

Train at home in your spare time—
no previous bookkeeping experience necessary!

Be a Bookkeeper

in as little as 4 months!

*A career
that puts you
on the fast track!
Earn up to
\$35,000
a year with
experience!*



Today's Professional Bookkeeper
works in an environment that offers:

- Security • Prestige • Advancement • Satisfaction

Come enter the world of the Professional Bookkeeper...

It's so easy to start toward a moneymaking career as a Professional Bookkeeper...

"Just look at the Help Wanted ads in any newspaper. You'll find job openings all across the country—in cities, towns and even rural areas! In the U.S., there are more than TWO MILLION men and women working in the Bookkeeping field." Pam Weston



“ I want to thank everyone for a great course. It...has enabled me to find a situation in just one month... **”**

T.C.

Today's career as a Professional Bookkeeper offers you the benefits of security, excitement, prestige, advancement and a good, steady income. It's one of the few jobs that gives you the opportunity to work in literally *hundreds* of different kinds of businesses and industries.

Consider all the places you can work: the entertainment, fashion and advertising industries...or for lawyers, doctors, business executives or politicians. Work in the field of travel and hospitality. Work for large or small corporations of all kinds: stockbrokers, banks, retail stores, airlines, insurance companies, accounting firms, realtors...the list goes on and on! No other single career offers so many choices. No matter where you live or choose to go—there are always plenty of opportunities for Professional Bookkeepers.

Enjoy lifetime job security because no business can operate without a Professional Bookkeeper...

As a skilled and competent Bookkeeper, you'll always be in demand because you're the one who records every financial transaction. And it's so easy once you know the fundamentals. Bookkeeping is logical and simple to learn, and our clear, concise, step-by-step methods make it easier than you ever thought possible!

No previous Bookkeeping experience needed...

In as little as four months you can be ready to work. No need to quit your present job since you train at home in your spare time.

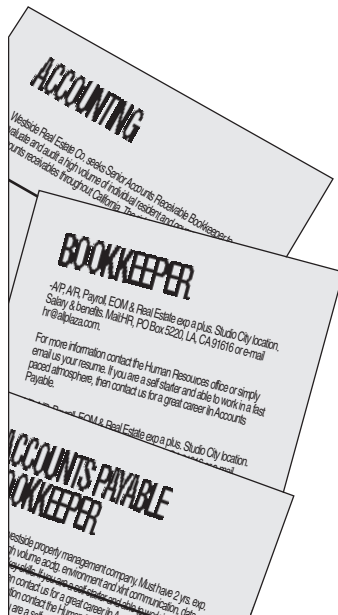
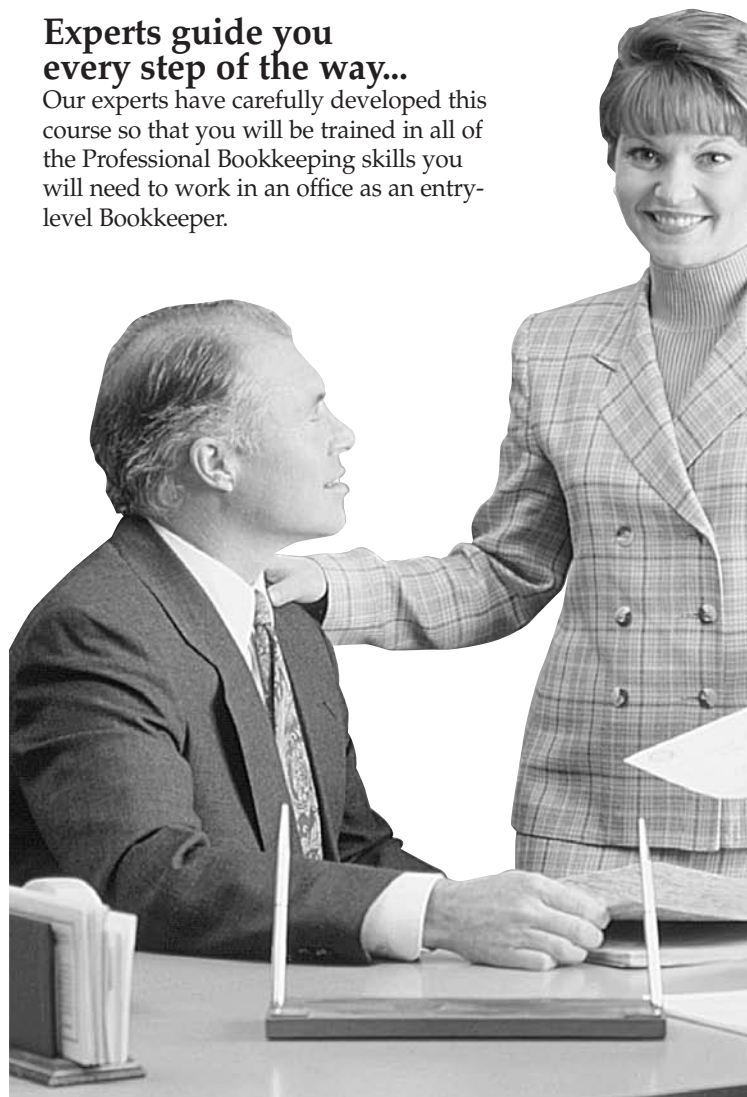
There's never been a better time to start toward a Bookkeeping career. You don't have to change your daily schedule—no need to take time from your family.

You're in a class of one... so you can complete your lessons as quickly or as slowly as you wish. Even beginners make fast progress because everything is explained in easy-to-understand language with plenty of examples to show you exactly what to do and how to do it.

And if you ever need help, it's just an email or toll-free phone call away when you use our "800" number Home Study Hotline.

Experts guide you every step of the way...

Our experts have carefully developed this course so that you will be trained in all of the Professional Bookkeeping skills you will need to work in an office as an entry-level Bookkeeper.



Today's Bookkeeping is exciting!

Nearly every business needs Bookkeepers. As a Bookkeeper you'll have the opportunity to meet interesting people doing interesting work.

Just look at the many different fields that employ bookkeepers:

- Entertainment
- Health
- Fashion
- Banking
- Retail Companies
- Accounting Firms
- Private Legal Firms
- Government Agencies
- Tax Firms
- Travel and Hospitality
- Advertising
- Publishing Firms
- ...and much, much more!

Whenever you have a question...
call our toll-free "800" number
 ...and get the answers you need on the Home Study Hotline!

Your instructors are as close as your telephone. So if you ever need an explanation of something in your lessons, you can email us or call the "800" number we send you as soon as you enroll. Our staff of instructors will be happy to give you authoritative answers to any questions you may have.



From the desk of
 Pam Weston...

Dear Friend:

If your goal is to advance in your career...to get promoted... maybe even to step into the position of Full-Charge Bookkeeper, Auditor or Assistant Controller, **then take advantage of this great opportunity to be a Professional Bookkeeper.**



Founder

Earn your Career Diploma in as little as four months or take longer if you wish. When you finish your course, you'll be ready to start your career.

And if career advancement is your goal, what better way to learn a business than from the ground up—as Bookkeeper in a large corporation or an exciting new business. It can be your first step toward a top-notch professional career with many promotional avenues and salary increases.

Enjoy lifetime security...

More than two million Bookkeepers are employed in all fifty states, and the number is projected to grow even more! With new jobs opening up every day, qualified Bookkeepers can get good jobs in every part of the country!

Pam

P.S. Join the thousands of professionals we have trained. Many are now making more money than they ever thought possible!

For the Professional Bookkeeper no day is typical...

You'll learn everything you need to know...these are just a few of the subjects covered in your course:

- Bookkeeping and Accounting Fundamentals • Debits and Credits • Assets and Liabilities • Income and Expenses
- Setting Up the Ledger and Journals • Making Entries
- Preparing the Trial Balance • Accounting and Bookkeeping Forms • Balancing Accounts • Depreciation
- Inventory • Taxes

Your course covers it all...plus you'll get special lessons on how to find and fix common math errors, how to set up your office and much, much more! It all starts with an overview of the field including the moneymaking opportunities available right now!

Here's why it's so easy to train at home in your spare time...

Your first class starts as soon as you are ready.

As soon as you enroll, your lessons are mailed to you. You don't wait for classes to form. Everything is included with your course.

Set your own pace...as fast or as slow as you wish.

As you complete each lesson, you send it to your instructor for grading. Then go on to the next lesson—no need to wait for the results of the previous exam. And if you want to take time off for a vacation, your lessons wait for you.

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, you just re-read your lessons. If you ever need special help, just send us an email or call our toll-free Home Study Hotline.

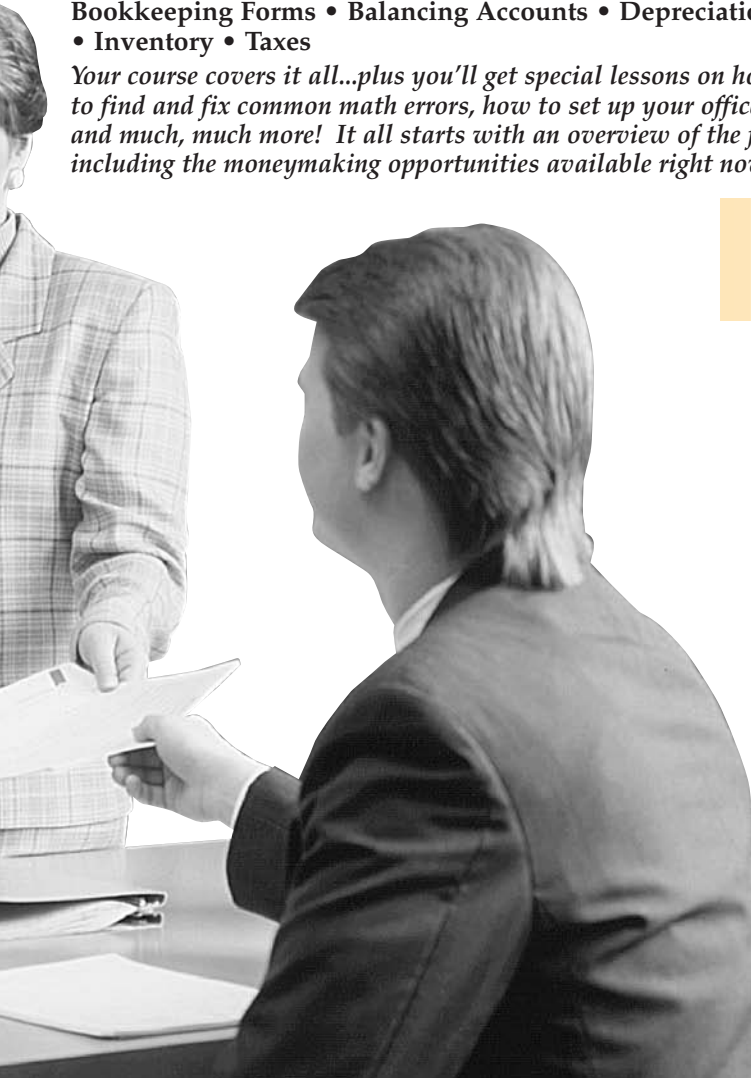


"Open Book" Examinations take the pressure out of testing.

We don't test you on how much you can remember. We show you how to find the answers. 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.

Your Career Diploma is a proud symbol of your qualifications...

evidence that you are ready to work as a Professional Bookkeeper. As a U.S. Career Institute graduate, you are entitled to continuing graduate support in your career. That means we will help with your job search anywhere in the country!



Welcome to America's finest home-study school... U.S. Career Institute!

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. What kind of work will I be doing?**
A. This course covers everything you need to know to start your career as a Professional Bookkeeper in the business world. When you complete the course, we will provide you with continuing graduate career support. That means we'll help you in your job search whenever you request.
- Q. Why should I train with U.S. Career Institute?**
A. We are experts in training people to work in the business world. We firmly believe no other school has the specialized experience we do. Our graduates have gone on to successful careers and have started successful businesses from coast to coast. No matter what your ultimate goal—working in an office or working for yourself at home—if you want to be a Professional Bookkeeper, U.S. Career Institute can provide you with the easy-to-understand, step-by-step training you need to be ready to enter the field as a qualified entry-level Bookkeeper.
- Q. Are there any extras I need to buy?**
A. This course includes all the materials you need to complete your training. Plus if you decide to enroll within 30 days of today's date, you will start off with a special enrollment bonus and graduate with an even more exciting graduation gift!
- Q. This sounds great! When does the next class start?**
A. Right now! Just send in your enrollment agreement, and your first lessons will be on the way to you immediately! Then you'll begin training for a fantastic future as a Professional Bookkeeper—working in an office or for yourself at home!
- 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 guarantee 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 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 reimbursement 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.



Approved by the
State of Colorado



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

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



Lessons, three-ring organizer and reference materials—Your lessons and reference materials take you step by step through the exciting field of Bookkeeping.



Special Tools—You get tools such as a professional line-dater stamp and an attractive pen-and-pencil set to use as you train and later when you begin your career.



Special Help—Whenever you need assistance, your instructors stand ready to help in any way they can. Just call our "800" Home Study Hotline. Another Good Reason To Start Today!

No other career offers so much security! Plus, look at the prestige, satisfaction and moneymaking opportunity...

- Work as much as you want ...part-time or full-time
- Earn \$10 to \$15 an hour to start...and more with experience
- Prestige of working with professional men and women
- Great advancement opportunity
- Continuing graduate support in your career
- Work in any of the 50 states

From the desk of Pam Weston, Founder

The time has come to take charge of your future! If you want to make \$10, \$15—even \$20 an hour or more with experience—enroll now!

If you want a career that will give you a good, steady income and lifetime satisfaction, **NOW IS THE TIME TO ACT!** We can train you at home for a career as a Professional Bookkeeper in as little as four months.

It's up to you. If you want a lifetime business career...if you want to say "Hello" to the good life that comes with making a good income...if you want to be in control of your future, it's time to take your first step. Fill out the enclosed enrollment agreement and drop it in the mail today. Get started toward a great moneymaking career. Others have done it...and we'll help you do it, too!

Pam Weston

Pam Weston

ENROLL NOW!

Send the enclosed Enrollment Agreement in the postage-paid envelope we've enclosed. We'll be looking for it!

**For fastest service
call and enroll by phone...toll free:
1-800-528-7907**

You can pay by check
or use your Visa, MasterCard or Discover Card.



**CAREER
INSTITUTE**

**School of
Bookkeeping**

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