

AU LAC INSTITUTE

2268 Quimby Road
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ACCOUNTING / BOOKKEEPING

Student will be equipped with basic of financing: Accounting Principal, Account Payable, Account Receivable, Financial Reports, Taxes, Investment... using Software “ QuickBook Pro” in book keepings accounting documents, paper work of doctors and Lawyers office or commercial offices.

ADMINISTRATIVE / CUSTOMER SERVICE

Providing students for entry level positions in the business office environment as Administrative Assistants, Customer Services, or Receptionist.

BASIC COMPUTER

Students will learn the hands on basic of computer, Computer windows, window installation And, also Trained on Internet and Email related to computers.

COMPUTER OFFICE

Student will be trained on:

- Advance Microsoft Word
- Advance Microsoft Excel
- Advance Internet & Email

EET (Electronics Engineering Technician)

Students will be trained at basic level of electronics technology. Performing electronics troubleshooting down to components level, or assisted engineers in labs

ELECTRONIC ASSEMBLY

Students will be conducted on: THT, SMT technology. Also studying and trained on cables running, component Identification, color code, alpha codes, and clean room.

PHOTOSHOP

Course is design for students to create digital image photo, or image photo repair background, and different techniques of photo shop.

IN DESIGN

Course is designed to providing how to create: fly, brochures, magazines, and book covers.

WEB DESIGN

Students will gain the hands-on of website training

MEDICAL ASSISTANT

This program presents: Medical Billing, Medical Coding, Medical Secretary, and Medical Office Manager, EKG, Blood Pressure, Cholesterol,... students will be equipped with competent and hands-on training on practical clinical office nurse.

NETWORKING SPECIALIST

This class is designed for senior level of Computer Hardware, or Software Technicians who will be trained on and DHCP server, DNS server, NAT, FTP, VPN, Firewal, TCP-IP Protocol, OSI Model, Cisco Router. With all practical and hands-on training, students could Join in or qualified for Network Admin, Network Engineer.

PC SPECIALIST / A+

This class will be designed for those who need to be trained practical PC software installation, PC assemble And disassemble, PC repair and upgrade, PC Window XP, Vista, etc. And, PC defined for network installation. PC students will get A+ certified.

POWER-POINT

Students will be conducted for preparing presentation Skills with all lively images and sound slides.

RF TECHNICIAN

Technology of communication based on RF and Micro-Wave devices: Mixer, PLL, Up/Down Converter, Antenna etc. students get hands-on training like: IP3, S parameters, Phase noises, 1 dB compression point, Flatness. Also, spectrum analyzer, Network Analyzer.

Beside above programs, Au Lac Institute still has other short courses and customized courses are used for employees who comes from different company. Please contact Au Lac School for details.

“The success of student is our number One Priority
of Au Lac Institute .”