Selected Programs at BCCC
Physical Therapy Aide

Physical therapy involves prescribing and assisting patients with exercises for strength and range of motion; therapeutic interventions to improve daily functioning; and training in the use of assistive devices and mobility aids. A physical therapy aide is very important part of the physical therapy team. Physical therapy aides assist patients in and out of the therapy area of a clinic, offering aid when needed without impinging on a client’s sense of independence and mobility. They help the physical therapist and assistants to support or lift clients who have physical disabilities or injuries that prevent them from moving freely. They may also setup equipment, monitor client progress and help with clerical tasks. This program will provide students with the knowledge, skills, and training to pursue a career as a physical therapy aide.

OVERALL PROGRAM OBJECTIVES

To provide students with the training needed to work in a physical therapy setting, such as an acute care facility, outpatient clinic, skilled nursing facility, senior retirement community, rehabilitation hospital to name a few.

Upon completion of this program, students are expected to be able to:

- Demonstrate a fundamental understanding of the practice of physical therapy and the difference between PTs, PTAs, and PT aides
- Describe the basic organization of the human body and important anatomical terminology
- Understand the basics of vital signs, pathology and principles of treatment
- Discuss infection control as it relates to physical therapy including the specific types of pathogens, the disease process and how to prevent the spread of infection.
- Discuss the legal and ethical issues that affect PT aide and the physical therapy profession
- Understand principles of treatment relating to the musculoskeletal system, cardiovascular, respiratory, and nervous system
- Demonstrate effective communication in a physical therapy setting, responding appropriately when managing individual and cultural differences.
- Discuss the components of a medical record and differentiate between EHR and EMR
- Identify the appropriate safety procedures required for patient treatment preparation and patient transfer and positioning and for the use of ambulation aids.
- Identify the causes, risk factors, staging, treatment, and strategies for the prevention of pressure ulcers
- Explain the importance of gait training in physical therapy
Overall Program Objectives

To provide students with the training needed to work in a pharmacy setting, such as a community/retail pharmacy, hospital pharmacy, managed care facility, or pharmaceutical company.

Upon completion of this program, students are expected to be able to:

• Discuss the knowledge, skills, and job responsibilities of a Pharmacy Technician.
• Discuss the different components of medications and how that affects their bioavailability and pharmacology.
• Identify therapeutic, side, and adverse effects, dosages, and common abbreviations for drugs used in the treatment of disorders.
• List the different routes of administration, drug forms, and drug classifications and uses.
• Discuss the history of medicine and pharmacy.
• Explain the effect of laws, regulations, ethics, and professional standards on pharmacy practices.
• Recognize and apply medical terminology and abbreviations related to pharmacy practices.
• Perform pharmacy math and dosage calculations.
• Describe how to process medication orders and assist in the distribution of medication.
• Describe how to fill prescriptions, package and repackage medications.
• Explain the insurance billing process.
• Relate the role of the Pharmacy Technician in applying Standard Precautions and infection control and prevention.
• Explain basic inventory management concepts, and explain the use of bar codes and radio frequency identification to track inventory.
• Document situations in which pharmacy technicians must use their communication skills, ethics, and competencies.
• Identify pharmacy safety hazards, and discuss accident and injury prevention and reporting procedures.
Legal Office Administration

In this program, students will develop core office administration skills with a focus on legal office environments. Students will build an understanding of current issues in U.S. Law and will focus on specialized areas of practice such as civil litigation, family law, real estate, wills and estate, and more.

OVERALL PROGRAM OBJECTIVES

Upon completion of this program, students will be expected to be able to:

• Produce accurate court documents.
• Compose routine legal correspondence.
• Apply legal terminology.
• Use the latest software applications specific to the industry.
• Use effective and professional interpersonal and communication skills while maintaining a high level of confidentiality.
• Perform legal research and analysis and brief a case.
• List the different areas and types of law
• Discuss the American legal system
• List the key areas of the Constitution
• Differentiate between civil and criminal law
• Manage the timekeeping and billing activities within a law office
• Understand and apply high ethical standards
• Identify sources of law in the United States
• Describe the function and role of the courts in the US legal system
• Differentiate litigation from methods of alternative dispute resolution, and discuss the process of each
• List the elements of the major torts
• List of the essential elements of a valid contract
• Summarize the remedies available for breach of contract
• Identify the requirements to hold various rights under intellectual property laws
• Describe the impact of the digital era on intellectual property rights.
• Distinguish between at-will employment and contractual employment.
• Identify laws that generally regulate the employer-employee relationship
• Identify criminal acts related to the business world
OVERALL PROGRAM OBJECTIVES

To provide students with skills to enable them to be successful in today’s business environment. This includes demonstrating a foundation of business knowledge in areas including business communications, basic accounting concepts, business software applications, business marketing, and overall business professionalism.

Upon completion of the program, students are expected to be able to:

- Apply industry standard accounting principles
- Utilize industry standard business applications software
- Demonstrate the ability to communicate effectively
- Demonstrate the ability to define and articulate marketing practices that impact business operations
- Demonstrate ways to conduct oneself professionally in a business environment
- Demonstrate the ability to set goals and manage priorities
- List the basic rules of etiquette for professional phone calls
- Identify strategies for managing workplace conflict
- List strategies to establish and maintain a professional business network
- Utilize online and emerging technologies to enhance a marketing strategy
- Apply social media strategies to marketing
- Understand how to manage your reputation through content marketing and online PR

In this program, students will learn fundamental skills essential to any business in the areas of: Accounting, Communications, Professionalism, Marketing, and Business Software Applications.
Hospitality Operations and Management

The hospitality industry is a major employer and is characterized by a large number of employees. The industry includes service sector work like tourism, hotels, and food service. This program is designed to provide students with a solid foundation in hospitality basics, with modules focusing on hotel operations, food and beverage operations, and supervisory skills in managing within the hospitality industry.

OVERALL PROGRAM OBJECTIVES
This program will prepare individuals with the skills required for entry level employment in the hospitality industry.

Upon completion of this program, students are expected to be able to:
- Identify the various entities that comprise the hospitality industry
- Define service and summarize how service businesses differ from manufacturing businesses
- List some global factors that affect the travel and tourism industry
- Identify the quality standards expected in the food and beverage sector
- Describe marketing channels and tactics that can be used to promote business
- Identify strategies for recruiting, hiring, and onboarding new employees
- List key security policies in hotel and lodging management
- List the guidelines for proper cleaning of rooms, linens, and uniforms.
- Identify ethical and environmental issues in the Hospitality Industry and the practices and procedures to handle them
- Identify best practices and procedures for providing exceptional service in the Hospitality Industry
- Identify how high-tech strategies are being used to give customers greater value
- List the various classes of hotel and describe each class
- Identify the various office systems used at a hotel front desk
- List the various activities associated with the reservation process.
OVERALL PROGRAM OBJECTIVES
To provide students with the entry level skills needed for a front or back office administrative position in a healthcare facility.

Upon completion of this program, students are expected to be able to:
- Protect the security of medical records to ensure that confidentiality is maintained
- Answer phones, schedule appointments, and take messages
- Review records for completeness, accuracy and compliance with regulations
- Compile and maintain patient’s medical records to document condition and treatment
- Properly file patient records
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment, charges, payments and adjustments into computer
- Look up and assign diagnostic, procedural, and HCPCS codes
- Complete insurance claims for government programs, workers’ compensation, Blue Cross and Blue Shield, private third-party plans, and managed care plans.
- Use a commercially available software application to manage patient records, patient billing, and scheduling functions.
- Understand and use proper medical terminology as it relates to the structure, function, and basic anatomy of various body systems.
Central Service Technician

With the increase in awareness of the potential risk of infection to patients after undergoing a surgical procedure, there is a heightened demand for employees working in the Central Service Department of hospitals, clinics, and ambulatory care facilities to undergo training and certification to ensure surgical instruments and equipment are properly prepared for use.

OVERALL PROGRAM OBJECTIVES

To provide students with the training needed to work in the central supply/central service department of a healthcare facility. Upon completion of this program, students are expected to be able to:

- List the steps to clean, disinfect, sterilize, and package surgical instruments and equipment to prepare for use
- Identify how instruments, equipment, and utensils are transported to prepare for cleaning and reprocessing
- List systems used to track inventory of reusable and disposable supplies, equipment, and instruments for distribution.
- Identify common surgical procedures and the instruments and equipment typically used
- List the regulations and standards that govern the Central Service department
- List the various agencies who have oversight of the industry
- Define microbiology and describe how microorganisms are transmitted, controlled, and killed.
- Describe the role of OSHA as it relates to blood borne pathogen standards
- Differentiate between sterile processing in hospitals and other healthcare facilities
- Identify the various methods used to track inventory
- Identify the methods for the procurement and management of patient care equipment
- List methods for assuring quality standards are applied and maintained
- Identify safety hazards and discuss accident and injury prevention and reporting procedures
Human Resources

This program is designed to provide students with the knowledge and the associated key skills required to work in a human resources capacity. The program covers HR fundamentals, recruitment, development, employee relations, employment laws, and health and safety in the workplace. Students participate in simulation exercises to validate and reinforce their knowledge and skills.

OVERALL PROGRAM OBJECTIVES

To provide students with the basic knowledge of the functioning of human resources in business.

Upon completion of this program, students are expected to be able to:

- Identify the importance of understanding the Principles of Equal Employment
- Opportunity and Employee Rights Legislation
- Screen, Interview, and Evaluate candidates
- Match Federal laws to the details of their record-keeping requirements
- Select examples of the steps for designing an effective employee training program
- Use performance management techniques in human resource development
- Demonstrate the benefits of implementing fair and practical compensation systems
- Identify the provisions of benefits under Government Regulation including Social Security, Medicare, Unemployment and Workers’ Compensation, COBRA, and FMLA.
- Match the EEOC guidelines for defining “sexual harassment” with examples
- Sequence examples of the steps of a disciplinary process
- Match each kind of OSHA violation with the appropriate example
- Recognize the benefits of understanding risk prevention programs
- Give examples of work-life balance strategies