

Approved / Registered Programs

- ✔ Accounting / Bookkeeping
- ✔ Administrative Medical Technician
- ✔ Administrative Technician / Customer Service
- ✔ Computer Programming
- ✔ Electronic Engineering Technician
- ✔ Microsoft Office Assistant
(*Computer Applications*)
- ✔ Network Engineering
- ✔ PC Specialist / A+
- ✔ Web Development

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.

Lifetime Technical Support

We provide free lifetime 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 KIAcademy.

State License

Knowledge Innovations Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). The institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CEC) of 2009 and Division 7.5 of Title 5 of the California Code of Regulations. CEC is governed by the Bureau for Private Postsecondary Education. Information about the Bureau can be found at www.bppe.ca.gov.

Knowledge Innovations Academy is approved to accept participants from federal and state unemployment programs such as company tuition reimbursement, NOVA, TAA, Workers' Compensation, Workforce Innovation and Opportunity Act (WIOA) and Employment Development Department (EDD).

Contact Us

Tel: (408) 239-5520
Email: KIAinfo@acwp.org
www.KIAcademyUSA.org

Knowledge Innovations Academy

2268 Quimby Rd. # E, San Jose, CA 95122

ACCOUNTING | BOOKKEEPING PROGRAM



(408) 239-5520
(Au Lac Institute)

Career Opportunities

Bookkeeper, Accounting Assistant, Accounting Clerk, Accounts Payable / Receivable Clerk, Payroll Clerk

Courses Offered

Computer Basics

Offers a detailed presentation of microcomputer hardware & software and the Windows operating system & environment. Create simple documents using word processing software, effectively use the Internet, and write emails.

Office Internet & Email

Introduction to the use of email and basic understanding of navigating the internet using popular browsers.

MS Office Word & Excel

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

Advanced MS Word

Create and edit documents using character and paragraph formatting. Manage AutoText entries, styles, templates, macros, merging and multiple columnar formats, mail merge. Microsoft Word Art is also covered.

Typing / Keyboarding

Use simulation software to improve keyboarding and typing skills.



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 techniques.

MS PowerPoint

Provides students with the tools needed for business presentations. Computer graphics and animation will be introduced along with layouts, 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 include: creating data files, entry forms, labels, and reports; sorting and indexing; and using functions, memory variables, and work areas.

Intro to QuickBooks

Learn how to setup a company in QuickBooks, configure common account settings, and 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 statements.

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 Benefits - ETP - Calworks - Trade Adjustment Assistance (TAA) - Vocational Rehab