

SCHOOL CATALOG

AU LAC INSTITUTE

2268 Quimby Road, Suite E

San Jose, CA 95122

Tel: (408) 239-5520

Fax: (408) 239-5521

Email: info@aulac institute.com

Web: www.aulac institute.com

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STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California residence" and reside in California at the time of the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

SCHOOL MISSION AND OBJECTIVES

Our goal is to become the leading institution in the research and development of effective technology-oriented programs of study. We are focused on helping our students develop skills and knowledge to pursue and excel in industries where opportunities continue to grow.

Students will work hands-on with contemporary equipment under the supervision of qualified, experience instructors. Upon near completion of their curriculum, students will receive individual career preparation and job placement assistance, which enable them to make a quick and easy transition into the workforce.

Our school rules and policies have been established to produce a "no-nonsense" learning environment, to ensure that our graduates will be prepared with the kind of "work ethic" that is so highly sought after. It is our aim to incorporate this philosophy into the day-to-day operation of the school.

SCHOOL HISTORY

Au Lac Institute is a California corporation originally established to provide electronics, telecommunication, and networking and computer training to the underserved communities in the Bay Area, Au Lac Institute offers a wide variety of technology training and professional certificate programs.

FACILITIES

Au Lac Institute is located at 2268 Quimby Road, Suite E, San Jose, CA 95122, in a modern, single unit of a multi-unit complex. The School consists of approximately 1058 square feet of administrative office space, and approximately 7600 square feet of classrooms, library, student lounge and rest rooms. The

School is conveniently located within the metropolitan area and is easily accessible from freeways 280, 680, and 880, and highway 101.

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

ADMISSIONS POLICY

Applicants are recommended to interview with their school's Placement Director before enrollment. Classes are open to all applicants regardless of residency or citizenship. To insure students receive the individual attention necessary to attain their educational goals, classroom enrollment is capped at thirty (30) students. Success of walk-in registration is contingent on space availability.

Applicants are required to take an entrance examination. This test establishes a grade equivalency reading level guideline. The grade level requirement is the 12th grade. Applicants that do not have a high school diploma or GED will be admitted as an ability to benefit student if they pass the entrance exam.

ADMISSIONS PROCEDURES

Application to Au Lac Institute is available in the class schedule and at the Admissions and Advising Office. Prospective students should fill out and submit an "Application for Admission" along with a \$75 processing fee. Once the application is filed in the Admissions and Records Office and the individual is accepted, they may register for classes via telephone (Tel Register), Web (Web register), or fax, or in-person. Students must pay the remaining course fees by cash, check, or credit card (Visa or MasterCard).

ACADEMIC CALENDAR

ENROLLMENT

Students may enroll at any time during the year, and will be advised of their probable starting date during enrollment. Starting dates are scheduled on the basis of student enrollment. Student may only enroll on the scheduled date.

SCHOOL HOLIDAYS

The School operates continuously throughout the year, except for the following holidays:

New Year	Martin Luther King, Jr.	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veterans Day	Thanksgiving(2)
Christmas Eve	Christmas	

All weekend classes will be closed if the holiday falls on either a Friday or Monday.

The School is opened 6 days a week. Office business hours are as follows:

9:00 am to 6:00 pm Monday to Friday

9:00 am to 2:00 pm Saturday

During business hours, at least one instructor in each course of study is available for consultation or help with course work.

REGISTRATION FEES

A registration fee \$75 is required with the students Application for Admission.

TUITION: RATES, DISCOUNT AND CANCELLATION

RATES

From time to time, the School reviews its tuition rates and makes any necessary adjustments. The rate in effect at the time a student signs the Enrollment Agreement is the rate that applies. Current tuition rates may be found in this catalog in the Course Addendum. Books and supplies are included in the cost, and are non-refundable once they have been issued to the student.

TERMINATION

The Institution reserves the right to terminate any student whom:

1. Fails to maintain satisfactory progress
2. Maliciously destroys or damages any School's property
3. Engages in unlawful acts or conduct contrary to the best interest of the School
4. Has conduct that reflects discredit upon the School
5. Demonstrates behavior disruptive of a normal classroom
6. Has non-payment of any tuition, books, or fees

CANCELLED COURSES

The School reserves the right to discontinue, postpone or combine activities and to change instructors if required. If minimum enrollment is not reached before the first class meeting, a class may be cancelled. Students will be duly notified by telephone or in writing of any class cancellation, and a full refund will be issued.

RIGHT TO CANCEL AND REFUND RIGHTS

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services, as per the cancellation period. Cancellation period: for program under 50 days in length, 1 business day for each 10; over 50 days, fifth business day following first class. Cancellation occurs when you give written notice at the school following first class. Cancellation occurs when you give written notice at the school address. You can do this by mail, in person, by fax or telegram to the Director of the school listed on the front of this agreement. The notice of cancellation if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the school will refund any money that you paid within 30 days after your notice is received.
2. If the School has given you any equipment, you shall return it to School within thirty (30) days following the date of this notice of cancellation, or if after cancellation period, your last date of attendance. If you fail to return this equipment in the same condition received within the 30-day period, the School may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. Once you have paid for equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from school at any time. If you withdraw from the course of instruction after the cancellation period as in Part 1, the school will remit a refund less registration fee not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which you paid for instruction which you have not received but for which you have paid, the denominator of which is the total number of hours you have paid. If you obtained equipment and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid to you for the equipment. If you fail to return equipment in good condition, within 30 days, the school may retain lesser amount of a pro-rata portion as

described below (up to 60% of course completion) or the documented cost of listed equipment, (for 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which the pro-rata or documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount you owe is more than the amount that you paid, then you will have to make arrangements to pay it.

4. HYPOTHETICAL REFUND EXAMPLE: Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition and \$75.00 for registration, and \$150 (fair market price) for equipment and withdraw after completing 100 hours (25%) without returning equipment you obtained.

\$2075	-\$75 x (.75)	300 hours of instruction	\$1500
(Amount paid	(registration fee	paid for and not received	(Actual
\$2003 Tuition	retained	400 hours of instruction	Refund
\$75 Registration)	by school)	for which you have paid	Amount)

If you return the equipment in good condition within 30 days following withdrawal, the school shall refund the charge for the equipment as described above. The actual refund amount would then be \$1650. For programs over 12 months, if you withdraw prior to the next 12 months period, all charges collected for the next period will be refunded.

5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify the school of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) You fail to attend classes for a three-week period; and (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.
6. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed your loan. Any remaining amount will first be used to repay any financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.
7. To cancel the contract for school, mail or deliver a signed and dated copy of the Cancellation Notice, or other written notice, or send a telegram to:

AU LAC INSTITUTE
c/o Admissions and Records Office
2268 Quimby Road, Suite E
San Jose, CA 95122

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

WITHDRAWAL DEFINITIONS

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occurs.

1. Student notifies the School of his withdrawal or of the date of his withdrawal, whichever is later.
2. The School terminates the student enrollment as provided in this Course Agreement.
3. Student is absent three (3) consecutive weeks. The date of student withdrawal shall be deemed the last date of recorded attendance.

ATTENDANCE REQUIREMENTS AND MAKE-UP POLICIES

ATTENDANCE

Students are expected to attend all classes as scheduled, be on time and remain in the classes for the scheduled duration. There are no excused absences, but it is understood that a student may be absent from class because of serious illness or a family emergency. If a student must be absent from class, he should notify the Administration Office or course instructor in advanced.

Late arrivals and early departures contribute to overall attendance. A student who is excessively tardy (late class greater than 20% of time) to class will be dropped from that class. A student who accumulates less than 85% attendance by the end academic session must obtain administration office's approval to continue enrollment. Failure to obtain office's approval may result in termination.

MAKE-UP WORK

There are no make-up classes. If more than one session is taught for a particular course of study, students may attend them. Students will be given an opportunity to make up missed course work and tests. Make-up tests are given after school on the day the student returns to school, unless the instructor has made other arrangements. Missed tests or work turned in late will be considered when computing final course grades.

LEAVE OF ABSENCE

A request for a Leave of Absence (L.O.A.) does not imply approval. A Leave of Absence must be requested in writing and may only be granted in cases of extreme need.

Conditions for granting an L.O.A. include, but are not limited to:

1. The L.O.A. involves no additional charges by the school to the student.
2. The L.O.A. does not exceed 60 days.
3. Only one L.O.A. may be granted in a twelve (12) month period.
4. Failure to return as scheduled from a L.O.A. without obtaining approval from the Administration Office will result in immediate termination.

If a Student Status Confirmation Report arrives while the student is on an L.O.A, he shall be considered enrolled.

1. A student who plans to interrupt schooling for longer than sixty days is considered "withdrawn". When the borrower resumes schooling, he is considered re-enrolled.
2. The school should inform the borrower that he must notify the lender when the borrower resumes schooling. Otherwise, the borrower will enter repayment.

INSTRUCTIONAL HOURS

The School measures its program by Semester Credit Hours. Semester Credit Hours are defined as follows: 15 hours of lecture, or 30 hours of lab or 45 hours of externship equal one Semester Credit Hour. One instructional hour is defined as a minimum of 50 minutes of instruction within a 60 minute time period.

GRADING STANDARD

At the end of each course, a student is assigned a course grade as follows:

<u>Grade</u>	<u>Interpretation</u>	<u>Average</u>	<u>Grade Point</u>	<u>Cumulative GPA</u>
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A	Excellent	90-100%	4.0	3.5 – 4.0
B	Good	80-90%	3.0	2.5 – 3.4
C	Average	70-79%	2.0	1.5 – 2.0
D	Below Average	60-69%	1.0	1.0 – 1.4
F	Failing	Below 60%	-0-	-0-
I	Incomplete	-0-	-0-	-0-
W	Withdrawal	No Grade		

An incomplete must be resolved within thirty (30) days or it will revert to an “F”.

A student receiving a grade “F” will be required to make up the portion of the class that he has failed and must satisfy the requirements outlined under “Satisfactory Progress” to continue to maintain regular student status. It should be noted that if a student is required to or requests to repeat a module or unit of instruction, the second grade will substitute for the first, even if it is lower.

SATISFACTORY PROGRESS

Satisfactory progress is necessary in order to continue regular student standing at the School. The School defines all students maintaining the following standards as “making satisfactory progress”:

1. A student achieves a minimum grade point average of 1.5 at the beginning of the first course, 2.0 grade point average at midpoint of the program, and 2.0 grade point average to graduate. If a student's grade falls below the required GPA, he will be warned about the possibility of being placed in academic probation. If the student does not demonstrate the desire or continued ability to improve, he will be placed on academic probation. The length of academic probation depends on length of the course.
2. A student completes his program within one and one-half times of the normal time frame. If student is unable to complete the program within this maximum time frame, he will be terminated from his course of study. Time during an authorized Leave of Absence is not considered part of the program maximum time frame. Evaluation for satisfactory progress will be made at the completion of each module of instruction.

RIGHTS OF APPEAL OF TERMINATION

Students who wish to appeal the determination that they are not maintaining satisfactory progress or their termination must submit a letter to the Administrative Office. The letter should describe any circumstances the student feels deserves further consideration. The Administrative Office has final right of review in all matters of “rights of appeal.”

RE-ADMISSION

Students who have been suspended or terminated may apply for re-admission upon providing proof of the Administrative Office that the circumstances leading to the termination have been corrected and that they will be able to maintain satisfactory progress. It should be noted that students would be allowed re-admission into the same program twice beyond their original start date.

GRADUATION REQUIREMENTS

In order to graduate and receive a Certificate of Completion,

1. A student must satisfy the attendance requirements
2. A student must complete the program requirements with a minimum cumulative grade point average of 2.0.
3. A student must not have a financial obligation or equipment loan toward the School.
4. A student must complete the required course of instruction in residence.

STUDENT RECORDS

The Section 73900 of Vocation and Non-Degree Granting Schools protects students from having their records released to persons or institutions without the students' written consent and allows students to review their own official education records to make sure that no misleading, inaccurate, or otherwise inappropriate information has been included in their files.

Students may review their records with the admission office upon request.

All students' educational records are organized, maintained, and stored in locked, fire-proof, steel cabinets. A student record can be retrieved by name. Each student record contains the following:

1. Copies of application signed by the students, including summary of education.
2. Dates of enrollment, and if applicable, withdrawal, leaves of absence and graduation date.
3. A transcript showing all courses and other educational services completed or attempted to complete and the grades or evaluation for each course.
4. A document showing the total amount of money received from or on behalf of the student and the date(s) of receipt.
5. A document containing refund information: amount, date, check number, name, and address of the person or entity receiving the refund.
6. A student attendance record.

CREED OF NON-DISCRIMINATION

No applicant shall be rejected from admission to the School on the basis of age, race, color, sex, or national origin, nor be subjected to discrimination of any activity, based on the above, while attending the School. The School shall comply with and enforce the terms of Title 6 of the U.S. Code, Civil Rights Act and Title IX Educational Amendment of 1972.

PERSONAL CONDUCT

An important part of the students' training includes the development of professional attitudes and behaviors. To this end, a "work-type" environment has been created in which the student can grow and

develop according to these professional expectations. Learning how to communicate and deal with a variety of people, coping with frustrations, problem solving, and disciplined technical skills are just a few of the ingredients that go into the make-up of a professional.

The School expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below are examples of behavior considered to be in conflict with the educational goals of the School. Students not adhering to the School's educational objectives are subject to suspension or dismissal.

1. Theft of School property or of a fellow student.
2. Physical abuse of any person on School premise.
3. Verbal or sexual harassment of any person on School premise.

4. Intentional disruption or obstruction of teaching, administration or other School activities.
5. Possession, use, or sale of illicit drugs or alcoholic beverages on School property.
6. Possession of firearms or other dangerous weapons on School property.
7. All types of dishonesty and cheating.

DISMISSAL FOR MISCONDUCT IS PERMANENT!

HANDICAPPED APPLICANTS

The School admits as regular students individuals with minor handicaps. Individuals with major handicaps must schedule an appointment with the School Director.

1. The School Director will admit, as regular students, those individuals whose handicaps:
 - a. Would not create a safety hazard to themselves during their training.
 - b. Would not interfere with their ability to benefit from the training offered.
 - c. Would have a reasonable placement potential.

The School's training facility is in compliance with the 504 Accessibility Code.

GRIEVANCE PROCEDURE

Students have certain grievance rights that may be exercised if he believes that a complaint has while participating in School's program. In the event that a student encounters a problem related to his training, the following procedures should be followed:

1. The student should first attempt to resolve the concern with the instructor or program director.
2. If the issue cannot be resolved with the instructor/program director, the concern should be submitted to the Administration Office in writing. A School Officer will file the complaint and set up an informal conference to discuss the complaint.
3. If the student is not satisfied with the results of the informal conference, he may request a formal conference from the attending School Officer. The School Officer will respond with a written notice of date, time, and place of the conference, the manner in which it will be conducted, and the issues to be discussed. If student believes there are individuals or organizations that may be affected by the outcome of the formal conference, he has the right to inform such parties of the conference. The informed parties may attend the informal conference with School's approval.

The student may cancel the conference by submitting a written request two (2) days before the conference. He may reschedule the conference if he can show good cause.

At the conference, the student has the rights to 1) an impartial conference; 2) be represented by an attorney or any individual of his choosing; 3) bring and present witnesses and evidence; 4) request School or related parties to produce relevant records or documents; and 5) question witnesses or parties involved.

The student will receive written decision(s) from the residing officer several days after the conference. This notice should be delivered to student within sixty (60) days from when the student filed the original complaint.

4. In the event the student has followed the School's grievance procedure and feels the School has not adequately addressed the complaint/concern, the student is encouraged to submit a written complaint to the state regulatory agency as well as the student's funding agency.

STUDENT SERVICES

The primary goal for the Student Services Office is to assist students achieve their educational and career objectives.

ENGLISH AS SECOND LANGUAGE

Au Lac Institute offers training mainly to the Vietnamese population in the Bay Area, therefore, we provide English as Second Language of Instruction to our students.

LIBRARY

Au Lac Institute maintains a study room equipped with Internet access and computer terminals that have online access to online instruction materials and technical dictionary.

ADVISING

Advice regarding course work and student activities is available from the Placement Director, Instructors, and Administrative Staff. Such sessions are private and confidential. If a student has personal, non-school related problems, School will refer student to a professional or community agency for help.

GRADUATE JOB PLACEMENT

The Student Services Office provides individual job placement assistance and information on job availability to Au Lac Institute Graduates. Job placement begins when a student has completed at least 75% of the curriculum and has demonstrated the ability to perform duties normally assigned to an employee performing that specific job. During this period the student will receive help in the following:

1. Resume preparation/writing
2. Pre-employment skill assessment tests
3. Job search strategies
4. Interviewing techniques
5. Mock interviews
6. Consultation with School Placement Director to obtain job leads
7. Contacts with prospective employers

Students are required to provide written employer information to the Administrative Office immediately upon becoming employed. Although School will make every effort to place graduates, School will not guarantee employment.

LIFETIME TECHNICAL SUPPORT

Au Lac Institute provides students and alumni in good standing with lifetime job placement assistance and skill upgrades. Alumni may return to Au Lac Institute any time after taking a course to review lecture materials and/or lab skills. Au Lac Institute offers lifetime technical support to all students.

ACCOUNTING / BOOKKEEPING

OES CODE 2114, 55338

Prerequisites : None

928 Total Instruction Hours

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

Computer Basic <i>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.</i>	32	16	48
Office Internet & Email <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	32	16	48
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	32	16	48
Advance MS Word <i>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</i>	32	16	48
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	32	16	48
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	32	32	64
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	32	16	48
MS Access Level 1 <i>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</i>	128	128	256
Typing/Keyboarding <i>Use simulate software to improve keyboarding and typing skill</i>	0	40	40
Intro to QuickBooks <i>Learn how to setup company in Quickbooks and configure common account settings. How to navigate the Quickbooks interface to manage accounts and generate reports</i>	40	20	60
Basic Accounting/Bookkeeping <i>Learns the fundamentals of bookkeeping in a practical, hands-on methodology. Familiar with the processes involved in day-to-day accounting and bookkeeping tasks. Understanding the fundamental building blocks of the accounting process including debits and credits T-accounts and how to balance double entry, depreciation methods, and understand different kinds of business legal structures. How the income accounts connect into the balance sheet will also be taught</i>	40	20	60

Practice Business Model Accounting/Bookkeeping	40	20	60
<i>Learns to set up books from scratch, setting up all of the ledgers and journals needed to do full service accounting. Practice industry-specific accounting systems that make you the expert in the specialized accounting and reporting procedures for many fields. Learn how to prepare payroll, creating quarterly reports, calculating cost of goods and relationship between markup and profit</i>			
Advanced Accounting/Bookkeeping	40	20	60
<i>To help you set up a complete bookkeeping system, and manage clients from a variety of more sophisticated industries like non-profit organization, construction company, manufacturing and dealership for new accounting and bookkeeping business. Set up a hybrid system that will reap the benefits of both methods. Identifying, customizing, and instituting effective auditing techniques. Learn how to spot and avoid dangerous trends. Accounting for a non-profit organization, construction company, manufacturing, dealership</i>			
Job Search Workshop	20	20	40
<i>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</i>			
Total	532	396	928

ADMISSIONS POLICY

Completion of 9th grade or equivalent or mature students status (18 years of age)

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

ADMINISTRATIVE TECHNICIAN / CUSTOMER SERVICE

OES CODE 55347, 49017, 55347

Prerequisites : None

264 Total Instruction Hours

Program Objective :

To prepare students for entry-level positions in the business office environment

Careers Opportunities :

Administrative Assistants, Customer Service Representative, or Receptionists

Course Name	Lec	Lab	Total
Computer Basic <i>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.</i>	32	16	48
Office Internet and Email <i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>	32	16	48
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	32	16	48
Advance MS Word <i>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. Use of Graphics, OLE, and text to construct powerful presentation documents</i>	32	16	48
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	32	16	48
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	32	32	64
MS PowerPoint <i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>	32	16	48
MS Access Level 1 <i>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</i>	128	128	256
Typing/Keyboarding <i>Use simulate software to improve keyboarding and typing skill</i>	NA	40	40
Job Search Workshop <i>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</i>	20	20	40
Total	372	316	688

ADMISSIONS POLICY

Completion of 12th grade or equivalent or mature students status (18 years of age)
Passing score on the assessment test

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

ELECTRONIC ENGINEERING TECHNICIAN (EET)

OES CODE 22505

Prerequisites : None

824 Total Instruction Hours

Program Objective :

Upon completion of this EET program, the students will understand the basic Electronic components, DC/AC circuits and theorem, concepts, fundamentals and operations of the Electronic (Analog/Digital) circuits and devices. Students will also be able to do Electronic experiments, operate, test and measurement equipments, trouble-shoot and repair Electronic PCBs and systems as well

Careers Opportunities :

Electronics Technicians, Electronics Engineering Assistant, ICT Troubleshooting Technicians, Troubleshooting technicians, Equipment Maintenance Technicians and Field Service Engineers.

Computer Basic	32	16	48
<i>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.</i>			
Office Internet and Email	32	16	48
<i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>			
Typing/Keyboarding	NA	40	40
<i>Use simulate software to improve keyboarding and typing skill</i>			
Intro MS Office Word & Excel	32	16	48
<i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>			
Advance MS Word	32	16	48
<i>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. Use of Graphics, OLE, and text to construct powerful presentation documents</i>			
MS Excel Level 1	32	16	48
<i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>			
MS PowerPoint	32	32	64
<i>Providing with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, backgrounds, font sizing, and slide design and development</i>			
Assembly	20	80	100
<i>Introduces students to assembly works including electronic component identification and handling, color code alphanumeric code and EIA code reading, Prep and PCB loading technique, THT and SMT soldering and de-soldering technique, wiring and harnessing technique</i>			
Intro to EET and Math Review	20	NA	20
<i>Introduces students to EET program structure, history of electronics, electronics technician profession and the electronics industry. Review Electronic mat and how use scientific calculator</i>			
Electronic Technician Part 1 : Analog	80	NA	80
<i>Introduces basic concepts theories and fundamentals of Electric and Magnetic fields; Basic Electronic components and applications; Analyze and solve DC and AC circuits using Electronic theorems and laws. Studies various types of basic</i>			

<i>Analog circuits and devices</i>			
Electronic Technician Part 2 : Digital	80	NA	80
<i>Studies basic Digital circuits and systems; Introductions of Binary, Octal, Hexadecimal, Decimal number systems, Boolean expressions; Understanding the principles of digital circuit operations and integrations including Integrated Circuit Logic Gates, Sequential Circuits (Flip-Flops, etc.), and various types of other Digital circuits and devices</i>			
Electronic Technician Part 3 : Advanced circuit Applications	40	NA	40
<i>Introduction to some complex Electronic circuits and systems (Linear and Switching, Communication circuits, etc.)</i>			
Electronic Experiments	NA	120	120
<i>Electronic labs, circuit maker (simulation), and learn to trouble-shooting techniques</i>			
Job Search Workshop	20	20	40
<i>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</i>			
Total	452	372	824

ADMISSIONS POLICY

*Completion of 12th grade or equivalent or mature student status (18 years of age)
Passing score on the assessment test*

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

MICROSOFT DATABASE ADMINISTRATOR (MCDBA)

OES CODE 25103

Prerequisites : None

1064 Total Instruction Hours

Program Objective :

This program prepares students to attain the MCDBA credential. By earning the premier MCDBA credential, students are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of SQL Server database

Careers Opportunities :

Database Administrators, Database Analysts and Database Developers

Course Name	Lec	Lab	Total
Computer Basic <i>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.</i>	32	16	48
Office Internet and Email <i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>	32	16	48
Intro to MS Office Word & Excel <i>Basic introduction to MS Office Word and Excel</i>	32	16	48
MS Excel Level 1 <i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>	32	16	48
MS Excel Level 2 <i>Customize and create advanced formulas and macro functions. Investigate analysis tools, import/export data and troubleshooting technique</i>	32	32	64
MS Access Level 1 <i>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</i>	128	128	256
MS Access Level 2 <i>Creating forms and subforms by using MS Access macro and coding. Using advanced features to enhance form and reports</i>	128	128	256
SQL 2005 <i>Installing, configuring and managing MS SQL server</i>	128	128	256
Job Search Workshop <i>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</i>	20	20	20
Total	564	500	1064

ADMISSIONS POLICY

Completion of 12th grade or equivalent or mature students status (18 years of age)

Passing score on the assessment test

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

NETWORKING

OES CODE 22102

Prerequisites : PC Specialist/ A+ and familiar with Microsoft Windows System
606 Total Instruction Hours / 21 Semester Credit Hours

Program Objective :

Designed for students wishing to develop specialize network implementation and support skills that meet technical proficiency and expertise with Cisco and Microsoft solution.

Careers Opportunities :

Network Administrator, Network Analyst, IT Assistant IT Support and System Administrator

Course Name	Lec	Lab	Total
System Admin <i>Setup, manage and troubleshoot Domain Controllers, local DNS and DHCP server, sharing files and printers, manage user accounts, backup/restore tasksin Windows environment.</i>	96	120	216
Networking <i>Learning Networking Theory, OSI Model, TCP/IP protocol, IP and Subnetting network. Routing and Remote Access: Using Windows server as a router with RIP v.2 protocol. Define Routing table with a static route. Setup, manage DNS, DHCP, Web server, FTP server, NAT server. Web Hosting and Redirections.</i>	64	136	200
Cisco command line interface <i>Networking theory with TCP/IP protocols. IP v4 and Subnetting. Classless Inter Domain Routing (CDIR). Learn CISCO Command Line by using Router SIM. Configure CISCO Router using Network Protocol: Static Route, RIP, IGRP, EIGRP and OSPF</i>	50	100	150
Job Search Workshop <i>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</i>	20	20	40
Total	250	356	606

ADMISSIONS POLICY

*Completion of 12th grade or equivalent or mature students status (18 years of age)
Passing score on the assessment test*

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

PC SPECIALIST/A+
OES CODE 25104

Prerequisites : None
790 Total Instruction Hours

Program Objective :

Upon completion of this course, the students will qualify as a PC Technician knowledgeable in system hardware and software, including system configuration, upgrade, and repair at a component level. Students will also have the knowledge and confidence to take the A+ certification developed by CompTIA.

Careers Opportunities :

PC Technician, Computer Repair Specialist, Tech-Support Specialist and System Administrator

Computer Basic	32	16	48
<i>This course is a detailed presentation of microcomputer hardware and software and the Windows operating system and environment. Students learn computer components and terminologies</i>			
Office Internet and Email	32	16	48
<i>Basic introduction to the use of E-Mail and basic understanding of navigating the internet using popular browsers.</i>			
Intro MS Office Word & Excel	32	16	48
<i>Basic introduction to MS Office Word and Excel to create a simple Word document and an Excel data list</i>			
Advance MS Word	32	16	48
<i>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. Use of Graphics, OLE, and text to construct powerful presentation documents</i>			
MS Excel Level 1	32	16	48
<i>Learn to create worksheets, charts and pivot tables lookup functions, and audit formulas</i>			
PC Service Technician - Hardware Essentials	60	50	110
<i>This course covers a basic knowledge of installing, configuring, upgrading, troubleshooting, and repairing desktop computer system. Theory will be supported and reinforced by direct hands-on labs.</i>			
PC Service Technician - Operating Systems Essentials	40	40	80
<i>This course covers the core Microsoft Windows Operating Systems. Major topics include a basic knowledge of Windows Command line, Windows 2K, XP, Vista and 7 for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. Theory will be supported by direct hands-on labs.</i>			
PC Service Technician - Operational Procedure	15	NA	15
<i>This mini-course is designed to provide basic information on safety and environmental procedures, communication skills and professionalism in the workplace.</i>			
Intro to TCP/IP Computer Networking	40	40	80
<i>This course explores students to Transmission Control Protocol/Internet Protocol (TCP/IP) suite for PC platforms, designing subnet networks for home/small business offices, understanding the fundamentals of the Internet and its application.</i>			
CompTIA Essentials (220-701) and CompTIA Practical Application (220-702) Exam Essential Training	35	30	65
<i>This review exam section provides (220-701 and 220-702). The preparation covers broad range of hardware and software topics to help student pass two parts of the exam – the Core and the Microsoft DOS/Windows portion</i>			
Externship Program	NA	160	160

Upon program completion, students will receive real world IT working experience with our network of business partners and clients.

Job Search Workshop

20 20 20

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

Total 370 420 790

ADMISSIONS POLICY

Completion of 12th grade or equivalent or mature student status (18 years of age). Passing score on the assessment test

GRADUATION REQUIREMENTS

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.