

In as little as four months—or take longer if you wish—you can be on your way to earning a great income as an Office Administrator. Our experts prepare you to work for private companies, government agencies and public or private corporations.

You get everything you need to know in easy-to-understand lessons that guide you step by step. You'll learn how to manage the work flow and supervise the people in almost any office. You'll be ready to work as an Office Manager, Administrative Assistant or Executive Administrative Assistant. Here is a preview of what you will learn:

INSTRUCTION PACK I

The Exciting World of the Office Administrator

Your first lesson introduces you to the career opportunities and earnings potential that await you in your new career as an Office Administrator. You'll meet several office administrators and follow each through a day on the job.

Business Basics

This lesson illustrates the essential personal qualities of an effective Office Administrator, whether you work at home or an office. In addition, you are introduced to the basic office skills you'll master in your course, as well as how to assess your own level of skill in each area.

Interpersonal Relations

Gain valuable communication skills in this lesson, from effective speaking skills to attentive listening skills. You'll learn to improve voice and speech, as well as how to handle customer service issues. You'll also discover the importance of ongoing professional education.

Office Procedures I—Front Office Skills

Master the basics of the first interaction with clients by sharpening your reception skills. You'll learn effective telephone techniques, including appointment-making tips and how to handle office mail. In addition, discover the purpose of a notary public and how to become one.

Office Procedures II—Project Management

Here you'll learn to identify and follow office protocol. Additionally, you'll learn about specialized duties such as prioritizing projects appropriately and coordinating travel and meeting arrangements.

Office Technology

This lesson provides insight into the many facets of the automated office. Learn the basics about common business machines and the technology used for telecommuting. You'll learn how businesses network computers, transmit information via wireless technology, and implement videophones and conference calls.

Also Included:

Course Introduction
Computer Buyer's and User's Guide
Professional Development Supplement—Part 1: Creating a Professional Image
U.S. Career Institute® Post-it™ Notes
Course Organizer #1

INSTRUCTION PACK II

Internet Basics

We'll teach you the basics of working with the internet, the World Wide Web and e-mail. You'll gain a foundation of knowledge about internet terminology and the components of a website. You'll also learn about computer privacy, security and ethical issues.



Lesson shipments are delivered right to your doorstep!

Record and File Management

Learn to accurately and confidentially manage paper and electronic files, including working with different filing systems you may encounter in various businesses—from alphabetical patient files in a physician's office to legal files in a law office.

Using Resources and References

This is one of your most important lessons. It will provide insight into how to find the information you need. You'll learn techniques on how to use a dictionary, thesaurus and office manual, as well as an overview of specialized internet and library research techniques.

Math for Office Professionals

Discover why and when office professionals need to use math skills. You'll learn how to use percentages, decimals and fractions as well as how these concepts are commonly used in the office world.

Written Communication Skills I

This first lesson in the written communication skills series provides practice identifying parts of speech, reviewing spelling and grammatical rules and completing practical applications.

Written Communication Skills II

Continue building your written communication skills by learning to implement effective sentence and paragraph structure. Additionally, you'll learn ways to increase your professional vocabulary.

Also Included:

Pocket Calculator
Math Tutor for the Office Professional
How to Juggle Work and Family Supplement
Quick-Learn Punctuation and Grammar Guide

INSTRUCTION PACK III

Notetaking Techniques

As an office administrator, you'll need to know how to quickly and accurately take notes and dictation.

Office Management

You'll learn basic management principles as well as human resources basics such as recruiting, interviewing, terminating and evaluating employees.

Legal and Ethical Issues for the Office Administrator

As an office professional, you'll need to know how to handle certain legal and ethical issues. This lesson provides a detailed overview of common legal and ethical concepts.

The Financial Side of Office Administration

Master basic bookkeeping techniques including calculating payroll and maintaining expense reports, bank statements and all the financial activities of a busy office environment.

Integrated Computer Applications

Here you'll learn how computers can manipulate graphic elements, drawings, charts and graphs, and how to make your documents come to life.

Database Management

This lesson provides insight into the most common features and functions of database management programs. You'll discover how database programs help organize large amounts of data.

Also Included:

Professional Development Supplement—Part II: Managing Stress, Time, and Money
Payroll Processing Supplement
How to Read a Balance Sheet Supplement
How to Read an Operating Statement Supplement
Course Organizer #2

INSTRUCTION PACK IV

Word Processing

We teach you to use various styles and templates in word processing programs. You'll get hands-on practice in professional word processing techniques.

Business Correspondence Forms and Formats

Practice formatting business letters, memos, forms and reports using common business styles. Learn to interpret proofreader marks and prepare final, polished documents. You'll also learn "netiquette" essentials for using e-mail.

Spreadsheet Fundamentals

This lesson teaches you the most common features of spreadsheet programs, including how spreadsheets are organized and how to use them in financial or presentation settings. You will apply your knowledge using a spreadsheet software program.

Also Included:

Tutorial Office Software
Professional Development Supplement—Part III: Career Advancement
Ergonomics: Creating a Healthy Working Environment Supplement
Course Organizer #3

INSTRUCTION PACK V

Create Professional Spreadsheets

Apply your spreadsheet knowledge using Microsoft® Excel spreadsheet software program.

Create Professional Presentations

Follow step-by-step instructions to create professional business presentations using Microsoft® PowerPoint.

Pulling It All Together

Complete your Office Administrator training by applying your new skills in this real-world office simulation.

Also Included:

Jobs Finder
Home Business Guide

YOUR GRADUATION GIFTS!

When you complete your course and your tuition has been paid in full, you'll receive the following:

Specialty Supplement: Legal Office Administration
Specialty Supplement: Medical Office Administration



Accredited by the
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of the Distance Education
and Training Council

U.S. Career Institute®

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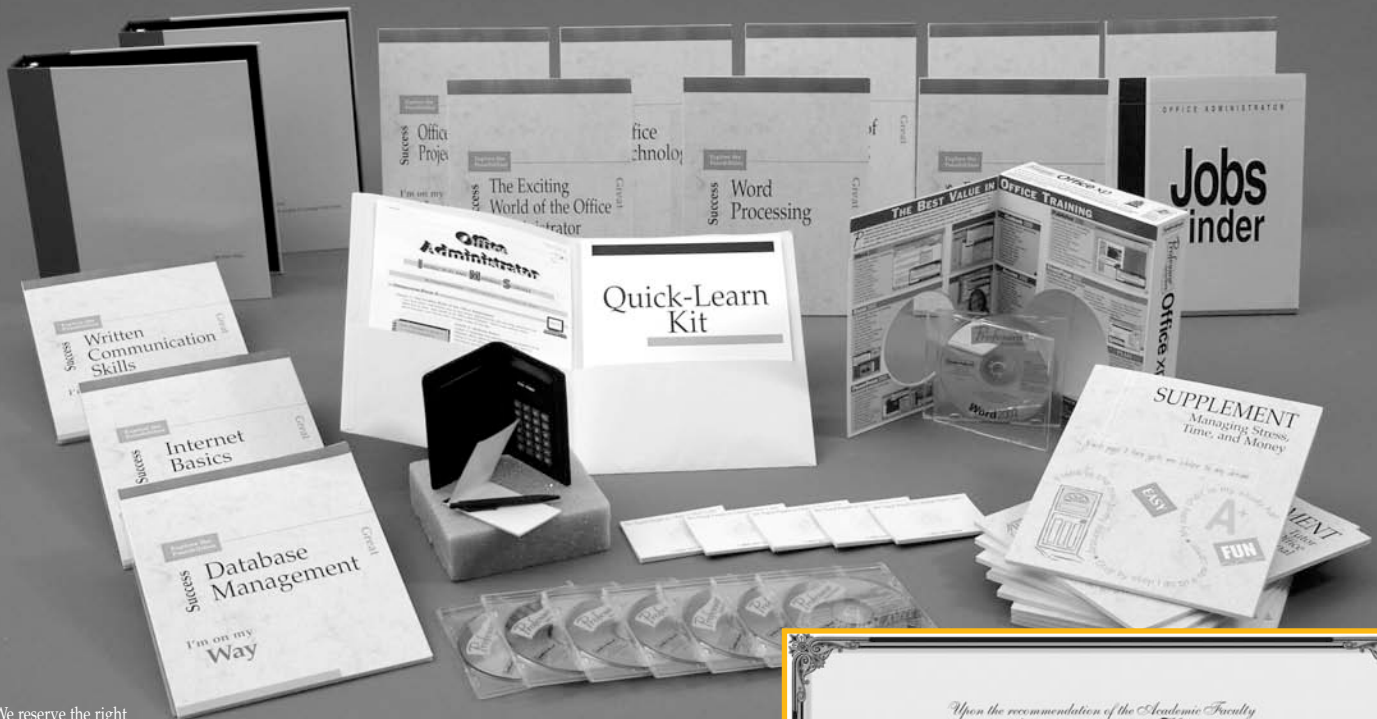
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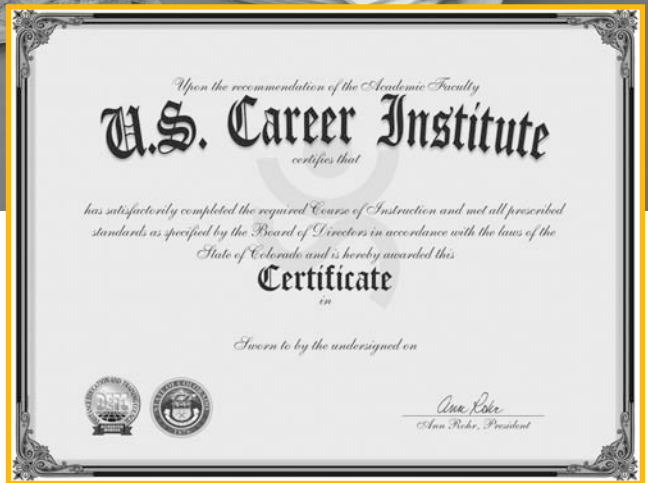
Here's What You Get!

It's yours to use in your course... and keep forever!



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

You'll be specially trained to work for business executives, doctors, attorneys and other professionals in public and private companies.



Your Certificate from U.S. Career Institute designates you as a trained Office Administrator. You will be proud to display it in your home or office as a symbol of your achievement!

With years of experience operating her own business, our founder, Pam Weston, saw the moneymaking opportunity for people who would like to work in the field of Office Administration for business executives and other professionals. When she started our school over 25 years ago, she also decided to place special emphasis on how people can train in the convenience of their own homes for new careers that pay good money and offer prestige and security. All of our successful graduates are fully qualified to perform the services they are trained for. You can even start your own home-based business offering business services in your community.

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There is nothing more rewarding than working in a secure career where your efforts really help others. As a trained Office Administrator, you are ready to work as an Administrative Assistant, Executive Administrative Assistant or even an Office Manager for a small company. You can also start your own office services business and work at home if you wish. Whatever you choose, we urge you to start your training today!

Pam Weston



School of Office Administration

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