



Business Management

COURSE BROCHURE & SYLLABUS

Millions of students have discovered online learning. Now you can harness the power of online education to get the promotion you really want, keep your skill set current, or expand your job responsibilities! By reviewing this information, you have already taken that important first step toward a better future.



Blackstone Career Institute's online business courses enable you to learn new skills at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Business Management certificate, along with the skills and confidence necessary to achieve your professional development goals. Best of all, some employers will sponsor your training through tuition assistance and reimbursement programs.



Your Course Overview

Unit 1 Blackstone's Skills for Success

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self-determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson.

Unit 2 Office Technology & Keyboarding

Lesson 2 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. Basic keyboarding skills will be introduced. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office telephones, different types of telephone calls, fax machines, photocopiers, multipurpose machines, transcribers, digital cameras, and wireless communication.

Blackstone Typing Tutor (accessible through the Online Student Center)

Unit 3 Management Practices & Principles

In this lesson, you will read about the role of a supervisor as both a manager and leader. You will read about creating an effective workplace environment through communication, a positive work climate, team building, and conflict management. You will also learn about the roles a manager plays in delegation, developing job expectations, employee recruitment and selection, training, performance evaluation, and discipline.

Unit 4 Creating an Effective Workplace Environment

Lesson 4 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome communication barriers caused by diversity. Finally, this lesson will explore team building strategies.

Unit 5 Business Management 1

This lesson explains the functions of management, the kinds of managers and their major roles and subroles, what companies look for in managers, and top mistakes made by managers. You will explore the origins of management and the history of the different approaches to management. You will learn about how changing environments affect organizations and the process that companies use to make sense of their changing environment. This lesson also discusses ethics and social responsibility, including workplace deviance, ethical decision making, and to whom and for what organizations are socially responsible.

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Unit 6 Business Management 2

Lesson 6 introduces planning. The lesson discusses the benefits and pitfalls of planning and how to make a plan that works. You will learn the steps involved in the strategy-making process and the different kinds of corporate-level, industry-level and firm-level strategies. You will discover why innovation matters to companies and the methods managers can use to better manage change. The lesson also covers the impact of global business and how companies can organize to do business globally.

Unit 7 Business Management 3

Lesson 7 centers around organizing. You will read about organizational authority and the different methods for job design. The lesson explains the positives and negatives of using teams and how to enhance their effectiveness. You will discover how employment laws affect human resource practice and how companies find and train qualified applicants. The lesson also presents diversity and why it matters, the challenges posed for managers and how to manage diversity.

Unit 8 Business Management 4

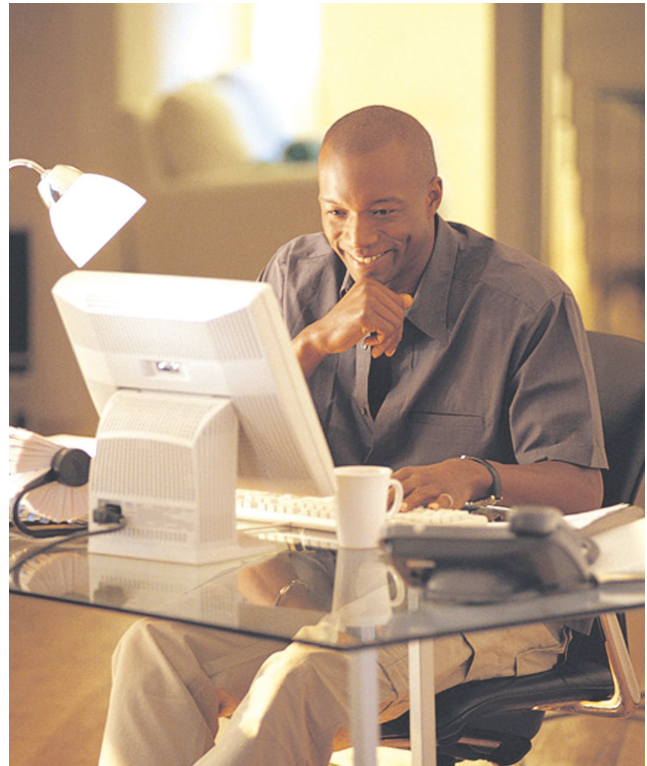
This lesson covers leading. You will learn the basics of motivation and different theories of motivation. The lesson introduces who leaders are and what effective leaders do, as well as theories of leadership. The lesson also addresses managing communication, and explains the communication process and how managers can manage one-on-one and organization-wide communication effectively.

Unit 9 Business Management 5

This lesson explores controlling. It addresses the basic control process and the various methods managers can use to maintain control. You will learn about the strategic importance of information, as well as how to capture, process, protect, access and share information. Finally, this lesson examines the kinds of productivity, the role that quality plays in managing operations, the essentials of managing a service business, and how to manage inventory levels.

Unit 10 Critical Thinking Skills

This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.



Unit 11 English & Written Communication

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and agreement, and finally, sentence types and punctuation. This lesson is a great grammar tutorial. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; and you gain some valuable tips for business communication.

Unit 12 Time & Stress Management

This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.



A Blackstone Education Provides ...

Superior Student Services

You are never alone when studying with Blackstone.

Even though there is no formal campus or classrooms, we offer assistance to our students that is second to none.

Program Assistance

Our education department is only a phone call, fax, or e-mail away if you ever need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

Instant Grading

Immediate feedback is provided after submission of all exams and the keyboarding assignment. Know how you are doing after every step!

Ample Time

Students are permitted up to one year to complete the course. You can finish your online training as quickly as you would like or take up to the full time allotted.

Affordable Tuition

The Business Management course tuition covers everything you need to complete your certificate course including your textbook, online study guides and study units, exam evaluation services, access to the Online Student Center, and your certificate.

Financial Assistance

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are also available for financing your online training. Call Blackstone at 1-800-826-9228 to find out more today!

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, discussion boards, and more.

Freedom and Flexibility

There are no fixed classes to attend, so you can study anytime, anywhere. Study guides are available online, wherever you are.

The Blackstone Facebook Page



Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone.

The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.





Online!

Benefits of Blackstone Online

- Online testing
- Instant results
- Access to your records
- Access to grades & transcript
- Online chats with students & faculty
- Download your lessons anytime, anywhere
- Online student support
- Web resources

Best of All ...

No Additional Charge
this is part of your standard tuition!

EQUIPMENT REQUIREMENTS

Students will need to have access to an IBM compatible PC with the following minimum requirements to complete BCI's Introduction to MediSoft course:

- Recommend 1 Ghz processor or higher
- Microsoft Windows® 98, Windows® 98 Second Edition, Windows® Millennium Edition, Windows® 2000 Professional Service Pack 4, Windows® XP, Windows® Vista, or Windows® 7
- 64 MB RAM (Windows® 98/Windows® 98 Second Edition/Windows® ME)
- 128 MB RAM (Windows® 2000 Professional/Windows® XP)
- 256 MB RAM (Windows® Vista and Windows® 7)
- 600 MB available hard disk space minimum
- CD-ROM drive
- SVGA or higher monitor required
- 16-Bit sound card or higher
- Standard USB port
- Speakers connected to your sound card
- Microsoft® mouse or other compatible pointing device
- Printer
- Web browser such as Microsoft Internet Explorer 7.0+ or Firefox 3.5+
- An active account with an Internet Service Provider (ISP)
- An active e-mail account





Licensure, Accreditation and Memberships

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations.

Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Accrediting Commission of the Distance Education and Training Council, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce
- Selected by *G.I. Jobs* magazine as a Military-Friendly School for three consecutive years



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