Blackstone CAREER INSTITUTE™

Career Training Since 1890

Program Catalog 2026

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1011 Brookside Road, Suite 300, Allentown, PA 18106



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,

President, Blackstone Career Institute

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

ABOUT BLACKSTONE

Our History

According to the 1969 World Book Encyclopedia, Blackstone was founded in 1890 as a correspondence school of law and is listed as one of the oldest correspondence schools in the nation. At the turn of the century, students with a desire to study law were confronted with many difficulties. Most textbooks were written in a technical style which was difficult to understand and cluttered with Latin words and phrases. The texts dealt primarily with practice and procedure, while the branches of the law that pertain to business transactions, such as private corporations and partnerships, were not readily accessible for student use.

In the early 1900s, 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 Gilmore, a Professor of Law and a member of the Educational Committee of the American Bar Association, was appointed Editor-in-Chief of 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 in the country for this project. The Modern American Law Series was enthusiastically received by the legal community and laymen alike as a simple yet authoritative commentary on the law.

In the late 1970's the educational component of the Blackstone Institute changed from a School of Law to a legal assistant/paralegal program of study. The Institute moved from Chicago, Illinois to Dallas, Texas, and assumed operation under the name Blackstone Paralegal Studies. Additional lessons on legal research, ethics, and employment skills were added. The program was approved by the Texas Workforce Commission in December 1987, along with the National Association of Legal Assistants (NALA) as a 915-clock hour program, qualifying graduating students to sit for the prestigious Certified Paralegal (CP) exam.

Direct Learning Systems, Inc., (DLS) a full-service distance education company offering distance education courses in the food service industry, purchased the legal assistant/paralegal school named Blackstone Paralegal Studies from the retiring owner in September 2001 and relocated to Emmaus, Pennsylvania. Between 2001 and 2005, career training programs were developed in four allied health fields–Medical Transcription, Medical Billing & Coding, Medical Office Assistant, and Dental Office Assistant. In the same time period, eight advanced paralegal courses that qualify as continuing legal education for certified paralegals were developed and launched.

The school was renamed Blackstone Career Institute (BCI) to reflect the career-focused programs offered. In 2005, BCI received its initial accreditation from the DETC. By early 2006, BCI added four more career diploma programs: Pharmacy Technician, Physical Therapy Aide, Veterinary Assistant, and Child Care Provider.

To facilitate growth, the school relocated from Emmaus to nearby Allentown, Pennsylvania in July 2007. The new office location provides appropriate administrative, office, shipping, and record retention space to support the operations and its distance learning programs. In 2019, Home Health Aide was added, and Legal Nurse Consultant was added in 2023. Today, BCI offers ten Career Training

Programs, ten Certificate Courses, and ten Continuing Education Courses. MGS offers two courses.

Modern Gun School (MGS) was purchased in 2012. In 2015, MGS was accredited by the DEAC as a division of BCI. To reflect a clearer message to potential students and to be more socially responsible, in June 2024, the DEAC approved a name change from Modern Gun School to MGS Trade School.

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 environment 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 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, MGS Trade School, Institute For Writers, 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

Donnita Fisher, Secretary
B.S. Business Administration, Minor: Finance – Franklin University – 2014
A.A.S. Accounting– Lehigh Carbon Community College – 1996

Paul Grumbein, Jr., Director
B.S. Secondary Education – Salem University – 1973

Advisory Council:
Peter Berge
Brenda Hurley
Christie Mory
Sarah Engdahl
Pam Morris
Jill DeGregorio
Yasmine Candis
Mansukh Singh
Karen Moore

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 accredited by the Distance Education Accrediting Commission (DEAC), 1101 17th Street NW, Suite 808, Washington, D.C. 20036, 202.234.5100, https://www.deac.org/. BCI is also accredited by the Middle States Association on Secondary Schools (MSA), St. Leonard's Court 3819-33 Chestnut Street, Suite 310 | Philadelphia, PA 19104-3171, 267.284.5000, https://msa-cess.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).

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.benefits.va.gov/gibill.

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 office is open Monday-Thursday 9:00 am -4:00pm EST throughout the year. Holiday closures can be found at the following link: https://blackstone.edu/about-us/contact-us/

Admissions Criteria

Blackstone Career Institute does not discriminate in admissions, educational services, employment, or program operations on the basis of race, color, national origin, ethnicity, religion, creed, age, sex, gender, sexual orientation, gender identity, disability, marital status, veteran status, or any other status protected by applicable law. Students enrolled in online programs must have access to a compatible computer or laptop with reliable internet access and possess the basic computer skills necessary to navigate Blackstone's learning management system (LMS), access course materials, complete assignments, and communicate with the Institute. Incarcerated students enrolled in correspondence-based programs must be able to receive and send educational materials through approved institutional mail systems and the United States Postal Service (USPS), where applicable. Students with disabilities who may require accommodations are encouraged to review Blackstone's Accommodation Policy and contact the Institute prior to enrollment with questions regarding accessibility or accommodation requests.

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

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. Physical or electronic evidence of this credential must be submitted to the school. Legal Nurse Consultant students must provide evidence of a Registered Nurse (RN) credential.
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. Because Blackstone Career Institute's programs and course materials are delivered in English, new students must complete a Reading Assessment as a first step in their career program. The assessment is designed to determine whether students have the reading comprehension skills needed to successfully engage with the program's coursework. Students access the assessment through BCI's Online Student Center. A score of 70% or higher is required to begin program lessons. Students who receive a score of 69% or lower are eligible for one retest. If a student does not achieve a passing score on the retest, the student will not be permitted to begin the program and will receive a full refund of tuition paid.

For programs that include an on-site externship, additional requirements will apply and may include:

- 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. **Failure to meet externship requirements will result in the student's withdrawal from the program.**
Note: Externship hours are subject to the discretion of the location and may include evenings and weekends.

It is the responsibility of the student to review their state's regulatory information and professional licensing and/or certification requirements prior to enrollment.
For more information, visit **https://blackstone.edu/about-us/state-licensing/**

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 https://blackstone.edu/affordable-career-training/ for tuition pricing on all our programs. A schedule of optional fees is found https://blackstone.edu/tuition-protection-policy Optional fees are non-refundable.

Students entitled to Veterans Education Benefits including Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits are able to participate in their selected program while awaiting payment from the Department of Veterans Affairs if the student has provided a Certificate of Eligibility or Statement of Benefits obtained from the VA.

Student Tuition Protection and Refund 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 or withdraw from the program by notifying the school in any manner; a written request is recommended. All monies will be refunded if your application is rejected by BCI. If you cancel within 5 days from the signature date on your Enrollment Agreement, all monies will be refunded. If you cancel or withdraw after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first lesson, you are obligated to pay a registration fee of 15% of tuition or $150, whichever is less. The registration fee is included in the total cost and is assessed at the time of cancellation or withdraw. If you cancel or withdraw after submitting the first lesson, 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 lessons, 10% of the tuition.
2. After submitting more than 10% up to and including 25% of the lessons, 25% of the tuition.
3. After submitting more than 25% up to and including 50% of the lessons, 50% of the tuition.
4. After submitting more than 50% of the lessons, you owe the school the full tuition.

Students who wish to cancel or withdraw 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 or withdraw. Refunds are processed within 30 days to the payee of record. All materials, and e- books are non-refundable. Termination date is the date student requests cancellation or withdraw. For a sample refund calculation, please visit https://blackstone.edu/tuition-protection-policy/

Technology Requirements

Students enrolled in online programs are responsible for maintaining access to compatible technology, reliable internet service, and the basic computer skills necessary to successfully participate in their program. Prospective students should review the following equipment and software requirements prior to enrollment. Students who utilize assistive technologies are encouraged to contact the Institute before enrollment to discuss accessibility needs and available accommodations.

Minimum System Requirements

- 2 core 1.5 GHz processor/CPU
- 4 GB memory/RAM
- 128 GB hard drive/HDD
- Windows 7 32-bit for PC or OSX Catalina 64-bit for Mac
- 1.8 Mbps internet speed

Recommended System Requirements

- 4 core 1.5 GHz processor/CPU
- 8 GB memory/RAM
- 128 GB solid state drive/SSD
- Windows 10 64-bit for PC or OSX Monterey 64-bit for Mac
- 10 Mbps internet speed

Software Requirements

- PDF viewing software such as Adobe Reader or Foxit Reader
- Word processing software such as Microsoft Office or Google Suite
- Updated Internet browser such as Google Chrome, Firefox, Microsoft Edge, or Safari
- Active Email account

International Students/Students Outside the Contiguous U.S.

International students and students living outside the contiguous U.S. must contact the school prior to enrollment to determine shipping costs. Blackstone Career Institute cannot accept enrollment from EU countries. Tuition payment must be paid in U.S. funds. International students are required to participate in the full payment plan. Contact Blackstone for specific details at 800-826-9228 or email info@blackstone.edu. Additional fees for shipping, handling, and applicable custom duties will be calculated on the weight of the course materials being sent and the shipping address location.

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 and Certificate programs.

Accommodations Policy

Blackstone Career Institute is committed to providing equal access to educational opportunities for qualified students with disabilities. In accordance with applicable federal and state laws, including the Americans with Disabilities Act (ADA), qualified students may request reasonable accommodations. Accommodation requests are evaluated individually through an interactive process. Reasonable accommodations will be provided when they enable access to educational programs and services without fundamentally altering the nature of a program, compromising essential academic requirements, or creating an undue financial or administrative burden on the Institute. Students requesting accommodations should submit requests as early as possible to allow adequate time for review and implementation.

Acommodation requests should be submitted to: Education Department, info@blackstone.edu.
To process a request, the student may be asked to provide:

- Name
- Program or course
- Phone number
- Email address
- Description of the requested accommodation
- Supporting documentation from a qualified professional when appropriate

Completed requests are generally reviewed within five business days of receipt of all required documentation. Students will be notified in writing regarding the outcome of their request and any approved accommodations. Students may be responsible for obtaining personal assistive technologies or services that are not customarily provided by the Institute. If you have difficulty accessing information on this site, particularly when using assistive technology, please contact info@blackstone.edu for assistance.

Nondiscrimination Policy

Blackstone Career Institute does not discriminate in admissions, educational services, employment, or program operations on the basis of race, color, national origin, religion, creed, ethnicity, age, sex, gender, sexual orientation, gender identity, disability, marital status, veteran status, or any other status protected by applicable law.

Blackstone Career Institute complies with applicable federal and state laws regarding non-discrimination, including the Americans with Disabilities Act (ADA) where applicable. Qualified students with documented disabilities may request reasonable accommodations. Accommodation requests are evaluated on an individual basis and granted when reasonable and consistent with the essential requirements of the program.

Nondiscrimination Complaint Procedure

Individuals who believe they have experienced discrimination in connection with admissions, educational services, employment, or program operations may submit a complaint to:

Anthony Germani, Manager of Operations | Admissions
agermani@blackstone.edu
800.826.9228

Complaints should be submitted in writing and should include the complainant's name and contact information, the organization, or entity alleged to have engaged in discriminatory conduct, a description of the alleged discrimination, and the date(s) of the incident(s). Blackstone Career Institute will review complaints in accordance with its nondiscrimination procedures and provide a written response.

An individual who believes they have experienced discrimination in a WIOA-funded program may also file a complaint with the U.S. Department of Labor Civil Rights Center (CRC). Complaints generally must be filed within 180 days of the alleged discrimination. If a complaint is first filed with Blackstone, the complainant may need to wait for a written decision or 90 days, whichever occurs first, before filing with the CRC.

Blackstone Career Institute prohibits retaliation against any person who files a discrimination complaint, participates in an investigation, or otherwise exercises rights protected by applicable law.

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 Career Center can be found at **https://blackstone.edu/career-center/**. The career center is organized into three areas: Legal Careers, Allied Health, and Service Careers.

The Career Center will help you learn how to coordinate your job search, find resume writing and interviewing tips, become skilled in networking, and make yourself marketable to employers.

Employment, job placement or salary/salary ranges are not guaranteed to graduates upon program completion.

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.

Career Diploma programs can be completed within four (4) months, students are permitted up to eighteen (18) 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 program or 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

Blackstone Career Institute's programs are self-paced independent study programs with support from faculty and staff. BCI's asynchronous learning model allows students to complete coursework at their own pace with a set completion date. To maintain satisfactory academic progress, students are expected to meet the following qualitative and quantitative standards:

- Submit a lesson every 30-45 days
- Maintain a minimum 70% grade average.
- Complete their program within 150% of the published length of the program.

BCI reserves the right to discontinue the training of any student who does not meet quantitative or qualitative standards. To ensure students are participating in the course curriculum, student accounts are screened on a weekly basis to identify missing grades, assignments, or underachieving students. If a student fails to maintain the school's standard of progress for two consecutive units, the Education department contacts the student to identify any issues and provide assistance. If no response is received, the student will be notified that they are being put in an inactive status for 90 days. If the student does not respond or submit a lesson within that time frame, the student will be informed that they will be withdrawn from the program according to the refund policy.

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 lessons in a program or 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. 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.

Program/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 Federal 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) Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120, Phone: 717-783-8228,

2) Distance Education Accrediting Commission, 1101 17th Street, NW, Suite 808, Washington, DC 20036, Phone: 202-234-5100, https://www.deac.org/

Lexis®

For students in the Legal Assistant/Paralegal Program, Blackstone includes four months of access to the Lexis® Research System. The student membership includes an online tutorial, a 24-hour help line and a step-by-step Lexis® 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 diploma 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 diploma or certificate. In order to earn a diploma or certificate, a student must achieve a minimum overall average of 70% in the program or course. A diploma or certificate and an official transcript of record are furnished to the student at the conclusion of their program or 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 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 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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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.

Information for Kentucky Students

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24 May 2022, Form to File a Complaint, accompanied, if applicable, by Form PE-25 May 2022, Authorization for Release of Student Records.

The form(s) shall be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and non-resident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at https://kcpe.ky.gov/Pages/index.aspx.

GENERAL INFORMATION

Administrators, 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.

Staff

Name	Title
Kevin McCloskey, B.A.	President
Valerie Behrle McCloskey, B.S., M.Ed.	Director of Education
Stacy Feifel, B.S., M.Ed.	Director of Academic Programs and Compliance
Donnita Fisher, A.A.S., B.A.	Accounting / Finance Manager
Jacque Irizarry, B.S.	Marketing / Business Development
Anthony Germani	Manager of Operations / Admissions
Madeline Erk	Student Services Representative / Content Writer/Editor
Maggie McCloskey	Social Media & Advertising Manager
Morgan Laney	Student Services Representative / Graphic & Web Designer
Gaby Rosko	Student Services Representative / Admissions
Denise Di Bernard	Digital Production / Print Specialist

Faculty

Name	Title
Devon White, B.S., M.Ed.	Child Care Provider Adjunct Faculty
Laura Zagnoni, B.S., PharmD.	Pharmacy Technician Adjunct Faculty
Colette Jesikiewicz, CDPMA, FADAA	Dental Office Assistant Adjunct Faculty
Jeffrey Hauck, MSc, MOS, JD, Ph.D. (ABD)	Legal Assistant / Paralegal Adjunct Faculty
Laura Switkowski, B.S.	Veterinary Assistant Adjunct Faculty
Audrey Kirchner, CHDS	Medical Transcription Adjunct Faculty
Kara Silvers, B.S., M.A., CPC, CPC-I	Medical Billing & Coding Adjunct Faculty
Samantha Upton, B.S., R.N.	Medical Office Assistant Adjunct Faculty
Raul Pernites, B.S., CTRS, CDP	Home Health Aide Adjuct Faculty
Jill Noonan, RN, JD	Legal Nurse Consultant Adjunct Faculty
Harry (Skip) Walters III	MGS Trade School 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 Thursday during the hours of 9:00 A.M.–4:00 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

Intellectual Property

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Privacy Policy

Blackstone Career Institute (BCI) recognizes the importance of protecting the privacy of our students and visitors to Blackstone. By viewing and utilizing this site, you are accepting Blackstone's Privacy Policy, along with the collection and use of information.

Described below, our privacy policy explains what information may be collected, how this information may be used, appropriate disclosure of the information, as well as your rights regarding any review, correction, or deletion.

Rights to the User

- Right to be informed
- Right of access
- Right of rectification
- Right to erasure
- Right to restrict data processing
- Right to data portability
- Right to object

Collection of Information

Our site has the ability to collect two types of information, general and personal. General information contains non-personal data from visitors to our website. This information is used for general purposes only and in ways that do not identify the individual user. This information may include statistical data such as location, time of visit, day the visit was made, and the visit path.

The second type of information collected is specific to the visitor and would include information provided by the user. This information would include your e-mail address, name, street address, and any contact information provided.

Blackstone uses technology called "cookies" to collect much of the information described above. Our cookies do not access, collect, or reveal any personal information stored on your personal computer. Disabling your Internet Browser to prevent cookies will prevent your ability to function on our website.

Blackstone may be required to collect additional information from students using government or military funding (MyCAA, GI Bill, etc.), including their VA file number and/or social security number.

If you are an international student or using our site from outside the United States, Blackstone would like to make you aware that you are sending your information to the United States where our servers are located locally. This information may be transferred within the United States, or to other countries outside your country where you reside. It is possible that these countries, which would include the United States, may not have laws for data protection that are as compendious or protective as the laws in your country of residence. However, Blackstone's collection of data and the storage of it will be supervised by this Privacy Policy.

Examples of Information Collected

Identity information – name, contact details (address, phone, etc.), account details (username/password)

Financial information – credit or debit card information

Demographic information – age, gender, education level, etc.

Student Educational Records – proof of prior education verification, exam and assignment submissions, grade information

Information for government or military-funded programs – social security and/or VA file number, eligibility or approval documentation from the program

Use of Information

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

The people who have access to student and prospective student information are
Blackstone Career Institute authorized employees.

As a privately licensed school in the state of Pennsylvania, Blackstone is required through the Pennsylvania Department of Education (PDE) to retain graduated student information for a minimum of 50 years. All student records are stored based on accepted business practices, educational licensure and accreditation requirements, and applicable state and federal laws.

Privacy Pledge

On occasion, Blackstone will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify B.C.I., Student Services at:

Blackstone Career Institute
Attn: Student Services
P.O. Box 3717
Allentown, PA 18106-3717

Informational Access

Maintaining our system with complete, current, and accurate information allows Blackstone to provide our students with exceptional service. Students are asked to keep in contact with Blackstone to ensure their information remains relevant. All personal information provided by you can be viewed upon request, with the availability of corrections and/or deletion of incorrect information.

Individuals who provide their information to Blackstone who are not enrolled with the school can request to have their information deleted from the database.

Security

Blackstone currently utilizes GoDaddy.com, Inc. to provide 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.

BCI utilizes Authnet's CIM system to secure credit card data and no customer financial data is stored online or in our internal servers.

BCI ensures the instructional technology is up-to-date, reliable, and is properly maintained through the constant monitoring of delivery software and hardware and by using an Amazon web server and WP Engine to host its web properties. These companies use the latest technology and provide consistent updates to ensure security and reliability. BCI continually reviews new and emerging technologies for possible implementation.

Blackstone's student database has several features to ensure the accuracy of student record-keeping. All staff members are assigned unique individual login codes which help management track which staff members have made changes in the database. Individual staff members' ability to perform certain functions is limited by their authorization status, with management having ultimate control over all functions. Management has the ability to review student electronic records to ensure that their accuracy is being maintained. Electronic records are backed up digitally and are encrypted using the latest encryption technology. A copy of the backup is stored off-site.

BCI uses the following procedures for ensuring security, maintenance, and protection of student records:

- Applicants for employment are interviewed and screened not only for their qualifications and ability to perform the functions of the position, but also for character and personality traits that indicate the applicant is honest and ethical.
- Staff are required to adhere to all policies, including FERPA requirements.
- Student Service staff are required to verify the student's identity prior to releasing personal or sensitive information.
- All physical documents are kept in locked file cabinets, under fire suppression, or shredded if necessary.

Google

Google, as a third party vendor, uses cookies to serve ads on our site. Google's use of the DART cookie enables it to serve ads to our users based on their visit to our site and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy. We have implemented the following:

- Remarketing with Google Analytics/Google AdWords
- Google Display Network Impression Reporting
- Demographics and Interests Reporting

We along with third-party vendors, such as Google use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) or other third-party identifiers together to compile data regarding user interactions with ad impressions, and other ad service functions as they relate to our website.

Opting Out

Users can set preferences for how Google advertises to you using the Google Ad Settings page.

Data Protection Officer (DPO)

Blackstone has a Data Protection Officer (DPO) who is responsible for matters relating to privacy and data collection. The DPO can be reached at the following address:

Blackstone Career Institute
1011 Brookside Road, Suite 300
Allentown, PA 18106

CAREER DIPLOMA PROGRAMS

Legal Assistant/Paralegal Program Overview
(915 clock hours / 31 lessons)

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. Graduates are prepared for entry-level employment as a legal assistant or paralegal. After coursework completion, Blackstone graduates are eligible to sit for the Certified Paralegal Examination (CP), administered by the National Association of Legal Assistants (NALA). Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Define law and identify basic legal terms
- Explain legal concepts related to contracts
- Outline the aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Explain 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
- Provide examples of 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
- Explain legal concepts related to wills
- Describe legal concepts related to trusts and trustees
- Explain how partnerships and corporations are formed
- Discuss the elements of constitutional law
- Conduct online legal research using Lexis® legal research system
- 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
(875 clock hours / 18 lessons)

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 will complete a pre-externship experience at a local veterinary practice/clinic and a 100 hour externship at a BluePearl Vet Hospital location or a local veterinary practice/clinic at the end of their program. Graduates are prepared for entry-level employment as a veterinary assistant in a variety of animal care settings Veterinary Assistant graduates are eligible to take the Approved Veterinary Assistant (AVA) exam, sponsored by the National Association of Veterinary Technicians in American (NAVTA).This designation helps graduates meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe how computers, internet and electronic communication impact the workplace today
- Define common veterinary medical prefixes, suffixes, and roots as well as terms describing body location and direction
- Describe 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
- Employ effective oral communication skills
- Develop critical thinking skills
- Examine the business aspects of running a veterinary practice, including receptionist duties, marketing, management, and human resources
- Discuss client communications, including interaction with a grieving pet owner
- Demonstrate the effective handling of front office duties, including inventory management, billing, budgeting, security, and pet insurance
- Review clinical veterinary assisting, including animal restraint and care
- Apply time mastery and productivity skills in professional and personal settings
- Explain the principles of effective management
- Compose effective resumes and cover letters
- Consider ways 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: Fundamentals and Applied Directional Terminology
Chapter 2: Body Building: Applied Atomic, Molecular, and Cellular Terminology
Chapter 3: Applied Terminology for Blood, Lymphatics, and Immunity
Chapter 4: Applied Terminology for Muscles, Bones, and Joints

Unit V: Veterinary Anatomy & Medical Terminology 2

Chapter 5: Applied Cardiovascular and Respiratory Terminology
Chapter 6: Applied Urinary Terminology
Chapter 7: Applied Digestive Terminology
Chapter 8: Applied Terminology for the Integumentary System

Unit VI: Veterinary Anatomy & Medical Terminology 3

Chapter 9: Applied Reproductive Terminology
Chapter 10: Applied Endocrine Terminology
Chapter 11: Applied Terminology for Neurology and Special Senses
Chapter 12: Applied Terminology for Pharmacology

Unit VII: Interpersonal Communications

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

Unit VIII: Veterinary Office Assisting 1

Chapter 1: Veterinary Medical Terminology and Abbreviations
Chapter 2: Medical Records
Chapter 3: Scheduling Appointments and Computer Applications
Chapter 4: Veterinary Careers
Chapter 5: Communication and Client Relations
Chapter 6: Veterinary Ethics and Legal Issues
Chapter 7: Veterinary Safety and Aseptic Techniques

Unit IX: Veterinary Office Assisting 2

Chapter 8: Dog Breed Identification and Production Management
Chapter 9: Cat Breed Identification and Production Management
Chapter 10: Avian Breed Identification and Production Management
Chapter 11: Pocket Pet Health and Production Management
Chapter 12: Rabbit Identification and Production Management
Chapter 13: Reptile and Amphibian Breed Identification and Production Management
Chapter 14: Ornamental Fish and Aquaculture Identification and Production Management

Unit X: Veterinary Office Assisting 3

Chapter 23: The Structure of Living Things
Chapter 24: The Musculoskeletal System
Chapter 25: The Digestive System
Chapter 26: The Circulatory System
Chapter 27: The Respiratory System
Chapter 28: The Endocrine System
Chapter 29: The Renal System
Chapter 30: The Reproductive System
Chapter 31: The Immune System
Chapter 32: The Nervous System
Chapter 33: The Sensory System
Chapter 34: Animal Nutrition
Chapter 35: Microbiology and Parasitology as Disease Processes

Unit XI: Veterinary Office Assisting 4

Chapter 36: Basic Veterinary Restraint and Handling Procedures
Chapter 37: Physical Examination Procedures and Patient History
Chapter 38: Veterinary Assistant Procedures

Unit XII: Animal Restraint for the Veterinary Assistant

Chapter 1: Restraint of the Cat
Chapter 2: Restraint of the Dog
Fear Free Certification Training Modules
40 hour Pre-Externship Experience

Unit XIII: Veterinary Office Assisting 5

Chapter 39: Laboratory Procedures
Chapter 40: Radiology & Imaging Procedures

Unit XIV: Veterinary Office Assisting 6

Chapter 41: Pharmacy Procedures
Chapter 42: Surgical Assisting Procedures

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: 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 XVII: How to Find a Job as a Veterinary Assistant

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

Externship - 100 Hours

The following additional items are required for externship placement. Cost associated with these requirements are the responsibility of the student: **Failure to meet externship requirements will result in the student's withdrawal from the program.**

- Valid driver's license or photo ID
- Criminal background check and drug screen

Note: Externship hours are subject to the discretion of the location and may include evenings and weekends.

Child Care Provider Program Overview
(765 clock hours / 17 lessons)

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 graduates for entry-level employment as a Child Care Provider worker and provides guidance for starting a child care program. After coursework completion and 480 hours of work experience, Blackstone graduates are eligible to sit for the Child Development Associate® (CDA), administered by the Council for Professional Recognition. Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe how computers, internet and electronic communication impact the workplace today
- 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
- Apply time mastery and productivity skills in professional and personal settings
- Plan for the start-up and maintenance of a child care program business
- Discuss the principles of effective management
- Compose effective resumes and cover letters
- Consider ways 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

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 Care Provider1

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

Unit VII: Child Care Provider 2

Chapter 8: Preparing the Environment
Chapter 9: Selecting Toys, Equipment, and Educational Materials
Chapter 10: Promoting Children's Safety
Chapter 11: Planning Nutritious Meals and Snacks
Chapter 12: Guiding Children's Health

Unit VIII: Child Care Provider 3

Chapter 13: Developing Guidance Skills
Chapter 14: Guidance Challenges
Chapter 15: Establishing Classroom Limits
Chapter 16: Handling Daily Routines

Unit IX: Child Care Provider 4

Chapter 17: Observing Children: A Tool for Assessment
Chapter 18: The Curriculum
Chapter 19: Guiding Art, Block Building, and Sensory Experiences
Chapter 20: Guiding Storytelling and Language Experiences
Chapter 21: Guiding Play and Puppetry Experiences
Chapter 22: Guiding Manuscript Writing Experiences

Unit X: Child Care Provider 5

Chapter 23: Guiding Mathematical Experiences
Chapter 24: Guiding Science and Technology 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 Care Provider 6

Chapter 29: Programs for Infants and Toddlers
Chapter 30: Programs for School-Age Children
Chapter 31: Guiding Children with Diverse Needs
Chapter 32: Engaging Families
Chapter 33: Your Career in Early Childhood Education

Unit XII: Starting a Child Care Program 1

Chapter 1: The Effective Director
Chapter 2: Assessing Community Need and Establishing a Programut
Chapter 3: Licensing, Credentialing, and Accreditation
Chapter 4: Organizing Program Structure and Working with a Board
Chapter 5: Handling Financial Matters

Unit XIII: Starting a Child Care Program 2

Chapter 6: Developing a Program Facility
Chapter 7: Equipping the Program
Chapter 8: Staffing the Program
Chapter 9: Recruiting Children
Chapter 10: Supporting Quality Curriculum

Unit XIV: Starting a Child Care Program 3

Chapter 11: Managing the Food and the Heath and Safety Programs
Chapter 12: Leading in Times of Change and Crisis
Chapter 13: Working with Families, Volunteers, and the Community
Chapter 14: Providing for the Personal and Professional Staff Development
Chapter 15: Evaluating Program Components
Chapter 16: Marketing the Program

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 (810 clock hours / 18 lessons)

The Medical Transcription program prepares the student for entry-level employment as a Medical Transcriptionist in a medical office, clinic, hospital, or home. It discusses the fundamentals of medical transcription; the medical transcription profession; the practice of medical transcription including disease processes, medical terminology, and pharmacology; ing a job in healthcare. Blackstone's Medical Transcription program includes a voucher for the RHDS exam given by the Association for Healthcare Documentation Integrity (AHDI) , RHDS exam guide, and an AHDI Student Membership. Those passing the RHDS examination earn the Registered Healthcare Documentation Specialist (RHDS) credential.

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Define common medical prefixes, suffixes, and roots
- Identify common healthcare and medical reports
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe the purpose and components of a healthcare record
- Demonstrate knowledge of guidelines for editing and transcription
- 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
- Discuss the importance of medical ethics
- Perform accurate transcription from sample dictation
- Compose effective resumes and cover letters
- Consider ways 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 1

Medical Report Formatting Module
Transcription Practice

Unit XII: Fundamentals of Medical Transcription 2

Speech Recognition and Text Expander Modules
Transcription Practice

Unit XIII: Fundamentals of Medical Transcription 3

Surgical Documentation Module
Transcription Practice

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: Fundamentals of Medical Transcription 4

Advanced Transcription Module
Transcription Practice

Unit XVI: Fundamentals of Medical Transcription 5

Practicum Experience

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
(810 clock hours /18 lessons)

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.

Blackstone Medical Office Assistant graduates are eligible to sit for the Certified Medical Administrative Assistant (CMAA), sponsored by the NHA (National Healthcareer Association)®. Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- 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
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Evaluate written communications to identify problems and suggest solutions
- Apply time mastery and productivity skills in professional and personal settings
- Describe the duties of a medical office assistant
- Demonstrate 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
- Differentiate between a healthcare record and a medical report
- Describe the medical office assistant's role in managing prescriptions and prescription drugs
- Compose effective resumes and cover letters
- Consider ways to proactively search for work as a medical office assistant

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

Module 1: Concepts, Suffixes, and Prefixes
Module 2: Body Structure
Module 3: Disease and Treatment
Module 4: Body Systems: Integumentary

Unit IV: Anatomy and Medical Terminology 2

Module 5: Body Systems: Skeletal
Module 6: Body Systems: Muscular
Module 7: Body Systems: Nervous and Mental Health
Module 8: Special Senses: Ears and Eyes

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

Module 9: Body Systems: Endocrine
Module 10: Body Systems: Cardiovascular and Lymphatic
Module 11: Body Systems: Blood and Immunity
Module 12: Body Systems: Respiratory

Unit VIII: Anatomy and Medical Terminology 4

Module 13: Body Systems: Digestive
Module 14: Body Systems: Urinary
Module 15: Body Systems: Male Reproductive
Module 16: Body Systems: Female Reproductive - Pregnancy and Birth

Unit IX: Administrative Medical Assisting 1

Chapter 1: The Professional Medical Assistant and the Healthcare Team
Chapter 2: Therapeutic Communication
Chapter 3: Legal Principles
Chapter 4: Healthcare Laws
Chapter 5: Healthcare Ethics
Chapter 6: Introduction to Anatomy and Medical Terminology
Chapter 7: Patient Coaching

Unit X: Administrative Medical Assisting 2

Chapter 8: Technology
Chapter 9: Written Communication
Chapter 10: Telephone Techniques
Chapter 11: Scheduling Appointments and Patient Processing
Chapter 12: Health Records
Chapter 13: Daily Operations and Safety
Chapter 14: Principles of Pharmacology

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 15: Health Insurance Essentials
Chapter 16: Diagnostic Coding Essentials
Chapter 17: Procedural Coding Essentials
Chapter 18: Medical Billing and Reimbursement Essentials

Unit XIII: Administrative Medical Assisting 4

Chapter 19: Patient Accounts and Practice Management
Chapter 20: Advanced Roles in Administration
Chapter 21: Medical Emergencies
Chapter 22: Job Seeking - Skills and Strategies

Unit XIII: Medical Office Practice 1

Module 1: Telecommunication
Module 2: Patient Registration
Module 3: Scheduling

Unit XIV: Medical Office Practice 2

Module 4: Beginning the Visit
Module 5: Coding the Visit

Unit XV: Medical Office Practice 3

Module 6: Billing the Visit
Module 7: Ending the Visit

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

(720 clock hours / 16 lessons)

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. Graduates are eligible to sit for the National Entry Level Dental Assistant certification from the DANB. Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Evaluate written communications to identify problems and suggest solutions
- Describe the duties of a dental office assistant
- Demonstrate the correct way to schedule appointments, interact with patients over the telephone, interact with patients in the reception area, order supplies, file documents and records, and manage accounts receivable and payable in the dental office
- Identify and define dental nomenclature and related terminology
- Chart the oral cavity
- Discuss attributes of successful teamwork
- Describe the role of a supervisor as a manager and leader
- Explain the importance of medical ethics
- Compose effective resumes and cover letters
- Consider ways to proactively search for work as a dental office assistant

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 Communication

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
(810 clock hours / 18 lessons)

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. Instruction in medical and pharmaceutical terminology, pharmacy calculations, pharmacology, body systems and disorders, English usage, ethics and professionalism, and finding a job in healthcare is also included. Students will complete a 160 hour externship at a CVS or Walgreens Pharmacy location at the end of their program. After coursework completion, Blackstone graduates are eligible to sit for the Pharmacy Technician Certification Examination (PTCE), administered by the Pharmacy Technician Certification Board (PTCB). Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.
Disclaimer: In accordance with Army CA funding guidelines, students receiving these benefits are not obligated to participate in an externship. Externship participation is voluntary and does not impact eligibility for funding or successful completion of the program.

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Define common medical prefixes, suffixes, and roots
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Apply time mastery and productivity skills in professional and personal settings
- 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 while protecting patient confidentiality
- Explain the various laws and ethical standards that affect the pharmacy technician
- Differentiate 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
- Discuss 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
- Explain the importance of medical ethics
- Compose effective resumes and cover-letters
- Consider ways 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 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: 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
Chapter 6: Dosage Formulations and Routes of Administration
Chapter 7: Referencing and Drug Information Resources

Unit X: Community and Institutional Pharmacy

Chapter 8: Retail Pharmacy
Chapter 9: Health-System Pharmacy
Chapter 10: Technology in the Pharmacy
Chapter 11: Inventory Management
Chapter 12: Insurance and Third-Party Billing
Chapter 13: Over-the-Counter (OTC) Products

Chapter 14: Introduction to Compounding
Chapter 15: Introduction to Sterile Products

Unit XI: Pharmacy Calculations

Chapter 16: Basic Math Skills
Chapter 17: Measurement Systems
Chapter 18: Dosage Calculations
Chapter 19: Concentrations and Dilutions
Chapter 20: Alligations
Chapter 21: Parenteral Calculations
Chapter 22: Business Math

Unit XII: Pharmacology

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

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 29: The Cardiovascular, Circulatory, and Lymph Systems
Chapter 30: The Immune System
Chapter 31: The Renal System
Chapter 32: The Endocrine System
Chapter 33: The Reproductive System
Chapter 34: The Nervous System

Unit XVI: Special Topics in Pharmacology

Chapter 35: Medication Errors
Chapter 36: Workplace Safety and Infection Control
Chapter 37: Special Considerations for Pediatric and Geriatric Patrients
Chapter 38: Biopharmaceuticals

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

Externship - 160 Hours

The following additional items are required for externship placement. Cost associated with these requirements are the responsibility of the student: **Failure to meet externship requirements will result in the student's withdrawal from the program.**

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

Note: Externship hours are subject to the discretion of the location and may include evenings and weekends.

Medical Billing and Coding Program Overview
(810 clock hours / 18 lessons)

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.

After coursework completion, Blackstone graduates are eligible to sit for the Certified Professional Coder (CPC) certification exam, administered by the American Academy of Professional Coders (AAPC). Certification will help you meet employer requirements, access better career opportunities, and maximize earning potential.

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- 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
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Evaluate written communications to identify problems and suggest solutions
- Compare and contrast types of health insurance
- Examine the life cycle of an insurance claim
- Apply the correct ICD-10, HCPCS II, and CPT codes to sample cases
- Compose effective resumes and cover letters
- 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, & 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: Privacy, Security and HIPAA
Chapter 3: Compliance, Fraud, and Abuse
Chapter 4: Basics of Health Insurance
Chapter 5: The Blue Plans, Private Insurance, and Managed Care Plans
Chapter 6: Medicare
Chapter 7: Medicaid Other State Programs
Chapter 8: Tricare & Veterans' Health Care
Chapter 9: Workers' Compensation
Chapter 10: Disability Income Insurance and Disability Benefit Programs

Unit XI: Introduction to Insurance and Coding 2

Chapter 11: Medical Documentation and the Electronic Health Record
Chapter 12: Diagnostic Coding
Chapter 13: Procedural Coding
Chapter 14: The Paper Claim CMS-1500
Chapter 15: The Electronic Claim

Unit XII: Introduction to Insurance and Coding 3

Chapter 16: Receiving Payments and Insurance Problem Solving
Chapter 17: Collection Strategies
Chapter 18: Ambulatory Surgical Center
Chapter 19: Hospital Outpatient and Inpatient Billing
Chapter 20: Seeking a Job and Attaining Professional Advancement

Unit XIII: 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 15-22)
Chapter 8: Introduction to CPT
Chapter 9: Introduction to the Level II National Codes (HCPCS)
Chapter 10: Modifiers
Chapter 11: Evaluation and Management (E/M) Services
Chapter 12: Anesthesia
Chapter 13: Surgery Guidelines and General Surgery
Chapter 14: Integumentary System
Chapter 15: Musculoskeletal System

Unit XIV: Practical Applications of Coding 2

Chapter 16: Respiratory System
Chapter 17: Cardiovascular System
Chapter 18: Hemic, Lymphatic, Mediastinum, and Diaphragm
Chapter 19: Digestive System
Chapter 20: Urinary and Male Genital Systems
Chapter 21: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
Chapter 22: Endocrine and Nervous Systems
Chapter 23: Eye, Ocular Adnexa, Auditory, and Operating Microscope
Chapter 24: Radiology
Chapter 25: Pathology/Laboratory
Chapter 26: Medicine
Chapter 27: Inpatient Coding

Unit XV: Practical Applications of Coding 3

AAPC Practicode Coding Practice

Unit XVI: Practical Applications of Coding 4

AAPC Practicode Coding Practice

Unit XVII: Practical Applications of Coding 5

AAPC Practicode Coding Practice

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
(765 clock hours / 17 lessons)

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. *The Home Health Aide Program is not currently available to residents of California, Mississippi, New Jersey, New York or Washington, DC.*

Program Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- 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
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Apply time mastery and productivity skills in professional and personal settings
- Develop effective oral and written communication skills as well as critical thinking skills
- Describe the importance of medical ethics in regard to the home health aide
- 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
- Plan 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
- Demonstrate 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
- Consider ways to proactively search for work as a healthcare professional

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: **Failure to meet externship requirements will result in the student's withdrawal from the program.**

- Valid driver's license
- Current auto insurance
- CPR certification
- Liability coverage
- Criminal background check including drug screen
- *Note: Externship hours are subject to the discretion of the location and may include evenings and weekends.*

Legal Nurse Consultant Program Overview
(855 clock hours / 38 lessons)

The Legal Nurse Consultant program provides a foundation in legal studies to professionals that possess an R.N.credential, who wish to expand their professional career by being involved in the legal field. A Legal Nurse Consultant is an asset in both the medical and legal work environment, or in any legal setting where medical expertise is necessary to interview clients, prepare professional legal documents, establish case files, interview experts or witnesses related to a medical case.

It is expected that students have a minimum 3-5 years of nursing experience in order to obtain a job as a legal nurse consultant.

Program Outcomes

- Identify primary and secondary sources of law, and legal issues in a case
- Demonstrate proficiency in the use of research tools, and techniques necessary to find the law
- Describe the legal system, the legal principles, the legal analysis process, the rule of law, and the litigation process
- Apply problem-solving and critical analytical skills, with the context of identifying issues in a case, the rule of law, its application, and the use of counterarguments and conclusions
- Evaluate and prepare professional legal documents, establish case files, and interview expert witnesses
- Demonstrate knowledge of the principles of medical ethics and proficiently access, locate, and research the law by both traditional and electronic methods
- Recognize the Legal Nurse Consultant's role in identifying cases involving negligence, product liability, torts and criminal litigation

Legal Nurse Consultant Program Outline

Paralegal Today

Lesson 1:
Today's Professional Paralegal; Career Opportunities; Inner Workings of the Law Office
Lesson 2:
Ethics and Professional Responsibility; Sources of American Law; Court System and Alternative Dispute Resolution
Lesson 3:
Legal Research and Analysis; Online Legal Research; Legal Writing Form and Substance
Lesson 4:
Civil Litigation; Conducting Interviews and Investigations; Trial Procedures
Lesson 5:
Criminal Law and Procedures; Tort Law, Product Liability, and Consumer Law; Contracts and Intellectual Property Law
Lesson 6:
Real Property and Insurance Law; Family Law and Estates; Business Organizations and Employment Law; Bankruptcy and Environmental Law

Legal Research and Writing

Lesson 1:
Introduction to Law and the US Legal System; Primary Sources; Secondary Sources
Lesson 2:
Computer-Assisted Legal Research; Conducting Legal Research
Lesson 3:
Updating and Verifying Legal Research; Legal Analysis
Lesson 4:
Introduction to Legal Writing; Writing Legal Letters
Lesson 5:
Legal Research Memorandums; Trial Court Legal Memorandums
Lesson 6:
Appellate Briefs

Civil Litigation

Lesson 1:
Introduction to Litigation; Informal Fact Gathering and Investigation
Lesson 2:
Case Evaluation and Strategy; Parties and Jurisdiction
Lesson 3:
Pleadings; Laws and Motions; Motion Practice; Provisional Remedies
Lesson 4:
Evidence; Discovery
Lesson 5:
Settlements; Trial Preparation, Trial, and Appeal
Lesson 6:
Enforcement of Judgments; Alternative Dispute Resolution; Social Media in Litigation

Personal Injury and Torts

Lesson 1:
Introduction to Torts and Negligence; First Element of Negligence: Duty; Second Element of Negligence: Breach of Duty
Lesson 2:
Third Element of Negligence: Causation of Injury; Fourth Element of Negligence: Damages; Special Issues Related to Negligence
Lesson 3:
The Defenses to Negligence; Medical Malpractice
Lesson 4:
Intentional Torts to Persons; Intentional Torts to Property; The Defenses to Intentional Torts and Immunities
Lesson 5:
Strict Liability and Products Liability; Nuisance; Workers' Compensation
Lesson 6:
Discovery and Review of Medical Records; The Tort Litigation Process Before Trial; The Tort Litigation Process During Trial

Medical Law and Ethics

Lesson 1:
Workings of the American Legal System; Court Systems and Legal Procedures
Lesson 2:
Judicial Process of Health Information; Principles of Liability

Lesson 3:
Ethical Standards; Ethical Decisions and Challenges; Bioethics Issues
Lesson 4:
Patient Record Requirements; Confidentiality and Informed Consent; Access to Health Information; Specialized Patient Records
Lesson 5:
Risk Management, Quality Management, and Utilization Management; Information Systems
Lesson 6:
Health Care Fraud and Abuse; Law and Ethics in the Workplace

Legal Nurse Consultant Principles

Lesson 1:
History, Entry into Practice, and Certification; Professionalism, Ethics, Scope, and Standards of Practice; Legal Fundamentals; Elements of Proof in Negligence Claims; Initiating Litigation, Discovery, and Disclosure; Defense Medical Examinations
Lesson 2:
Sources of Medical Information; Access to Medical Records; Electronic Medical Records: An Overview; Elements of Case Analysis: Screening Medical Negligence Claims; Case Analysis: Personal Injury
Lesson 3:
Long-Term Care Litigation; Pharmaceutical and Medical Device Product Liability Litigation; Evaluating Toxic Tort Cases; Workers' Compensation Case Evaluation; Evaluating Forensic Cases
Lesson 4:
Correctional Health Care and Civil Rights; Employment Law and Occupational Health Safety; Informed Consent; Medical Treatment Decisions: The Patient's Choice; The Employee Retirement Income Security Act and Health Maintenance Organization Litigation
Lesson 5:
Risk and Patient Safety for the Legal Nurse Consultant; The Life Care Planning Expert; Medicare Set-Asides; Healthcare Provider Licensure Investigations and Administrative Proceedings
Lesson 6:
Fraud: Government and Private Sponsored Health Plans and General Case Evaluations; The Role of the Legal Nurse Consultant in the Insurance Industry; Bill Review: The Analysis of Claims for Healthcare Services
Lesson 7:
Legal Nurse Consultant Practice within a Law Firm; The Independent Legal Nurse Consultant; The Legal Nurse Consultant as Expert Witness; The Expert Fact Witness: Medical Summary Preparation and Testimony; Communication with Attorneys' Clients in the Medical Malpractice Arena; Researching Medical Literature and Other Information
Lesson 8:
Report Preparation: Principles and Process; Locating, Screening, and Communicating with Expert Witnesses; The Role of the Legal Nurse Consultant in the Preparation of Demonstrative Evidence; Alternative Dispute Resolution: Arbitration, Mediation, and Other Settlement Modalities; Trial Preparation and the Trial Process

MGS TRADE SCHOOL PROGRAMS

Basic Gun Repair Course Overview (31 lessons / 412 clock hours)

The Basic Gun Repair Course is an introduction to the firearms industry. It's designed for anyone with an interest in gun repair, gun maintenance, and gun design. It includes 31 lessons and 4 hands-on bench projects. You will learn how to properly clean, adjust, and fine-tune a variety of firearms. For more information to to enroll visit https://mgs.edu/

Course Outline

Introduction

- Course introduction
- Glossary of Gunsmithing Terms

Unit 1

- Gunology

LESSON 1

- Where and How to Begin
- .38 Smith & Wesson Chief Special

LESSON 2

- Safety- First, Last and Always
- .45 Colt M-1911

LESSON 3

- Beginning Your First Project
- .38 Smith & Wesson Military & Police
- Gun Laws & Gun Repairmen

Unit 2

LESSON 4

- Completing Your First Project
- Ruger Bearcat
- Sources of Supply

LESSON 5

- Basics of Stock Finishing & Refinishing
- Ruger Automatic
- Your Workshop

LESSON 6

- How to Get Professional Stock Finishing Results
- Charter Revolver
- Bookkeeping-Legal and Financial

Unit 3

LESSON 7

- Fitting Custom Recoil Pads
- Colt Single Action Revolver
- Buying & Selling Firearms

LESSON 8

- Butt Plates, Swivels and Pads
- Hi-Standard Sentinel Revolver
- Gun Laws & Legislation

LESSON 9

- Checkering Fundamentals
- Daisy Air Rifle
- Your Federal Firearms Records

Unit 4

LESSON 10

- Checkering Extras and Carving
- Crosman 760
- Public Relations and Advertising

LESSON 11

- Setting Up Your Own Shop
- Remington M-550
- Firearm Service Records

LESSON 12

- Setting Up Your Workbench
- Remington M-572
- Gunpowder and Ballistics

Project 1 - Stock finishing

Unit 5

LESSON 13

- Your Guide to Hand Tools
- Remington Nylon 66
- History and Development

LESSON 14
- Your Guide to Measuring Tools
- Remington M-514
- National Rifle Association

LESSON 15
- How to Choose the Right Power Tools
- Marlin M-39A
- Beretta M-92F

LESSON 16
- More About Power Tools and Their Use
- Remington M-580-581-582
- Building Your Library

Project 2 - Precision filing

Unit 6

LESSON 17
- How to Choose Your Lathe
- Savage M-88
- How to Read Precision Instruments

LESSON 18
- How to Use (Adjust) Your Lathe
- Savage M-24 Combination
- Sights: Repair and Installation

LESSON 19
- Step-by-Step Soldering
- Winchester M-290/200 Series
- Telescope Sight Mounting

Project 3 - Silver soldering

Unit 7

LESSON 20
- Step-by-Step Welding
- Marlin M-49 and 99 Series
- Butt Stock Alterations, Recoil Pads and Refinishing Stocks

LESSON 21
- All About Sights
- Winchester M-94
- Bluing Equipment, Tools, Polishing, Cleaning and Failures

LESSON 22
- Sights and Scopes
- Savage M-99
- Advising Your Customers on Selecting Shotguns, Rifles & Handguns

LESSON 23
- Keep It Clean - A Most Important Lesson
- Remington M-700
- Introduction to Hand Loading

Unit 8

LESSON 24
- Cleaning Supplies, Equipment and Lubricants
- Remington M-740-742
- Pricing Your Service Work

LESSON 25
- Basic Repair Methods Part 1
- Remington M-760
- Actions

LESSON 26
- Basic Repair Methods Part 2
- Remington M-788
- Blowups and Cartridge Nomenclature

LESSON 27
- Basic Barrel Repair
- Browning Hi-power
- SAAMI; Unsafe Arms and Ammo Combinations

Unit 9

LESSON 28
- Barrel Rebuilding
- Winchester M-88
- Glock 17

LESSON 29
- Learn Antique Restoration
- Marlin M-336
- Public Relations

LESSON 30
- Antique Restoration in Depth
- Mauser M-98
- Table of Measurements

LESSON 31
- The Fine Art of Polishing and Jeweling Part 1
- Ithica M-37
- Luger Pistol

Project 4 - Hand tool fabrication

Advanced Gunsmithing Program Overview

(65 lessons / 765 clock hours / 17 credit hours)

The Advanced Gunsmithing Program is our diploma program, consisting of 17 Units, comprised of 65 lessons and 7 hands-on projects. Students may choose to purchase an an optional Build Project. *Advanced Gunsmithing is only available to students in the United States. Some builds are prohibited by state law. Please visit* https://mgs.edu/advanced-2/ *for updated state information prior to enrolling.* Students enrolled in the Basic course may upgrade to the Advanced Gunsmithing program, completed grades and tuition paid will be transferred.

Introduction

- Program introduction
- Glossary of Gunsmithing Terms

Unit 1 (43 clock hrs/1 credit hr)

- Gunology

LESSON 1

- Where and How to Begin
- .38 Smith & Wesson Chief Special

LESSON 2

- Safety- First, Last and Always
- .45 Colt M-1911

LESSON 3

- Beginning Your First Project
- .38 Smith & Wesson Military & Police
- Gun Laws & Gun Repairmen

Unit 2 (42 clock hrs/1 credit hr)

LESSON 4

- Completing Your First Project
- Ruger Bearcat
- Sources of Supply

LESSON 5

- Basics of Stock Finishing & Refinishing
- Ruger Automatic
- Your Workshop

LESSON 6

- How to Get Professional Stock Finishing Results
- Charter Revolver
- Bookkeeping-Legal and Financial

Unit 3 (42 clock hrs/1 credit hr)

LESSON 7

- Fitting Custom Recoil Pads
- Colt Single Action Revolver
- Buying & Selling Firearms

LESSON 8

- Butt Plates, Swivels and Pads
- Hi-Standard Sentinel Revolver
- Gun Laws & Legislation

LESSON 9

- Checkering Fundamentals
- Daisy Air Rifle
- Your Federal Firearms Records

Unit 4 (54 clock hrs/1 credit hr)

LESSON 10

- Checkering Extras and Carving
- Crosman 760
- Public Relations and Advertising

LESSON 11

- Setting Up Your Own Shop
- Remington M-550
- Firearm Service Records

LESSON 12

- Setting Up Your Workbench
- Remington M-572
- Gunpowder and Ballistics

Project 1 - Stock finishing

Unit 5 (45 clock hrs/1 credit hr)

LESSON 13

- Your Guide to Hand Tools
- Remington Nylon 66
- History and Development

LESSON 14
- Your Guide to Measuring Tools
- Remington M-514
- National Rifle Association

LESSON 15
- How to Choose the Right Power Tools
- Marlin M-39A
- Beretta M-92F

LESSON 16
- More About Power Tools and Their Use
- Remington M-580-581-582
- Building Your Library

Project 2 - Precision filing

Unit 6 (52 clock hrs/1 credit hr)

LESSON 17
- How to Choose Your Lathe
- Savage M-88
- How to Read Precision Instruments

LESSON 18
- How to Use (Adjust) Your Lathe
- Savage M-24 Combination
- Sights: Repair and Installation

LESSON 19
- Step-by-Step Soldering
- Winchester M-290/200 Series
- Telescope Sight Mounting

Project 3 - Silver soldering

Unit 7 (43 clock hrs/1 credit hr)

LESSON 20
- Step-by-Step Welding
- Marlin M-49 and 99 Series
- Butt Stock Alterations, Recoil Pads and Refinishing Stocks

LESSON 21
- All About Sights
- Winchester M-94
- Bluing Equipment, Tools, Polishing, Cleaning and Failures

LESSON 22
- Sights and Scopes
- Savage M-99
- Advising Your Customers on Selecting Shotguns, Rifles & Handguns

LESSON 23
- Keep It Clean - A Most Important Lesson
- Remington M-700
- Introduction to Hand Loading

Unit 8 (42 clock hrs/1 credit hr)

LESSON 24
- Cleaning Supplies, Equipment and Lubricants
- Remington M-740-742
- Pricing Your Service Work

LESSON 25
- Basic Repair Methods Part 1
- Remington M-760
- Actions

LESSON 26
- Basic Repair Methods Part 2
- Remington M-788
- Blowups and Cartridge Nomenclature

LESSON 27
- Basic Barrel Repair
- Browning Hi-power
- SAAMI; Unsafe Arms and Ammo Combinations

Unit 9 (49 clock hrs/1 credit hr)

LESSON 28
- Barrel Rebuilding
- Winchester M-88
- Glock 17

LESSON 29
- Learn Antique Restoration
- Marlin M-336
- Public Relations

LESSON 30
- Antique Restoration in Depth
- Mauser M-98
- Table of Measurements

LESSON 31
- The Fine Art of Polishing and Jeweling Part 1
- Ithica M-37
- Luger Pistol

Unit 10 (52 clock hrs/1 credit hr)

LESSON 32
- The Fine Art of Polishing and Jeweling Part 2
- Remington M-11
- Winchester M-61

LESSON 33
- Learn Custom Finishing and Plating
- Winchester M-12
- Winchester 62A

LESSON 34
- All About Bluing
- Remington M-1100
- J.C. Higgins M-30

LESSON 35
- Choosing Inletted Stock
- Remington M-870
- Remington M-141

Project 5 - Stone polishing

Project 6 - Bluing preparation

Unit 11 (42 clock hrs/1 credit hr)

LESSON 36
- Fitting and Shaping the Inletted Stock
- Winchester M-1400
- Remington M-8 and 81

LESSON 37
- Customizing
- Winchester M-1200
- Winchester M-05-07 and 10

LESSON 38
- Customizing and Sporterizing
- Stevens M-311
- Remington M-721-722

LESSON 39
- Accessorizing
- Mossberg M-500
- Remington M-31

Unit 12 (46 clock hrs/1 credit hr)

LESSON 40
- Full or Part Time
- Stevens M-94
- Winchester M-97

LESSON 41
- Business Administration

LESSON 42
- Headspacing

LESSON 43
- Shotgun Chambers

Project 7 - Micromeasurement

Unit 13 (42 clock hrs/1 credit hr)

LESSON 44
- Shotgun Bores, Chokes and Ribs

LESSON 45
- Parker Double-Barrel Shotgun

LESSON 46
- Savage Model 24 Combination

LESSON 47
- Installing Rifle Barrels

Unit 14 (42 clock hrs/1 credit hr)

LESSON 48
- Installing Shotgun, Handgun and Rifle Barrels

LESSON 49
- Ruger #1 Single Shot Rifle
- Ruger .44 Magnum Carbine

LESSON 50
- Ruger #3 Single Shot Carbine
- Winchester Model 55

LESSON 51
- Private Brand Names and Serial Numbers

Unit 15 (44 clock hrs/1 credit hr)

LESSON 52
-Tricks of the Trade

LESSON 53
- Servicing and Building Muzzle Loaders

LESSON 54
- Accurizing the Colt .45 Automatic

LESSON 55
- U.S. M-1 Carbine
- Ruger M-10/22 Carbine
- Winchester M-100

LESSON 56
- Noble Shotguns

Unit 16 (42 clock hrs/1 credit hr)

LESSON 57
- Crosman M-130 Pistol
- Crosman M-140 Rifle

LESSON 58
- Remington Pocket Pistol Model 51
- Browning Model 1922 Pistol

LESSON 59
- Savage M-110 Rifle (CF)

LESSON 60
- Remington M-11/48

LESSON 61
- Browning .22 LR Semi-Auto Rifle (RF)

Unit 17 (43 clock hrs/1 credit hr)

LESSON 62
- Remington M-552 Semi-Auto Rifle (RF)

LESSON 63
- Beretta Semi-Auto Shotgun

LESSON 64
- Springfield M-1903 Rifle

LESSON 65
- Colt Frame Models "E" and "I" Revolvers
- Colt Double Action Revolver
- Colt Official Police Revolver
- Colt Double Action New Army and New Navy Revolvers

Build Project - Advanced Gunsmithing II only

7 Hands-On Projects

This course includes valuable hands-on projects using several different techniques relative to gun repair. All projects, once completed are to be returned with your mail back answer sheet to MGS for evaluation. All project requirements must be met in order to receive your diploma.

Project 1 – Stock finishing — The objective of this project is to acquaint the student with the basic materials, tools, and procedures required to achieve production quality finish on a hardwood gunstock.

Project 2 – Precision filing — The objective of this project is to acquaint the student with the metal removal characteristics of common hand files. Promote awareness of the requirements for precision in the repair or alteration of metal gun parts.

Project 3 – Silver soldering — The objective of this project is to develop the skills necessary to produce effective, serviceable solder joints as a means to repair damaged parts or as a technique used in pattern making.

Project 4 – Hand-tool fabrication — The objective of this project is to fabricate a disassembly tool for a Ruger Security Six Revolver or a Ruger GP 100 Revolver.

Project 5 – Stone polishing — The objective of this project is to acquaint the student with the metal removal characteristics of polishing stones.

Project 6 – Bluing preparation — The objective of this project is to acquaint the student with the level of surface cleanliness and polish preparation necessary to produce a production-quality bluing job.

Project 7 – Micromeasurement — The objective of this project is to provide the student with the hands-on training in micro-measurement using a digital caliper measuring various gun parts to a tolerance of three decimal places.

Build Project (Advanced Gunsmithing II only) — Students choose to build a firearm to learn its parts, features, and how to troubleshoot issues. *Students will be required to pass an FFL background check to obtain this build kit. Some builds are prohibited by state law. Please visit* https://mgs.edu/advanced-2/ *for updated state information prior to enrolling.*

Program Outcomes

Basic Gun Repair

1. Explain the essential gun safety rules and effective gunsmith handling of firearms
2. Identify the basic components of a gunsmith's workshop
3. Understand the provenance and special features of significant firearms throughout history.
4. Demonstrate an understanding of gun laws and licensing conditions
5. Learn the fundamentals of starting a business, from bookkeeping to opening a storefront.
6. Identify guns based on parts, and make customized modifications efficiently and effectively
7. Describe how to correctly price your services in firearms repair, maintenance and restoration.
8. Learn gunsmithing fundamentals including how to install, remove, reconstruct, and modify gun barrels based on make and model
9. Explain why common firearms malfunctions occur and how to repair them
10. Learn how to assemble and disassemble over 30 different principal firearms
11. Understand how to build a custom work bench
12. Differentiate between useful and unnecessary tools and materials
13. Learn bluing, jeweling, and checkering concepts

Advanced Gunsmithing

1. Explain the essential gun safety rules and effective gunsmith handling of firearms
2. Identify the basic components of a gunsmith's workshop
3. Understand the provenance and special features of significant firearms throughout history.
4. Demonstrate an understanding of gun laws and licensing conditions
5. Learn the fundamentals of starting a business, from bookkeeping to opening a storefront.
6. Identify guns based on parts, and make customized modifications efficiently and effectively
7. Describe how to correctly price your services in firearms repair, maintenance and restoration.
8. Learn gunsmithing fundamentals including how to install, remove, reconstruct, and modify gun barrels based on make and model
9. Explain why common firearms malfunctions occur and how to repair them
10. Learn how to assemble and disassemble over 70 different principal firearms
11. Understand how to build a custom work bench
12. Differentiate between useful and unnecessary tools and materials
13. Learn bluing, jeweling, and checkering concepts
14. Understand how to fit and shape inletted stock
15. Describe how to correctly maintain shotgun bores and barrels
16. Learn how to customize firearms through Parkerizing, accessorizing, and custom finishing and plating techniques

CERTIFICATE PROGRAMS

The following certificate courses have been designed for the purpose of professional growth, personal enrichment and continuing education. These courses have been developed from approved components of our online Career Training Diploma Programs. They are approved by our national and regional accreditors, however they are separate from our Pennsylvania licensure.

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 Outcomes

- Identify common learning strategies
- Outline the 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
- Provide examples of actions to recover damages in civil suits
- Identify legal terms related to civil actions and criminal procedure
- Explain the process of criminal procedure
- Develop critical thinking skills

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, Intents, 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 Lexis ® Course Overview

The Foundations of Legal Research Using Lexis® 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 Lexis®, 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 Lexis® is designed to prepare students to assist attorneys as they draft and establish formal documentation for their casework.

Course Outcomes

- Identify common learning strategies
- Demonstrate an understanding of basic grammar, proper punctuation and sentence structure to compose professional written communication
- Describe the role paralegals play in conducting research
- Explain the difference between a primary and secondary source
- Discuss the different types of primary sources
- Describe legal research, writing, and revising processes
- Compose sample legal documents
- Conduct online legal research using the Lexis® legal research system

Foundations of Legal Research Using Lexis ® 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 Lexis ®

- 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 confidentially 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 Outcomes

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- 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
- Summarize HIPAA regulations
- 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

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 Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Describe the components of a healthcare record
- Demonstrate knowledge of guidelines for grammar, punctuation, editing, and transcription
- Perform accurate transcription from sample dictation
- Identify common diseases, diagnostic and surgical procedures, laboratory tests and drugs used to treat disorders and diseases
- Differentiate between a healthcare record and a medical report

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 1

Chapter 1: Welcome to Hillcrest Medical Center
Chapter 2: Association for Healthcare Documentation Integrity
Chapter 3: Understanding Medical Records

Unit IV: Fundamentals of Medical Transcription 2

Chapter 4: Transcription Rules for Hillcrest Medical Center and Quali-Care Clinic
Chapter 5: CMTips
Chapter 6: Report Formatting Guidelines

Unit V: Fundamentals of Medical Transcription 3

Case Study 1: Reproductive System
Case Study 2: Gastrointestinal System
Case Study 3: Cardiopulmonary System
Case Study 4: Pediatric Neurology/Orthopedics Systems
Case Study 5: Psychology/Neurology System
Case Study 6: Reproductive System/Mammary Glands
Case Study 7: Orthopedics/Endocrine Systems
Case Study 8: Vascular/Renal Systems
Case Study 9: Musculoskeletal System
Case Study 10: Respiratory System

Unit VI: Fundamentals of Medical Transcription 4

Chapter 7: Welcome to Quali-Care Clinic
Chapter 8: Chronic Care Reports

Unit VII: Fundamentals of Medical Transcription 5

Chapter 9: Speech Recognition Editing & Common Dictation Errors

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 Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Describe the duties of a medical office assistant
- Demonstrate the correct way to schedule appointments, interact with patients by phone and in person, register patients, file documents and records, and process office mail.
- Compare and contrast types of health insurance
- Differentiate between a healthcare record and a medical report

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

Module 1: Telecommunication
Module 2: Patient Registration
Module 3: Scheduling

Unit XIV: Medical Office Practice 2

Module 4: Beginning the Visit
Module 5: Coding the Visit
Module 6: Billing the Visit
Module 7: Ending the Visit

Unit XV: Medical Office Practice 3

CMAA Online Study Guide:
Module 1: Foundational Knowledge
Module 2: Communication and Professionalism
Module 3: Medical Law, Ethics, and Compliance
Module 4: Scheduling
Module 5: Patient Encounter
Module 6: Billing and Revenue Cycle
Module 7: Medical Practice Administrative Procedures and Logistics
CMAA Online Practice Test

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 Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Describe the duties of a medical biller
- Explain the various types of health insurance
- Examine the life cycle of an insurance claim
- Compare and contrast electronic and paper claim processes

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 and Coding 1

Chapter 1: Role of an Insurance Billing Specialist
Chapter 2: Privacy, Security and HIPAA
Chapter 3: Compliance, Fraud, and Abuse
Chapter 4: Basics of Health Insurance
Chapter 5: The Blue Plans, Private Insurance, and Managed Care Plans
Chapter 6: Medicare
Chapter 7: Medicaid and Other State Programs
Chapter 8: Tricare and Veterans' Health Care
Chapter 9: Workers' Compensation
Chapter 10: Disability Income Insurance and Disability Benefit Programs

Unit IV: Introduction to Insurance and Coding 2

Chapter 11: Medical Documentation and the Electronic Health Record
Chapter 12: Diagnostic Coding
Chapter 13: Procedural Coding

Chapter 14: The Paper Claim CMS-1500
Chapter 15: The Electronic Claim

Unit V: Introduction to Insurance and Coding 3

Chapter 16: Receiving Payments and Insurance Problem Solving
Chapter 17: Collection Strategies
Chapter 18: Ambulatory Surgical Center
Chapter 19: Hospital Outpatient and Inpatient Billing
Chapter 20: 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-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 Outcomes

- Identify common learning strategies
- Describe how computers, internet and electronic communication impact the workplace today
- Describe the duties of a medical coder
- Demonstrate the use of online coding software
- Apply the correct ICD-10, HCPCS II, and CPT codes to sample cases
- Identify 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: Introduction to CPT
Chapter 9: Introduction to the Level II National Codes (HCPCS)
Chapter 10: Modifiers
Chapter 11: Evaluation and Management (E/M) Services
Chapter 12: Anesthesia
Chapter 13: Surgery Guidelines and General Surgery
Chapter 14: Integumentary System
Chapter 15: Musculoskeletal System

Unit IV: Practical Applications of Coding 2

Chapter 16: Respiratory System
Chapter 17: Cardiovascular System
Chapter 18: Hemic, Lymphatic, Mediastinum, and Diaphragm
Chapter 19: Digestive System
Chapter 20: Urinary and Male Genital Systems
Chapter 21: Reproductive, Intersex Surgery, Female Genital System, and Maternity Care and Delivery
Chapter 22: Endocrine and Nervous Systems
Chapter 23: Eye, Ocular Adnexa, Auditory, and Operating Microscope
Chapter 24: Radiology
Chapter 25: Pathology/Laboratory
Chapter 26: Medicine
Chapter 27: Inpatient Coding

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 Outcomes

- Identify common learning strategies
- Explain the traditional functions of management
- Describe the types of skills that managers need to effectively perform their jobs
- Identify guidelines for creating a positive climate and motivating employees
- Develop a solid understanding of essential communication skills
- Discuss the need for cultural awareness
- Explain the attributes to effective teamwork and developing a team
- Interpret and use critical theories
- Apply time mastery and productivity skills in professional and personal settings

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

Personal Caregiver Course Overview

Blackstone's online Personal Caregiver training program is a perfect fit for individuals interested in working with the elderly, the disabled, and patients recovering from illness and injuries by maintaining their quality of life in their home environment. Learn relevant caregiving skills that can be applied to a variety of work fields within the home care and healthcare industries. Across the nation, thousands of people require personal care in settings such as home health organizations, rehabilitation centers, and home care placement services.

Course Outcomes

- Identify common learning strategies
- Develop effective oral and written communication skills as well as critical thinking skills
- Explain the responsibilities of the personal caregiver to accurately observe, record and report information about the client, family and home environment
- Identify ways of meeting client's needs in each developmental stage
- Describe the importance of medical ethics in regards to the personal caregiver
- Demonstrate the correct practice of standard (universal) precautions in a client's home to prevent spread of infection
- Demonstrate 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 personal caregiver in caring for clients with special healthcare needs such as the elderly, infants and children, and those with mental illnesses
- Explain how the personal caregiver meets the physical, emotional, social and spiritual needs of the dying client
- Follow appropriate emergency procedures when required

Personal Caregiver 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: Interpersonal Communications

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

Unit III: Personal Caregiver 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 IV: Personal Caregiver 2

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

Unit V: Professional Development and Ethics

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

Unit VI: Personal Caregiver 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 VII: Personal Caregiver 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

Ethics for Paralegals Course Overview

Blackstone's Ethics for Paralegals course provides 5 hours of CLEs for NALA and NALS-certified paralegals required to meet the legal ethics requirement for recertification. This fully online, self-paced course discusses ethical issues important for paralegals such as the unauthorized practice of law, ethical walls, fidiciary duty, and rules of confidentiality. Additional information about paralegal certification and licensing is also included.

Course Outcomes

- Explain how the paralegal profession evolved
- Describe the tasks of a paralegal
- Differentiate between legal and paralegal responsibilities
- Differentiate between certification and licensing
- List the pros and cons of licensure
- Cite advantages and disadvantages of becoming a freelance paralegal
- Elaborate on duties paralegals may perform
- Explain the rules of confidentiality relating to attorneys and paralegals
- Describe an "ethical wall"
- Define fiduciary duty
- Differentiate between billable and nonbillable hours
- Define fee splitting
- Elaborate on advertising and freelance and independent paralegals
- Describe the importance of paralegal conduct
- Understand the duty of reporting misconduct
- Describe the importance of pro bono work
- Describe the value of lifelong learning

Ethics for Paralegals Course Outline

Module 1: Evolution of the Paralegal Profession
Module 2: Tasks of a Paralegal
Module 3: Attorney vs. Paralegal Responsibilities
Module 4: Certification and Licensing
Module 5: Freelance and Independent Paralegals
Module 6: Confidentiality, Ethical Walls, and Screening
Module 7: Fees and Fee Sharing
Module 8: Advertising
Module 9: The Integrity of the Paralegal Profession

AI Skills for Paralegals Course Overview

Blackstone's AI Skills for Paralegals course provides 3 hours of CLEs for NALA and NALS-certified paralegals required to meet the technology requirement for recertification. This fully online, self-paced course discusses how the use of AI platforms can help paralegals with their daily tasks. The course allows students to practice AI prompts through scenario-based examples.

Course Outcomes

- Explain the capabilities and limitations of artificial intelligence tools within legal workflows, including risks related to accuracy, ethics, and professional responsibility.
- Apply structured prompt engineering techniques to generate accurate, task-specific outputs for legal drafting, research support, and document analysis.
- Analyze AI-generated legal content to identify errors, inconsistencies, and risks by comparing outputs against primary legal sources.
- Evaluate the ethical implications of AI use in legal environments, including confidentiality, data security, and compliance with professional standards.
- Design AI-assisted workflows that integrate appropriate tool use, verification steps, and human oversight in paralegal tasks such as discovery, case organization, and document drafting.

AI Skills for Paralegals Course Outline

Module 1: Foundations of AI in Legal Support Roles
Module 2: Advanced Practical Applications
Module 3: Paralegal Advanced Prompt Engingeering for Legal Workflows
Module 4: Ethical and Professional Responsibility
Module 5: AI Tools and Transferable Skill Development
Module 6: Career Strategy and Professional Growth

ADVANCED PARALEGAL COURSES

Advanced Paralegal Course Outcomes

The following certificate courses have been designed for the purpose of professional growth, personal enrichment and continuing education. These courses have been developed from approved components of our online Career Training Diploma Programs. However, they are separate from our Pennsylvania licensure and national and regional accreditation.

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

Immigration Law (58)

- Understand the role various federal agencies play in an immigration application or case, including the Department of Homeland Security agencies, the Department of State, the Department of Justice and the Department of Labor.
- Learn how to navigate various government immigration websites and select proper forms and procedures for specific immigration applications.
- Distinguish between the legal status of immigrants, nonimmigrants and U.S

citizens and develop an understanding of how to analyze key immigration documents.

- Determine the requirements for nonimmigrant (temporary) visas for visiting, work, commerce, study and other purposes.
- Learn the requirements to apply for permanent residency through family, employment-based petitions or humanitarian applications.
- Understand the difference between consular processing and applying for adjustment of status and the relevant forms for each.
- Explain the requirements for humanitarian-based immigration relief such as asylum, withholding of removal or protection under the Convention against torture, and special provisions for children, victims of interpersonal violence, crimes and human trafficking.
- Understand the eligibility requirements for naturalization
- Determine relevant questions to enable you to conduct a client interview.
- Understand the pathway of an immigration case in immigration and appellate courts
- Explore ethical issues arising in immigration practice.

Interviewing and Investigating (59)

- Demonstrate a basic knowledge of the purpose and role of factual investigation and interviewing as it relates to formal discovery and informal investigation in the law office.
- Describe the American adversarial system.
- Explain formal discovery in civil and criminal procedure.
- Describe the basic rules of evidence and how they are applied in interviewing and investigating by legal professionals.
- Discuss relevant ethical and professional concerns including the unauthorized practice of law, client confidences, conflicts of interest, and improper communications.
- Illustrate the communication and factual analysis skills needed to competently plan and carry out an effective investigation in a realistic case context including locating public and private records, identifying fact witnesses, locating qualified expert witnesses, and the scheduling and conducting of a client interview and a witness interview as well as the preparation of a witness statement.

Appropriate Dispute Resolution (31)

- Analyze the sources, dynamics, and power relationships involved in conflicts and evaluate appropriate approaches for managing and resolving disputes.
- Compare litigation and alternative dispute resolution (ADR) methods, including negotiation, mediation, arbitration, restorative justice, and online dispute resolution (ODR), and evaluate the advantages, limitations, and appropriate applications of each method.
- Apply fundamental negotiation principles and processes to dispute scenarios while evaluating relevant legal, ethical, and professional considerations in attorney-client and negotiation relationships.
- Analyze the purposes, processes, models, ethical considerations, and potential applications of mediation and arbitration in resolving disputes.
- Evaluate the use of technology, online dispute resolution, and emerging technologies—including artificial intelligence—in ADR practices and assess their potential benefits, limitations, and appropriate applications.
- Apply restorative justice principles and methods to appropriate workplace, educational, community, or other dispute scenarios while distinguishing restorative approaches from traditional punitive methods.
- Analyze the role of court-connected ADR programs and the responsibilities of judges and other participants in facilitating dispute resolution within the U.S. court system.
- Prepare and organize basic legal documents, correspondence, exhibits, and supporting materials for ADR proceedings while demonstrating effective communication, note-taking, ethical conduct, and professional responsibilities expected of paralegals..

Legal Research and Writing (32)

- Identify and distinguish between primary and secondary authorities, including their roles in legal research.
- Apply basic legal research strategies to locate relevant legal authorities and verify the validity of case law using citators.
- Analyze cases, statutes, and other legal authorities to identify relevant legal principles and synthesize information applicable to a legal problem.
- Draft a basic legal memorandum using the IRAC method, incorporating a statement of facts, legal issues, applicable rules, analysis, and conclusions.
- Prepare clear, professional legal correspondence and research documents using appropriate legal citation, grammar, organization, and proofreading techniques.

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