



**Blackstone**  
CAREER INSTITUTE™

*Career Training Since 1890*

## *Program Catalog*

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## President's Message:

First of all, congratulations on taking the next step into looking at our Blackstone Career Institute programs. Now that you're here, I'd like to take a couple minutes to tell you why I think Blackstone has the finest at-home study programs for aspiring professionals.

Why Blackstone? Well, we've been providing career training since 1890, making us the first and oldest distance education training school. We're at the forefront of career training and we've got a curriculum of study that takes a backseat to no one. We prepare our students to go out into the world with the confidence to start their careers. They enter the job market knowing what they need to know, what to do, and when to do it. In short, we teach you how to get things done.

You can complete your studies at a pace that suits you. Got a busy week? You can pick up your studies when things are less hectic. Going away on a trip? We'll be here when you get back. You set your hours and the amount of time you put into your studies.

Do we offer the best at-home career programs available? We've worked hard to be able to say "yes!" But we're also constantly working to upgrade and update our studies so that Blackstone Career Institute stays at the top of its field.

If you've read this far, thanks for staying with my message. It's so hard to condense my pride in our school into a couple of paragraphs. Check us out. Whether you take a course to pursue a new career, advance your education, or simply achieve a personal fulfillment, your success is our goal.

Kevin J. McCloskey,

A handwritten signature in black ink that reads "Kevin J. McCloskey". The signature is fluid and cursive, with a long horizontal stroke at the end.

President, Blackstone Career Institute



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Institute,

1011 Brookside Rd., Suite 300, Allentown, PA 18016.

## ABOUT BLACKSTONE

### Our History

If you search back issues of the World Book Encyclopedia, you will find Blackstone listed as one of the oldest correspondence schools in the nation.

At the turn of the century, individuals with a desire to study law were confronted with many challenges. Most textbooks were written in a technical style and loaded with Latin words and phrases making it difficult to understand.

Around 1912, a group of prominent educators identified with the Chicago-based Blackstone Institute decided to prepare an up-to-date commentary dealing with the modern rules of law and their origin, nature, and growth.

Eugene A. Gilmore, a Professor of Law at the University of Wisconsin and a member of the Educational Committee of the American Bar Association, was appointed Editor-in-Chief for the new series. His high standing in the legal education field, along with his acquaintance with university professors, lawyers, and judges, enabled him to attract the best legal talent for this project.

As the volumes were released to judges, lawyers, and law schools, the response was highly gratifying. The editorial work and the manner in which the books filled a long felt need were instantly recognized. Court after court added the books to their libraries. Legislative and public libraries purchased them. Many resident law schools adopted articles for their classrooms. Attorneys purchased the books for reference work. The series was cited by State Supreme Courts and United States District Courts. Why? Because judges, lawyers, and laymen recognized them as the only simple yet authoritative commentary on the law.

In the late 1970s, the educational component of the Blackstone Institute changed from a School of Law to a legal assistant/paralegal program. The school moved from Chicago to Dallas and assumed operations under the name Blackstone Paralegal Studies, Inc. Additional study units on legal research, ethics, and employment skills were added so that graduating students could sit for the prestigious Certified Legal Assistant (CLA) exam.

Direct Learning Systems, Inc., a full-service distance education company, purchased the legal assistant/paralegal school from the retiring owner in 2001. Since 2001, twenty-six Career Diploma and Certificate courses have been added. To reflect the additional programs offered, in 2002 the school was renamed Blackstone Career Institute (BCI).

Blackstone Career Institute is a private licensed distance education school located in Pennsylvania, offering adult learners affordable, flexible, career oriented training programs. Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C. and regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA. BCI is approved

by the Department of Veterans Affairs (VA) and Military Spouse Career Advancement Account (MyCAA), sponsored by the Department of Defense (DOD).

BCI's curriculum is designed in collaboration with professionals, qualified and credentialed subject matter experts, and adjunct faculty to promote career-oriented education in the paralegal, education and allied health fields. Our programs meet the requirement of accreditation organizations while allowing flexibility to implement, update and evaluate curricula based upon the need of our students and certifying bodies. BCI's programs were developed and are offered to support the Institution's mission and goals.

## Mission Statement

*Blackstone Career Institute is committed to providing quality, relevant, and affordable distance education programs that focus on the knowledge and skills needed for entry level careers, professional development or personal goals.*

## Goals

The Goals of Blackstone Career Institute are:

1. to provide quality distance education to students seeking to prepare themselves for a career in their chosen field as a paralegal, pharmacy technician, veterinary assistant, allied health professional, or to achieve personal goals
2. to provide comprehensive lesson materials which are both applicable and up-to-date with regard to today's industry standards
3. to assist students in realizing their career and/or personal goals throughout their educational training by encouraging ongoing professional development and lifelong learning

## Objectives

The mission and goals of Blackstone Career Institute are accomplished by successfully achieving the following objectives:

- to provide high-quality distance education and training to individuals seeking entry-level training, para-professionals seeking continuing education, and adults looking to achieve their personal goals
- to foster a positive, supportive learning environ-

ment that motivates students to learn and accomplish educational goals through providing exceptional student support services

- to prepare graduates for an entry level position in their chosen field through a technology-driven curriculum that incorporates practical application of learned skills
- to supply a curriculum that prepares students to sit for a certification exam when applicable to the program of study
- to continually revise, update, and/or add new courses of study when appropriate, offering the most current information to meet industry standards
- to evaluate its mission and measure its institutional effectiveness through the continual monitoring of students' academic progress, satisfaction, and graduate outcomes

## Learning Model

Blackstone Career Institute aims to provide students with engaging, comprehensive, high-quality curriculum in a flexible and convenient online learning environment. The school strives to meet the educational goals of its students while giving them the opportunity to set the pace of their learning on a schedule that is compatible with their lifestyles and personal/professional commitments. Blackstone's enrollment model is an open-enrollment track wherein students can enroll at any time without having to wait for a class start date. The learning model is self-paced within certain maximum time limits per course and/or certificate. Blackstone's instructional model is comprised of an instructional team approach. The instructional team includes subject matter experts, adjunct faculty, education team and support staff. Blackstone's team is available to work with students as needs arise. The team approach allows BCI to customize support to individual student needs. Each course provides information on how to contact the Institute for support.

## Ownership, Governance and Administration

Direct Learning Systems, INC ("DLS, INC") owns Blackstone Career Institute:

- DLS, INC, is a private corporation which is wholly owned by Kevin J. McCloskey.
- DLS, INC operates three schools: Blackstone Career Institute, Modern Gun School, and 123ce.com.
- DLS, INC schools operate as both correspondence and online institutions.

### **Board of Directors:**

Kevin McCloskey, Chair

B.A. Mass Communications: Public Relations – Bloomsburg University – 1981

Valerie Behrle McCloskey, Vice Chair

B.S. Elementary Education – Bloomsburg University – 1983

Reading Specialist – Bloomsburg University of Pennsylvania - 1985

M.Ed – Bloomsburg University of Pennsylvania – 1985

Darlene Boyle, Secretary

BFA – Keen College – 1983

HR Certificate – Penn State – 2003

Paul Grumbein, Member

B.S. Secondary Education – Salem University – 1973

Casey McCloskey, Member

B.S. Secondary Education – Bloomsburg University – 2012

M.Ed. – Guidance Counseling & College Student Affairs – Bloomsburg University – 2013

### **Administration:**

Kevin McCloskey – President, CEO

Paul Grumbein – Chief Operation Officer, COO

Valerie Behrle McCloskey – Director of Education

Darlene Boyle – Finance Manager and Human Resources

Casey McCloskey – Manager of Business Operations

Stacy Feifel – Education and Development Manager

## **Licensure, Accreditation and Affiliations**

Blackstone Career Institute (BCI) is licensed by the Pennsylvania State Board of Private Licensed Schools, ensuring the highest quality curriculum and standards of business operations available.

BCI is nationally accredited by the [Distance Education Accrediting Commission \(DEAC\)](http://www.deac.org), Washington, DC. BCI is regionally accredited by the [Middle States Commission on Secondary Schools \(MSA\), Philadelphia, PA](http://www.msacpa.org). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The DEAC and MSA are recognized members of the [Council for Higher Education Accreditation \(CHEA\)](http://www.chea.org).

Blackstone has received the distinction of being a Military Friendly School and is approved by the Veterans Administration for GI Bill benefits as well as the Military Spouse Career Advancement Account for MyCAA benefits.

BCI is recognized by the Better Business Bureau as an accredited business with a BBB rating of A+ and is a member of the Lehigh Valley Chamber of Commerce.



## ADMISSIONS

### Open Enrollment and Academic Calendar

BCI's enrollment model is an open-enrollment track meaning students can enroll in courses at any time with no wait for a start date. The learning model is self-paced within certain maximum time limits per course. Blackstone Career Institute allows students to enroll online anytime or by phone. The school is open Monday-Friday, 8:30am -4:30pm EST throughout the year and is closed on the following holidays: <https://www.blackstone.edu/about-us/contact-us/>

### Admissions Criteria

Blackstone Career Institute enrolls all students without regard to their age, gender, color, race, creed, religion, disability, or veteran status. All Blackstone students enrolled in an online program must have access to a compatible PC with Internet access.

Individuals with significant hearing and/or vision impairment should review our course format closely before enrolling to ensure their compatibility with Blackstone's education model. Our digital programs and materials cannot be properly utilized if a student is physically unable to operate a computer.

To qualify for admission, an applicant must meet the following requirements:

### Diploma and Certificate Courses

1. Complete BCI's Enrollment Agreement for admission. The agreement outlines the obligations of Blackstone and the student. The required down payment must be submitted at time of enrollment.
2. Submit information on high school completion. All students are required to have a High School Diploma or GED Equivalency Certificate to enroll in a Blackstone program.
3. Once Blackstone has received and reviewed the agreement, the accepted applicant will receive a welcome letter with instructions on how to begin their course.
4. New students must complete a Reading Assessment as a first step in their career program. Once the assessment is satisfactorily completed, the student can begin their program lessons.

For programs that include an externship, additional requirements will apply including:

- current resume
- a valid driver's license and current auto insurance
- health history /immunization record and physical exam
- background check
- drug screen
- liability insurance
- CPR certification

Costs associated with these requirements are the responsibility of the student.

## Tuition and Fees

Blackstone Career Institute offers interest-free monthly payment plans. However, the school does not participate in federal financial aid. See our website [www.blackstone.edu](http://www.blackstone.edu) for tuition pricing on all our courses.

## Student Tuition Protection Policy

Blackstone Career Institute is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 5 days from the signature date on your Enrollment Agreement, all monies will be refunded. If you cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of tuition or \$150, whichever is less. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, plus a percentage of tuition as follows:

1. Up to and including 10% of the exams, 10% of the tuition.
2. After submitting more than 10% up to and including 25% of the exams, 25% of the tuition.
3. After submitting more than 25% up to and including 50% of the exams, 50% of the tuition.
4. After submitting more than 50% of the exams, you owe the school the full tuition.

Students who wish to cancel their enrollment with Blackstone and have a balance due, will have their terms payment processed through their

existing credit or debit card account. A reinstatement fee of \$75.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. All e-materials, e-books and passwords are non-refundable. No refunds will be issued after 12 months from the enrollment date.

## Technology Requirements

- Reliable internet connection
- An active e-mail account
- Speakers/working sound system
- Printer
- Most recent version of a web browser (Mozilla Firefox, Google Chrome, etc.)

## Acceptance of Credits

Tuition reduction will be considered for equivalent college coursework earning a B or better, completed within two years preceding entrance into Blackstone Career Institute. Determination of credit will be made by Blackstone's Education Department upon receipt and evaluation of an official school transcript and course description prior to enrollment. Once the amount of financial credit is determined, it will be applied to the student's account. Students are still required to complete all academic exams and assignments, regardless of approved credits.

## Transfer of Credits

Blackstone Career Institute does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree courses, final grade, credits per course and age of credits.

Courses in BCI's diploma programs may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. Blackstone Career Institute does not imply or guarantee the transferability of credits from its Diploma/ Certificate programs.

## STUDENT SERVICES

### Student Orientation

Once enrolled, students receive the following information to begin their studies with Blackstone Career Institute:

- Student Identification Number
- Student Handbook
- Guidelines for the Online Student Center
- Program Outline
- First Lesson Materials

All lessons, and study guides included in your online program are accessed online. If textbooks or electronic textbooks are included in your program they will be sent to you at the time outlined in your program.

Students are required to read an instruction document which is located in the Online Student Center before starting their program. A video tutorial of the Online Student Center is also provided. In addition, all students enrolled in Blackstone career courses must complete a skills for success lesson at the beginning of their program. Blackstone's Skills for Success lesson was developed to introduce new students to the Blackstone learning format. It contains an extended introductory section outlining the policies already stated in our student handbook and welcome packet documents. We developed this lesson in order to help students identify what kind of learner (visual, auditory, etc) they are, and how to tailor their study habits accordingly. Skills for Success also teaches students effective study practices like diagram creation and memory tricks.

Due to the online nature of our courses we include a section that reviews the typing skills of the student. When a student finishes the Skills for Success lesson, they are equipped with tools they need to confidently complete a Blackstone career program.

### Change of Contact Information

In order to receive information essential to your studies, you must promptly report all changes in name, mailing address, or e-mail address to Blackstone by telephone, e-mail or mail. A change in name will require proof, such as a marriage license. Blackstone is not responsible for reshipment or replacement costs of course materials if an address change has not been received by the school.

## Payments

Payments are automatically deducted from your credit/debit card on a monthly basis. Additional payments can be made online, by phone or by mail. Student ID numbers must be included on all payments. If mailing a payment please send it to:

Blackstone Career Institute  
P. O. Box 3717  
1011 Brookside Rd, Suite 300  
Allentown, PA 18106

## Blackstone Career Center

BCI's online career center provides valuable information for job seekers, with information specially geared to assist graduates of the career training programs. The link to the career center can be found at [www.blackstone.edu](http://www.blackstone.edu) under the heading "Student Resources." The career center is organized into three areas:

***Job Search Strategies:*** Learn how to coordinate your job search, find resume writing and interviewing tips, become skilled in networking, and make yourself marketable to employers.

***Job Search Databank:*** Search employment networks to find local or national job listings or companies in your field. You can search general job databases or sites dedicated solely to your career choice. Find career fairs, internships, or a career counselor in your area.

***Career Resources:*** Search sites dedicated to your career, such as organizations, research tools, books, journals, job forums and job postings. Find valuable information on certifications that may be available and read articles on the latest updates in your field.

# POLICIES AND PROCEDURES

## Program Schedules

The time limit for the completion of lesson assignments depends upon the program or course in which you are enrolled and will either be six months or one year from your official start date. If additional time is needed an extension may be granted if requested in writing, by phone, or by e-mail.

- **The Legal Assistant/Paralegal Program** has 31 lessons and exams. You will need to complete a lesson and submit an exam every week to two weeks in order to complete your studies within 12 months.
- **Career Training Programs** range from 16 to 18 Study Units. You should complete a lesson and exam approximately every two to three weeks in order to complete your studies within 12 months.
- **Certificate Courses** range from 4 to 9 Study Units. You should complete a lesson approximately every month to complete your studies within 12 months.
- **Advanced Paralegal Courses** have six lessons and six exams. We recommend that you complete a study unit once a month to finish within six months.

Career Diploma programs can be completed within four (4) months, students are permitted up to twelve (12) months from date of enrollment to complete their program. Students may request two (2) 6-month extensions for a nominal fee.

## Setting a Study Schedule

Here is an easy way to make a study schedule:

1. How many lessons in your course? \_\_\_\_\_
  2. Number of weeks to complete a lesson? \_\_\_\_\_
    - If you can study 1 hour a day - 2 weeks.
    - If you can study 2 hours a day - 1 week.
1. \_\_\_\_\_ x 2. \_\_\_\_\_ = \_\_\_\_\_  
(number of lessons) (number of weeks to complete a lesson) (completion time)

## Academic Progress

BCI's learning model allows students to complete the coursework at their own pace without specific deadlines for each individual lesson. However, if a student has not completed a lesson within a 30 day time frame, the student is contacted by BCI staff to in an effort to motivate the student, or identify an issue the student might be experiencing and provide assistance. BCI continually encourages and motivates students throughout their program to achieve their goal of completion. If a student has not completed all

coursework within 30 days of the expiration of their enrollment period, BCI will notify the student of options for extending their program.

Upon entering the program, if a student has difficulty with the first lesson and consequently, the first exam, our staff will contact the student to assess the reason for difficulty. If it proves to be an issue of the program content or delivery of instruction being too difficult for the student, we will first initiate assistance to the student to see if the issue can be overcome. If this cannot be resolved, BCI will provide a full refund to the student. If students encounter difficulty later in a program, each case is treated individually with academic dismissal used only as a last option. BCI remains committed to the graduation of its students and will certainly work with any student expressing a desire to continue and complete their program of study.

If students encounter difficulty later in a program, each case is treated individually with academic dismissal used only as a last option. Upon meeting graduation requirements, students will be awarded their diploma.

## Exams and Grading

Upon conclusion of each lesson or study unit, using a unique username and password, students complete and submit exams through the school's Online Student Center. Grade Reports provide instant feedback and can be viewed in the Online Student Center. Assignment and project results are emailed or mailed to the student.

In order to maintain fairness, consistency, and accuracy, BCI relies on the following:

- Grading rubrics are used where applicable, to ensure fairness and accuracy in grading projects and homework assignments
- The Education Department ensures the course material provided supports the objectives being assessed.
- Online examinations are built on a secure platform and graded automatically
- Feedback is provided to the student when assignments are graded
- Students may dispute a grade received by contacting the school

**Exam Results:** BCI's Online Student Center delivers examinations to students. A secure username and password is provided to each student and ensures security for both the student and BCI. Because online examinations are automatically graded, students have access to their score immediately.

**Assignment Results:** Students are notified of graded assignment results via mailed or emailed grade reports. Student Services regularly checks student accounts for missing assignments and will notify the student via email to encourage assignment submission.

## Retesting

Students who receive 69% or lower on any exam will be eligible for a retest. Blackstone's policy is that any student who passes a retest may not score higher than 70%, no matter what grade they received on the retest. Students who fail to achieve a minimum passing grade (70%) on a retest will receive the higher grade of the two failed exams and the score will be calculated into the final average. No further retesting is available.

## Grading System

Examinations are scored on a straight numerical basis. Once a student has completed all of the examinations in a course, the final grade is determined by averaging all the lesson grades together. The equivalent letter grade is determined by the following scale:

Letter Grade		Numerical Equivalent
A	Excellent	94-100
B	Good	86-93
C	Satisfactory	78-85
D	Passing	70-77
F	Failing	Below 70
W	Withdrawal	

Homework assignments or projects, if included in your program, are graded on a satisfactory vs. unsatisfactory basis. Students are required to resubmit an unsatisfactory assignment. Homework grades are not calculated into your average; however, satisfactory completion of all assignments is required for graduation.

## Grade Disputes

A student may contest a grade by contacting the school, preferably via email to [instructor@blackstone.edu](mailto:instructor@blackstone.edu). If the student does not feel the response and explanation resolves his or her question or complaint, the student may request that the Director of Education review the complaint and make a final decision.

## Course Interruption

If students need a temporary leave of absence from their program, a request should be made in writing to Blackstone. One three-month leave of absence will be granted for good cause. A leave of absence does not extend the required time for completion.

## Online Student Center Discussion Board Acceptable Use Policy

Students can post comments on a variety of topics pertaining to their program, but they are prohibited from sharing exam answers or discussing specific exam material. BCI expects their students to respect each others' opinions and to refrain from



inappropriate language. We reserve the right to delete any comments that we feel are inappropriate for the student community. If students are not staying within our guidelines, we will remove their posting privileges for 30 days. They can be reinstated after that time period.

## Academic Records

Blackstone Career Institute complies with the Family Education and Privacy Act of 1974, as amended. This act is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A student who believes that an error has been made in assignment of a grade must initiate contact with the school within 30 days from the date the grade was posted. Failure to act within 30 days disqualifies the student from further consideration of the matter. Students are responsible for reporting any other type of error on their academic record. Blackstone Career Institute is not liable for unreported errors on student records.

## Complaint Resolution

If a student has a question or problem, please contact the Blackstone Student Services staff. If the problem is not resolved, you may direct your complaint in writing to the Chief Operating Officer who will respond within 10 business days. Concerns that have not been satisfactorily resolved by the Blackstone staff may be directed to:

- 1) State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, Phone: 717-783-8228,
- 2) Distance Education Accrediting Commission, 1101 17th Street, NW, Suite 808, Washington, DC 20036, Phone: 202-234-5100.

## LexisAdvance®

For students in the Legal Assistant/Paralegal Program, Blackstone includes four months of access to the LexisAdvance® Research System. The student membership includes an online tutorial, a 24-hour help line and a step-by-step LexisAdvance® learning guide. Lexis provides online access to state and federal case law; codes and statutes; extensive case summaries, court documents; over 3.5 billion public records; business, legal, and regional news; expert commentary on the law; Shepard's® Citations Service; and more. Students will also complete online modules on LexisLearn® to receive additional training.

## Honors Program

The Honors Program is for recognition of Blackstone Career Institute's highest achieving students in the career training programs. Any student who attains a final average of 94–100% at the end of their career training program will qualify as graduating "with Distinction." The certificate issued upon graduation will note this honor.

## Graduation and Completion Documents

Upon successful completion of their program the student is awarded a transcript and a certificate. In order to earn a certificate, a student must achieve a minimum average of 70% in the course. A certificate and an official transcript of record are furnished to the student at the conclusion of their course without charge. For additional copies, a nominal fee is charged.

## Student Identity Verification

The student identity verification policy enables BCI to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. All students are assigned an individual Student Identification Number (ID) and secure login credential at the time of enrollment. These assigned identifiers are used to access BCI's Online Student Center.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

## Academic Integrity

### **Student Code of Conduct**

Blackstone Career Institute maintains a Student Code of Conduct to protect the rights of students, faculty, staff, and Blackstone itself. Blackstone Career Institute students are required to adhere to the following policies in their academic and personal conduct.

Students must:

1. Be respectful and courteous to fellow students, faculty, and staff.
2. Accept responsibility for their own actions.
3. Adhere to all policies that appear in Blackstone catalogs, student handbooks, study materials, website and enrollment agreements.
4. Never misrepresent the school or its staff in any online social communities.
5. Follow all rules on submitting work and taking examinations.
6. Not use others work, or present another individual's ideas as their own.
7. Not seek, receive, or give unauthorized help on assignments, quizzes, or examinations.

## Academic Honesty

Each student doing their own work is the basis of independent study. Since students study at their own pace and schedule their own exams, there should never be any undue pressure when taking an exam. Blackstone does encourage students to be fully prepared prior to taking any exam. The use of any notes or program materials is allowed since each exam is open-book. The objective is to learn and understand the materials you are studying. Any student suspected of academic dishonesty will be suspended from the program. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are intended to serve as examples of unacceptable academic conduct.

**Cheating:** Any inappropriate activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student.

**Plagiarism:** Using another person's ideas or finished work as your own without giving credit to the source. It includes copying or paraphrasing something and using it as if you had done the work yourself.

**Fabrication:** Falsifying or inventing information and presenting it as legitimate; misrepresenting oneself or one's status, potentially damaging Blackstone's reputation or any of the members of its academic community.

**Facilitating Academic Dishonesty:** Assisting another student in an act that violates the standards of academic honesty; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection in any academic honesty inquiry.

### **Online Etiquette (Netiquette)**

Netiquette refers to proper and polite ways to communicate with others when using the internet. The current laws to protect the rights and dignity of citizens apply online. Follow the same responsible and respectful behaviors online that are acceptable when connecting in person. In simple terms this means that the values society has in place against such things as hate speech, copyright violations and other forms of theft remain intact.

### **Student Code of Conduct Violation**

The Student Code of Conduct applies to all Blackstone Career Institute students. Failure to comply will automatically be referred to the Education Director for review and recommendations. If any student is found to have engaged in academic dishonesty in any form — including but not limited to cheating, plagiarizing and fabricating — that student will be dismissed from Blackstone Career Institute. There will be no exceptions.

## Information for California Students

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## GENERAL INFORMATION

### Faculty and Staff

Our faculty includes instructors with years of practice in teaching and developing distance education programs. Their educational and professional backgrounds, as well as memberships in professional organizations, give them access to the most up-to-date training and changes in the field.

Name	Title
Kevin McCloskey	President
Paul Grumbein	Chief Operating Officer
Darlene Boyle	Finance / Human Resource Manager
Valerie Behrle McCloskey	Director of Education
Stacy Feifel	Education / Development Manager
Casey McCloskey	Manager of Business Operations
Jacque Irizzary	Student Services Manager / IT Project Mgr.
Tammy Kromer	Student Services / Mail Room Manager
Korey McNulty	Student Services / Design & Marketing
Kassidy Strause	Student Services / Content Writer/Editor
Chris D'Imperio	Student Services / Sales Development
Michael McCloskey	Student Services / Mail Room
Linda Bowers	Print Specialist / Graphic Designer
Alexandra Boyle	Child Care Provider Adjunct Faculty
Andrew Wilson	Pharmacy Technician Adjunct Faculty
Donna Lepkoski	Dental Office Assistant Adjunct Faculty
Jeffrey Hauck	Legal Assistant / Paralegal Adjunct Faculty
Laura Switkowski	Veterinary Assistant Adjunct Faculty
Catie Grumbein	Physical Therapy Aide Adjunct Faculty
Patricia Ireland	Medical Transcription Adjunct Faculty
Kara Silvers	Medical Billing & Coding Adjunct Faculty
Kimberly Rossi-Murphy	Medical Office Assistant Adjunct Faculty

## How to Contact Us

Your success is important to us. If you have a question about your account or need help with your studies, our friendly staff is here to help you. We take pride in delivering outstanding service and our staff can be counted on to assist you in your program.

There are two ways to contact us:

1. For questions related to your coursework, you may reach us by e-mail at **instructor@blackstone.edu**. Tell us what lesson you are studying, the page number, exam/question number, and how we can help. For general inquiries regarding your student account, payments, etc., please email the Student Services staff at **info@blackstone.edu**. Please include your Student ID number on all email correspondence. You will receive a response within one business day.
2. You may call the school Monday through Friday during the hours of 8:30 A.M.–4:30 P.M. (EST). If you call after hours, please leave a message with your name, Student ID number, and information regarding the question or issue. Also, let us know the best time to call you back. Our phone number is **(800) 826-9228**.

## The Blackstone Online Community

As a distance education student, you may be wondering how you can communicate with fellow students and keep in touch with your school. Blackstone has several ways for you to become engaged in our community, including:

- Discussion boards and chat rooms in our Online Student Center.
- A growing Facebook group that you can use to network with current students and alumni.
- An online blog that offers useful information and tips for career success, as well as school news.

We welcome you to the BCI Student Community and encourage you to take an active role by participating in all of our online opportunities!

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## Use of Information

The collection of information is used primarily for the improvement of services to our students. Information gathered through our online request forms will be used to process those requests. E-mail inquiries will utilize the e-mail address provided for any appropriate correspondence.

## Security

Blackstone currently utilizes GoDaddy.com, Inc., and similar technology to provide a secure transmission of all enrollment agreement activities including online payment information. We also use established industry-standard security measures to protect all information services. While we strive to provide 100% security for all transmissions, we cannot guarantee that all general information submissions will be completely secure. Unauthorized modification or misuse of information stored within our website or operating systems will be investigated and may result in criminal prosecution.

## PROGRAM CATALOG

### **Legal Assistant/Paralegal Program Overview (30.5 sem. credit hours)**

The Blackstone Legal Assistant/Paralegal Studies independent study program is based on the historic Modern American Law series developed by legal scholars and designed to provide a simple, yet authoritative, commentary on the law (Volumes I - X). Starting out with an overview of the origins of the legal system in the United States, the program moves on to cover contracts, torts, criminal law, real property, pleadings and practice in civil law and criminal procedure, wills and trusts, partnerships and corporations, and constitutional law. These volumes are supplemented with study materials and textbooks that provide the student with the additional skills they need to enter the paralegal field, including research and writing skills and a background in professional ethics.

The program will provide graduates with a strong foundation in the fundamentals of the law in preparation for a career in the paralegal field. For those who would like to delve further into any of the topics presented, students can pursue their interests through research and additional reading, by working in the profession, or by taking an advanced paralegal studies course with Blackstone.

### **Program Objectives**

- Define law and identify basic legal terms
- Explain legal concepts related to contracts
- Identify aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Give the legal definition of property and describe damages
- Distinguish a crime from a tort and list the three classes of crime
- Describe larceny and identify the three degrees of larceny
- Identify legal terms related to real property
- Identify actions to recover damages in civil suits
- Identify legal terms related to civil actions
- Identify legal terms related to criminal procedure
- Explain the process of criminal procedure
- Identify and explain legal concepts related to wills
- Identify and explain legal concepts related to trusts and trustees
- Explain how partnerships and corporations are formed
- Discuss the elements of constitutional law
- Describe how legal research should be conducted
- Identify effective job-search techniques for legal assistants/paralegals
- Describe common ethics related to the paralegal profession



## Legal Assistant/Paralegal Program Outline

### **Volume I: Law - Its Origin, Nature and Development, & Contracts**

- Lesson 1: Introduction to Law
- Lesson 2: Contracts: An Introduction
- Lesson 3: Contractual Law
- Lesson 4: Types of Contracts

### **Volume II: Torts**

- Lesson 5: Torts: An Introduction
- Lesson 6: Negligence
- Lesson 7: Defamation and Damages
- Lesson 8: Right of Privacy and Relationships

### **Volume III: Criminal Law**

- Lesson 9: Crimes, Intents, and Criminal Capacity
- Lesson 10: Burglary, Arson, and Offenses Against Property

### **Volume IV: Real Property — Part I**

- Lesson 11: Real and Personal Property: Introduction and History
- Lesson 12: Conversion, Remainders, and Perpetuities

### **Volume V: Real Property — Part II**

- Lesson 13: Dower
- Lesson 14: Licenses, Titles, Covenants, and Powers

### **Volume VI: Pleadings and Practice in Civil Actions, Criminal Procedure**

- Lesson 15: Pleadings in Civil Actions
- Lesson 16: Pleadings in Civil Actions
- Lesson 17: Practice in Civil Actions
- Lesson 18: Criminal Procedure

### **Volume VII: Wills and Trusts**

- Lesson 19: An Introduction to Wills
- Lesson 20: How Wills May Be Revoked
- Lesson 21: An Introduction to Trusts

### **Volume VIII: Partnerships and Corporations**

- Lesson 22: Private Corporations, Part I
- Lesson 23: Private Corporations, Part II
- Lesson 24: Partnerships

### **Volume IX: Constitutional Law Part I**

- Lesson 25: Definitions and General Principles
- Lesson 26: Organization and Power of the United States Government

### **Volume X: Constitutional Law Part II**

- Lesson 27: Constitutional Guaranties of Fundamental Rights

### **Volume XI: Legal Research and Writing — Part I**

- Lesson 28: Legal Research and Writing – Part I

### **Volume XII: Legal Research and Writing — Part II**

- Lesson 29: Legal Research and Writing – Part II

### **Volume XIII: How to Find a Job as a Paralegal**

- Lesson 30: Employability Skills

### **Volume XIV: Ethics for Paralegals Study Guide**

- Lesson 31: Ethics for Paralegals

## Veterinary Assistant Program Overview (17 sem. credit hours)

The Veterinary Assistant Program discusses the fundamentals of the veterinary assistant as a member of the veterinary care team. The program covers veterinary anatomy and medical terminology, veterinary office administrative office skills, animal care and handling, office technology, English usage and written communication, time and stress management, critical thinking skills, interpersonal communications, and job hunting in the animal care field. Students are prepared for entry-level employment as a veterinary assistant in a variety of animal care settings.

### Program Objectives

- To identify common learning strategies
- To demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- To identify the parts of a computer and explain how technology is used in the office
- To improve basic keyboarding speed and accuracy
- To identify and define common veterinary medical prefixes, suffixes, and roots as well as terms describing body location and direction
- To explore the anatomy and physiology of animals and their body systems, including the lymphatic, musculoskeletal, cardiovascular, respiratory, neurologic, alimentary, urinary, reproductive, and endocrine systems; blood, the skin, the eyes, and the ears; and pharmacology
- To develop effective oral communication skills
- To develop critical thinking skills
- To explore the business aspects of running a veterinary practice, including receptionist duties, marketing, management, and human resources
- To gain an understanding of client communications, including interaction with a grieving pet owner
- To learn how to effectively handle front office duties, including inventory management, billing, budgeting, security, and pet insurance
- To receive an overview of clinical veterinary assisting, including animal restraint and care
- To improve time mastery and productivity skills
- To explain principles of effective management
- To describe the process for writing effective resumes and cover-letters
- To describe how to proactively search for work as a veterinary assistant

## Veterinary Assistant Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit III: Introduction to Computers, the Internet and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit IV: Veterinary Anatomy & Medical Terminology 1

- Chapter 1: Introduction to Veterinary Medical Terminology
- Chapter 2: The Cell
- Chapter 3: Body Structure and Organization
- Chapter 4: The Hematopoietic System
- Chapter 5: The Lymphatic System

### Unit V: Veterinary Anatomy & Medical Terminology 2

- Chapter 6: The Musculoskeletal System
- Chapter 7: The Cardiovascular System
- Chapter 8: The Respiratory System
- Chapter 9: The Neurologic System

### Unit VI: Veterinary Anatomy & Medical Terminology 3

- Chapter 10: The Eye
- Chapter 11: The Ear
- Chapter 12: The Alimentary System
- Chapter 13: The Urinary System

### Unit VII: Veterinary Anatomy & Medical Terminology 4

- Chapter 14: The Reproductive System
- Chapter 15: The Endocrine System
- Chapter 16: The Integumentary System
- Chapter 17: Pharmacology

### Unit VIII: Interpersonal Communications

- Chapter 1: Aspects of a Positive Workplace Environment
- Chapter 2: Communication
- Chapter 3: Diversity in the Workplace
- Chapter 4: Team Building

### Unit IX: Critical Thinking Skills

- Chapter 1: Introduction to Critical Thinking and the PANIC Method
- Chapter 2: Inference and Judgment
- Chapter 3: Metacognition
- Chapter 4: Forming Strong Conclusions through Predicting
- Chapter 5: Rhetorical Strategies
- Chapter 6: Critical Theories Chapter 7: Deductive Reasoning
- Chapter 8: Emotional Intelligence and Critical Thinking

### Unit X: Veterinary Office Assisting 1

- Chapter 1: Veterinary Health Care Team Members
- Chapter 2: The Receptionist Team
- Chapter 3: Team Management
- Chapter 4: Veterinary Ethics and Legal Issues
- Chapter 5: Human Resources
- Chapter 6: Stress and Burnout

## **Unit XI: Veterinary Office Assisting 2**

Chapter 7: Practice Design  
Chapter 8: Technology in the Office  
Chapter 9: Outside Diagnostic Laboratory Services  
Chapter 10: Marketing  
Chapter 11: Client Communications  
Chapter 12: Interacting with a Grieving Client

## **Unit XII: Veterinary Office Assisting 3**

Chapter 13: Appointment Management Systems  
Chapter 14: Medical Records Management  
Chapter 15: Inventory Management  
Chapter 16: Controlled Substances  
Chapter 17: Logs  
Chapter 18: Accounts Receivable  
Chapter 19: Pet Health Insurance

## **Unit XIII: Veterinary Office Assisting 4**

Chapter 20: Preparing and Maintaining a Budget  
Chapter 21: Occupational Hazards and Safety Issues  
Chapter 22: Security  
Chapter 23: Clinical Assisting  
Chapter 24: Calculations and Conversions  
Chapter 25: Professional Development

## **Unit XIV: Animal Restraint for the Veterinary Assistant**

Chapter 1: Restraint of the Cat  
Chapter 2: Restraint of the Dog

## **Unit XV: Time & Stress Management**

Chapter 1: LifeTime Patterns (Values)  
Chapter 2: The Power of LifeTime Habits  
Chapter 3: Goals, Objectives, and Outcomes  
Chapter 4: Choosing Your Priorities  
Chapter 5: Planning and Scheduling Activities  
Chapter 6: Interruptions, the #1 TimeThief  
Chapter 7: TimeLogs  
Chapter 8: TimeTips

Chapter 9: Self-Esteem and Time Management  
Chapter 10: Stress Management

## **Unit XVI: Management Practices & Principles**

Chapter 1: The Supervisor: Manager and Leader  
Chapter 2: Effective Communication  
Chapter 3: Creating a Positive Work Climate  
Chapter 4: Building Teams and Managing Conflict  
Chapter 5: Delegation  
Chapter 6: Developing Job Expectations  
Chapter 7: Recruiting Employees  
Chapter 8: Selecting Employees  
Chapter 9: Orienting and Training Employees  
Chapter 10: Performance Evaluation  
Chapter 11: Disciplining Employees

## **Unit XVII: How to Find a Job as a Veterinary Assistant**

Chapter 1: Job Search Correspondence  
Chapter 2: The Job Search  
Chapter 3: Job Interviews

## Physical Therapy Aide Program Overview (17 sem. credit hours)

The Physical Therapy Aide Program discusses the responsibilities of the physical therapy aide as a member of the physical rehabilitation team. The program also covers anatomy and medical terminology, administrative office skills, office technology, English usage and written communication, time and stress management, critical thinking skills, interpersonal communications, and medical ethics and HIPAA. Students are prepared for entry-level employment as a physical therapy aide in a variety of healthcare facilities.

### Program Objectives

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Identify the parts of a computer and explain how technology is used in the office
- Improve basic keyboarding speed and accuracy
- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Analyze medical terms to determine their meaning
- Develop effective oral communication skills
- Develop critical thinking skills
- Learn about the role of the physical therapy aide as a member of the rehabilitation team
- Understand the administrative responsibilities of the physical therapy aide
- Become knowledgeable about the use of physical therapy to treat common medical disorders
- Understand the importance of safety in preparing the therapy environment and in treating patients
- Learn how to assist the physical therapist or physical therapy assistant in the administration of patient care
- Define and explain the importance of medical ethics and the Health Insurance Portability and Accountability Act
- Improve time mastery and productivity skills
- Describe the process for writing effective resumes and cover-letters
- Describe how to proactively search for work as a physical therapy aide

## Physical Therapy Program Outline

### **Unit I: Blackstone's Skills for Success**

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### **Unit II: English Usage and Written Communication**

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### **Unit III: Introduction to Computers, the Internet and Electronic Communication**

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### **Unit IV: Anatomy and Medical Terminology 1: An Introduction**

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### **Unit V: Anatomy and Medical Terminology 2**

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### **Unit VI: Anatomy and Medical Terminology 3**

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### **Unit VII: Anatomy and Medical Terminology 4**

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and Immune Systems
- Chapter 16: The Reproductive System

### **Unit VIII: Interpersonal Communications**

- Chapter 1: Aspects of a Positive Workplace Environment
- Chapter 2: Communication
- Chapter 3: Diversity in the Workplace
- Chapter 4: Team Building

### **Unit IX: Critical Thinking Skills**

- Chapter 1: Introduction to Critical Thinking and the PANIC Method
- Chapter 2: Inference and Judgment
- Chapter 3: Metacognition
- Chapter 4: Forming Strong Conclusions through Predicting
- Chapter 5: Rhetorical Strategies
- Chapter 6: Critical Theories
- Chapter 7: Deductive Reasoning
- Chapter 8: Emotional Intelligence and Critical Thinking

### **Unit X: Physical Therapy Aide 1**

- Chapter 1: The Profession of Physical Therapy
- Chapter 2: Career Opportunities for the Physical Therapy Aide
- Chapter 3: Ethical and Legal Issues Affecting the Physical Therapy Aide

### **Unit XI: Physical Therapy Aide 2**

- Chapter 4: Communicating Effectively
- Chapter 5: Medical Terminology and the Medical Record
- Chapter 6: Administrative Role of the Physical Therapy Aide

### **Unit XII: Physical Therapy Aide 3**

- Chapter 7: Basic Structure and Function of the Human Body
- Chapter 8: Applied Anatomy and Physiology of the Musculoskeletal System
- Chapter 9: Using Physical Therapy to Treat Common Medical Disorders

### **Unit XIII: Physical Therapy Aide 4**

- Chapter 10: Safety in the Working Environment
- Chapter 11: Patient Preparation
- Chapter 12: Turning and Positioning the Patient
- Chapter 13: Transferring the Patient

### **Unit XIV: Physical Therapy Aide 5**

- Chapter 14: Assisting with Ambulation and Gait Training
- Chapter 15: Therapeutic Exercises
- Chapter 16: Physical Therapy Agents and Modalities
- Chapter 17: Specialized Clinical Procedures
- Chapter 18: Career Skills and the Physical Therapy Aide

### **Unit XV: Medical Ethics and HIPAA**

- Chapter 1: Professional Development
- Chapter 2: Medicolegal Ethics
- Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit XVI: Time & Stress Management**

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time

Management

Chapter 10: Stress Management

### **Unit XVII: How to Find a Job in Healthcare**

- Chapter 1: Job Search Correspondence
- Chapter 2: The Job Search
- Chapter 3: Job Interviews

## **Child Care Provider Program Overview (17 sem. credit hours)**

The Child Care Provider Program discusses the fundamentals of early childhood education, the child care profession, and developmentally appropriate practices for dealing with children from infancy through school age. The program also provides instruction on office technology, English usage and written communication, time and stress management, management theory, critical thinking skills, and interpersonal communications. The program prepares the student for entry-level employment as a Child Care Provider worker and provides guidance for starting a home-based day care.

### **Program Objectives**

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Identify the parts of a computer and explain how technology is used in the office
- Improve basic keyboarding speed and accuracy
- Describe the developmental milestones of infants and children
- Create a safe and healthful environment for infants and children
- Create a variety of learning experiences for children using all of the senses
- Work with parents and other community resources to plan engaging curriculum
- Guide children through daily routines
- Develop effective oral communication skills
- Develop critical thinking skills
- Improve time mastery and productivity skills
- Plan for the start-up and maintenance of a home-based day-care business
- Explain principles of effective management
- Describe the process for writing effective resumes and cover-letters
- Describe how to proactively search for work as a child care worker



## Child Care Provider Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit III: Introduction to Computers, the Internet and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit IV: Time & Stress Management

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### Unit V: Critical Thinking Skills

- Chapter 1: Introduction to Critical Thinking and the PANIC Method
- Chapter 2: Inference and Judgment
- Chapter 3: Metacognition

- Chapter 4: Forming Strong Conclusions through Predicting
- Chapter 5: Rhetorical Strategies
- Chapter 6: Critical Theories
- Chapter 7: Deductive Reasoning
- Chapter 8: Emotional Intelligence and Critical Thinking

### Unit VI: Child Day Care1

- Chapter 1: You: Working with Young Children
- Chapter 2: Types of Early Childhood Programs
- Chapter 3: Observing Children: A Tool for Assessment
- Chapter 4: Child Development Principles and Theories
- Chapter 5: Understanding Children from Birth to Age Two
- Chapter 6: Understanding Two- and Three-Year-Olds
- Chapter 7: Understanding Four- and Five-Year-Olds
- Chapter 8: Middle Childhood

### Unit VII: Child Day Care 2

- Chapter 9: Preparing the Environment
- Chapter 10: Selecting Toys, Equipment, and Educational Materials
- Chapter 11: Promoting Children's Safety
- Chapter 12: Planning Nutritious Meals and Snacks
- Chapter 13: Guiding Children's Health

### Unit VIII: Child Day Care 3

- Chapter 14: Developing Guidance Skills
- Chapter 15: Guidance Challenges
- Chapter 16: Establishing Classroom Limits
- Chapter 17: Handling Daily Routines

### Unit IX: Child Day Care 4

- Chapter 18: The Curriculum
- Chapter 19: Guiding Art, Block building, and Sensory Experiences
- Chapter 20: Guiding Storytelling Experiences

- Chapter 21: Guiding Play and Puppetry Experiences
- Chapter 22: Guiding Manuscript Writing Experiences

### **Unit X: Child Day Care 5**

- Chapter 23: Guiding Math Experiences
- Chapter 24: Guiding Science Experiences
- Chapter 25: Guiding Social Studies Experiences
- Chapter 26: Guiding Food and Nutrition Experiences
- Chapter 27: Guiding Music and Movement Experiences
- Chapter 28: Guiding Field Trip Experiences

### **Unit XI: Child Day Care 6**

- Chapter 29: Programs for Infants and Toddlers
- Chapter 30: Programs for School-Age Children
- Chapter 31: Guiding Children with Special Needs
- Chapter 32: Involving Parents and Families
- Chapter 33: A Career for You in Early Childhood Education

### **Unit XII: Starting a Home-Based Day-Care Business 1**

- Chapter 1: Family Child Care—Is It for Me?
- Chapter 2: Starting Out
- Chapter 3: Policies and Procedures

### **Unit XIII: Starting a Home-Based Day-Care Business 2**

- Chapter 4: Your Daily Schedule
- Chapter 5: Fun Activities for Children
- Chapter 6: Positive Guidance Tools

### **Unit XIV: Starting a Home-Based Day-Care Business 3**

- Chapter 7: Back to Business
- Chapter 8: Solving Common Problems
- Chapter 9: Planning for the Future

### **Unit XV: Management Practices & Principles**

- Chapter 1: The Supervisor: Manager and Leader
- Chapter 2: Effective Communication
- Chapter 3: Creating a Positive Work Climate
- Chapter 4: Building Teams and Managing Conflict
- Chapter 5: Delegation
- Chapter 6: Developing Job Expectations
- Chapter 7: Recruiting Employees
- Chapter 8: Selecting Employees
- Chapter 9: Orienting and Training Employees
- Chapter 10: Performance Evaluation
- Chapter 11: Disciplining Employees

### **Unit XVI: Interpersonal Communications**

- Chapter 1: Aspects of a Positive Workplace Environment
- Chapter 2: Communication
- Chapter 3: Diversity in the Workplace
- Chapter 4: Team Building

### **Unit XVII: How to Find a Job in Child Care**

- Chapter 1: Job Search Correspondence
- Chapter 2: The Job Search
- Chapter 3: Job Interviews

## Medical Transcription Program Overview (18 sem. credit hours)

The Medical Transcription program prepares the student for entry-level employment as a medical transcriptionist. It discusses the fundamentals of medical transcription, the medical transcription profession, the practice of medical transcription including disease processes, medical terminology, and pharmacology, English usage, and written communication. It provides transcription practice and instruction on how to find employment as a medical transcriptionist.

### Program Objectives

- Identify common learning strategies
- Identify and describe common healthcare and medical reports
- Explain the purpose and describe the components of a healthcare record
- Demonstrate knowledge of guidelines for grammar, punctuation, editing, and transcription
- Identify and define common medical prefixes, suffixes, and roots
- Identify common diseases, diagnostic and surgical procedures, laboratory tests, and drugs used to treat disorders and diseases related to dermatology, cardiology, pulmonary medicine, endocrinology, orthopedics, urology, gastroenterology, obstetrics and gynecology, otorhinolaryngology, ophthalmology, neurology, psychiatry, pathology, and radiology
- Demonstrate knowledge of proper business etiquette
- Define and explain the importance of medical ethics
- Explain the difference between a healthcare record and a medical report
- Describe the process for writing effective resumes and cover-letters
- Describe how to proactively search for work as a medical transcriptionist

## Medical Transcription Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit III: Anatomy and Medical Terminology 1: An Introduction

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### Unit IV: Anatomy and Medical Terminology 2

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### Unit V: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit VI: Time & Stress Management

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes

- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### Unit VII: Anatomy and Medical Terminology 3

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### Unit VIII: Anatomy and Medical Terminology 4

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and Immune Systems
- Chapter 16: The Reproductive System

### Unit IX: Introduction to Pharmacology

- Chapter 1: Consumer Safety and Drug Relations
- Chapter 2: Drug Names and References
- Chapter 3: Sources and Bodily Effects of Drugs
- Chapter 4: Medication Preparations and Supplies
- Chapter 5: Abbreviations and Systems of Measurement

### Unit X: Critical Thinking Skills

- Chapter 1: Introduction to Critical Thinking and the PANIC Method
- Chapter 2: Inference and Judgment
- Chapter 3: Metacognition
- Chapter 4: Forming Strong Conclusions through Predicting
- Chapter 5: Rhetorical Strategies

Chapter 6: Critical Theories  
Chapter 7: Deductive Reasoning  
Chapter 8: Emotional Intelligence and  
Critical Thinking

### **Unit XI: Fundamentals of Medical Transcription**

Chapter 1: Healthcare Documentation  
Profession  
Chapter 2: The Healthcare Record  
Chapter 3: Healthcare Documentation  
Technology  
Chapter 4: Medical Transcription Practices  
Chapter 5: Perspectives on Style

### **Unit XII: Disease Processes and Transcription Practice 1**

Chapter 6: Psychiatry  
Chapter 7: Dermatology  
Chapter 8: Family Medicine  
Chapter 9: Internal Medicine

### **Unit XIII: Disease Processes and Transcription Practice 2**

Chapter 10: Pulmonary Medicine  
Chapter 11: Ophthalmology  
Chapter 12: Cardiology

### **Unit XIV: Professional Development and Medicolegal Ethics**

Chapter 1: Professional Development  
Chapter 2: Medicolegal Ethics  
Chapter 3: HIPAA for the Allied  
Healthcare Worker

### **Unit XV: Disease Processes and Transcription Practice 3**

Chapter 13: Urology and Nephrology  
Chapter 14: Obstetrics and Gynecology  
Chapter 15: Gastroenterology  
Chapter 16: Orthopedics

### **Unit XVI: Disease Processes and**

### **Transcription Practice 4**

Chapter 17: Neurology  
Chapter 18: Diagnostic Imaging  
Chapter 19: Pathology  
Chapter 20: Professional Issues

### **Unit XVII: Creating an Effective Workplace Environment**

Chapter 1: Aspects of a Positive Workplace  
Environment  
Chapter 2: Communication  
Chapter 3: Diversity in the Workplace  
Chapter 4: Team Building

### **Unit XVIII: How to Find a Job in Healthcare**

Chapter 1: Job Search Correspondence  
Chapter 2: The Job Search  
Chapter 3: Job Interviews

## Medical Office Assistant Program Overview (18 sem. credit hours)

The Medical Office Assistant program prepares students for entry-level employment as a medical office assistant. It discusses the fundamentals of medical terminology, the duties of the medical office assistant, the role of the medical office assistant in providing patient care, professional development and medical ethics, English usage, and finding a job in healthcare.

### Program Objectives

- Define and explain different learning styles and learning strategies
- Identify the parts of a computer and explain how technology is used in the office
- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Analyze medical terms to determine their meaning
- Identify the parts of speech, the parts of sentences, and sentence type
- Demonstrate correct English usage by choosing the correct part of speech in a sentence
- Evaluate written communications to identify problems and suggest solutions
- Describe the duties of a medical office assistant
- Identify the correct way to schedule appointments, interact with patients over the telephone, interact with patients in the reception area, register patients, file documents and records, and process mail in the medical office
- Identify common health insurance systems used in the medical office
- Explain the difference between a healthcare record and a medical report
- Describe the medical office assistant's role in managing prescriptions and prescription drugs
- Evaluate resumes and cover letters to identify problems and offer solutions
- Consider ways to proactively search for work as a healthcare professional

## Medical Office Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit III: Anatomy and Medical Terminology 1: An Introduction

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### Unit IV: Anatomy and Medical Terminology 2

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### Unit V: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit VI: Time & Stress Management

- Chapter 1: LifeTime Patterns (Values)

- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### Unit VII: Anatomy and Medical Terminology 3

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### Unit VIII: Anatomy and Medical Terminology 4

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and Immune Systems
- Chapter 16: The Reproductive System

### Unit IX: Administrative Medical Assisting 1

- Chapter 1: Becoming a Successful Student
- Chapter 2: The Healthcare Industry
- Chapter 3: The Medical Assisting Profession
- Chapter 4: Professional Behavior in the Workplace
- Chapter 5: Interpersonal Skills
- Chapter 6: Medicine and Ethics
- Chapter 7: Medicine and Law

### Unit X: Administrative Medical Assisting 2

- Chapter 8: Computer Concepts
- Chapter 9: Telephone Techniques

Chapter 10: Scheduling Appointments  
Chapter 11: Patient Reception and Processing  
Chapter 12: Office Environment and Daily Operations  
Chapter 13: Written Communications and Mail Processing  
Chapter 14: Medical Records Management  
Chapter 15: Health Information Management  
Chapter 16: Privacy in the Physician's Office

### **Unit XI: Professional Development and Medicolegal Ethics**

Chapter 1: Professional Development  
Chapter 2: Medicolegal Ethics  
Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit XII: Administrative Medical Assisting 3**

Chapter 17: Basics of Diagnostic Coding  
Chapter 18: Basics of Procedural Coding  
Chapter 19: Basics of Health Insurance  
Chapter 20: The Health Insurance Claim Form  
Chapter 21: Professional Fees, Billing, and Collecting

### **Unit XIII: Administrative Medical Assisting 4**

Chapter 22: Banking Services and Procedures  
Chapter 23: Management of Practice Finances  
Chapter 24: Medical Practice Management and Human Resources  
Chapter 25: Medical Practice Marketing and Customer Service  
Chapter 26: Assisting with Medical Emergencies  
Chapter 27: Career Development and Life Skills

### **Unit XIII: Medical Office Practice 1**

Chapter 1: Introduction to Health Information Technology and Medical

Billing  
Chapter 2: Introduction to Medisoft  
Chapter 3: Scheduling  
Chapter 4: Entering Patient Information  
Chapter 5: Working with Cases

### **Unit XIV: Medical Office Practice 2**

Chapter 6: Entering Charge Transactions and Patient Payments  
Chapter 7: Creating Claims  
Chapter 8: Posting Payments and Creating Patient Statements  
Chapter 9: Creating Reports  
Chapter 10: Collections in the Medical Office

### **Unit XV: Medical Office Practice 3**

Chapter 11: Appointments and Registration  
Chapter 12: Cases, Transactions, and Claims  
Chapter 13: Reports and Collections  
Chapter 14: Putting it all Together

### **Unit XVII: Creating an Effective Workplace Environment**

Chapter 1: Aspects of a Positive Workplace Environment  
Chapter 2: Communication  
Chapter 3: Diversity in the Workplace  
Chapter 4: Team Building

### **Unit XVIII: How to Find a Job in Healthcare**

Chapter 1: Job Search Correspondence  
Chapter 2: The Job Search  
Chapter 3: Job Interviews



## Dental Office Assistant Program Overview (16 sem. credit hours)

The Dental Office Assistant Program prepares students for entry-level employment as a “front-office” dental assistant. It discusses the dental team and the fundamentals of assisting in the management of the dental office, including maintaining patient records, scheduling appointments, using office equipment, and managing accounts receivable and payable. It also provides instruction in dental nomenclature and related terminology, charting the oral cavity, English usage, and finding a job in healthcare.

### Program Objectives

- Integration and use of technology in the dental business office
- Communication skills that take into consideration the entire dental healthcare team, patient relations, record management, and risk management
- Basic dental anatomy, charting, terminology, and common dental procedures
- Application of HIPAA regulations
- Controlled record management, with examples of paper- based charts and electronic files
- Effective scheduling, insurance processing, recall systems, and inventory control, with suggested steps
- Integration and use of technology in the dental business office
- Communication skills that take into consideration the entire dental healthcare team, patient relations, record management, and risk management
- Basic dental anatomy, charting, terminology, and common dental procedures
- Application of HIPAA regulations
- Controlled record management, with examples of paper- based charts and electronic files
- Effective scheduling, insurance processing, recall systems, and inventory control, with suggested steps

## **Dental Office Assistant Program Outline**

### **Unit I: Blackstone's Skills for Success**

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study
- Chapter 4: Keyboarding

### **Unit II: Introduction to Computers, the Internet and Electronic Commu- nication**

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### **Unit III: Dental Office Management 1**

- Chapter 1: Orientation to the Dental Profession
- Chapter 2: Dental Basics
- Chapter 3: Communication Skills and Telephone Techniques
- Chapter 4: Written Correspondence
- Chapter 5: Patient Relations
- Chapter 6: Dental Healthcare Team Communications

### **Unit IV: Dental Office Management 2**

- Chapter 7: Computerized Dental Practice
- Chapter 8: Patient Clinical Records
- Chapter 9: Information Management
- Chapter 10: Dental Patient Scheduling
- Chapter 11: Recall Systems

### **Unit V: English Usage and Written Communication**

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### **Unit VI: Time & Stress Management**

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### **Unit VII: Dental Office Management 3**

- Chapter 12: Inventory Management
- Chapter 13: Office Equipment
- Chapter 14: Financial Arrangement and Collection Procedures
- Chapter 15: Dental Insurance Processing

### **Unit VIII: Dental Office Management 4**

- Chapter 16: Bookkeeping Procedures: Accounts Payable
- Chapter 17: Bookkeeping Procedures: Accounts Receivable
- Chapter 18: Employment Strategies

### **Unit IX: Professional Development and Medicolegal Ethics**

- Chapter 1: Professional Development
- Chapter 2: Medicolegal Ethics
- Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit X: Critical Thinking Skills**

- Chapter 1: Introduction to Critical Thinking and the PANIC Method
- Chapter 2: Inference and Judgment
- Chapter 3: Metacognition
- Chapter 4: Forming Strong Conclusions through Predicting

Chapter 5: Rhetorical Strategies  
Chapter 6: Critical Theories  
Chapter 7: Deductive Reasoning  
Chapter 8: Emotional Intelligence and Critical Thinking

### **Unit XI: Dental Office Practice 1**

Chapter 1: Monday  
Chapter 2: Tuesday

### **Unit XII: Dental Office Practice 2**

Chapter 3: Wednesday  
Chapter 4: Thursday

### **Unit XIII: Dental Office Practice 3**

Chapter 5: Friday  
Chapter 6: Critical Thinking Questions

### **Unit XIV: Creating an Effective Workplace Environment**

Chapter 1: Aspects of a Positive Workplace Environment  
Chapter 2: Communication  
Chapter 3: Diversity in the Workplace  
Chapter 4: Team Building

### **Unit XV: Management Practices & Principles**

Chapter 1: The Supervisor: Manager and Leader  
Chapter 2: Effective Communication  
Chapter 3: Creating a Positive Work Climate  
Chapter 4: Building Teams and Managing Conflict  
Chapter 5: Delegation  
Chapter 6: Developing Job Expectations Chapter 7: Recruiting Employees  
Chapter 8: Selecting Employees  
Chapter 9: Orienting and Training Employees  
Chapter 10: Performance Evaluation  
Chapter 11: Disciplining Employees

### **Unit XVI: How to Find a Job in Healthcare**

Chapter 1: Job Search Correspondence Chapter 2: The Job Search  
Chapter 3: Job Interviews

## Pharmacy Technician Program Overview (18 sem. credit hours)

The Pharmacy Technician program prepares students for entry-level employment as a pharmacy technician in either a retail or health-system pharmacy. It discusses the pharmacy team and the fundamentals of assisting the pharmacist, including interacting with customers, medication preparation, inventory control, and counting and labeling of medications. It also provides instruction in medical and pharmaceutical terminology, pharmacy calculations, pharmacology, body systems and disorders, English usage, ethics and professionalism, and finding a job in healthcare.

### Program Objective

- Define and explain different learning styles and learning strategies
- Identify the parts of speech, the parts of sentences, and sentence type
- Demonstrate knowledge of guidelines for grammar, punctuation, editing
- Identify and define common medical prefixes, suffixes, and roots
- Define anatomical and pharmaceutical terminology and identify relevant abbreviations
- Describe the duties of a pharmacy technician
- Identify the correct way to interact with customers and patients face-to-face and over the telephone, while protecting patient confidentiality
- Explain the various laws and ethical standards that affect the pharmacy technician occupation
- Explain the similarities and differences between retail and health-system pharmacies
- Identify the forms of technology utilized in the pharmacy setting
- Describe the process for inventory management and insurance billing
- Perform relevant pharmacy calculations, including dosage calculations and measurement conversions
- Explain dosage formulations and administration, as well as the effects of drugs on the body
- Identify drug classifications
- Describe the body systems and related diseases, disorders and treatments
- Identify the different needs of pediatric and geriatric patients
- Demonstrate knowledge of proper workplace etiquette
- Define and explain the importance of medical ethics
- Describe the process for writing effective resumes and cover-letters
- Describe how to proactively search for work as a pharmacy technician.

## Pharmacy Technician Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study
- Chapter 4: Keyboarding

### Unit II: Introduction to Computers, the Internet and Electronic Commu- nication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit III: Anatomy and Medical Terminology 1: An Introduction

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### Unit IV: Anatomy and Medical Terminology 2

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### Unit V: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit VI: Time & Stress Management

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits

- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities

- Chapter 5: Planning and Scheduling  
Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### Unit VII: Anatomy and Medical Terminology 3

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### Unit VIII: Anatomy and Medical Terminology 4

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and  
Immune Systems
- Chapter 16: The Reproductive System

### Unit IX: Fundamentals of Pharmacy Practice

- Chapter 1: History of Pharmacy Practice
- Chapter 2: The Professional Pharmacy  
Technician
- Chapter 3: Communication and  
Customer Care
- Chapter 4: Pharmacy Law  
and Ethics
- Chapter 5: Terminology and Abbreviations

### Unit X: Community and Institutional Pharmacy

- Chapter 6: Dosage Formulations and  
Routes of Administration
- Chapter 7: Referencing and Drug  
Information Resources
- Chapter 8: Retail Pharmacy
- Chapter 9: Health-System Pharmacy
- Chapter 10: Technology in the Pharmacy

Chapter 11: Inventory Management

### **Unit XI: Pharmacy Calculations**

Chapter 12: Insurance and Third-Party Billing

Chapter 13: Over-the-Counter (OTC) Products

Chapter 14: Introduction to Compounding

Chapter 15: Introduction to Sterile Compounding

Chapter 16: Basic Math Skills

Chapter 17: Measurement Systems

### **Unit XII: Pharmacology**

Chapter 18: Dosage Calculations

Chapter 19: Concentrations and Dilutions

Chapter 20: Allergations

### **Unit XIII: Creating an Effective Workplace Environment**

Chapter 1: Aspects of a Positive Workplace Environment

Chapter 2: Communication

Chapter 3: Diversity in the Workplace

Chapter 4: Team Building

### **Unit XIV: Critical Thinking Skills**

Chapter 1: Introduction to Critical Thinking and the PANIC Method

Chapter 2: Inference and Judgment

Chapter 3: Metacognition

Chapter 4: Forming Strong Conclusions through Predicting

Chapter 5: Rhetorical Strategies

Chapter 6: Critical Theories

Chapter 7: Deductive Reasoning

Chapter 8: Emotional Intelligence and Critical Thinking

### **Unit XV: Body Systems, Diseases and Pharmaceutical Treatments**

Chapter 21: Parenteral Calculations

Chapter 22: Business Math

Chapter 23: The Body and Drugs

Chapter 24: The Skin

Chapter 25: The Eyes and Ears

Chapter 26: The Gastrointestinal System

Chapter 27: The Musculoskeletal System

Chapter 28: Respiratory System

Chapter 29: The Cardiovascular, Circulatory, and Lymph Systems

Chapter 30: The Immune System

Chapter 31: The Renal System

### **Unit XVI: Special Topics in Pharmacology**

Chapter 32: The Endocrine System

Chapter 33: The Reproductive System

Chapter 34: The Nervous System

### **Unit XVII: Professional Development and Medicolegal Ethics**

Chapter 1: Professional Development

Chapter 2: Medicolegal Ethics

Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit XVIII: How to Find a Job as a Pharmacy Technician**

Chapter 1: Job Search Correspondence

Chapter 2: The Job Search

Chapter 3: Job Interviews

## Medical Billing and Coding Program Overview (18 sem. credit hours)

The Medical Billing and Coding program prepares students for entry-level employment as a medical billing and/or coding clerk. It discusses the fundamentals of medical terminology, pharmacology, insurance billing and coding, medical office practice, professional development, medicolegal ethics, English usage, and finding a job in healthcare.

### Program Objectives

- Define and explain different learning styles and learning strategies
- Identify the parts of a computer and explain how technology is used in the office
- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Analyze medical terms to determine their meaning
- Identify the parts of speech, the parts of sentences, and sentence type
- Demonstrate correct English usage by choosing the correct part of speech in a sentence
- Evaluate written communications to identify problems and suggest solutions
- Explain and identify types of health insurance
- Understand the life cycle of an insurance claim
- Demonstrate an understanding of ICD-10, HCPCS II, and CPT coding
- Study medical office procedures
- Evaluate resumes and cover letters to identify problems and offer solutions
- Consider ways to proactively search for work as a healthcare professional

## Medical Billing and Coding Program Outline

### **Unit I: Blackstone's Skills for Success**

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study
- Chapter 4: Keyboarding

### **Unit II: Introduction to Computers, the Internet and Electronic Communication**

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### **Unit III: Anatomy and Medical Terminology 1: An Introduction**

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### **Unit IV: Anatomy and Medical Terminology 2**

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### **Unit V: English Usage and Written Communication**

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### **Unit VI: Anatomy and Medical Terminology 3**

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### **Unit VII: Anatomy and Medical Terminology 4**

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and Immune Systems
- Chapter 16: The Reproductive System

### **Unit VIII: Introduction to Pharmacology**

- Chapter 1: Consumer Safety and Drug Relations
- Chapter 2: Drug Names and References
- Chapter 3: Sources and Bodily Effects of Drugs
- Chapter 4: Medication Preparations and Supplies
- Chapter 5: Abbreviations and Systems of Measurement

### **Unit IX: Professional Development and Medicolegal Ethics**

- Chapter 1: Professional Development
- Chapter 2: Medicolegal Ethics
- Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit X: Introduction to Insurance and Coding 1**

- Chapter 1: Role of an Insurance Billing Specialist
- Chapter 2: HIPAA Compliance and Privacy in Insurance Billing
- Chapter 3: Basics of Health Insurance
- Chapter 4: Medical Documentation and the Electronic Health Record
- Chapter 5: Diagnostic Coding
- Chapter 6: Procedural Coding



## **Unit XI: Introduction to Insurance and Coding 2**

- Chapter 7: The Paper Claim CMS-1500 (08-05)
- Chapter 8: Electronic Data Interchange: Transactions and Security
- Chapter 9: Receiving Payments and Insurance Problem Solving
- Chapter 10: Office and Insurance Collection Strategies
- Chapter 11: The Blue Plans, Private Insurance, and Managed Care Plans
- Chapter 12: Medicare
- Chapter 13: Medicaid and Other State Programs

## **Unit XII: Introduction to Insurance and Coding 3**

- Chapter 14: TRICARE and CHAMPVA
- Chapter 15: Workers' Compensation
- Chapter 16: Disability Income Insurance & Disability Benefit Programs
- Chapter 17: Hospital Billing
- Chapter 18: Seeking a Job and Attaining Professional Advancement

## **Unit XIII: Medical Office Practice 1**

- Chapter 1: Introduction to Health Information Technology and Medical Billing
- Chapter 2: Introduction to Medisoft
- Chapter 3: Scheduling
- Chapter 4: Entering Patient Information
- Chapter 5: Working with Cases

## **Unit XIV: Medical Office Practice 2**

- Chapter 6: Entering Charge Transactions and Patient Payments
- Chapter 7: Creating Claims
- Chapter 8: Posting Payments and Creating Patient Statements
- Chapter 9: Creating Reports
- Chapter 10: Collections in the Medical Office

## **Unit XV: Medical Office Practice 3**

- Chapter 11: Appointments and Registration
- Chapter 12: Cases, Transactions, and Claims
- Chapter 13: Reports and Collections
- Chapter 14: Putting it all Together

## **Unit XVI: Practical Applications of Coding 1**

- Chapter 1: Reimbursement, HIPAA, and Compliance
- Chapter 2: An Overview of ICD-10-CM
- Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines
- Chapter 4: Using ICD-10-CM
- Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1-10)
- Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11-14)
- Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15-21)
- Chapter 8: An Overview of ICD-9-CM
- Chapter 9: ICD-9-CM Outpatient Coding and Reporting Guidelines
- Chapter 10: Using ICD-9-CM
- Chapter 11: Chapter-Specific Guidelines (ICD-9-CM Chapters 1-8)
- Chapter 12: Chapter-Specific Guidelines (ICD-9-CM Chapters 9-17)
- Chapter 13: Introduction to the CPT and Level II National Codes
- Chapter 14: Modifiers
- Chapter 15: Evaluation and Management (E/M) Services

## **Unit XVII: Practical Applications of Coding 2**

- Chapter 16: Anesthesia
- Chapter 17: Surgery Guidelines and General Surgery
- Chapter 18: Integumentary System
- Chapter 19: Musculoskeletal System
- Chapter 20: Respiratory System
- Chapter 21: Cardiovascular System
- Chapter 22: Hemic, Lymphatic,

Mediastinum, and Diaphragm  
Chapter 23: Digestive System  
Chapter 24: Urinary and Male Genital Systems  
Chapter 25: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery  
Chapter 26: Endocrine and Nervous Systems  
Chapter 27: Eye, Ocular Adnexa, Auditory, and Operating Microscope  
Chapter 28: Radiology  
Chapter 29: Pathology/Laboratory  
Chapter 30: Medicine  
Chapter 31: Inpatient Coding

### **Unit XVIII: How to Find a Job in Healthcare**

Chapter 1: Job Search Correspondence  
Chapter 2: The Job Search  
Chapter 3: Job Interviews

## Home Health Aide Program Overview (17 sem. credit hours)

Home Health Aide is a diploma program that covers the knowledge and skills needed to obtain an entry-level home health aide position working in home or community settings. The Home Health Aide program is comprised of 17 lessons, offering a comprehensive education for students interested in providing home health care to the ill, elderly, and disabled.

### Program Objectives

- Explain the responsibilities of the home health aide to accurately observe, record and report information about the client, family and home environment
- Demonstrate knowledge of common medical terms
- Identify ways of meeting client's needs in each developmental stage
- Explain the role of the home health aide in maintaining a clean, safe, and healthy home environment
- Explain basic diet modifications for patients with specific dietary needs and restrictions
- Demonstrate the correct practice of standard (universal) precautions in a client's home to prevent spread of infection
- Describe the procedures for moving, positioning, and transferring clients
- Demonstrate personal care procedures such as oral hygiene, bathing, grooming and range of motion exercises
- Apply standard procedures for measuring vital signs
- Demonstrate special procedures such as heat/cold applications, medication administration, collecting specimens, oxygen use, intravenous infusions, dry dressings, and infection control
- Discuss the role of the home health aide in caring for clients with special healthcare needs such as the elderly, infants and children, and those with mental illnesses
- Explain how the home health aide meets the physical, emotional, social and spiritual needs of the dying client
- Follow appropriate emergency procedures when required

## Home Health Aide Program Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study
- Chapter 4: Keyboarding

### Unit II: Introduction to Computers, the Internet, and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit III: Anatomy and Medical Terminology 1: An Introduction

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### Unit IV: Anatomy and Medical Terminology 2

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### Unit V: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit VI: Anatomy and Medical Terminology 3

- Chapter 9: The Cardiovascular System
- Chapter 10: The Urinary System
- Chapter 11: The Digestive System
- Chapter 12: The Nervous System

### Unit VII: Anatomy and Medical Terminology 4

- Chapter 13: The Endocrine System
- Chapter 14: Eyes and Ears
- Chapter 15: Blood, Lymphatic, and Immune Systems
- Chapter 16: The Reproductive System

### Unit VIII: Time and Stress Management

- Chapter 1: LifeTime Patterns (Values)
- Chapter 2: The Power of LifeTime Habits
- Chapter 3: Goals, Objectives, and Outcomes
- Chapter 4: Choosing Your Priorities
- Chapter 5: Planning and Scheduling Activities
- Chapter 6: Interruptions, the #1 TimeThief
- Chapter 7: TimeLogs
- Chapter 8: TimeTips
- Chapter 9: Self-Esteem and Time Management
- Chapter 10: Stress Management

### Unit IX: Home Health Aide 1

- Chapter 1: Learning About Home Care
- Chapter 2: The Home Care Industry
- Chapter 3: Developing Effective Communication Skills
- Chapter 4: Understanding Your Client's Needs
- Chapter 5: Understanding How the Body Works
- Chapter 6: Observing, Reporting, and Recording
- Chapter 7: Working With Ill and Disabled Clients

### Unit X: Home Health Aide 2

- Chapter 8: Maintaining a Safe Environment
- Chapter 9: Maintaining a Healthy Environment
- Chapter 10: Meeting the Client's Nutritional Needs

### Unit XI: Nutrition

- Chapter 1: Introduction to Nutrition
- Chapter 2: Choosing a Healthy Diet
- Chapter 3: Calculating Nutrition Information
- Chapter 4: Special Considerations

### **Unit XII: Home Health Aide 3**

Chapter 11: Preventing Infection/Medical Asepsis  
Chapter 12: Body Mechanics  
Chapter 13: Bedmakings  
Chapter 14: Personal Care  
Chapter 15: Elimination  
Chapter 16: Collecting Specimens  
Chapter 17: Measuring Vital Signs  
Chapter 18: Special Procedures

### **Unit XIII: Home Health Aide 4**

Chapter 19: Caring for Older Adults  
Chapter 20: Caring for Mothers, Infants, and Children  
Chapter 21: Caring for Clients with Mental Illness  
Chapter 22: Caring for Clients with Illnesses Requiring Home Care  
Chapter 23: Caring for the Client at the End of Life  
Chapter 24: Emergencies

### **Unit XIV: Interpersonal Communications**

Chapter 1: Aspects of a Positive Workplace Environment  
Chapter 2: Communication  
Chapter 3: Diversity in the Workplace  
Chapter 4: Team Building

### **Unit XV: Critical Thinking Skills**

Chapter 1: Introduction to Critical Thinking and the PANIC Method  
Chapter 2: Inference and Judgment  
Chapter 3: Metacognition  
Chapter 4: Forming Strong Conclusions through Predicting  
Chapter 5: Rhetorical Strategies  
Chapter 6: Critical Theories  
Chapter 7: Deductive Reasoning  
Chapter 8: Emotional Intelligence and Critical Thinking

### **Unit XVI: Professional Development & Medicolegal Ethics**

Chapter 1: Professional Development  
Chapter 2: Medicolegal Ethics  
Chapter 3: HIPAA for the Allied Healthcare Worker

### **Unit XVII: How to Find a Job in Healthcare**

Chapter 1: Job Search Correspondence  
Chapter 2: The Job Search  
Chapter 3: Job Interviews

#### **Externship - 120 Hours**

The following additional items are required for externship placement. Cost associated with these requirements are the responsibility of the student:

- Valid driver's license
- Current auto insurance
- CPR certification
- Liability coverage
- Criminal background check including drug screen

## Torts, Criminal Law & Procedures Course Overview

The Torts, Criminal Law & Procedures certificate course is designed for legal professionals to learn more about the issues affecting society and their legal ramifications. It discusses the complex subject of torts, and how torts are civil wrongs committed against individuals and against people in general. The various classes of wrongs, such as negligence and defamation, are covered. Students will also discover the difference between such civil injuries and crimes, including homicide, larceny, kidnapping, and extortion. Pleadings and practice in civil actions and criminal procedure are also explored, explaining how cases are presented in court and defended. Finally, this course covers critical thinking skills, which are needed when attempting to integrate the information covered into professional life.

### Course Objectives

- Identify aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Distinguish a crime from a tort and list the three classes of crime
- Describe larceny and identify the three degrees of larceny
- Identify actions to recover damages in civil suits
- Identify legal terms related to civil actions and criminal procedure
- Explain the process of criminal procedure

## Torts, Criminal Law & Procedures Course Outline

### Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

### Unit II: Torts

Lesson 1: Torts: An Introduction

Lesson 2: Negligence

Lesson 3: Defamation and Damages

Lesson 4: Right of Privacy and Relationships

### Unit III: Criminal Law

Lesson 5: Crimes, Intent, and Criminal Capacity

Lesson 6: Burglary, Arson, and Offenses Against

Property

### Unit IV: Pleadings and Practice in Civil Actions, Criminal Procedure

Lesson 7: Pleadings in Civil Actions

Lesson 8: Pleadings in Civil Actions

Lesson 9: Practice in Civil Actions

Lesson 10: Criminal Procedure

## **Unit V: Critical Thinking Skills**

Chapter 1: Introduction to Critical Thinking and the PANIC Method

Chapter 2: Inference and Judgment

Chapter 3: Metacognition

Chapter 4: Forming Strong Conclusions through Predicting

Chapter 5: Rhetorical Strategies

Chapter 6: Critical Theories

Chapter 7: Deductive Reasoning

Chapter 8: Emotional Intelligence and Critical Thinking

## Foundations of Legal Research Using LexisAdvance® Course Overview

The Foundations of Legal Research Using LexisAdvance® course is designed to help you expand your research capabilities, improve your writing skills, and learn the ins and outs of computer-assisted legal research. Using LexisAdvance®, the leading online legal, news, and business information service for paralegals and lawyers, you will gain a solid foundation in the principles and practice of Legal Research and Writing. Blackstone's accredited online Legal Research using LexisAdvance® is designed to prepare students to assist attorneys as they draft and establish formal documentation for their casework.

### Course Objectives

- Understand the role paralegals play in conducting research
- Explain the difference between a primary and secondary source
- Name, explain, and describe different types of primary sources
- Describe legal research, writing, and revising processes
- Understand writing techniques for various legal documents
- Gain practical experience using the LexisAdvance® legal research system

## Foundations of Legal Research Using LexisAdvance® Course Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: Legal Research and Writing Part I

- Chapter 1: Introduction to the Law and the U.S. Legal System
- Chapter 2: Primary Sources
- Chapter 3: Secondary Sources
- Chapter 4: Computer-Assisted Legal Research
- Chapter 5: Conducting Legal Research
- Chapter 6: Updating and Verifying Legal Research
- Chapter 7: Legal Analysis

### Unit III: Legal Research and Writing Part II

- Chapter 1: Introduction to Legal Writing
- Chapter 2: Writing Legal Letters
- Chapter 3: Legal Research Memorandums
- Chapter 4: Trial Court Legal Memorandums
- Chapter 5: Appellate Briefs



## **Unit IV: English Usage and Written Communication**

Chapter 1: Parts of Speech

Chapter 2: Parts of a Sentence

Chapter 3: Pronouns, Verbs, and Agreement

Chapter 4: Sentence Types and Punctuation

Chapter 5: Written Communications

## **Unit V: Legal Research Using LexisAdvance®**

- Online Tutorial
- One-on-one training with a dedicated Lexis Instructor
- Training Session 1 – Initial Case Analysis
- Training Session 2 – Cite Checking with Shepard's
- Training Session 3 – Drafting Legal Documents
- Training Session 4 – Public Records and News
- Training Session 5 – Company and Financial Information

## Anatomy, Medical Terminology & HIPAA Course Overview

The Anatomy, Medical Terminology & HIPAA certificate course covers the terminology encountered in the various medical fields, including body systems and related diseases, procedures and abbreviations. Since professionalism and confidentiality are both required traits of those employed in healthcare, this course examines proper procedures to follow on the job and legal requirements set in place to protect patients. This course features a full year of access to Stedman's Medical Dictionary for the Health Professions and Nursing Online with audio pronunciations, images and videos to enhance learning. A grammar and communications tutorial is also included to help students refine their business correspondence skills.

### Course Objectives

- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Analyze medical terms to determine their meaning
- Application of HIPAA regulations
- Define and explain the importance of medical ethics

## Anatomy, Medical Terminology & HIPAA Course Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: English Usage and Written Communication

- Chapter 1: Parts of Speech
- Chapter 2: Parts of a Sentence
- Chapter 3: Pronouns, Verbs, and Agreement
- Chapter 4: Sentence Types and Punctuation
- Chapter 5: Written Communications

### Unit III: Anatomy and Medical Terminology 1: An Introduction

- Chapter 1: Basic Elements of Medical Terms
- Chapter 2: Prefixes
- Chapter 3: Roots and Suffixes
- Chapter 4: Body Structure

### Unit IV: Anatomy and Medical Terminology 2

- Chapter 5: The Skeletal System
- Chapter 6: The Muscular System
- Chapter 7: The Integumentary System
- Chapter 8: The Respiratory System

### **Unit V: Anatomy and Medical Terminology 3**

Chapter 9: The Cardiovascular System

Chapter 10: The Urinary System

Chapter 11: The Digestive System

Chapter 12: The Nervous System

### **Unit VI: Anatomy and Medical Terminology 4**

Chapter 13: The Endocrine System

Chapter 14: Eyes and Ears

Chapter 15: Blood, Lymphatic, and Immune Systems

Chapter 16: The Reproductive System

### **Unit VII: Medical Ethics & HIPAA**

Chapter 1: Professional Development

Chapter 2: Medicolegal Ethics

Chapter 3: HIPAA for the Allied Healthcare Worker

## Medical Transcription Fundamentals Course Overview

The Medical Transcription Fundamentals course prepares the student to perform medical transcription and gives practical transcription experience. It provides keyboarding skills to build typing speed and accuracy. Students will learn about the systems of the body as well as common diseases and procedures. Anatomy and medical vocabulary is also covered.

### Course Objectives

- Explain the purpose and describe the components of a healthcare record
- Demonstrate knowledge of guidelines for grammar, punctuation, editing and transcription
- Identify and define common medical prefixes, suffixes, and roots
- Identify common diseases, diagnostic and surgical procedures, laboratory tests and drugs used to treat disorders and diseases

## Medical Transcription Fundamentals Course Outline

### Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

Chapter 1: Introduction to Computers

Chapter 2: The Internet

Chapter 3: Electronic Communication

### Unit III: Fundamentals of Medical Transcription

Chapter 1: Healthcare Documentation Profession

Chapter 2: The Healthcare Record

Chapter 3: Healthcare Documentation Technology

Chapter 4: Medical Transcription Practices

Chapter 5: Perspectives on Style

### Unit IV: Disease Processes and Transcription Practice 1

Chapter 6: Psychiatry

Chapter 7: Dermatology

Chapter 8: Family Medicine

Chapter 9: Internal Medicine

## **Unit V: Disease Processes and Transcription Practice 2**

Chapter 10: Pulmonary Medicine

Chapter 11: Ophthalmology

Chapter 12: Cardiology

## **Unit VI: Disease Processes and Transcription Practice 3**

Chapter 13: Urology and Nephrology

Chapter 14: Obstetrics and Gynecology

Chapter 15: Gastroenterology

Chapter 16: Orthopedics

## **Unit VII: Disease Processes and Transcription Practice 4**

Chapter 17: Neurology

Chapter 18: Diagnostic Imaging

Chapter 19: Pathology

Chapter 20: Professional Issues

## Medical Office Procedures Course Overview

The Medical Office Procedures course discusses the basics about managing the front office of a medical practice, clinic or other healthcare setting. Legal and ethical issues, professionalism, communications, and common office procedures are covered. It provides keyboarding skills to build typing speed and accuracy and trains students on leading medical office billing and practice management software.

### Course Objectives

- Describe the duties of a medical office assistant
- Identify the correct way to schedule appointments, interact with patients by phone and in person, register patients, file documents and records, and process office mail.
- Identify common health insurance systems used in the medical office
- Explain the difference between a healthcare record and a medical report
- Describe the medical office assistant's role in managing prescriptions and prescription drugs

### Medical Office Procedures Course Outline

#### **Unit I: Blackstone's Skills for Success**

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

#### **Unit II: Introduction to Computers, the Internet and Electronic Communication**

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

#### **Unit III: Administrative Medical Assisting 1**

- Chapter 1: Becoming a Successful Student
- Chapter 2: The Healthcare Industry
- Chapter 3: The Medical Assisting Profession
- Chapter 4: Professional Behavior in the Workplace
- Chapter 5: Interpersonal Skills
- Chapter 6: Medicine and Ethics
- Chapter 7: Medicine and Law

#### **Unit IV: Administrative Medical Assisting 2**

- Chapter 8: Computer Concepts
- Chapter 9: Telephone Techniques
- Chapter 10: Scheduling Appointments
- Chapter 11: Patient Reception and Processing

Chapter 12: Office Environment and Daily Operations  
Chapter 13: Written Communications and Mail Processing  
Chapter 14: Medical Records Management  
Chapter 15: Health Information Management  
Chapter 16: Privacy in the Physician's Office

### **Unit V: Administrative Medical Assisting 3**

Chapter 17: Basics of Diagnostic Coding  
Chapter 18: Basics of Procedural Coding  
Chapter 19: Basics of Health Insurance  
Chapter 20: The Health Insurance Claim Form  
Chapter 21: Professional Fees, Billing, and Collecting

### **Unit VI: Administrative Medical Assisting 4**

Chapter 22: Banking Services and Procedures  
Chapter 23: Management of Practice Finances  
Chapter 24: Medical Practice Management and Human Resources  
Chapter 25: Medical Practice Marketing and Customer Service  
Chapter 26: Assisting with Medical Emergencies  
Chapter 27: Career Development and Life Skills

### **Unit VII: Medical Office Practice 1**

Chapter 1: Introduction to Health Information Technology and Medical Billing  
Chapter 2: Introduction to Medisoft  
Chapter 3: Scheduling  
Chapter 4: Entering Patient Information  
Chapter 5: Working with Cases

### **Unit VIII: Medical Office Practice 2**

Chapter 6: Entering Charge Transactions and Patient Payments  
Chapter 7: Creating Claims  
Chapter 8: Posting Payments and Creating Patient Statements  
Chapter 9: Creating Reports  
Chapter 10: Collections in the Medical Office

### **Unit IX: Medical Office Practice 3**

Chapter 11: Appointments and Registration  
Chapter 12: Cases, Transactions, and Claims  
Chapter 13: Reports and Collections  
Chapter 14: Putting it all Together

## Medical Billing Course Overview

The Medical Billing course is designed for allied health employees who wish to expand their knowledge of medical billing. Students will learn the basics of health insurance, and working with insurance to submit claims, and collect, process and post payments to patient accounts. This course will provide information on private health insurance as well as Medicare and Medicaid, workers' compensation and disability benefits programs. A unit on computer and keyboarding skills will help build typing speed and accuracy.

## Course Objectives

- Describe the duties of a medical biller
- Explain and identify types of health insurance
- Understand the life cycle of an insurance claim
- Describe the process of electronic and paper claims

## Medical Billing Course Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

- Chapter 1: Introduction to Computers
- Chapter 2: The Internet
- Chapter 3: Electronic Communication

### Unit III: Introduction to Insurance Billing and Coding 1

- Chapter 1: Role of an Insurance Billing Specialist
- Chapter 2: HIPAA Compliance and Privacy in Insurance Billing
- Chapter 3: Basics of Health Insurance
- Chapter 4: Medical Documentation and the Electronic Health Record
- Chapter 5: Diagnostic Coding
- Chapter 6: Procedural Codings

### Unit IV: Introduction to Insurance Billing and Coding 2

- Chapter 7: The Paper Claim CMS-1500 (08-05)
- Chapter 8: Electronic Data Interchange: Transactions and Security
- Chapter 9: Receiving Payments and Insurance Problem Solving
- Chapter 10: Office and Insurance Collection Strategies
- Chapter 11: The Blue Plans, Private Insurance, and Managed Care Plans
- Chapter 12: Medicare
- Chapter 13: Medicaid and Other State Programs



## **Unit V: Introduction to Insurance Billing and Coding 3**

Chapter 14: TRICARE and CHAMPVA

Chapter 15: Workers' Compensation

Chapter 16: Disability Income Insurance & Disability Benefit Programs

Chapter 17: Hospital Billing

Chapter 18: Seeking a Job and Attaining Professional Advancement

## Medical Coding Course Overview

The Medical Coding course is designed for allied health employees who wish to expand their knowledge of medical coding. Students will learn the basics of medical coding with training in ICD-9-CM, ICD-10, HCPCS II and CPT coding. Students will be able to practice their coding skills using online coding software. A unit on computer and keyboarding skills will help build typing speed and accuracy.

### Course Objectives

- Describe the duties of a medical coder
- Demonstrate an understanding of ICD-9-CM, ICD-10, HCPCS II, and CPT coding
- Gain practical experience coding using online coding software
- Understand various body systems and code their related procedures

## Medical Coding Course Outline

### Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

Chapter 1: Introduction to Computers

Chapter 2: The Internet

Chapter 3: Electronic Communication

### Unit III: Practical Applications of Coding 1

Chapter 1: Reimbursement, HIPAA, and Compliance

Chapter 2: An Overview of ICD-10-CM

Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines

Chapter 4: Using ICD-10-CM

Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1—10)

Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11—14)

Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15—21)

Chapter 8: An Overview of ICD-9-CM

Chapter 9: ICD-9-CM Outpatient Coding and Reporting Guidelines

Chapter 10: Using ICD-9-CM

Chapter 11: Chapter-Specific Guidelines (ICD-9-CM Chapters 1—8)

Chapter 12: Chapter-Specific Guidelines (ICD-9-CM Chapters 9—17)

Chapter 13: Introduction to the CPT and Level II National Codes

Chapter 14: Modifiers

Chapter 15: Evaluation and Management (E/M) Services

## **Unit IV: Practical Applications of Coding 2**

Chapter 16: Anesthesia

Chapter 17: Surgery Guidelines and General Surgery

Chapter 18: Integumentary System

Chapter 19: Musculoskeletal System

Chapter 20: Respiratory System

Chapter 21: Cardiovascular System

Chapter 22: Hemic, Lymphatic, Mediastinum, and Diaphragm

Chapter 23: Digestive System

Chapter 24: Urinary and Male Genital Systems

Chapter 25: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery

Chapter 26: Endocrine and Nervous Systems

Chapter 27: Eye, Ocular Adnexa, Auditory, and Operating Microscope

Chapter 28: Radiology

Chapter 29: Pathology/Laboratory

Chapter 30: Medicine

Chapter 31: Inpatient Coding

## ICD-10 Coding Course Overview

The ICD-10 Coding course is designed for allied health employees who wish to expand their knowledge of medical coding and learn the updated ICD-10 coding system. Students will learn the basics of ICD-10 medical coding and be able to practice their coding skills using online coding software. A unit on computer and keyboarding skills will help build typing speed and accuracy.

### Course Objectives

- Describe the duties of a medical coder
- Demonstrate an understanding of ICD-10 coding
- Gain practical experience coding using online coding software
- Understand various body systems and code their related procedures

## ICD-10 Coding Course Outline

### Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

Chapter 1: Introduction to Computers

Chapter 2: The Internet

Chapter 3: Electronic Communication

### Unit III: Practical Applications of Coding 1

Chapter 1: Reimbursement, HIPAA, and Compliance

Chapter 2: An Overview of ICD-10-CM

Chapter 3: ICD-10-CM Outpatient Coding and Reporting Guidelines

Chapter 4: Using ICD-10-CM

Chapter 5: Chapter-Specific Guidelines (ICD-10-CM Chapters 1—10)

Chapter 6: Chapter-Specific Guidelines (ICD-10-CM Chapters 11—14)

Chapter 7: Chapter-Specific Guidelines (ICD-10-CM Chapters 15—21)

Chapter 8: An Overview of ICD-9-CM

Chapter 9: ICD-9-CM Outpatient Coding and Reporting Guidelines

Chapter 10: Using ICD-9-CM

Chapter 11: Chapter-Specific Guidelines (ICD-9-CM Chapters 1—8)

Chapter 12: Chapter-Specific Guidelines (ICD-9-CM Chapters 9—17)

Chapter 13: Introduction to the CPT and Level II National Codes

Chapter 14: Modifiers

Chapter 15: Evaluation and Management (E/M) Services

## **Unit IV: Practical Applications of Coding 2**

Chapter 16: Anesthesia

Chapter 17: Surgery Guidelines and General Surgery

Chapter 18: Integumentary System

Chapter 19: Musculoskeletal System

Chapter 20: Respiratory System

Chapter 21: Cardiovascular System

Chapter 22: Hemic, Lymphatic, Mediastinum, and Diaphragm

Chapter 23: Digestive System

Chapter 24: Urinary and Male Genital Systems

Chapter 25: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery

Chapter 26: Endocrine and Nervous Systems

Chapter 27: Eye, Ocular Adnexa, Auditory, and Operating Microscope

Chapter 28: Radiology

Chapter 29: Pathology/Laboratory

Chapter 30: Medicine

Chapter 31: Inpatient Coding

## Intro to Computers Course Overview

The Intro to Computers course teaches students about the latest trends in computer technology and keeps their knowledge of computers and their uses relevant. In an information and technology-driven workforce, employees must keep up with changes in order to remain computer literate. This course will provide students with current information on key topics and make technology accessible. A unit on computer and keyboarding skills will help build typing speed and accuracy.

## Course Objectives

- Explain why computer literacy is vital to success in today's world
- Discuss the uses of the internet
- Identify the part of a computer and differentiate among various computer styles
- Identify and discuss characteristics of programming languages
- Discuss special information requirements of an enterprise
- Describe career opportunities in the computer industry

## Intro to Computers Course Outline

### Unit I: Blackstone's Skills for Success

Chapter 1: Discover How You Learn

Chapter 2: Find a Place to Study

Chapter 3: Learn How to Study

### Unit II: Introduction to Computers, the Internet and Electronic Communication

Chapter 1: Introduction to Computers

Chapter 2: The Internet

Chapter 3: Electronic Communication

### Unit III: Intro to Computers 1

Chapter 1: Introduction to Computers

Chapter 2: The Internet and World Wide Web

Chapter 3: Application Software Chapter 4: Using ICD-10-CM

### Unit IV: Intro to Computers 2

Chapter 4: The Components of the System Unit

Chapter 5: Input

Chapter 6: Output

### Unit V: Intro to Computers 3

Chapter 7: Storage

Chapter 8: Operating Systems and Utility Programs

Chapter 9: Communications and Networks

## **Unit VI: Intro to Computers 4**

Chapter 10: Database Management

Chapter 11: Computer Security and Safety, Ethics, and Privacy

Chapter 12: Information System Development

## **Unit VII: Intro to Computers 5**

Chapter 13: Programming Languages and Program Development

Chapter 14: Enterprise Computing

Chapter 15: Computer Careers and Certification

## Leadership Skills Course Overview

The Leadership Skills course teaches the fundamentals of supervising and working with others, leading and motivating a team, and managing human resources. Effective leadership requires an understanding of people and diversity, an ability to adapt to change, critical thinking skills, and knowledge of decision-making and planning processes, all of which are covered in this course. Knowledge of management and human resource principles and practices will give any student or professional insight into important processes such as hiring and conflict management, and provide a good model of behavior for those in leadership positions.

## Course Objectives

- Explain the traditional functions of management
- Describe the types of skills that managers need to effectively perform their jobs
- List guidelines for creative positive climate and motivating employees
- Develop a solid understanding of essential communication skills
- Recognize the need for cultural awareness
- Explain the attributes to effective teamwork and learn how to develop a team
- Explain the utilization of critical thoughts and theories in real world applications such as problem solving
- Learn time management strategies

## Leadership Skills Course Outline

### Unit I: Blackstone's Skills for Success

- Chapter 1: Discover How You Learn
- Chapter 2: Find a Place to Study
- Chapter 3: Learn How to Study

### Unit II: Management Practices & Principles

- Chapter 1: The Supervisor: Manager and Leader
- Chapter 2: Effective Communication
- Chapter 3: Creating a Positive Work Climate
- Chapter 4: Building Teams and Managing Conflict
- Chapter 5: Delegation
- Chapter 6: Developing Job Expectations
- Chapter 7: Recruiting Employees
- Chapter 8: Selecting Employees
- Chapter 9: Orienting and Training Employees
- Chapter 10: Performance Evaluation
- Chapter 11: Disciplining Employees

### Unit III: Interpersonal Communications

- Chapter 1: Aspects of a Positive Workplace Environment
- Chapter 2: Communication
- Chapter 3: Diversity in the Workplace
- Chapter 4: Team Building



## **Unit IV: Critical Thinking Skills**

Chapter 1: Introduction to Critical Thinking and the PANIC Method

Chapter 2: Inference and Judgment

Chapter 3: Metacognition

Chapter 4: Forming Strong Conclusions through Predicting

Chapter 5: Rhetorical Strategies

Chapter 6: Critical Theories

Chapter 7: Deductive Reasoning

Chapter 8: Emotional Intelligence and Critical Thinking

## **Unit V: Time & Stress Management**

Chapter 1: LifeTime Patterns (Values)

Chapter 2: The Power of LifeTime Habits

Chapter 3: Goals, Objectives, and Outcomes

Chapter 4: Choosing Your Priorities

Chapter 5: Planning and Scheduling Activities

Chapter 6: Interruptions, the #1 TimeThief

Chapter 7: TimeLogs

Chapter 8: TimeTips

Chapter 9: Self-Esteem and Time Management

Chapter 10: Stress Management

## Advanced Paralegal Course Objective

Each advanced paralegal course covers a critical topic and arms you with specialized knowledge that can help you advance in your current job! At Blackstone our advanced paralegal courses are written by distance education experts and reviewed by legal industry professionals to help YOU with your continuing education hours.

### Civil Litigation (50)

- Describe the basic civil litigation process
- Identify skills of a litigation paralegal and tasks performed by a litigation paralegal
- Describe the various courts within the federal and state court systems
- Define and identify types of jurisdiction
- Identify the paralegal's role in the case investigation and the gathering of evidence
- Define and describe the responses to the initial pleading
- Outline the steps involved in drafting, serving, and amending the complaint
- Explain the procedures for making and opposing a motion
- Describe the paralegal's role in the discovery process
- Compare and contrast the different types of depositions
- Describe the advantages and disadvantages of interrogatories
- Describe the duties a litigation paralegal might perform regarding settlement
- Describe the litigation paralegal's function at trial
- Explain how to draft the appellate brief

### Business & Corporate Law (51)

- Describe historical and constitutional foundations related to business law
- Describe the relationship between business ethics and the law
- Identify the basic elements and classifications of contracts
- Describe the obligation of the parties involved in sales and lease contracts
- Explain how the Uniform Computer Information Transactions Act (UCITA) affects e-contracts
- Identify the requirements that must be met for an instrument to be negotiable
- Define and explain a security interest
- Outline and describe some major forms of business organization used by entrepreneurs in the United States
- Identify and describe the express and implied powers of corporations
- Describe the duties agents and principles owe to each other

## **Real Estate Law (52)**

- Define real property and differentiate between types of ownership and estates
- Describe the different forms of concurrent ownership
- Discuss encumbrances, easements, and licenses
- Outline the basic requirements for a legal contract, explain the remedies for a breach of contract, and identify the parties to a contract
- Explain how to prepare a deed
- Identify the paralegal's role in certain aspects of real estate finance
- Discuss title examinations, and explain the paralegal's role in ordering and preparing title examinations
- Describe the importance of title insurance and discuss how to prepare an insurance commitment and review a title insurance policy
- Outline the parts of a real estate closing and discuss the closing process
- Provide samples of real estate documents including affidavits, deeds, closing statements and other documents, and explain how to complete each document
- Explain and differentiate between the condominium and cooperative form of property ownership
- Describe different methods of surveying and land description and explain how to prepare a legal description of land
- Discuss commercial leases and lease provisions, including the remedies for a default of the lease available to both the landlord and the tenant
- Identify and describe the express and implied powers of corporations
- Describe the duties agents and principles owe to each other

## **Practical Bankruptcy Law (53)**

- Provide a history and overview of bankruptcy
- Discuss the Bankruptcy Code and the Bankruptcy Rules
- Explain the role of the paralegal in a bankruptcy practice
- Establish the building blocks of bankruptcy law
- Identify different sources of law, explain how to perform legal research, and give the basics of legal writing
- Discuss bankruptcy litigation and appeals, from establishing jurisdiction and venue to appealing a case
- Discuss how to prepare for and begin a bankruptcy case
- Explain how a Chapter 7 bankruptcy case works from the debtor's perspective
- Describe a Chapter 7 bankruptcy case from a trustee's perspective

- Distinguish between Chapter 12 and Chapter 13 bankruptcy cases and explain how these cases work for family farmers and individual reorganizations
- Discuss Chapter 11 bankruptcy cases and explain how complex reorganizations work
- Describe a bankruptcy case from the perspective of secured creditors, unsecured creditors, and lessors
- Explain how taxes are determined, prioritized, and paid in bankruptcy cases
- Discuss the systems used to file bankruptcy cases and obtain bankruptcy court documents electronically, and describe the future role of paralegals

### **Personal Injury/Torts (54)**

- Define tort law and list its categories and purposes
- Explain the role of foreseeability in tort law
- Explain the difference between battery and assault
- Define and explain strict liability
- Identify the elements and defenses of negligence
- Discuss the role of products liability in the media
- Define and identify torts against and within the family and torts connected to the land
- Explain defamation and related terms
- Discuss misrepresentation, tortious interference, and tort defenses
- Define workers' compensation and identify covered diseases and injuries

### **Family Law (55)**

- Paralegal's role in a family law firm
- How to help draft a premarital agreement
- How to help draft a cohabitation agreement
- What legal issues come up prior to marriage
- The different types of marriages
- The issue of same-sex marriage
- The grounds for an annulment
- Conflict of law issues related to annulments
- Consequences of an annulment decree
- Co-fault grounds for divorce
- Fault grounds for divorce
- How a judicial separation works
- Jurisdictional issues involved in divorces

- Pre-trial and trial matters in a divorce case
- Alternative dispute resolution
- Enforcement of divorce judgments
- How to help draft a separation agreement
- How alimony is determined
- How property division is determined
- How separation agreements are modified
- How child custody and visitation rights are determined
- What to expect from a parent v. parent custody case
- What to expect from other types of custody cases
- The laws prohibiting child snatching
- How child support is determined
- How child support is enforced
- The tax consequences of separation and divorce
- The legal rights of women, including employment rights and reproductive rights
- Illegitimacy rights
- How to help with a paternity proceeding
- The legal status of children, especially those who have been abused or neglected
- The different kinds of adoption
- How to help with an adoption procedure
- The new science of motherhood, including frozen embryos
- The surrogate controversy
- Intrafamily torts
- Vicarious liability

### **Wills, Trusts, and Estates (56)**

- Describe the benefits of having a will
- Explain the implications of dying without a will
- List the categories of facts needed for estate planning
- Distinguish between real property and personal property
- Describe the different kinds of nonprobate property
- Determine how property is distributed through the law of intestate succession
- Describe the legal requirements for executing, changing, and revoking a will
- Understand typical paragraphs in a will

- Explain laws enacted to protect family members
- List advantages and disadvantages of different kinds of trusts
- Describe some of the uniform laws
- List the titles and duties of a personal representative
- Understand different types of probate proceedings
- Learn about the tax forms a personal representative must file
- Explain the law on advance directives and anatomical gifts

### **Criminal Law (57)**

- Understand criminal law and the criminal legal system of the United States
- Explain the paralegal's role in the prosecution of crimes and the administration of justice in criminal proceedings
- Identify the components of and classification of various criminal acts
- Explain the elements of crimes against property, public order and safety, and justice and administration, as well as inchoate and organized crimes
- Explain different types of defenses and their elements
- Identify the paralegal's role in the intake procedure in a prosecutor's office and in drafting a complaint
- Understand the legal elements of search and seizure, including the legal use of warrants and the preparation of warrants
- Discuss a defendant's rights concerning confession
- Explain and understand the paralegal's role in pretrial procedures from initial appearance to pretrial conference
- Describe the paralegal's duties and tasks during the trial procedure
- Understand terms and forms of sentencing and punishment

# Blackstone Career Institute



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