



PAM WESTON
Founder



**Special Enrollment
BONUS!**

See enclosed
Bonus
Certificate.

School of Computer Training

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**Now you can learn
everything you need to know
to operate a personal computer
in as little as four months!**

- Train in the latest, easy-to-use Windows®-based programs.
- Get *up-to-date software* for easy, hands-on learning!
- Get complete, step-by-step training about the Internet and World Wide Web.
- Enroll today and take advantage of our low, low, low tuition down-payment offer!

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Dear Friend:

Does it sometimes seem as though you're the *ONLY* person left in the world who doesn't know how to use a personal computer? If so, don't worry, because you've just discovered the easiest, most practical way to learn how to use a PC.

Here's why the U.S. Career Institute *Computer Essentials Course* is the best way to get the PC skills you need:

- **You train at home, in your spare time.** Anyone who has ever trained to use a PC will tell you that you need to be able to practice when you want to...and with this course, that's exactly what you do because you're in a class of one. You set your own schedule.
- **No complicated technical manuals.** You get user-friendly, step-by-step instructions written in everyday language.
- **Toll-free, help-line support.** You get full, ongoing support throughout your training, just by picking up your phone!
- **Earn a U.S. Career Institute Diploma.** When you graduate, you'll be proud to display your diploma at home or in your office.

Now there is no excuse *not* to become computer literate!

That's especially true now because our *Computer Essentials*

Course includes a PC software tutorial at absolutely no extra cost.

With this course and easy-to-use software, it's simpler than ever before to get all the skills you need to be on your way!

Yes, you'll learn it all! In fact, in some ways, you've waited for the right moment because computers are becoming easier and easier to use. Instead of the old, complicated computer language that required weeks of time-consuming memorization, today's visual, colorful software packages make using the computer fun. You just need a little training from U.S. Career Institute!

Why? Because U.S. Career Institute home-based training is like having your own personal tutor sitting right next to you as you proceed through your training. Plus, unlike many schools, we don't try to sell you a computer with our course and then charge you \$1000 or more in supply costs. We'd rather keep our tuition at a low, low, affordable level and then advise you on the best strategy to purchase a PC when you're ready.

Use your new PC skills to get a better job or to work at home!

This course emphasizes the professional computer skills you need to operate a computer for home or office use. One of the important supplements you will receive is called U.S. Career Institute Jobs Finder. This practical text helps you discover everything you need to know about starting a home-based computer-services business...plus, how to find a great office job that will use your computer skills.

Enroll now and save money. No interest or finance charges on our low monthly payment plan.

no finance charges ever!

We believe so strongly in our *Computer Essentials Course* that we've authorized our tuition office to offer you an easy monthly payment plan with absolutely no interest charges.

Yes! No tuition-financing charges ever and you still receive everything that comes with the course—user-friendly lessons, special supplements, and more! You get software with tutorials for each Microsoft Office® software program. *You get all this and much, much more...all yours to use and keep forever.*

**No previous computer experience needed!
You don't have to change your daily schedule.**

Our experts have written this course for someone with no previous computer experience. Here's why it's all so easy...

- Everything is spelled out as easy as A, B, C.
- Lessons are divided into small, user-friendly sections, so you need to study only a few hours a week.
- Pictures, special supplements and software make

learning fun—so you progress faster than you ever believed possible.

- Go as quickly or as slowly as you want. Get your Diploma in as little as four months, or take longer to finish if you wish.

**You get everything you need to complete your training.
Plus you get toll-free Home Study Hotline support.**

It's all included at no extra cost, so you can get all the help you need from your instructors!

With our picture-filled lessons, supplements and toll-free help line, you'll be using the computer like a pro in less than four months!

Here's just a preview of what you'll learn:

- **Inputting and Processing**—computer input... using the keyboard and mouse (how to point and click). How to use a scanner and other inputting devices. How a computer processes data.
- **Computer Memory**—how much do you need for your purposes? This course will give you all the facts.
- **Computer Output**—printers, screens, sound and speech output.
- **Storage and Communications**—types of storage devices. Organizing and protecting your data. All about communication networks.
- **Software Applications**—how to use important programs that allow you to do word processing, spreadsheets, presentations and much, much more.
- **Using the Internet**—you'll learn how to connect to the Internet, as well as the history of the World Wide Web.

**Continuing toll-free graduate support
...a U.S. Career Institute exclusive benefit!**

Here's how it works to help you when you need assistance.

As a U.S. Career Institute graduate, you will enjoy the exclusive benefit of toll-free access to our expert staff of graduate counselors. You have our promise that all of us here will help you in any way we can as you progress through the course and later after you graduate and receive your diploma.

**Take advantage of our special low down payment
price with NO FINANCE CHARGES.
PLUS...PLEASE ACCEPT OUR BONUS GIFT WHEN YOU ENROLL!**

This is your opportunity to get the computer training you want and need. You have the desire, and we want to give you an

extra added incentive...

We've authorized our Education Department to include an exciting software program called *Resumé-Maker* as a special graduation gift to you! This incredibly useful program lets you create professional resumés for yourself and for others... *if you wish, you can even use it to start a home-based resumé business!*

So don't wait! Just fill out the enclosed enrollment agreement and mail it today with your small down payment in the postage-paid envelope we've enclosed.

Take advantage of our quick enrollment service...

For even faster service, you can enroll on the phone using your Visa, MasterCard or Discover credit/debit card. Simply call toll-free **1-800-528-7907** today.

We'll be watching for your enrollment in the mail...as soon as we receive it, your lessons will be on their way!



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

JP/cas

Encl: 0202701SL02A-37

Sincerely,

Pam Weston,
Founder

P.S. We've marked your course for PriorityPLUS processing so you'll receive your first shipment quicker than ever before.

P.P.S. Plus when you enroll, you'll receive a SPECIAL BONUS GIFT! See the enclosed certificate for details. Be sure to fill out the certificate and enclose it with your enrollment agreement.



Call the toll-free help line if you ever have a question about your course!

Our staff of instructors will be waiting with authoritative answers.