Computers in the Workplace

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 Computers in the Workplace 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   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 will gain some valuable tips for business communication.

Unit 4   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.

Unit 5   Introduction to Computers, the Internet and Software

This lesson introduces basic computer concepts, the components of a computer, networks, the Internet and computer software. Categories of computers, computer users, and computer applications in society are also presented. You will learn about the history and structure of the Internet. The lesson presents an in-depth discussion of the World Wide Web and defines netiquette. This lesson also explores how to start and interact with application software and describes a variety of software.

Discovering Computers: Your Interactive Guide to the Digital World

Unit 6   Computer Components

Lesson 6 examines the components of the system unit; describes how memory stores data, instructions and information; and discusses the sequence of operations that occur when a computer executes an instruction. This lesson explains the various techniques of entering input and several commonly used input devices. You will also learn about the various methods of output and several commonly used output devices.

Unit 7   Storage, Systems & Networks

Lesson 7 identifies and discusses various storage media and storage devices. This lesson defines an operating system and introduces the functions common to most operating systems, in addition to describing several utility programs. The lesson also provides an overview of communications terminology and applications, and discusses how to join computers into a network.

Unit 8 Databases, Security & Ethics

This lesson explores how data and information are valuable assets to an organization, and addresses methods for maintaining high-quality data and the advantages of organizing data in a database. You will discover some potential computer risks and the safeguards that can minimize these risks. You will also read about computer-related health issues and their preventions, as well as selected ethical issues. Finally, this lesson discusses the system development phases and some guidelines for system development.

## Unit 9 Programming & Enterprise Computing

This lesson examines various programming languages used to create computer programs. It introduces a variety of Web development and multimedia development tools. You will also read about the special computing requirements present in an enterprise-sized organization, including the benefits of virtualization, cloud computing, and grid computing. Finally, this lesson explores the demand for computer and IT professionals.

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 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.
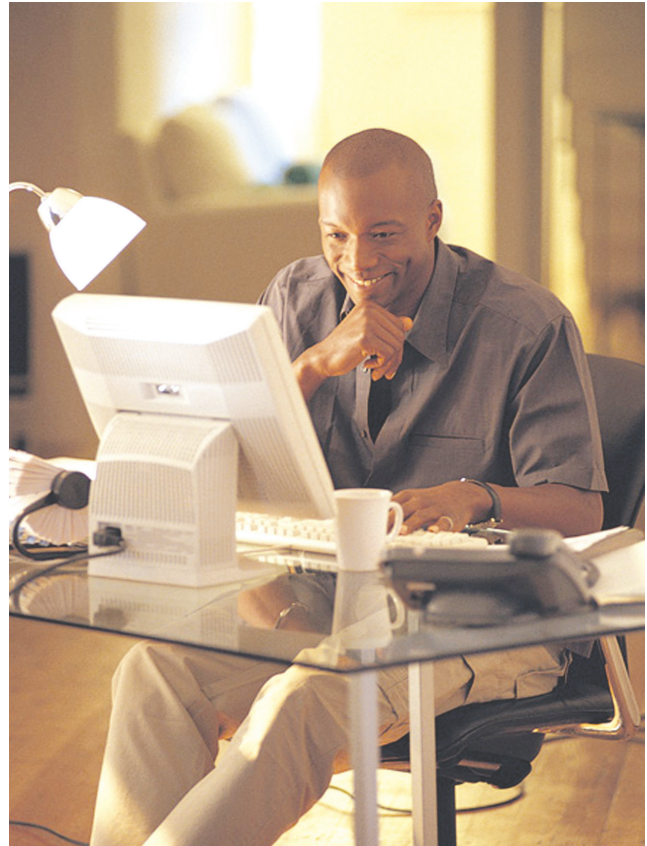
Unit 12 Creating an Effective Workplace Environment

Lesson 12 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.

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 Computers in the Workplace 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

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CAREER INSTITUTE™
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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

www.blackstone.edu
610.871.0031   •   800.826.9228
info@blackstone.edu

P.O. Box 3717
Allentown, PA 18106