

“Students Career Success is our Number One Priority”

To ensure that our students can easily assimilate and excel in the workplace, we strongly stress on real world experience. Our students interact, work and learn together as a team.

REMOVING LEARNING OBSTACLES

We carefully craft our instructions to remove learning obstacles for our Vietnamese students. Our unique methods ensure that our students have a clear and optimal understanding of the materials in their native language, and that this knowledge-base is transferred to English and applied successfully.

LIFE-TIME TECHNICAL SUPPORT

We provide free life-time technical support on any subjects you studied. You can also retake any courses at no charge to you as long as the course is still offering at Au Lac Institute.

GUARANTEED RESULT

There is a lot of information out there that could take you years to gather on your own. In a short period of time, we'll give you the best and only the most relevant and valuable information to help you be the best you can be. You will learn from the experienced training staff and gain real life learning experience. We guaranteed that upon completion of our courses, you will gain more knowledge, confident as well as experience in the subject you studied that can be applied immediately to help you succeed.

“Our dedication to the students’ success and our innovative teaching format make learning easy and more efficient.”

Advanced International College is Certified with the State of California Bureau For Private Postsecondary And Vocational Education

APPROVED/REGISTERED PROGRAM

- Accounting /Bookkeeping
- Administrative Technician / Customer Service
- Computer Programming
- Electronics Engineering Technician
- Internetworking Engineering
- Marketing / Sales
- Microsoft Database Administrator
- Microsoft Solutions Developer
- Network Engineering
- PC Specialist / A +
- Web Development

ACCOUNTING BOOKKEEPING

AU LAC INSTITUTE

SCHOOL OF NEW TECHNOLOGY



AU LAC INSTITUTE
(Advanced International College)

2268 Quimby Road, Suite E
San Jose, CA. 95122

Tel : 408.239.5520

Fax : 408.239.5521

Email : infodesk@aulacinstitute.com
Web Site : www.aulacinstitute.com
www.aicollegeusa.com



PROGRAM OBJECTIVE

To prepare students for entry-level positions in the business accounting.

CAREERS OPPORTUNITIES

Bookkeepers, Accounting Assistants, Account Clerk, Account Payable/Receivable Clerk, Payroll Clerk

COURSE NAME

Computer Basics

Detailed presentation of microcomputer hardware and software and the Window operating system and environment. Creating simple documents using word processing software and how to effectively using the Internet and writing email.

Office Internet & Email

Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.

Intro to MS Office Word & Excel

Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list.

Advance MS Word

Create and edit documents using character and paragraph formatting. How to manage auto text entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered.

MS Excel Level 1

Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas.

MS Excel Level 2

Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique.

MS Power-Point

Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design

MS Access Level 1

This course introduces the students to the main concepts of database management systems, presenting Microsoft Access as a database package including advanced Excel functions. Topics such as creating a data file, sorting, indexing, creating entry forms, creating labels and reports, using functions, using memory variables, work areas, accessing information in different data files related to each other.



Typing/Keyboarding

Use simulate software to improve keyboarding and typing skill.

Intro to QuickBooks

Learn how to setup company in QuickBooks and configure common account settings. How to navigate the QuickBooks interface to manage accounts and generate reports

Accounting/Bookkeeping

The course will prepare the student to perform the basic activities and principles of accounting. Topics include: accounts receivable, accounts payable, inventory control, daily operations fiscal reporting, end of month fiscal reporting and end of year fiscal reporting. Students will also learn accounting for payroll, cash, sales and purchases, and financial statement

Job Search Workshop

This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.

We Welcome

Corporate Tuition - Reimbursement -
Workers Compensation - California
Training Benifits - ETP - Calworks -
Trade Adjustment Assistance (TAA) -
Vocational Rehab