

*Train at home to
Work for Business Executives, Attorneys, Doctors...*

Get Into **Office Administration!**

Be an Executive Assistant...Office Manager...Administrative Assistant!

Earn up to
\$40,000
a year and even
more, with
experience!



No
Previous
Business Experience
Needed...You
Can Even Work
at Home!

Great Career...Great Income...and it's so easy to start!

We'll help you every step of the way!

Unlimited career support when you graduate!

*Here's
everything you
need to know...▶*

Be a vital part of the Business World...

*Now it's easy to get started
in this moneymaking career!*

Work for business executives, doctors,
attorneys, other professionals...be an
Administrative Assistant, Office
Manager or Executive Assistant

*Join this exciting profession that ranks
among the largest in the United States—and
is expected to grow even more in future years!*



***Be a vital part of the
company team. You
learn by doing...at
your own pace and
at the times that
suit you best. Your
favorite chair is
your study hall, a
table or desk in any
room is your
classroom...and your
instructor is always
as close as your
telephone.***

There are over 5.5 million people employed in Office Administration careers all across the country! Businesses of all kinds need men and women who understand what it takes for an office to run smoothly, who know what is needed when, and who have the skills and know-how to produce it efficiently and on time. So whether you want a job as an Administrative Assistant performing all the vital office functions or as an Office Manager running the whole show—or anything in-between...even working at home—this course in Office Administration will start you on the road to a great job in the world of business.

**Security...great earning potential...
and much, much more...**

As an Office Administrator, you'll be a well-respected professional playing a crucial role on the company team. You will meet fascinating people and find great satisfaction in working side by side with business executives, attorneys and other professionals.

You'll also have a career that opens the door to a wide variety of opportunities. You might choose to work for a government agency, legal office, or perhaps for a corporation in a field such as Real Estate, Banking, Travel, Insurance, Entertainment, Finance, Healthcare...or for manufacturers, schools, sales organizations...the choice is yours!

A career in as little as 4 months!

Before you know it you'll have your Certificate! Then you'll be ready to start your career as a trained Office Administrator, with all the skills and know-how you'll need.

**If you ever have a question, help is
just a click or a call away!**

Your instructors are as close as your computer or telephone. Just send us an email or call our toll-free Home Study Hotline. Our staff of instructors is on duty year-round to give you authoritative answer to any questions you may have! Your success is our top priority.



It's So

Your nationally accredited course was written and edited by experienced business experts, and distance education specialists. All the technical language you'd expect to find in ordinary school textbooks has been carefully reviewed and rewritten in simple, everyday language that makes it easy to understand.

**No previous business experience
needed. Experts guide you step by step.**

With our training you can count on learning everything you need to know to become a qualified Office Administrator, even if your only contact with the business world until now has been your visits to your tax preparer or insurance agent...or something as simple as paying a parking ticket.





**With U.S. Career Institute
you are never alone!**

**This is
your perfect
opportunity to be
a professionally
trained Office
Administrator!**

As a skilled and competent Executive Assistant, Office Manager or Administrative Assistant, you have the opportunity to work in just about any field you choose—advertising, politics, entertainment, real estate, banking, travel, finance, retail—the list goes on and on, and they all need administrative personnel. We suggest that you find out about job opportunities where you want to work. The bottom line is that we'll do everything we can to help you succeed! That's our promise to you.



Pam Weston

Work full-time or part-time...the choice is yours.

EASY...

Your first class starts as soon as you are ready. As soon as you enroll, your lessons are shipped to you.

Set your own pace...as fast or as slow as you wish. Lessons are sent as you need them.

As you complete each assignment, you send it to your instructor for grading. Then go on to the next lesson—no need to wait for the results of previous exams.

And if you want to take time off for a vacation, your lessons wait until you return!

No time wasted traveling to class or listening to what you already know. The beauty of home study is that you are a class of one. If you don't understand something, the class doesn't get ahead of you. You just re-read your lessons or if you need special help, email us or call our toll-free Hotline.

No reason to step one foot outside your door!

With USCI training, there are no classes to attend and no schedules to keep. Your lessons are shipped right to your door! We have been training busy adults for more than a quarter of a century, and we can do the same for you!



When You Study at Home...

- Any room is your classroom...no need to travel.



- Spend quality time with your little ones...no daycare expenses.



- Be home in the afternoon to see your school-age children.

Opportunity! Money! A Fulfilling Career!

A career in Office Administration offers you the opportunity to earn a great income doing exciting, prestigious work! You can work full-time or part-time for attorneys, doctors, business executives or other professionals in just about any field you can think of.

Your income potential increases with experience!

When we developed our course, we talked to business and educational experts. We discovered that incomes for Office Administrators range from \$25,000 to more than \$65,000 a year. How much they earned depended on how much they worked, their experience, where they lived and the type of work they performed.

Those with skills and experience earn great money and enjoy providing a service that helps people.

It's not just the money...you are a vital part of the company team performing a valuable service.

You can even start your own business!

And if you decide you want to work at home...

- Set your own schedule.
- Work when you choose.
- Save on child daycare, transportation and more.
- You may even get special tax breaks.

We want you to have all the facts!

To find out what the income potential is where you live, check the salary rates for Executive and Administrative Assistants and Office Managers in your local newspaper. You can also go to the library and check U.S. Department of Labor statistics. We think you'll be pleased with what you find.

Open-Book examinations take the pressure out of testing...we don't try to test you on how much you can remember. We help you learn what you need to know and show you how to find the answers to what you don't know. We believe that open-book exams—just like those many colleges use—are the best way to find out how much you can accomplish in the real world.

**You can
start your own
home-based
office services
business!**

Here are just a few of the subjects covered in your course:

- Career opportunities and earnings potential
- A typical day for an Office Administrator
- Front office skills... phone, mail, reception
- Project management and priorities
- Office technology...common business machines
- Written communications skills
- Office records and file management
- Internet basics
- Library and research techniques
- Computer applications
- Business correspondence
- Word processing
- Basic bookkeeping
- Notetaking techniques
- Spreadsheet fundamentals
- Database management
- Office management...and much, much more.



Compare the training, the job
and the money you can make!

You'll be way ahead as an Office Administrator



Nestled in the shadows of the beautiful Rocky Mountains in Fort Collins, Colorado, U.S. Career Institute encompasses many thousands of square feet including administrative, curriculum, student counseling and general warehousing departments. Our dedicated employees are ready to serve you year-round to ensure the absolute finest in home study training.

Questions and Answers

Q. Is the Office Administration field new?

A. Office Administration is a huge, well-established occupation. And it is expected to grow even more in future years.

Q. Why do people get into Office Administration?

A. Because they can make good money and have skills that are needed all across the country.

Q. Is U.S. Career Institute accredited?

A. Yes. U.S. Career Institute is an Accredited Member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. Because of this, our curriculum, faculty, administrative procedures and policies are reviewed on a regular basis to ensure that we continue to meet the DETC's exceptionally high standards.

Q. What other credentials does U.S. Career Institute have?

A. U.S. Career Institute is a state-approved school. Over the past 25 years, thousands of men and women have received our training. If in the future you wish to transfer USCI credits, you should check with the receiving institution because requirements vary from place to place, and U.S. Career Institute makes no representation regarding transferability of credits.

Q. If I'm in the military, can I be reimbursed for my tuition?

A. U.S. Career Institute is approved for GI-Bill and VA education benefits. Military personnel, veterans or veteran spouses may be eligible. In addition, USCI is qualified under the Defense Activity of Non-Traditional Education Support, or DANTES program. Military personnel, including those on active duty or reserve, may be eligible for partial reimbursement of tuition upon graduation. For information contact your VA or DANTES education officer prior to enrolling.

Q. Will my employer reimburse me for my tuition?

A. Some students may be eligible for full or partial reimbursement of their tuition by their employers. Your company may be able to take advantage of The Employee Education Assistance Act (IRS Code, Section 127). Check with your supervisor or personnel department.

Q. Are there any extras to buy?

A. In addition to the software included with your course, you'll need access to Microsoft® Word, Excel and PowerPoint. These programs are already installed on most computers these days but if you don't have them, you may go to your local library or internet cafe to use these programs.



Approved by the
State of Colorado



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

For Fastest Service, Call
and Enroll By Phone...Toll-Free
1-800-528-7907

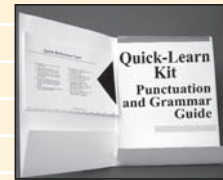
or visit www.uscareerinstitute.com

You can pay by check or use your
Visa, MasterCard or Discover credit/debit card.

You get all
this—to use
in your
course and
keep forever!



Lessons and reference materials cover every subject. Your lessons take you step by step so you always feel comfortable with the course material.



The Quick-Learn System included with your course makes learning more like a game than a study session. A U.S. Career Institute exclusive!



Your USCI Certificate is a proud symbol of your achievement and evidence that you are fully prepared to begin working in the exciting field of Office Administration.

We reserve the right to change course materials when it becomes necessary.

What other career offers so much security, prestige, satisfaction and opportunity?

- Work full-time or part-time
- Earn good money—in an exciting, secure career
- Unlimited career support
- Enjoy the prestige of working with business professionals

You can even start
your own business
and work at home so
you can:

- Be your own boss
- Choose your own hours
- No commute to work—save time and money
- No child daycare costs



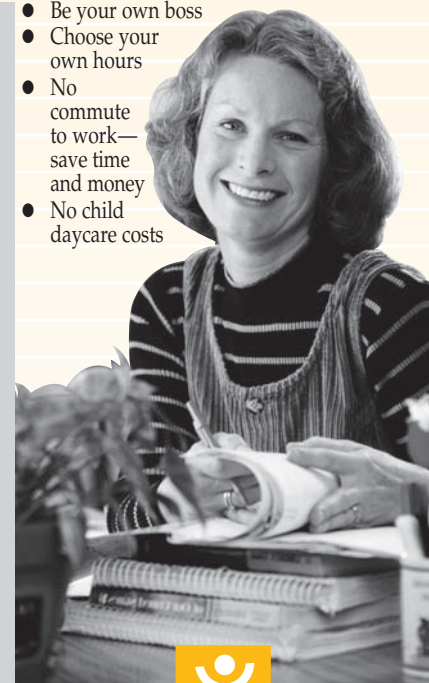
From the Desk of
**Pam Weston,
Founder**

Right now is the best time to start toward a moneymaking career in Office Administration as an Executive Assistant, Office Manager or Administrative Assistant.

According to the U.S. Department of Labor, this huge field is projected to grow even more—which means more job openings—as Office Administrators increasingly take on more responsibility.

There has never been a better time to start. **Don't wait!** Fill out the enclosed enrollment agreement and mail it today along with your small down payment. For even faster processing, call our Hotline at 800-528-7907. You'll be glad you did!

Pam Weston



**CAREER
INSTITUTE**

**School of
Office Administration**

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