



Center for
Employment Training

BRIGHTON CENTER

Course Descriptions

Medical Assisting
Construction and Manufacturing Technologies
Microsoft Office Technology



BRIGHTON CENTER
A COMMUNITY OF SUPPORT

Medical Assisting

COURSE DESCRIPTION

Trainees will learn to perform the following employment-related competencies:

	Total Hours:
Introduction to Allied Health Care – Learn components of allied health care field, legal and ethical standards required for certification.	40
Communication and Interpersonal Skills – Learn the language and terminology of medical assisting, learn to communicate effectively in a multi-cultural environment, compile a patient's medical chart, record a medical history and write progress notes.	30
Receptionist and Clerical Skills – Acquire knowledge and experience in maintaining medical office filing systems, developing proper telephone skills, processing incoming and outgoing mail, insurance forms, billing and collection, etc.	100
Anatomy and Physiology / Procedures for Common Disorders – Acquire knowledge and experience with Universal Precautions, taking vital signs, patient positioning, and physical examinations. Learn about the human body systems including hands-on skills pertaining to each system. Practice diagnostic procedures utilizing appropriate equipment required for diagnosing disorders within the body systems.	260
Medical Terminology – Learn the Language of Medicine and Healthcare. Understand the origin and the parts used to build medical words. Learn its use in patient care, medical history, diagnostic testing, treatment, billing and coding, and the charting process.	50
Essential Skills and Knowledge – Learn about Principles of Universal Precautions, perform aseptic functions; perform patient positioning, dispose of hazardous wastes properly, perform safety and emergency procedures, etc.	200
Pharmacology and Medication Administration – Learn about apothecary weights and measures; administer drugs properly, etc.	130
Handling Emergencies – Acquire knowledge and experience in applying CPR and first aid in various medical emergencies.	30
Career Development – Discuss employment needs, goals, and expectations; complete job applications, write resumes and cover letters; respond to newspaper ads by letter and/or telephone; practice effective interviewing techniques in mock interviews. Achieve skills in problem solving, time management and personal quality of life skills.	70
Supervised Externship – Supervised work in an approved hospital, clinic, or similar environment.	160

Total Course Hours: 1070



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Microsoft Office Technology

COURSE DESCRIPTION

Trainees will learn to perform the following employment-related competencies:

Total Hours:

Computer Basic Concepts – Learn basic hardware and software applications, memory, storage devices, and practice basic file management.	68
Basic Skills – Business math and English skills. Work with whole numbers, decimals, fractions, integers & percents. Also, apply usage, sentence development, paragraph development, grammar, spelling, sentence structure, and formatting business correspondence.	68
Microsoft Office Word – Learn and practice basic through advanced word processing functions and apply skills to hands-on simulation projects as well as attain increased speed and accuracy performing keyboarding.	136
Microsoft Office Excel – Learn and practice basic through advanced spreadsheet commands and functions and apply skills to hands-on work simulation projects.	136
Microsoft Office Access – Learn and practice basic through intermediate database commands and functions and apply skills to hands-on work simulation projects, learn to create tables, queries, forms and reports.	102
Microsoft Office Outlook – Exercise professional email usage, attachments, appointments, tasks, notes and journals, understanding web browsers, designing and navigating web pages.	68
Microsoft Office PowerPoint/Publisher – Learn and practice basic through advanced visual presentation, apply skills to hands-on work simulation projects, design professional brochures and publications.	136
Discovering Computers – Understand key terms and concepts of the computer and apply relevant uses of Microsoft Office Applications to create documents, spreadsheets, databases, and presentations of visual interest.	102
Customer Service – Learn and prepare systems of filing and perform various office management and administrative assisting skills. Learn and practice amicable approaches to customer service.	102
Career Development – Discuss employment needs, goals, and expectations; complete job applications, write resumes and cover letters; respond to newspaper ads by letter and/or telephone; practice effective interviewing techniques in mock interviews. Achieve skills in problem solving, time management and personal quality of life skills.	102

Total Course Hours: 1020



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Construction & Manufacturing Technologies

COURSE DESCRIPTION

Trainees will learn to perform the following employment-related competencies:

Total Hours:

Introduction to the Trades – Acquire knowledge and experience about the different trades. Learn safety in the trades and best practices for electrical, plumbing, HVAC, manufacturing, and carpentry. This portion of the program will help you to understand how the different trades interact with one another and why proper scheduling is important on a job site.	100
Framing – Learn residential floor, wall, and roof framing methods. In this section the principals of layout and the history of framing will be applied. Introduction of codes and how they apply to building science. We will cover commercial metal framing methods extensively in this section. An introduction to roofing principles, practicing hands-on skills, and learning power tools are part of this competency.	200
Surface Work – In this competency drywall, painting, and other surface work best practices will be covered. Taping, mudding, patching painting and caulking are all part of this portion of the program. Review principles of working with concrete. Practice hands-on skills in lab environment.	80
Finish Carpentry – Learn the principles and practices of finish carpentry. Learn the proper techniques of mitering, coping and general joinery. Here you will learn how to use shop tools and refine your woodworking skills.	80
Cabinetmaking and Millwork – This competency will cover the basics of Joinery and assembly of cabinets as well as theory of form and function. We will cover techniques such as proper sanding, staining and finishing furniture grade cabinets.	40
Stair Building – Put your math skills to the test, learning Rise and Run to be able to calculate proper stair building for practical purposes. Learn stair building codes and the do's and don'ts of stair construction.	40
Construction Management – Learn blueprint reading and drafting skills. Learn construction management for the job site. Other topics discussed will be estimating small projects and learning about new products in the market place. NCCER Carpentry I certification and OSHA-10 certification are a capstone to the final classroom competency.	60
Externship – On the job training on a construction or manufacturing job site. Acquire knowledge and experience in applying classroom construction skills.	160
Workplace Basic Skills – Trades related math, language, and reading skills overview. Demonstrate competencies in basic skills. Basic computer skills, internet usage, and email.	40
Career Development – Discuss employment needs, goals, and expectations; complete job applications, write resumes and cover letters; respond to ads; practice effective interviewing techniques in mock interviews. Achieve skills in problem solving and time management.	100

Total Course Hours: 900



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TRADES 101

COURSE DESCRIPTION

Trainees will learn to perform the following employment-related competencies:

Total Hours:

Trades 101 – Become certified in a nationally-recognized Construction Core curriculum (NCCER). This is an introduction to the basics of safety, math, and both hand and power tools as they apply to both the construction and manufacturing industries. Some of the other topics include employability skills communication skills, construction drawings, rigging, and materials handling.

100

Safety in the Trades – Complete OSHA-10 certification, First Aid/CPR training, and complete and receive NCCER Core certification. This competency also covers personal protective equipment as well as hands on training with the tools of the trade.

80

Total Course Hours: 180



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