

## Improve Career Prospects with a Certificate Course from Blackstone! Affordable • Convenient • Achievable

### Dear Prospective Student:

If you are like most of our students, you are eager to get started learning skills that are in demand in today's workplace. At Blackstone Career Institute (BCI), we strive to assist our students in achieving their personal and professional education goals through our affordable and convenient online courses. BCI has a long-standing reputation for high quality, strong reliability, and excellent service.

If you're serious about your career and future, advancing your knowledge and expanding your skill set is crucial to success. BCI's accredited online certificate courses enable you to gain knowledge and skills without disrupting your present job or lifestyle. You have the flexibility to set your own schedule and learn at a pace that suits you. We make it easy to get a real-world education and gain the skills and confidence needed to advance your possibilities.

### Blackstone's Certificate Courses are for you if:

- **You want training that is affordable:** Blackstone's certificate course tuition includes everything you need to graduate —e-textbooks, study guides, exam services, online resources, and student support. In addition, many employers will sponsor ongoing education through tuition reimbursement and tuition assistance programs.
- **You want training that is convenient:** Study when and where it fits into your schedule. You are given up to twelve months to complete any certificate course. You have access to our Online Student Center 24/7 which includes online testing, instant grade results, study guides, the ability view your records at any time, and more!
- **You want training focused on career advancement in high-growth fields:** Blackstone offers certificate courses in the business sector, legal field, and allied health careers. Courses have been designed for the purpose of professional growth and continuing education. Whatever your ultimate goals are, Blackstone is here to help you reach them and gain a competitive edge.

Certificate Courses include:

- ◆ Medical Coding
- ◆ Medical Billing
- ◆ ICD - 10 Coding
- ◆ Medical Transcription Fundamentals
- ◆ Medical Office Procedures
- ◆ Anatomy, Medical Terminology & HIPAA
- ◆ Foundations of Legal Research Using LexisAdvance®
- ◆ Torts, Criminal Law & Procedures
- ◆ Leadership Skills
- ◆ Intro to Computers

**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.