

In as little as four months—or take longer if you wish—you can be ready to use a computer. U.S. Career Institute prepares you to do word processing, spreadsheets, e-mail, presentations and even desktop publishing.

You get everything you need to know in easy-to-understand lessons that take you step by step from the basics through advanced capabilities. This outline gives you a preview of what you will learn.

INSTRUCTION PACK 1

Welcome to the World of Computers—

You'll learn about the importance of computers in society and business today, the history of computers and about the many careers that are open to individuals with the right computer skills.

The Nuts and Bolts: Computer Hardware—

You'll learn the components of a computer system and how computers work. You'll also learn about different types of computerized data, data storage, communication, input and output devices.

The Tools: Computer Software—

You'll explore software programs, operating systems, system tools and utilities and programming tools, generalized and custom software, networks and software development.

Microsoft® Operating System: Computer Connections—

You're introduced to Microsoft Windows® where you'll connect your computer and explore the operating system. You're also introduced to the Microsoft Office® programs used in the remainder of the course—Word®, Excel®, PowerPoint® and Outlook®.

Navigating in Microsoft® Windows: Basic Operations—

You'll continue to learn about Microsoft Windows® and its various programs.

Supplement: Ergonomics—

This supplement gives you important information on how to create a healthy working environment.

Supplement: Computers: A Buyer's and User's Guide—

How to evaluate your computer needs and where to buy a computer, from superstores to mail-order.

Also included: Flash Pen

INSTRUCTION PACK 2

Create Documents in Microsoft® Word: Part I—

You'll learn about the basics of Microsoft® Office Word—the word-processing software application. You'll create and edit professional-looking documents, explore the Help menu, keyboard keys and shortcuts.

Create Documents in Microsoft® Word: Part II—

You'll take your Word® foundation to the next level; you'll create, edit, format and print professional-looking documents. You'll discover the editing keys and strategies to format documents, and practice proofreading documents in order to present a professional document.

Desktop Publish in Microsoft® Word: Part I—

You'll study desktop publishing and discover basic desktop-publishing guidelines. You'll also explore different types of desktop-publishing software and graphics, create styles and produce a table of contents.



Total convenience! Your lessons, equipment...everything is delivered right to your doorstep. What could be easier?

Desktop Publish in Microsoft® Word: Part II—

You'll ramp up your skills with additional desktop-publishing tools. You'll learn to line up graphic elements using grids, as well as create text boxes, fill them with text and images, move, cut, paste, delete and link them.

Microsoft® Excel Basics—

You'll learn the basics of Microsoft® Excel in this lesson. You'll differentiate between a spreadsheet and a text-based, word-processing document and study ways in which workbooks and worksheets are organized. You'll also discover ways worksheets are used in the business world.

Supplement: Professional Development, Part I—

This helpful text covers professional image, making an impression, dressing for business and grooming. An invaluable information source if your goal is to get ahead in the workplace.

Also included: USCI Post-it™ Notes

INSTRUCTION PACK 3

Work with Data in Excel®—

You're provided with plenty of hands-on practice with worksheets. You'll generate Excel® reports and discover tools that are unique to Excel®. You'll format data in cells and then format the page as a whole.

Microsoft® PowerPoint: The Anatomy of a Presentation—

You'll study the basic components of presentations, as well as the features of PowerPoint®. You'll learn about the benefits of PowerPoint® and format slides to create a more effective presentation.

Put Microsoft® PowerPoint to Work—

You'll explore some of the more advanced functions. You'll design presentations from templates and create them from scratch.

Supplement: Professional Development, Part II—

More powerful information: stress management, time management and money management, with helpful tips given for each area.

Also included: Gel Wrist Rest

INSTRUCTION PACK 4

The Internet and the World Wide Web—

This lesson covers the Internet in detail. You'll discover the intricacies of the Internet and the World Wide Web and the many ways to connect to the Internet. Finally, you'll explore different types of networks and the various Internet languages.

Research Using the Internet and the World Wide Web—

You'll learn to effectively research on the Internet and the World Wide Web. You'll also learn ways to find relevant information and how to document information correctly.

Security in the Information Age—

This lesson introduces you to the intricacies of e-mail. You'll discover necessary precautions against computer hazards, like severe weather and natural disasters, as well as people and world events.

E-mail Etiquette—

You'll learn about e-mail etiquette, such as an ideal time frame for replies and reasons to avoid emoticons. You'll also learn to check spelling and grammar in order to e-mail professionally.

Supplement: Professional Development, Part III—

Invaluable text on career advancement, continuing education, goal-setting, leadership and business ethics.

Supplement: Database Management Basics—

This helpful supplement introduces you to databases and how they get linked to a database management program. You will discover how this type of program sorts information for easy access to information.

Also included: USCI Mouse Pad and CD Case

INSTRUCTION PACK 5

Organize with Microsoft® Outlook—

Outlook is a versatile tool that you can use to customize workflow, organize resources and stay on track. You're introduced to the features and benefits in this lesson.

Put Outlook® to Work—

You'll learn more advanced Outlook® features in this lesson. You'll learn to stay organized with appointment reminders, task lists, meeting requests and calendars.

Put It All Together—

This practicum presents a real-world, workplace scenario that reinforces the importance of computer application skills. You'll have the opportunity to apply the skills you learned in this course.

Also included: Professor Teaches Microsoft® Office Software—

This software allows you to work through many tutorials for each Microsoft® Office software program.

Supplement: U.S. Career Institute Computer Essentials Jobs Finder—

Find out how to start and run a home-based computer service business. Plus, how to find an office job that will use your computer skills, as well as how to advance in your current job.

Graduation Gift: Resumé Maker™ Software Program—

What better graduation gift than one of the absolute best resumé formatting, organizational and graphics packages available today? This software makes it easy to create a powerful resumé for yourself—one that really gets you noticed!



A USCI exclusive! Our new up-to-date *Jobs Finder* reference is where you'll start when you get ready to enter your new career.



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Here's What You Get!



All this is yours to use and keep! Everything you need—books, lessons, learning aids, CDs.

Pam



• Sturdy Attractive Binder— Keeps your lessons organized for quick and easy use and storage.

• Professor Teaches Microsoft Office Software—Instructional tutorials!

• Discover how database management programs sort information for easy access.

• USCI Mouse Pad— Start polishing your computer skills right away with your very own mouse pad.



We reserve the right to substitute items of equal or greater value when it becomes necessary.

You'll be specially trained at home to use a computer for business and personal fulfillment.



Every one of our graduates who completes this course is fully qualified to use basic computer applications such as word processing, spreadsheets, presentations and even desktop publishing.

Whether you choose to use your computer skills for personal enjoyment or for career advancement, you'll be amazed at how quickly you progress with U.S. Career Institute step-by-step home-study training.

memo

When we began training people for new careers over 25 years ago, we wanted to place special emphasis on making it easy for people to get the training they need to advance in their present job, to get a better job or simply for personal enjoyment.

We've successfully trained thousands of people right in their own homes and we know we can do the same for you!

Pam Weston

Your Diploma from U.S. Career Institute designates you as someone who has acquired the basic computer skills you need to use a PC successfully. You will be proud to display it in your home or office as a symbol of your achievement!