



PAM WESTON  
Founder



**Special  
ENROLLMENT  
BONUS!**

See enclosed  
Bonus  
Certificate.

## School of Office Administration

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\*           **You can be ready to enter**           \*

\*           **this exciting, prestigious field**           \*

\*           **in as little as four months!**           \*

\*           **Skilled Office Administrators make**           \*

\*           **great money...up to \$40,000 a year!**           \*

\*           • Work full-time or part-time.           \*

\*           • Start today and get 0% financing           \*

\*           with our low monthly tuition plan!           \*

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Dear Friend,

Now in as little as four months, you can train at home to enter this exciting field! As an Office Administrator you can make great money—\$10 to \$20 an hour, or even more as your skills improve.

**Office Administrators make good money because they run the show!**

Think of it this way...every business executive, doctor, attorney or politician and every public agency, corporation or private business needs people to manage both the office work and the people who do the office work.

Whether you decide to be an Office Manager with responsibility for seeing that everything is running smoothly...or an Administrative Assistant handling correspondence and email, preparing reports, making travel arrangements, scheduling meetings...or an Executive Assistant handling the administrative duties for the top people in the office, there is never a dull moment for an Office Administrator.

**Compare these advantages with any other profession you can train for in such a short time.**

What other career can you begin with just four months of training at home and earn up to \$40,000 a year, as your skills and experience increase? **Plus consider these unique benefits...**

- You can work as much as you want because Office Administrators can work full-time or part-time.
- Work in private companies...work for attorneys or doctors...work for federal, state and local government

agencies...or for a corporation in just about any field you can think of!

- You can even start your own Office Services business at home and be your own boss.

**Enroll now and save money. No interest or finance charges on our low monthly payment plan.**

*No finance charges ever!*

We believe so strongly in our Office Administrator Course that we've authorized our tuition office to offer you an easy monthly payment plan with absolutely no interest charges.

That's right! You'll get everything that comes with the course—lessons, special supplements, learning aids and much, much more—so you can really fine-tune your skills as you are guided step by step through the course. Everything is yours to use and keep forever. And you get toll-free help from your instructor as long as you need it... even after you graduate. You get it all!

**Professionals in the business world will know that you "speak their language."**

Take this nationally accredited course and you will know how to talk to business executives, lawyers and doctors, as well as specialists in many other interesting fields.

You also will know how to properly prepare your work to the exacting standards of the business community. You'll start with the basics and move on to advanced procedures. You'll even learn all about spreadsheets, word processing formats and professional presentations...and how to create them!

**No previous office experience needed!  
You don't have to change your daily schedule.**

Our experts have written this course for someone with no previous business experience. Here's why it's all so easy...

- Everything is spelled out as easy as A, B, C.
- Lessons are divided into small, user-friendly sections, so you need to study only a few hours a week.
- Special supplements and study aids make learning easy and fun—so you progress even faster.
- Go as quickly or as slowly as you want. Get your Diploma in as little as four months or take longer to finish if you wish.

**It's not only the money that makes this such a great career...**

Think of the satisfaction you'll get working with business executives and other professionals. As an Office Administrator, YOU are a vital part of the company team!

**Keep your present job while you gain experience.**

Office Administrators can even work at home—in fact, they often

start their own businesses with part-time clients. So after you get your Diploma, you can keep your present job if you wish. Make extra money doing part-time office work and then build your income as quickly or as slowly as you want.

As your speed, accuracy and experience increase and you gain confidence, you'll know when you're ready to switch to a full-time schedule. Then you could be on your way to making the kind of money skilled, experienced Office Administrators earn.

**Start your own home-based Office Services business  
and take advantage of these great work-at-home benefits...**

- Choose your own hours...morning, afternoon or night.
- You'll be your own boss, pocket all the income.
- No travel to work...save time, save money.
- Be at home when your children need you.
- Save on child care, office clothes, taxes and more.

**We're so sure you'll be able to master this course  
that we make this ironclad, no-questions-asked,  
Money-Back Commitment.**

Send your small down payment with your enrollment agreement and we'll send you your first lesson package by return mail. Take up to seven full days to inspect it.

If, at any time within seven days after you receive your first lessons, you aren't 100% sure you can make good progress and enjoy a wonderful career, just call our toll-free number. Tell us you don't want to be an Office Administrator and cancel your enrollment.

You won't owe a single penny more and we'll refund your down payment in full. No questions asked!

**U.S. Career Institute provides  
everything you need to complete your training.  
Plus you get toll-free Home Study Hotline support.**

*It's all included at no extra cost, and you can get all the help you need from your instructors by making a simple toll-free call.*

In addition to your lessons, you receive reference books, special supplements, study aids and much more...

**HERE IS JUST A SMALL SAMPLE OF WHAT YOU GET!**

**Sturdy, Attractive Binders**

These binders make it easy to keep your lessons at your fingertips as you progress through the program. You'll also use them for timely reference after you graduate and start to work.

**Special Supplements and FREE HELP**

**in your career for as long as you need it**

Clear and easy-to-follow supplements help you

learn everything you need to know. Plus when you graduate and get your Diploma, you can count on continued help in your career whenever you need it.

**Continuing toll-free career support after you graduate  
...an exclusive U.S. Career Institute graduate benefit!**

Our instructors are ready to help you during your training **and after you graduate**. Just phone our toll-free Home Study Hotline. You can talk directly to an instructor and get an authoritative answer even after you start your career!

**NOW YOU HAVE ALL THE FACTS!**

**There has never been a better time to take your first step toward a great career as an Office Administrator!**

If this sounds like the opportunity you've always wanted, don't wait! Fill out the enclosed enrollment agreement and mail it today with your small down payment in the enclosed postage-paid envelope.

**Or take advantage of our quick enrollment service...**

For even faster service, you can enroll on the phone using your Visa, MasterCard or Discover card. Simply pick up the phone and **call toll-free 1-800-528-7907 today**.

And remember, you pay no finance charges or interest even when you use our easy monthly payment plan. So start today toward this exciting, moneymaking career.

We'll be watching for your enrollment!



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

*Enroll now  
and you will  
get 0% financing  
Plus ↴*

Sincerely,

A handwritten signature in blue ink that reads 'Pam Weston'.

Pam Weston,  
Founder

PW:cas

Encl: 0203300SL01B-A7

P.S. We've marked your course for **PriorityPLUS** processing so you'll receive your first shipment quicker than ever before.

P.P.S. When you send in your enrollment agreement, don't forget to include the enclosed Limited-Time BONUS Certificate. It's our way of saying, "Welcome to an exciting new chapter in your life!"

PLUS...SEE THE ENCLOSED COURSE OUTLINE FOR A DESCRIPTION OF OUR SPECIAL GRADUATION GIFT. JUST ENROLL WITHIN 30 DAYS TO RECEIVE THIS GREAT GIFT!