

Be an **Accounting Services Specialist**



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





Accounting Services Specialist

Today's career as a Professional Accounting Services Specialist offers you the benefits of security, prestige, advancement and a good, steady income. It's one of the few jobs that gives you the opportunity to work in so many different kinds of businesses and industries.

Consider all the interesting and exciting places you can work: the entertainment, fashion and advertising industries...or for lawyers, doctors, business executives or politicians. Work in the travel and hospitality industry. Work for businesses and 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 Accounting Services Specialists.

Enjoy lifetime job security because few businesses can operate without a Bookkeeper or Accountant...

As a skilled and competent Accounting Services Specialist, 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 accounting 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 career as an Accounting Services Specialist. 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.

Lots of options & possibilities.

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. today, there are more than TWO MILLION men and women working in Bookkeeping and Accounting.

Take a look at some of the various industries that employ Bookkeepers and Accountants:



Entertainment



Health

Fashion

Banking



Retail

Accounting



Legal

Tax



Travel and Hospitality

Advertising

Publishing

Experts guide you step by step.

Our experts have carefully developed this course so that you will be trained in all of the skills you will need to begin your career as an Accounting Services Specialist, working at home or in an office.

For the Accounting Services Specialist, 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
- Payroll
- Debits and Credits
- Assets and Liabilities
- Income and Expenses
- Depreciation
- Preparing the Trial Balance
- Making Entries
- Accounting and Bookkeeping Forms
- Inventory
- Balancing Accounts
- Income Tax Preparation



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!

Whenever you have a question, send us an email or call us toll-free for quick answers!

Your instructors are an email or phone call away! Just dial the toll-free number we send you as soon as you enroll. Our staff of instructors is on duty year-round to answer all your questions.

What is your career goal?

Do you want to advance in your career...get promoted...maybe even to step into the position of Full-Charge Accountant, Auditor or Assistant Controller? If you do, then take advantage of this great opportunity to be an Accounting Services Specialist.

Earn your Career Certificate 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 an Accounting Services Specialist 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.



Enjoy lifetime security...

More than two million Bookkeepers and Accountants are employed in all 50 states. With so many new jobs opening up every day, qualified Accounting Specialists can get good jobs in every part of the country!

Learning with us is easy!

Your first class starts as soon as you are ready.

Once we receive your agreement, you'll be able to access your first lesson so you can get started right away. You will receive your first shipment of course materials within a few days. And the rest of your coursework will be delivered right to your door as you need it!

Set your own pace...go as quickly or as slowly 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 need special help, just send us an email or pick up the phone and call us toll-free.

“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 you need. 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 Certificate is a proud symbol of your qualifications...evidence that you are ready to work as a Professional. As a U.S. Career Institute graduate, you are entitled to unlimited graduate support in your career. That means we will help with your job search anywhere in the country!

Be part of the Business World...work at home or in an office!

Your training can fully pay for itself in your first few weeks of work!

Q & A Questions and Answers



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

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



Your lessons and reference materials take you step by step through the exciting field of Accounting Services.



Your Career Certificate is a proud symbol of your qualifications...evidence that you are ready to work as a Bookkeeping Professional.



When you graduate, jump-start your career with a free copy of TurboTax® Basic, the tax software of choice for Accounting Services Specialists.



If you ever need assistance, your instructors stand ready to help in any way they can. Just email or call us toll-free. Another good reason to start today!

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

Here's what our students have to say about USCI...

"I have received the 'big white envelope' today, with the following enclosures: my Diploma, your letter of Congratulations and the Jobs Finder Booklet. Thank you very much. Your words of encouragement greatly inspire me to do my best to succeed in my chosen career."

Nimfa T., California

"I want to take this opportunity to say "thank you!" for the excellent training I received and the unexpected yet proactive and enthusiastic networking that Graduate Services did on my behalf..."

Coleen C., Washington

"I enjoyed taking my classes through you guys, and I'm now doing something I find very enjoyable as a job. Thanks!!"

Brian K., Kentucky

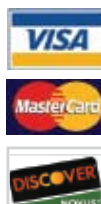


Nestled in the shadows of the beautiful Rocky Mountains in Fort Collins, Colorado, U.S. Career Institute encompasses several thousand square feet including administrative, curriculum, student counseling and general warehousing departments. Our dedicated employees are ready to serve you year-round to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



For Fastest Service, Call & Enroll by Phone...Toll-Free
800-528-7907

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



Q. Why do people get into Accounting Services?

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 of quality.

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

A. U.S. Career Institute is a state-approved school. For over 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, VA and MyCAA education benefits. Military personnel, veterans or veteran spouses may be eligible. In addition, USCI is affiliated with the Defense Activity for 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. We are also MyCAA approved for military spouse benefits. 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.

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!



Approved by the State of Colorado