

In as little as four months—or take longer if you wish—you can be ready to start making money as a Professional Accounting Services Specialist. U.S. Career Institute prepares you to work for any business, in their office or at home.

You get everything you need to know in easy-to-understand lessons that take you step by step through the basics of Bookkeeping, Tax Preparation and Payroll Services. Here is a preview of what you will learn:

Instruction Pack I

Getting Started

You'll learn how accounting needs vary from one business to another. You'll discover what services are typically required by small businesses as well as non-profit organizations and individuals. You'll be given a valuable comparison between in-house and at-home accounting services and the benefits of each. We'll explain USC's Accounting Services Course methodology.

Accounting Services Explained

You'll gain insight into the accounting cycle and the basic concepts of a "record of transaction" and "financial picture of a business." Additionally, you'll be introduced to many accounting concepts, including accounts, posting, journals, debits, credits, balance sheets, operating statements, assets and liabilities.

Accounting Services Equations

You'll learn about the accounting equation and the net income formula, plus the components of a balance sheet and operating statements. You'll get hands-on practice reviewing a balance sheet, doing net income exercises and completing an operating statement exercise.

The Accounting Cycle

You'll be introduced to the steps of the accounting cycle, including entering transactions, journalizing, posting, preparing trial balances, completing worksheets, preparing financial statements, making adjustments and closing the books. Then you'll learn how each step fits into the big picture.

The Journal and Entry Systems

You'll learn about "The Book of Original Entry," debits and credits, T-accounts, double and single-entry systems, account balances, compound entries, completing the journal and entering debits and credits.

The Ledger

You'll discover the difference between a ledger and a journal and get practice formatting ledger accounts, ledger T-accounts, posting and cross-referencing, finding common errors and arriving at a balance.

Also Included in Pack I:

- Course Introduction • The Business Math Tutor, Part 1
- "What Our Graduates Are Saying" Supplement
- Quick Reference Chart for Debits and Credits
- Attractive Three-Ring Binder for Lessons

Instruction Pack II

Accounts Receivable

You'll learn how to prepare invoices and deal with purchases on account versus cash purchases plus subsidiary ledgers, accounts receivable ledgers and controlling accounts. You'll also learn about the schedule of accounts, preparing statements, crediting payments, aging accounts receivable and dealing with charge-offs and returns.

Accounts Payable

You'll receive instruction on the accounts payable ledger and dealing with creditors plus preparing invoices, purchase orders and 1099 forms.

Financial Statements

You'll learn about the operating statement and its relationship to the balance sheet. You'll also learn how to read a net income statement and the basics of a capital statement.



Specialized Journals

You'll learn about the sales journal, sales returns and allowances journal, cash receipts journal, cash payment (disbursement) journal and purchases journal.

Depreciation and Merchandising Accounts

You'll gain a solid understanding of depreciation, merchandising accounts, the basics of inventory, determining value, wholesale cost, retail value, returned goods, purchase discounts and finalizing the operating statement.

The Worksheet

You'll learn the ins and outs of formatting a worksheet and debiting and crediting balance sheet items. You'll know how to fill it out properly, check the numbers and journalize adjusted entries.

Also Included in Pack II:

- The Business Math Tutor, Part 2 • Accounting Services Forms Kit, Part 1 • Professional Development, Part 1 • "How to Read a Balance Sheet" Supplement • "How to Read an Operating Statement" Supplement • Lesson Dividers

Instruction Pack III

Closing the Books

You'll learn to close financial books for a set period of time, bring accounts to zero, balance the income summary, adjust the capital account, adjust the owner's draw, post the closing trial balance, correct errors and file income summary reports.

Banking

This lesson covers the various types of bank accounts businesses and individuals use—how to access accounts with checks and deposit slips and how to read, reconcile and make adjustments on bank statements. Then you'll learn how to calculate and record interest, plus uses of the promissory note and its support documents.

Payroll Records

You'll learn all about payroll records—the distinction between employees and contractors, how to deal with taxes and benefits, report wages and tax withholdings, use the payroll register, enter payroll on the books and compute gross wages, payroll deductions and withholding taxes.

Payroll Processing

You'll get hands-on practice processing payroll forms, including W-4 and W-2 forms. You'll learn how to complete federal and state withholding deposits, an employer's federal tax return, form 940 (FUTA) tax return, form 941, form W-3 and unemployment taxes. Then you'll practice, using comprehensive payroll simulations.

Computerized Accounting Services

This lesson will explain the types of accounting software available and provide an overview of their uses. You'll learn how accounting concepts are applied in software packages. You'll also learn how Accounting Services Specialists use spreadsheets.

- Also Included in Pack III:
- The Business Math Tutor, Part 3 • Accounting Services Forms Kit, Part 2 • Computer Buyer's and User's Guide
 - Professional Development, Part 2 • Attractive Three-Ring Binder for Lessons

Instruction Pack IV

Daily Accounting/Bookkeeping Concepts

You'll learn daily concepts used—cash accounts, cash sales, cash receipts, collections, receipts, petty cash, petty cash funds, vouchers and the petty cash journal.

Tax Preparation I

This lesson teaches you how to compute sales tax and discusses legal and ethical issues. You'll also learn how to prepare federal tax forms.

Tax Preparation II

You'll get instruction and hands-on practice preparing Schedules A through E. You'll review the use of the W-2 and 1099 forms and learn how to get started with state tax preparation.

Also Included in Pack IV:

- "How to Juggle Work and Family" Supplement
- Professional Development, Part 3 • Date Stamp for Invoices and Correspondence • Pen and Pencil Set

Instruction Pack V

Partnerships, Corporations and Non-Profit Organizations

You'll learn the difference between partnerships, corporations and non-profit organizations. You'll learn how to account for a partner's share in assets and liabilities, how to prepare partnership balance sheets, how to deal with corporate financial issues such as corporate stock options and dividends and how to work with non-profit organizations.

Discounts, Reversing Entries and Allowances

This lesson teaches you the concepts of discounting, reversing entries and making allowances. Also, it prepares you to properly set up the books for a business.

"Bright Ideas" Simulated On-the-Job Project

This is a hands-on exercise in which you will perform all the tasks to keep accurate records for a sole proprietor business—keeping the journal, ledger and payroll records, issuing and recording checks, reconciling and adjusting bank statements and completing tax forms.

Also Included in Pack V:

- Accounting Services Jobs Finder • Attractive Portfolio for Meetings and Interviews

NEW!



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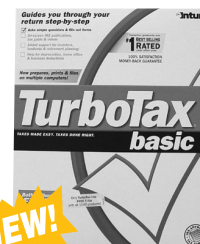
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SPECIAL GRADUATION GIFT!

Turbo Tax®...the tax software everyone's talking about! You'll find it easy to manage BOTH home and business taxes with this #1 rated software. Turbo Tax® is our special graduation gift. As soon as you complete your training and are a paid-in-full graduate, we will mail this very special gift right to your doorstep.



Accredited by the Accrediting Commission of the Distance Education and Training Council



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Here's what you get...

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all included at no extra cost!



Pam Weston,
Founder

"We developed these materials to provide you with the kind of easy-to-understand training that we wish had been available to us when we began our careers!"

Pam

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These useful 3-ring binders hold all of your lessons for quick reference and easy storage.

• Quick Reference System—
Makes charts for debits and credits simple to understand and easy to fill out.

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• Jobs Finder—
Step-by-step job finding techniques... perfected over more than 20 years of career training experience.

We reserve the right to update materials and to substitute items of equal or greater value.



As a U.S. Career Institute graduate, you'll be ready to work at home or in an office as an Accounting Services Specialist for all kinds of businesses, individuals and professional institutions!
Plus...
you'll receive Continuing Graduate Career Support to help you succeed in your new career.



The U.S. Career Institute Diploma

It will set you apart as someone with the desire and skills you need to be a part of the exciting world of Accounting Services!

Memo:

When we began training people for new careers more than 20 years ago, we wanted to create a school of professional training that offered everything we wished we had available to us when we began our careers.

We sincerely believe that our Accounting Services train-at-home program is the finest of its kind anywhere.

We've trained thousands of people to start making a good living working in a career they love. We know we can do the same for you—and we'll be here to help you every step of the way!

Pam

When you graduate and need assistance in your job search, the USCI staff is there to answer your questions and to offer advice. We care about your success!

