Describe the tests performed in the laboratory disciplines.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|                |     |             |     |   |
|----------------|-----|-------------|-----|---|
| Assignments:   | 45% | Final exam: | 15% | % |
| Quizzes/tests: | 40% |             | %   | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, presentations, student-led research.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type        | Author or description | Title and publication/access details | Year |
|-------------|-----------------------|--------------------------------------|------|
| 1. Textbook | Chapner, Davi-Ellen   | Medical Terminology a Short Course   | 2023 |
| 2. Textbook | McCall, R.            | Phlebotomy Essentials                | 2023 |
| 3.          |                       |                                      |      |
| 4.          |                       |                                      |      |
| 5.          |                       |                                      |      |

**Required Additional Supplies and Materials:**

None.

**Course Content and Topics**

- Anatomy and physiology of the major body systems
- Common diseases associated with the major body systems
- Medical terminology
- Laboratory testing that relates to diagnosis of common diseases
- Hemostasis



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------|----|--|--|--|--|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Course Code and Number: MLA 03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Number of Credits: 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Course Full Title: Laboratory Safety and Infection Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Course Short Title: Lab Safety & Infection Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Faculty: Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Department (or program if no department): Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Outlines the application of how to use safe practices and risk management while working in the healthcare field with effective responses to workplace hazards. This includes using Workplace Hazardous Materials Information System (WHMIS) and Transportation of Dangerous Goods (TDG). First Aid CPR Level C will be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Prerequisites (or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | MLA 01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Pre/corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px 5px;">Lecture/seminar</td> <td style="text-align: right; padding: 2px 5px;">30</td> </tr> <tr> <td style="padding: 2px 5px;">Supervised laboratory hours (science lab)</td> <td style="text-align: right; padding: 2px 5px;">30</td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="text-align: right; padding: 2px 5px;"><b>Total hours</b></td> <td style="text-align: right; padding: 2px 5px;"><b>60</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30 | Supervised laboratory hours (science lab) | 30 |  |  |  |  |  |  | <b>Total hours</b> | <b>60</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>this is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Supervised laboratory hours (science lab)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                        |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Department approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Faculty Council approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | Date of meeting: February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Undergraduate Education Committee (UEC) approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | Date of meeting: April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |    |  |  |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 03**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Describe infection control.
2. Demonstrate proper use of personal protective equipment (PPE).
3. Use lab safety equipment (biological safety cabinet, fume hood, eye wash station, emergency shower, etc.).
4. Demonstrate decontamination and sterilization of laboratory equipment and premises.
5. Mitigate risks of the following hazards: biological, chemical, physical, radiation, electrical, and ergonomic.
6. Respond to workplace emergencies: fire, spills, body fluid exposure, etc.
7. Interpret legislation for Workplace Hazardous Material Information System (WHMIS), Transportation of Dangerous Goods (TDG), and WorkSafe BC.
8. Obtain a certificate in First Aid CPR Level C.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|                  |                   |               |
|------------------|-------------------|---------------|
| Assignments: 30% | Quizzes/tests:15% | Final exam: % |
| Lab work: 40%    | Final exam: 15%   | %             |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*
**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type        | Author or description | Title and publication/access details | Year |
|-------------|-----------------------|--------------------------------------|------|
| 1. Textbook | McCall, R.            | Phlebotomy Essentials                | 2023 |
| 2.          |                       |                                      |      |
| 3.          |                       |                                      |      |
| 4.          |                       |                                      |      |
| 5.          |                       |                                      |      |

**Required Additional Supplies and Materials:**

Scrubs, lab coat, hospital approved footwear, safety glasses.

**Course Content and Topics**

- Infectious cycle
- PPE
- Safety equipment
- Risk management of laboratory hazards
- Cleaning and sterilizing
- Workplace emergencies
- WHMIS, TDG, WorkSafe BC
- First Aid (stand-alone)



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-------------------------------------------|----|--|--|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MLA 04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Laboratory Fundamentals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Short Title:</b> Laboratory Fundamentals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Focuses on how to accurately prepare and test diagnostic samples, use laboratory equipment, and prepare testing reagents within a quality system. This includes loading of laboratory analyzers and staining specimen slides for analysis.                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | MLA 01, MLA 02, and MLA 03.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                           |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Supervised laboratory hours (science lab)</td> <td style="text-align: right;">15</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>60</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops | 15 | Supervised laboratory hours (science lab) | 15 |  |  |  |  | <b>Total hours</b> | <b>60</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>This is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Supervised laboratory hours (science lab)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                        |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                                           |    |  |  |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 04**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Demonstrate critical thinking skills in a laboratory environment.
2. Participate in the laboratory quality system.
3. Use laboratory equipment as required to process patient samples or make laboratory reagents.
4. Prepare and coverslip specimen slides.
5. Stain specimen slides with various staining techniques.
6. Load samples onto laboratory analyzers.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|              |     |                |     |   |
|--------------|-----|----------------|-----|---|
| Assignments: | 20% | Quizzes/tests: | 25% | % |
| Lab work:    | 40% | Final exam:    | 15% | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, presentations, hands-on laboratory practice.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type        | Author or description | Title and publication/access details | Year |
|-------------|-----------------------|--------------------------------------|------|
| 1. Textbook | McCall, R.            | Phlebotomy Essentials                | 2023 |
| 2.          |                       |                                      |      |
| 3.          |                       |                                      |      |
| 4.          |                       |                                      |      |
| 5.          |                       |                                      |      |

**Required Additional Supplies and Materials:**

Scrubs, lab coat, hospital approved footwear, safety glasses.

**Course Content and Topics**

- Change management
- Identifying and reporting safety events
- Laboratory measurements
- Staining
- Slide preparation
- Loading analyzers



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------|-----|--|--|--|--|--|--|--------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Course Code and Number: MLA 05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | Number of Credits: 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Course Full Title: Specimen Procurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Course Short Title: Specimen Procurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Faculty: Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | Department (or program if no department): Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Prepares learners for the collection and procurement of diagnostic patient samples including instruction of patients on collection methods. Focus is on interpretation of healthcare provider requests, patient identification, venipunctures, and capillary collections of blood samples.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Prerequisites (or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | MLA 01, MLA 02, and MLA 03.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Pre/corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                                        |            | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px 5px;">Lecture/seminar</td> <td style="text-align: right; padding: 2px 5px;">50</td> </tr> <tr> <td style="padding: 2px 5px;">Supervised laboratory hours (science lab)</td> <td style="text-align: right; padding: 2px 5px;">100</td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="padding: 2px 5px;"> </td> <td style="padding: 2px 5px;"> </td> </tr> <tr> <td style="text-align: right; padding: 2px 5px;"><b>Total hours</b></td> <td style="text-align: right; padding: 2px 5px;"><b>150</b></td> </tr> </table> |            | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50 | Supervised laboratory hours (science lab) | 100 |  |  |  |  |  |  | <b>Total hours</b> | <b>150</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>This is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Supervised laboratory hours (science lab)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 100        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>150</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                        |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Department approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Faculty Council approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | Date of meeting: February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Undergraduate Education Committee (UEC) approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            | Date of meeting: April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                           |     |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |

**MLA 05**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Identify the tests ordered by a healthcare provider on a requisition.
2. Correctly identify a patient prior to specimen procurement.
3. Correctly label laboratory specimens.
4. Perform blood collections.
5. Maintain integrity of patient samples from collection to storage.
6. Describe the containers used for various specimen procurements.
7. Perform point-of-care testing.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|              |     |                |     |   |
|--------------|-----|----------------|-----|---|
| Portfolio:   | 20% | Quizzes/tests: | 60% | % |
| Assignments: | 20% |                |     | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*
**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type               | Author or description | Title and publication/access details                                               | Year |
|--------------------|-----------------------|------------------------------------------------------------------------------------|------|
| 1. Textbook        | McCall, R.            | Phlebotomy Essentials                                                              | 2023 |
| 2. Online resource | Kong, J.              | Pathology from the Tissue Level Clinical Manifestations and Interprofessional Care |      |
| 3.                 |                       |                                                                                    |      |
| 4.                 |                       |                                                                                    |      |
| 5.                 |                       |                                                                                    |      |

**Required Additional Supplies and Materials:**

Scrubs, lab coat, hospital approved footwear, and safety glasses.

**Course Content and Topics**

- Patient identification
- Venipunctures
- Micro-collection
- Specimen labelling
- Specimen collections
- Diagnostic test libraries



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|---|-------------------------------------------|----|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MLA 06                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Pre/Post Laboratory Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Short Title:</b> Pre/Post Laboratory Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Outlines practices for the determination of patient sample suitability for analysis, prioritization of workflow, preparation of diagnostic patient samples for laboratory analysis, and the storage of the samples after analysis. Instruction of the maintenance of laboratory equipment is included.                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | MLA 01, MLA 02, MLA 03, and MLA 04.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                         |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar</td> <td style="text-align: right;">25</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Supervised laboratory hours (science lab)</td> <td style="text-align: right;">30</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>60</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 25 | Tutorials/workshops | 5 | Supervised laboratory hours (science lab) | 30 |  |  | <b>Total hours</b> | <b>60</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>This is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 25        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Supervised laboratory hours (science lab)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca</a>.)</i><br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                  |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                                           |    |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 06**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Organize laboratory workload to accommodate specimen priorities.
2. Following Standard Operating Procedures (SOPs) for preparing laboratory samples for testing.
3. Maintain integrity of patient samples from collection to storage.
4. Evaluate specimen suitability for laboratory testing.
5. Maintain laboratory equipment as per established procedures.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|              |     |                |     |   |
|--------------|-----|----------------|-----|---|
| Assignments: | 30% | Quizzes/tests: | 25% | % |
| Lab work:    | 30% | Final exam:    | 15% | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*
**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type               | Author or description | Title and publication/access details                                                        | Year |
|--------------------|-----------------------|---------------------------------------------------------------------------------------------|------|
| 1. Textbook        | McCall, R.            | Phlebotomy Essentials                                                                       | 2023 |
| 2. Online resource | Kong, J.              | Pathology – from the Tissue level to the Clinical Manifestations and Interprofessional Care |      |
| 3.                 |                       |                                                                                             |      |
| 4.                 |                       |                                                                                             |      |
| 5.                 |                       |                                                                                             |      |

**Required Additional Supplies and Materials:**

Scrubs, lab coat, hospital approved footwear, and safety glasses.

**Course Content and Topics**

- Prioritizing laboratory workload
- Preanalytical processes
- Laboratory equipment maintenance



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-------------------------------------------|----|--|--|--|--|--------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> MLA 07                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Course Full Title:</b> Introduction to Electrocardiography<br><b>Course Short Title:</b> Intro to Electrocardiography                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Calendar Description:</b><br>Focuses on information on the anatomy and physiology of the heart, lead theory, electrocardiography (ECG) equipment, troubleshooting, and dealing with a variety of patient situations. Emphasis is on correct placement of the 12-lead, 15-lead, and Lewis-lead ECG, recognition of arrhythmias that require immediate response, and the properties that comprise an accurate ECG tracing. Will also include a description of Holter monitors, blood pressure and event monitors for diagnosis, identification of normal and abnormal sinus rhythms, and recognizing myocardial infarction (MI) patterns. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MLA 01, MLA 02, MLA 03, and MLA 06.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                         | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">40</td> </tr> <tr> <td>Supervised laboratory hours (science lab)</td> <td style="text-align: right;">40</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>120</b></td> </tr> </table>                                                              | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 40 | Tutorials/workshops | 40 | Supervised laboratory hours (science lab) | 40 |  |  |  |  | <b>Total hours</b> | <b>120</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>This is a course in a non-credit certificate program that relies on in-class experience and training. |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| Supervised laboratory hours (science lab)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>120</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> )<br>Transfer credit already exists: <b>[click to select]</b><br>Submit outline for (re)articulation: <b>[click to select]</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                           |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                                           |    |  |  |  |  |                    |            |                                                                                                                                                                                                                     |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Describe the cardiovascular circulation system.
2. Explain the functions, controls, and maintenance of electrocardiography machines and equipment.
3. Identify the correct procedures in performing ECG tests.
4. Perform electrography.
5. Perform the placement of Holter monitors.
6. Recognize arrhythmias that require an immediate response.
7. Describe the process of evaluating ECG tracings and determining the presence of dysrhythmias.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|                 |                   |                   |   |
|-----------------|-------------------|-------------------|---|
| Assignments:40% | Quizzes/tests:25% | [click to select] | % |
| Final exam:25%  | Project:10%       | [click to select] | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Combination of lectures, group activities, hands-on and self-directed learning.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type        | Author or description | Title and publication/access details | Year |
|-------------|-----------------------|--------------------------------------|------|
| 1. Textbook | Ellis, Karen M.       | EKG Plain and Simple                 | 2016 |
| 2.          |                       |                                      |      |
| 3.          |                       |                                      |      |
| 4.          |                       |                                      |      |
| 5.          |                       |                                      |      |

**Required Additional Supplies and Materials:**

Scrubs, hospital approved footwear, lab coat.

**Course Content and Topics**

- Anatomy and physiology of the cardiovascular system
- Basic electro-physiology of the cardiovascular system
- Electrocardiograms
- Lead morphology
- Lead placement
- Clinical aspects of the ECG
- Calculating heart rates
- Interpreting normal and abnormal rhythms
- Holter monitors
- Event monitors
- Blood pressure monitors including 24-hour monitoring



ORIGINAL COURSE IMPLEMENTATION DATE: January 2026  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2031  
 Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------|----|---------------------|----|--|--|--------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MLA 08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Practicum Orientation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Course Short Title:</b> Practicum Orientation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty:</b> Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Introduces students to hospital scheduling, staffing procedures, and technology/software used by hospitals. Students will examine and practice workplace professionalism protocols and techniques, complete a job search, prepare employment documents, and participate in interview activities.                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | MLA 01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                          |           | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Experiential (cultural/elder learning or participation)</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">10</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>30</b></td> </tr> </table> |           | Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10 | Experiential (cultural/elder learning or participation) | 10 | Tutorials/workshops | 10 |  |  | <b>Total hours</b> | <b>30</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>This is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Lecture/seminar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Experiential (cultural/elder learning or participation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>30</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                        |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Department approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of meeting:</b> February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                                                         |    |                     |    |  |  |                    |           |                                                                                                                                                                                                                     |  |

**MLA 08**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Operate hospital technologies and software using Meditech TEST system at a Fraser Health hospital site.
2. Describe the student MLA's role and the professionalism protocols required during the practicum placement.
3. Complete a job search.
4. Prepare employment documents – cover letter, resume, and reference sheet.
5. Participate in interview activities specific to the field.
6. Demonstrate professionalism in the classroom environment through attendance, communication, interpersonal relationships, collaboration, and teamwork.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|              |     |                      |     |  |   |
|--------------|-----|----------------------|-----|--|---|
| Assignments: | 30% | Portfolio:           | 30% |  | % |
| Project:     | 30% | Holistic assessment: | 10% |  | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, presentations, research, small group work.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type               | Author or description | Title and publication/access details | Year    |
|--------------------|-----------------------|--------------------------------------|---------|
| 1. Online resource | various               | various                              | various |
| 2.                 |                       |                                      | 2023    |
| 3.                 |                       |                                      |         |
| 4.                 |                       |                                      |         |
| 5.                 |                       |                                      |         |

**Required Additional Supplies and Materials:**

None.

**Course Content and Topics**

- Introduction to hospital technology and software
- Professionalism in the workplace, including decorum, and practicum attendance requirements
- Identify any culturally specific practices as they pertain to Indigenous or other cultures
- Strategies for obtaining employment as a Medical Laboratory Assistant, including expectancy of shift work and on-call protocols
- Labour market information
- Job search
- Cover letters, resumes, reference sheet
- Interview activities



January 2026

**REVISED COURSE IMPLEMENTATION DATE:**
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2031

Course outline form version: 28/10/2022

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|--|--|--|--|--|--|--------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Course Code and Number: MLA 09                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            | Number of Credits: 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Course Full Title: Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Course Short Title: Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Faculty: Faculty of Education, Community, & Human Dev.                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | Department (or program if no department): Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                            |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Calendar Description:</b><br>Provides the opportunity for practicing the tasks of Medical Laboratory Assistants (MLAs) under supervision. Includes communicating with patients, venipunctures, specimen handling, analyzer maintenance, and participating in the laboratory workflow.                                                                                                                                                                                                      |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Prerequisites (or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | MLA 01, MLA 02, MLA 03, MLA 04, MLA 05, MLA 06, MLA 07, and MLA 08.                                                                                                                                                                                                                                                                                                                                                                                                                       |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Pre/corequisites (if applicable, or NONE):                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                          |            | <b>Course Details</b><br>Special Topics course: <b>No</b><br><i>(If yes, the course will be offered under different letter designations representing different topics.)</i><br>Directed Study course: <b>No</b><br><i>(See <a href="#">policy 207</a> for more information.)</i><br>Grading System: <b>Letter grades</b><br>Delivery Mode: <b>May be offered in multiple delivery modes</b><br>Expected frequency: <b>Annually</b><br>Maximum enrolment (for information only): <b>24</b> |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Practicum</td> <td style="width: 20%; text-align: center;">150</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>150</b></td> </tr> </table> |            | Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 150 |  |  |  |  |  |  |  |  | <b>Total hours</b> | <b>150</b> | <b>Prior Learning Assessment and Recognition (PLAR)</b><br>PLAR cannot be awarded for this course because:<br>this is a course in a non-credit certificate program that relies on in-class experience and training. |  |
| Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 150        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>150</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| <b>Scheduled Laboratory Hours</b><br>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                   |            | <b>Transfer Credit</b> (See <a href="#">bctransferguide.ca</a> .)<br>Transfer credit already exists: <b>No</b><br>Submit outline for (re)articulation: <b>No</b><br><i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>                                                                                                                                                                                                                                                        |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Department approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            | Date of meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Faculty Council approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | Date of meeting: February 21, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |
| Undergraduate Education Committee (UEC) approval                                                                                                                                                                                                                                                                                                                                                                                                                                              |            | Date of meeting: April 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |  |  |  |  |  |  |  |  |                    |            |                                                                                                                                                                                                                     |  |

MLA 09

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Perform venipunctures.
2. Perform capillary blood collections.
3. Perform specimen preparation for laboratory testing.
4. Apply aseptic and infection control procedures.
5. Provide instructions to patients regarding collection of specimens.
6. Produce diagnostic electrocardiograms.
7. Use laboratory equipment within the scope of MLA practice.
8. Maintain professional conduct during the practicum.
9. Communicate clearly and effectively with patients and the healthcare team.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

|            |      |   |   |
|------------|------|---|---|
| Practicum: | 100% | % | % |
|            | %    | % | % |

**Details:**

Attendance and participation are included in the final grade.

A passing grade of 80% must be obtained prior to advancing to the next course.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

| Type     | Author or description | Title and publication/access details | Year    |
|----------|-----------------------|--------------------------------------|---------|
| 1. Other | UFV                   | MLA Practicum Student Handbook       | current |
| 2.       |                       |                                      |         |
| 3.       |                       |                                      |         |
| 4.       |                       |                                      |         |
| 5.       |                       |                                      |         |

**Required Additional Supplies and Materials:**

Scrubs, lab coat, hospital approved footwear, safety glasses.

**Course Content and Topics**

- Specimen procurement
- Electrocardiography
- Specimen handling
- Laboratory safety
- Professional communication
- Loading analyzers



## Undergraduate Education Committee Terms of Reference

### RESPONSIBILITIES

1. Advise Senate on curricular matters related to the undergraduate educational programs of the university.
2. Advise Senate on policies, procedures, and criteria for the admission, evaluation, withdrawal, and promotion of undergraduate students.
3. Advise Senate on the criteria for awarding certificates, diplomas, and degrees to undergraduate students.
4. Advise Senate on policies and procedures for review and approval of new and existing courses, programs, or curricular changes.
5. Review the recommendations of faculty councils, approve the recommendations where mandated by Senate to do so, and inform Senate.
6. Liaise with faculty councils to communicate decisions and expectations related to the curriculum approval process and to establish and maintain collaborative relationships.
7. Provide support to curriculum proponents in understanding and preparing course and program revision packages when requested.
8. Advise the Academic Planning & Priorities Committee on proposals for new programs and program revisions that may occasion a change to the alignment of programs with institutional priorities.
9. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to undergraduate course and program development and delivery.
10. Liaise with other Senate subcommittees, such as the Senate Teaching and Learning Committee and APPC, to discuss curricular matters.
11. Collaborate with the Program Development and Quality Assurance office to ensure quality standards are applied to program and course curriculum.
12. Establish such subcommittees as needed to fulfill the committee's responsibilities.
13. Provide an annual written report to Senate.
14. Review its terms of reference and membership composition annually, and make any recommendations for revisions to Senate.
15. Other duties as assigned by Senate.

### COMPOSITION

#### **Voting Members**

- Chair, a faculty member of the committee, nominated by the committee, and approved by Senate
- Executive Secretary, Registrar and Associate Vice-President, Enrolment Management (or designate)
- Nine faculty members, including at least one from each Faculty and at least two of whom are members of Senate, approved by Senate
- Two deans, or one dean and one associate dean, approved by Senate

- University Librarian or designated Librarian\* (ex officio)
- One Academic Advisor approved by Senate
- One staff member approved by Senate
- Two undergraduate students approved by Senate
- Associate Vice-President, Teaching and Learning (or designate) (ex officio)

**Ex Officio Non-Voting Members**

- Provost & Vice-President, Academic (or designate)
- Associate Vice-President, Research and Graduate Studies (or designate)
- Executive Director, UFV International (or designate)
- AVP, Xwexwílmexwawt
- Manager, Enrolment Planning
- Associate Vice-President, Institutional Research and Integrated Planning (or designate)
- Associate Director, Program Development and Quality Assurance
- Director, Advising Centre (or designate)
- Director, Equity, Diversity, and Inclusion (or designate)

**Optional Non-Voting UEC Liaisons**

- Representatives of Faculty Council Curriculum Committees not otherwise represented, nominated by the FCCC

**Administrative Support**

- Office of the Registrar

\* Normally, the designate shall be appointed for a minimum of a one-year term to ensure continuity.

UNDERGRADUATE EDUCATION COMMITTEE MEMBERSHIP 2024-25



| AREA REPRESENTED                                                 | TERMS OF OFFICE          | MEMBER                                                     |
|------------------------------------------------------------------|--------------------------|------------------------------------------------------------|
| <b>Voting Members</b>                                            |                          |                                                            |
| Vice-Chair, Registrar & AVP, Enrolment Management (or designate) | Ongoing                  | David Johnston, Office of the Registrar                    |
| <b>9 faculty members, at least 2 from Senate</b>                 |                          |                                                            |
| Faculty (senator)                                                | 08-01-2024 to 07-31-2027 | Dana Landry, Faculty of Social Sciences (Senator)          |
| Faculty (senator)                                                | 08-01-2022 to 07-31-2025 | Shel Stefan, Faculty of Humanities (Senator)               |
| Faculty of Humanities                                            | 08-01-2024 to 07-31-2027 | Joy Enyinnaya (Senator)                                    |
| Faculty of Health Sciences                                       | 08-01-2024 to 07-31-2026 | Susan Stoneson                                             |
| Faculty of Business and Computing                                | 08-01-2024 to 07-31-2026 | Vacancy                                                    |
| Faculty of Education Community and Human Development             | 08-01-2024 to 07-31-2026 | Thais Amorim                                               |
| Faculty of Science                                               | 08-01-2024 to 07-31-2025 | Stan Manu                                                  |
| Faculty of Humanities                                            | 08-01-2022 to 07-31-2025 | Samantha Hannah - Chair                                    |
| Faculty of Social Sciences                                       | 08-01-2023 to 07-31-2025 | Michael Batu                                               |
| <b>2 deans or associate deans</b>                                |                          |                                                            |
| Dean                                                             | 08-01-2024 to 07-31-2027 | Allyson Jule, Faculty of Education, Community & Human Dev. |
| Dean                                                             | 08-01-2024 to 07-31-2027 | Cindy Schultz, Associate Dean, Faculty of Health Sciences  |
| <b>1 academic advisor</b>                                        | 08-01-2023 to 07-31-2025 | Rhonda Colwell, Academic Advisor                           |
| <b>1 staff</b>                                                   | 08-01-2023 to 07-31-2025 | Lisa McMartin                                              |
| <b>2 undergraduate students</b>                                  |                          |                                                            |
| Student                                                          | 08-01-2024 to 07-31-2025 | Afeef Alam                                                 |
| Student                                                          | 08-01-2024 to 07-31-2025 | Pavandeep Judge                                            |
| AVP, Teaching and Learning (or designate)                        | Ongoing                  | Claire Hay, Specialist, Teaching & Learning                |
| University Librarian (or designated librarian) (ex officio)      | Ongoing                  | Selena Karli, Librarian, Reference & Instruction           |
| <b>Ex-officio Non-voting Members</b>                             |                          |                                                            |
| Provost & Vice-President, Academic (or designate)                | Ongoing                  | Sylvie Murray (designate)                                  |
| AVP, Research & Graduate Studies (or designate)                  | Ongoing                  | Donna Alary                                                |
| Executive Director, International Education                      | Ongoing                  | David McGuire                                              |
| AVP, Xwexwilmexwawt                                              | Ongoing                  | Shirley Hardman                                            |
| Manager, Enrolment Planning                                      | Ongoing                  | Donna Alary                                                |
| AVP, Institutional Research and Integrated Planning              | Ongoing                  | Vladimir Dvoracek                                          |
| Director, Advising Centre (or designate)                         | Ongoing                  | Bobby Jaswal (designate)                                   |
| Associate Director, Program Development & Quality Assurance      | Ongoing                  | Chris Campbell                                             |
| <b>Faculty Council Liaison (Non-voting)</b>                      |                          |                                                            |
| Faculty of Health Sciences                                       | Ongoing                  | Amber Johnston                                             |
| Faculty of Science                                               | Ongoing                  |                                                            |
| Faculty of Social Sciences                                       | Ongoing                  |                                                            |
| Faculty of Humanities                                            | Ongoing                  |                                                            |
| Faculty of Business and Computing                                | Ongoing                  |                                                            |
| Faculty of Education Community and Human Development             | Ongoing                  | Carolyn MacLaren                                           |
| <b>Administrative Support (non-member)</b>                       |                          |                                                            |
| UEC Assistant/Calendar Editor, Office of the Registrar           |                          | Amanda Grimson                                             |

**CURRENT MEMBERSHIP: 31 members - 17 voting members and 8 non-voting members**  
**Quorum: Fifty percent (50%) of voting membership (not including vacancies)**

Current as of October, 2024