



**Philadelphia University**  
**Faculty of Science**  
**Department of Biotechnology and Genetic Engineering**  
**2<sup>nd</sup> semester, 2008/2009**

**Course Syllabus**

<b>Course Title:</b> Laboratory Management	<b>Course code:</b> 240490
<b>Course Level:</b> 4 <sup>th</sup> year	<b>Course prerequisite (s) and/or co requisite (s):</b> Department agreement
<b>Lecture Time:</b> Thursday 12:00-1:00	<b>Credit hours:</b> 1

**Academic Staff**

**Specifics**

Name	Rank	Office Number and Location	Office Hours	E-mail Address
<b>Dr. Raed Kanan</b>	<b>Assistant Professor</b>	<b>823 ( ext. 2345)</b>	<b>See schedule</b>	<b>Raed@dr-kanan.com</b>

**Course module description:**

*This module is a major requirement for the department. It is based on lectures and it focuses on using interactive materials and assessments to plan and analysis plans for establishing and managing a laboratory.*

**Course module objectives:**

- \* Understanding the responsibilities of managing a medical lab.
- \* Ability to puts plans for the established laboratory.
- \* Demonstrate the ability to apply these plans without losing any rights.
- \* Ability to interact with different cultural and intellectual levels

**Course/ module components**

- **Books (title , author (s), publisher, year of publication)**

Title: "Laboratory Management: Principles and Processes"

Author(s)/Editor(s): Harmening DM

Publisher: Prentice Hall

ISBN:0-13-019459-X

- **Support material (s) (vcs, acs, etc).**
- **Study guide (s) (if applicable)**
- **Homework and laboratory guide (s) if (applicable).**

**Teaching methods:**

Lectures,& problem solving in practice.

**Learning outcomes:**

- Knowledge and understanding

**The students should be able to know how to establish a laboratory managing system**

- Cognitive skills (thinking and analysis).

**The students will learn the ability to correlate between different problems and problem solving abilities**

- Communication skills (personal and academic).

NA

- Practical and subject specific skills (Transferable Skills).

NA

**Assessment instruments**

- Short reports and/ or presentations, and/ or Short research projects
- Quizzes.
- Home works
- Final examination: 50 marks

<b><u>Allocation of Marks</u></b>	
<b>Assessment Instruments</b>	<b>Mark</b>
Midterm examination	<b>30 %</b>
Final examination: 50 marks	<b>50%</b>
Reports, research projects, Quizzes, Home works, Projects	<b>20 %</b>
Total	<b>100%</b>

**Documentation and academic honesty**

- Documentation style (with illustrative examples)



- Protection by copyright
- Avoiding plagiarism.

**Course/module academic calendar**

week	Basic and support material to be covered	Homework/reports and their due dates
(1)	Principles of Laboratory Management	<b>Homework will be assigned during the course and have one week a maximum due date</b>
(2)	Organizational structure	
(3)	Principles of Leaderships	
(4)	Management Functions	
(5)	Problem and Decision Making 1	
(6)	Problem and Decision Making 2	
(7)	Human Resources Managements	
(8)	Job analysis and work descriptions	
(9)	<b>Midterm Exam</b>	
(10)	Human Rights	
(11)	Financial Managements	
(12)	Cost/Benefit Analysis	
(13)	Analysis of MOH Regulations 1	
(14)	Analysis of MOH Regulations 2	
(15) <b>Specimen examination (Optional)</b>	Computer based laboratory information system 1	
(16) <b>Final Examination</b>	<b>Final Exam</b>	

**Expected workload:**

**On average students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.**

**Attendance policy:**

**Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.**

**Module references**

**Books**

Title: "Laboratory Management: Principles and Processes"  
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**Journals**

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**Websites**

<http://www.labmanager.com>