



P.O. Box 3717 • Allentown, PA 18106 • Phone: (800) 826-9228 • Fax: (610) 871-0034

Get Ahead in Your Career with a Business Skills Signature Series Course from Blackstone!

Dear Prospective Student:

Thank you for requesting free information from Blackstone Career Institute (BCI) on our wide array of Business Skills Signature Series courses, which focus on skills that are in demand in today's workplace. BCI has provided superior distance learning solutions since 1890. Our goal is to assist students in achieving their continuing education goals, as well as to help businesses move forward, by providing excellence in professional development through our convenient online training courses. BCI has a long-standing reputation for quality, reliability, and service.

If you're serious about your career and your future, you know that advancing your knowledge and expanding your skill set is crucial to your success. We can help you gain the knowledge and training you need, in your spare time, when and where it's convenient for you. BCI courses are delivered online; you set your own pace and learn at a speed that suits you. Distance learning is quickly becoming the preferred way to gain additional education, while avoiding expensive campus courses, lengthy commutes, and extra fees for textbooks, course supplies and parking. Eliminate costly commuting time and/or day care costs by studying at home with a reputable online training provider. We make it easy to get a real-world education and gain the confidence you need to advance your career.

Blackstone's Business Skills Signature Series courses offer:

- **Training that is affordable:** All of Blackstone's Business Skills courses are affordable and everything you need to graduate is included with tuition—textbooks, study guides, exam services, online resources, and student support. In addition, many employers will sponsor this type of training through tuition reimbursement and tuition assistance programs.
- **Training that is convenient:** You are given up to one year to complete any Business Skills course, 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!
- **Training focused on career advancement:** Blackstone's Business Skills Signature Series courses teach skills that are needed in all business sectors and in all occupations. Courses are designed for the purpose of professional growth and continuing education. Whatever your ultimate career goals are, Blackstone can help you gain a competitive edge on the job. Courses are available on the following topics:
 - › Computers in the Workplace
 - › Business Communication
 - › Employee Supervision
 - › Corporate Teamwork
 - › Business Management
 - › Diversity in the Workplace

DON'T LET THIS OPPORTUNITY PASS YOU BY – ENROLL NOW
at <http://www.blackstone.edu/corporate-signature-series-course-enrollment/>

To your future,

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

Director of Education

Advance Your Career with a Blackstone Education

"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, a keyboarding assignment, and self-check exercises 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 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.
- **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 Accrediting Commission of the Distance Education and Training Council, 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.