

## Earn your Medical Office Assistant Diploma from anywhere in the world, and work towards a rewarding career!

### Dear Prospective Student:

If you are like most students, you are eager to get started in a fast-growing, exciting profession. Even in today's economy, there are many opportunities for those who wish to work in a health-care environment and have the kind of training that Blackstone provides. According to the U.S. Department of Labor, the number of medical office assistants employed in the U.S. is expected to grow by 23% through 2024.

Blackstone's unique distance learning programs enable you to gain skills for a new career at your own pace, without disrupting your present job or lifestyle. Distance learning is a convenient way to attain additional education, while avoiding expensive campus courses, lengthy commutes, and extra fees for textbooks, course supplies and parking. We make it easy to get a real-world education and start on the path to a new career.

### Blackstone's Medical Office Assistant Program is for you if:

- **You want training that is accredited:** Blackstone is nationally accredited by the Distance Education Accrediting Commission, is regionally accredited by the Middle States Commission on Secondary Schools, and has been privately licensed by the Pennsylvania Department of Education since 1984. Blackstone's credentials are your assurance that you are getting a quality program.
- **You want training that is affordable:** Blackstone's Medical Office Assistant program is affordable and everything you need to graduate is included with tuition—textbooks, study guides, exam services, online resources, and student support.
- **You want training that is convenient:** You are given up to one year to complete the program, so you can study whenever it is most convenient. You have access to our Online Student Center with online testing, instant grade results, 24-hour access to your records, study guides, and more!
- **You want a career that allows you to be part of a vital industry:** Allied health professionals provide valuable services to our society, improving the health and well-being of those relying on the medical community for their care. Medical Office Assistants can put their expertise to work in a variety of settings, including: physicians' offices, outpatient care centers, laboratories and nursing homes.

**TAKE ADVANTAGE OF THIS OPPORTUNITY – ENROLL TODAY**

at <https://secure.blackstone.edu/online-enrollment/start>

To your future,



Valerie L. Behrle B.S., M.Ed.

Director of Education

# Get the Right Career Training from Blackstone Career Institute

*"BCI allowed me to pace my course work at my own speed. I was able to accelerate my studies without sacrificing the quality of the instruction and material."*

*– Sharon, Zephyrhills, FL.*

*"This was a challenging, thorough program that provided me the flexibility of a home study program that I needed with a full-time job and a full family life."*

*– Gloria, Louisville, KY.*

## A Blackstone education offers:

- **Superior Student Services.** You are never alone when studying with Blackstone. Even though there is no formal campus, we offer our students assistance that is second to none.
- **Program Assistance.** Our staff is only a phone call, fax, e-mail, or letter 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.
- **Thorough Testing.** You will complete multiple exams, self-check exercises, and a keyboarding assignment to help you gain a thorough understanding of the concepts taught.
- **Instant Grading.** Immediate feedback is provided after submission of all exams. Know how you are doing after every step!
- **The Blackstone Facebook Group.** Become a member of one of the premier social networking sites to chat with other students and share career advice
- **A variety of payment and financing options.**
- **The Blackstone Career Center.** Provides job search strategies, a job search databank, and career resources.
- **Textbooks, lessons, and supplementary learning materials are included in the price of tuition.**
- **No Formal Classes to Attend.** Study anytime, anywhere. Study guides are available online, wherever you are.
- **Online Student Center.** Allows you to access your lessons, exams, grade reports, and chat with other students any time of the day or night.
- **Credentials to ensure your training is from an educationally and financially sound institution.** Blackstone is nationally accredited by the Distance Education Accrediting Commission, is regionally accredited by the Middle States Commission on Secondary Schools and is licensed by the State Board of Private Licensed Schools, Commonwealth of Pennsylvania.