



Do you want a career you can count on?

Enroll today and be a **Bookkeeper**
in as little as four months!

Here's everything you need to know...

In as little as four months, you could be making good money as a **Bookkeeper!**



Do you want skills that are needed by businesses of all types and sizes, from coast to coast? Skills you can count on to provide you with a great career? Become a Bookkeeper!

Bookkeepers balance the books – the heart of every business. They work behind the scenes to pay the bills, tally the invoices and analyze the financial health of the companies they work for. Every business needs trained professionals who can record, track and analyze a company's finances. From one-person businesses to massive conglomerates that employ thousands, the opportunities for Bookkeepers are growing!

Do you enjoy problem solving? Do you have a good eye for details? If you do, then Bookkeeping may be the career for you!

Bookkeepers are essential!

Businesses all across the country know how valuable Bookkeepers really are. They save companies money and help them follow regulations and operate efficiently. It's no wonder that more Bookkeeping jobs will be created in the upcoming years than almost any other career!

Plus, top Bookkeepers earn more than \$45,000 a year! Enroll today and you can enjoy your new career in as little as four months!

Training that fits your life.

Our nationally accredited Bookkeeping Course will teach you everything you need to know to start working as a Bookkeeper...even if you don't have any previous bookkeeping or business experience!

No need to change your daily schedule. No need to take time from family or job. There are no classes to attend and no schedules to keep. Everything you need to succeed is mailed right to your door!

You study when it's convenient. You set your own pace. Complete your lessons as quickly or as slowly as you wish. You can be ready to work in as little as four months...or take longer if you wish. You're in a class of one—you!

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., there are more than TWO MILLION men and women working in the Bookkeeping field.

Here are some of the many industries that employ Bookkeepers:

- > Entertainment
- > Health
- > Fashion
- > Banking
- > Retail
- > Accounting
- > Legal
- > Government
- > Tax
- > Travel and Hospitality
- > Advertising
- > Publishing



Experts guide you step by step.

Your Bookkeeping Course was designed by experienced educators and industry professionals to give you all the skills you need to land this exciting job in as little as four months. Everything is explained in easy-to-understand language. Numerous examples show you exactly what to do and how to do it.

Nothing is left to chance! As you finish each lesson, you're ready for the next. No previous bookkeeping knowledge needed. And when you finish your course, you'll be ready to work!

Be a vital part of the business team. Join the many men and women working as Bookkeepers to keep our businesses strong and profitable. Being a Bookkeeper benefits you and your community!

Learning with us is easy!

Imagine a class that always starts the second you're ready. One you don't have to travel to attend. A class that moves quickly through lessons you find easy and slows down on the topics you choose. Think of having an expert instructor standing by to answer your questions and cheer you along, just a phone call or email away. This is no dream. This is U.S. Career Institute!

There's no hurry when you're in a class of one.

You'll never miss a lecture or quiz since class always begins when you're ready. 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.

"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 learn it all!

- How to track every income and expense...Master double-entry Bookkeeping.
- How to use the ledger and worksheet...Explore all parts of the accounting cycle.
- How to evaluate the financial health of any business... Learn how to prepare and interpret financial reports.
- How to work with different types of businesses... Manage the books for partnerships, corporations and sole-proprietorship.
- Everything you need to succeed!



Whenever you have a question, 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.

Work full-time or part-time, at home or in an office!

**More money! More fun!
Land a career you can bank on!**



As a Bookkeeper, you can work full-time or part-time at home or in an office. In fact, the Department of Labor states that more accounting jobs will be created in the upcoming years than almost any other career!

"There's no way I could have done it without you guys."

Bethany D., CA

*"Your instructors were all of triple star *** quality. They were not only well informed but patient and a delight to talk to...Your follow-up exceeds all expectations."*

Marilyn V., CA

"I would definitely recommend this Institute to my friends and family! Thank you for being so helpful."

Stephanie M., IN

And if you decide you want to work at home...this career is a great choice!



More and more businesses are turning to independent Bookkeepers to meet their bookkeeping preparation needs.

As a Bookkeeper, you can enjoy the benefits of working in the comfort of your own home. Set your own schedule! Save money on daycare, transportation, eating out and keeping up an office wardrobe. And best of all, be there for your family when they need you!

We want you to have all the facts!

Our salary and employment figures are compiled from our outstanding students and graduates who send us unsolicited letters or answer surveys we send them. In addition, we use information published by the U.S. Department of Labor. Individual student earnings can vary depending on many factors such as the amount of experience you have, whether you work full-time or part-time and where you work.

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!



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.



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



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 Quicken, the financial software of choice for Bookkeeping Professionals.



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., CA

"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..."

Colleen C., WA

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

Brian K., KY



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 & A

Questions and Answers

Q. What will I study?

A. Your course covers everything you need to know to succeed as a Bookkeeper. You'll gain both bookkeeping skills and an understanding of business types and structures.

Q. How do I find work after I graduate?

A. Your course provides you with the skills you need to succeed, as well as strategies for finding work as a Bookkeeper. Plus, we offer unlimited career support for all of our graduates. That means that whenever you need help in your career, we'll be there for you! We do suggest you check applicable regulations in your area.

Q. Why should I train with U.S. Career Institute?

A. U.S. Career Institute is one of the largest distance-learning education institutions in the nation. For over 25 years, we have helped thousands of men and women reinvent themselves in new, exciting careers. Based in Fort Collins, Colorado, U.S. Career Institute works with subject matter experts and educators around the country to develop top-quality, real-world, professional distance education 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. Is U.S. Career Institute nationally accredited?

A. Yes! U.S. Career Institute is an Accredited Member of the Distance Education and Training Council (DETC), whose Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. 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. We are also approved by the State of Colorado's Department of Education.

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 of Non-Traditional Education Support (DANTES) program. Military personnel, including those on active duty or reserve, may be eligible for partial reimbursement of tuition upon graduation. For more information contact your 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.



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



Approved by the State of Colorado