

Even if you've never touched a computer before...

Train at home to use a Personal Computer in as little as 4 months!

*Take
the fast track!
Get the essential
computer skills
you need for career
advancement and
personal
enjoyment!*



Get the PC skills you need for personal and career satisfaction.

*Welcome to the wonderful world
of using a computer!*

Whether for use at home or on the job...

Good computer skills can open up a whole new world of opportunity...

"Think computer skills aren't important today? Just look at the Help Wanted ads in any newspaper. You'll find that job openings all across the country require up-to-date computer skills." Pam Weston



It's true—computers are here to stay. They're a fact of life nowadays. Whether you are looking for a new career or hoping to advance in your present job, PC skills can give you the boost you need to reach your goal.

Even if you don't need to use a computer at your job, it's important for everyone to acquire knowledge of the PC.

Why? Because computer skills are important for use at home as well. With easy access to the Internet, Americans all across the country have discovered how the PC can save them time and help them in their daily lives.

People are using their home computers for research...for shopping...for entertainment...to help their children do better in school...to manage their budget...to do their taxes...to learn new hobbies and skills—all without taking one step outside their door! The opportunities are endless. No question about it...you do not want to be without PC skills in today's world.

“ One of my best life decisions was to become a student at U.S. Career Institute. **”**

Sharon Smith
Dallas, TX

What other skill can help you take advantage of so many opportunities? Advance in your career!

Use your home computer for fun and personal fulfillment!

No previous computer experience needed...

In as little as four months you can be using a computer like a pro. We show you what to do and how to do it... guide you every step of the way. You do not need to have any previous experience using a computer.

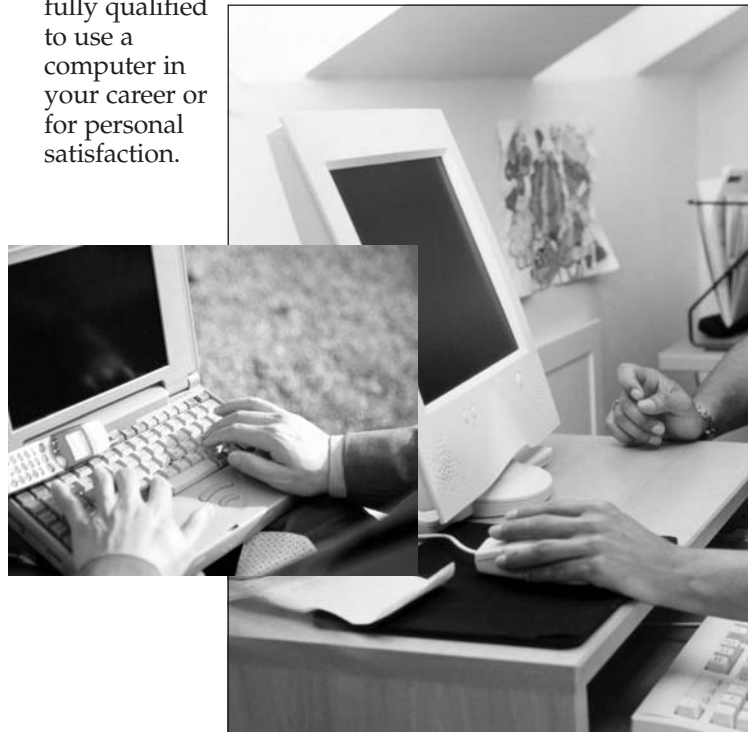
All you really need to be successful is the willingness to learn and follow the easy, step-by-step instructions. You don't have to change your daily schedule—no need to take time from family and friends. As you finish each lesson, you are prepared for the next.

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 a phone call away when you use our toll-free 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 basic computer skills you need. And there are no complicated technical manuals to wade through—our user-friendly lessons, pictures and software make learning simple and fun. When you graduate, you will be fully qualified to use a computer in your career or for personal satisfaction.



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 call the "800" number we send you as soon as you enroll. Our staff of instructors is on duty year-round to give you authoritative answers if you have any questions.



You'll learn everything you need to know. Here are just a few of the personal computer functions you will learn to perform...

- Word processing • Creating spreadsheets
- Using graphics • E-mail and e-mail etiquette
- Building professional presentations

You will also learn...

- How to manage your files through Windows® Explorer
- How to manage your PC through "start" button options
- About the Internet and the World Wide Web
- How to protect a computer's security and how to protect your own privacy

An Invitation from Pam Weston...



Dear Friend:

You are cordially invited to discover all the exciting possibilities and benefits of having good computer skills!

Isn't it time you decided to go for your dream? Isn't it time you took the first step toward getting the skills you need so that you can enjoy all the fun, creative, timesaving capabilities of personal computers?

It's a fact that good computer skills are essential in most areas of today's job market. And there's a wealth of benefits waiting for you when you are able to use your skills to enhance and streamline your personal life, too.

If you're ready to start, then we want you to know that all of us at U.S. Career Institute are committed to helping you succeed. You have our promise on that!

Pam

P.S. Join the thousands of professionals we have trained. You'll be glad you did!

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 have to wait for classes to form. Everything is included with your course... lessons, supplements, special learning aids and more.

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 will 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, you just re-read your lessons. If you need special help, call our toll-free Home Study Hotline. An expert instructor will give you the answers you need.

"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 have successfully completed your training and are ready to use a personal computer at a basic-skill level in your career or for personal fulfillment. Plus as a U.S. Career Institute graduate, you are entitled to continuing graduate support in your career. That means we will help you in your career whenever you request it!



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 a complex of 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. Do I need a computer to take this course?**
A. Yes. But if you don't own a computer, consider using a computer at a friend's house or at your local library.
- 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. Over the past 25 years, thousands of men and women have received our training. If in the future you wish to transfer USC 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 military 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 reimbursement information contact your ESO, 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 and reference materials—Your lesson materials cover every subject you need. Your lessons take you step by step, so you always feel comfortable with the course content.



Special software—You get one of the most popular software packages available today. The software offers tutorials for each Microsoft Office® software program.



Special help—If you ever need assistance, your instructors stand ready to help in any way they can. Just call our toll-free Home Study Hotline. [Another Good Reason To Start Today!](#)

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

What other skill can help you take advantage of so many opportunities to advance in your career!

- Discover how to set up a home-based computer services business...work full-time or part-time. *The choice is yours!*
- Learn how to send e-mail!
- Get the computer skills that are essential for success in today's job market.
- Learn how to connect to the Internet!
- Your career opportunities increase when you have good computer skills.
- Graduate with continuing career support...a U.S. Career Institute exclusive benefit!

From the desk of Pam Weston, Founder

Right now is the best time to learn how to use a computer.

We have created this program with one goal in mind...to make it the quickest, easiest way to get all the skills you need, right in your own home!

Don't wait! **ENROLL NOW!** You need computer skills to succeed.

Just fill out and mail the enclosed Enrollment Agreement in the postage-paid envelope we've enclosed. You'll be glad you did!

Pam Weston

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
Computer Training®**

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Fort Collins, CO 80525

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