

## ABOUT THE ACADEMY .....

**ARCADE COMPUTER ACADEMY**, is the biggest educational organization which provides a great platform in IT sector in Indian sub-continent. It is **An ISO-9001:2008 Certified Company** having mission to promote IT education and awareness to provide strong plinth to construct their bright future and career. It is an independent Computer Education Institute conducting computer oriented courses. It established to cater to the basic needs in computer education.

It is a matter of great proud and pleasure that our country is a fast developing country in economy, education, science & technology etc. India is a large population which needs to enhance human capital to be a developed country. In study conducted by World Bank it has been found that the role of human capital in development is far more important than physical capital. For India, it has been estimated that access to at least 25% of the relevant age group, between 17 to 23 in high education is necessary to ensure development on a par with the needs of the day.

In this context **ARCADE COMPUTER ACADEMY**, initiated a program to provide IT education in various grades and courses to the people of Indian sub-continent. **ACA** is committed to embracing an inclusive quality assurance culture, and has developed a number of policies and procedures to ensure that our courses and services are the highest quality in the IT education and training industry.

Our organization is committed and dedicated to achieve goal to maintain a learner focus in providing accessible and quality education to directly prepare our students for further study, or careers in the I.T. and Business global economies.

Now when different reforms are taking place in the field of education in our society students are contributing at the international level, but the Centers for Higher Education are charging so heavily that the common person are getting no benefits of it. Therefore, we have taken a small step to enable those weaker sections of the society who are unable to seek admission in those training centers. Today we are having a large range of Computer Centers in various states from where many of students are earning name and fame after doing different computer courses successfully!

Therefore walk into our center for nomination and shake hands with us in this effort in the direction of the social welfare.

# *From the Desk of Directors.....*

Education is the most powerful weapon which can be used to change the world. This is the only tool to remove the darkness of ignorance from the society. Information Technology has become the backbone of all the productive activities today. It is not only the fastest growing industry but it is the most successful and most profitable industry also. For this very purpose we have initiated a worldwide program named **ARCADE**

**COMPUTER ACADEMY (ACA)**. Through this program we are imparting IT education and IT enabled services through a worldwide educational network. On the completion of successful years of incredible performance.



**ARCADE COMPUTER ACADEMY (ACA)** is built on a foundation to promote greater access to quality higher education, cutting-edge research and contribution to the society. **ACA** provides generic skills together with flexibility, adaptability and passion for life-long learning, while simultaneously equipping young people with the best basis for careers in any area, including industry and unforeseen needs of the future.

I congratulate you on your decision to join **ACA** to pursue your higher education. Teaching-learning process is not merely for profit it is for nation building as well. **ACA** with its associate distance education provider universities/organizations will strive together to cater to your academic needs and see that you come out of your course with flying colors.

We wish you great success in all your endeavors and quest for a better tomorrow, for yourselves and for the mankind.

Warm Regards  
**Directors**

## MISSION

Our Roadmap starts with our mission, which is enduring. it declares our purpose as a company and services as the standard against which we weight our action and decisions. To strengthen, sustain and professionalize business knowledge through creative research and teaching, highlighting the significance of learning and by collaborating with organizations, institutions and universities both within and well beyond the national boundaries.



## VISION

Our vision serves as the framework for our Roadmap and guides every aspect of our business by describing that we need to accomplish in order to continue achieving sustained quality to be an academic **CENTRE OF EXCELLENCE** in the area of Computer education and a well-networked institution committed towards delivering globally competitive Computer education, training and research to individuals, corporate bodies, government organizations and the society.



## AIMS AND OBJECTIVES

- Every Indian Citizen should get education.
- To carry the torch of education to each & every village of our country.
- To prepare such a course that can be easily understood by a layman.
- Special attention on computer education.
- To make people literate in every village.
- To get Computer books published in our mother-tongue.
- To make Computers available at very cheap rates.
- To give self-employment after completing hardware Course.
- Modern & Hi-tech teaching methodology.
- To ensure achieving this goal in a qualitative manner, the company has established a “Quality Management System”.



# ACADEMIC PROGRAMS

At this era of technology there will be an increasing demand of trained technical persons capable of driving our country to the 21 Century. Day by day the industries are orienting themselves towards automation & Computerization resulting in a huge demand of qualified Computer Professionals. Thus Aracade Computer Academy are offering various courses to take advantage of this situation. This organization has come forward in this connection to help set up



Computer Training Institute to cater to the increasing needs of the Youth of our country. Being encouraged by the success achieved by the ACA, the facilities of Computer Training are gradually being expanded to include the Sub-division & also the rural areas.

This is especially true of the IT industry, which has been witness unprecedented growth, with our country displaying all the signs of emerging as a knowledge based Global Superpower. The programs have been expertly drawn up and designed to perfectly suit the needs of not only regular students but also of those seeking to update and upgrade their domain knowledge and skills.

## Learning Resources :

- Projects
- Assignment
- Modular Tests
- Practical Tests
- Modular Books
- Checking Progress
- CD's for advance learning and exam preparation
- Class room and laboratory session at the center



## Student Points :

- The course material is written in very simple language, is easy to understand and explains the subject both conceptually and in terms of actual practice. No extra fee is charged for the course study material issued to the students.
- In some cases relevant text books recommended by our faculty are also provided in addition to /in lieu of the Study Material. CD or soft copy of PPT Presentation / e -video is also issued to students



## REASONS TO JOIN ACA .....

A highly dedicated team of qualified and experienced faculty members, drawn from the best in profession and education, train the students properly by using sophisticated technology with equal emphasis on theory and lab.



**Computer Lab :** ACA will be provided a proper working in environment, constructed to other site preparation like, flooring with carpet area.

**Generator :** ACA will be provided a regular service of electricity during the computer lab procedure.

**Counseling Cell :** The counseling cell is ever ready to render all possible assistance to the students, solving their problems related to the course and advancement of learning.

**Seminars and Workshops :** Following the modern global standards of education, Arcade Computer Academy hosts many multi-skills oriented workshops and value-based seminars. It provide exposure to the students and furnish them with the skills needed to excel in the related fields. Short-term training courses provide the students with the required practical experience.

**Quiz Club :** Our students are involved in a lot of extra curricular activities. This helps the students to develop themselves in different areas of knowledge, starting from current affairs to a wide variety of information. These help in forming definite ideas on particular topics. More over the students attain a better level of self-confidence that adds to their personality. The competition equips them to face the huge pressure in the working sectors.

**Internet :** ACA will be provided modem or Broad Band or any other internet connectivity for the students.

**Training and Placement :** Academy provides the facility of Faculty Training for lab and theory classes under the “Faculty Training” program by Arcade Computer Academy. Those candidates which provide the better performance in their modular courses, then the would get that opportunity to join this program and make his/her career themselves with a great experience.

**Other Facilities :**

- Innovative, Scientific and modern Training Technique.
- Support and services based on world class "Quality Management System.
- 24 x 7 On Line Support.
- Certificates of Global Recognition.

## ELIGIBILITY CRITERIA

As this program mainly aims to create computer awareness among the people. There is no age or qualification restrictions for Computer and Internet literacy courses. Any body from school students to executives, business employees to housewives and all those who would like to give their future a new shape can apply for this program.



## ADMISSION PROCEDURE

To obtain this golden opportunity you will have to fill up an application form provided with this prospectus. Prescribed fee for any course structure has to be paid at the time of enrolment. Students should bring their Xerox copies of last qualification, age proof certificate and three stamp size photographs at the time of admission



## EXAMINATION & CERTIFICATION PROCEDURE

A student has to secure at least 30% marks in each terminal and final examination for qualifying the same. The final examination will be online and followed by a project work. Every student will have to submit their assignment in his/her course.



## COURSE CURRICULUM

The course have been expertly structured and designed to perfectly suit the needs of not only regular students but also those seeking to update and upgrade their domain knowledge skills. Our curriculum comprises courses in every conceivable area of Information Technology.

## THE COURSE CATEGORIES



# OFFERED COURSES .....

## DIPLOMA IN COMPUTER APPLICATION (DCA)

### DURATION : SIX MONTHS

#### Module - I Computer Basics

- **Fundamentals of Computer**  
Introduction to Computers, The Computer History, Generations, Classification of Computer , Number Systems, Memory Organization, Secondary Storage Devices, Input / Output Devices, Software Introduction & Its Classification, Computer Virus
- **Hardware Maintenance**  
Computer Hardware Device, Building your own PC

#### Module - II Operating System (CUI/GUI)

- **MS-DOS**  
Microsoft Disk Operating System, Internal & External Commands,
- **MS-Windows 7/8**  
Ms-Windows 7/8, Windows Accessories Notepad, WordPad, Ms-Paint, Calculator and Character Map, Control Panel, Windows Explorer, System Tools, Microsoft Windows shortcut keys, Abbreviations

#### Module - III Official Package

- **MS-Word 2007**  
Introduction to MS-Word 2007, Working With Documents, Editing a Document & Formatting Text, Formatting Text, Formatting Paragraphs, Table, Mail Merge, Graphics.
- **MS-Excel 2007**  
Introduction to MS-Excel, Working with a Workbook, Modifying Worksheet, Performing Calculation, Sort, Filter and Pivot Table, Graphics, Chart, Formatting a Worksheet, Organizing Worksheets.
- **MS-PowerPoint 2007**  
Introduction to MS-Power-Point, Work with Presentation, Formatting Presentation, Graphics in Presentation, Animation, Transition and Printing in



Presentation, Power Point shortcut keys, Check Your Progress

#### Module - IV Database

- **Visual FoxPro**  
Introduction to FoxPro, their components and commands, Modify Record in Database, Managing Files and Records, Set Commands, Functions.
- **MS-Access 2007**  
Introduction to MS-Access, Database Terms, Data Types, Field Property, Relationship, Filter & Query, Form, Report, Shortcut Keys, Check Your Progress

#### Module -V Internet & Networking

- **Networking**  
Introduction to Networking, Advantages of Networking
- **Internet**  
Introduction to Internet, E-Mail
- **Multi-Media**  
Introduction to Multi-Media, Multi-Media Application
- **HTML**  
Introduction to HTML, Formatting of Text, Creating List, Creating Hypertext Links

#### Module -VI Assignment

## CERTIFICATE IN COMPUTER APPLICATION (CCA)

### DURATION : THREE MONTHS

#### Module - I Computer Basics

- **Fundamentals of Computer**
- **Hardware Maintenance**
- **Internet**

#### Module - II Operating System

- **MS-DOS**

- **MS-Windows 7/8**

#### Module - III Official Package

- **MS-Word 2007**
- **MS-Excel 2007**
- **MS-PowerPoint 2007**

# DIPLOMA IN FINANCIAL ACCOUNTING (DFA)



## DURATION : SIX MONTHS

### Module - I Computer Fundamental & Operating System

- Computer Fundamentals
- Internet
- Ms-Windows 7/8
- Multimedia

### Module - II Official Package

- MS-Word 2007
- MS-Excel 2007
- MS-PowerPoint 2007

### Module - III Accounting Introduction

- Financial Accounting Concept
- Fundamental of Inventory
- Accounting Principles or Standards
- Invoice, Order, Challan
- Final Account
- Types of Accounting
- Reorder Levels Accounting System
- Ledgers, Trial Balance
- Need for Accounting
- Market Valuation Methods
- Rec. Transactions in Journal
- Inventory Report

### Module - IV Accounts Only in Tally

- Accounting Introduction
- Ledger Creation
- Voucher Types
- Statements of Accounts
- Exception Reports
- Restore Company Data
- Accounting Information
- Balance Sheet
- Multi-Account Printing
- Cash/Funds Flow
- Ratio Analysis
- Account Groups
- Profit and Loss A/c
- Account Book
- List of Accounts
- Backup Company Data

### Module - V Accounts with Inventory

- Introduction to Accounts with Inventory
- Advanced Entries
- Internet Connectivity
- Sales/Purchase Analysis
- Discount
- Interest
- Sales Tax
- Billing Terms
- Inventory Information
- Inventory Statements
- Invoicing
- Stock Journal Report
- TDS
- Queries
- VAT (Value Added Tax)
- Delivery Challans
- Inventory Vouchers
- ODBC Connectivity
- Inventory Report
- Income Tax
- Service Tax/Bills
- Price List
- Excise Duty
- Manufacturing

### Module - VI Assignment

# CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)

## DURATION : THREE MONTHS

### Module - I Computer Fundamental & Operating System

- Computer Fundamentals
- Ms-Windows 7/8

### Module - III Accounting Introduction

- Financial Accounting Concept
- Fundamental of Inventory
- Accounting Principles or Standards
- Invoice, Order, Challan
- Final Account
- Types of Accounting
- Reorder Levels Accounting System
- Ledgers, Trial Balance
- Need for Accounting
- Market Valuation Methods
- Rec. Transactions in Journal
- Inventory Report

### Module - IV Accounts Only in Tally

- Accounting Introduction
- Ledger Creation
- Voucher Types
- Statements of Accounts
- Ratio Analysis
- Accounting Information
- Balance Sheet
- Multi-Account Printing
- Cash/Funds Flow
- Backup Company Data
- Account Groups
- Profit and Loss A/c
- Account Book
- Restore Company Data

### Module - V Accounts with Inventory

- Introduction to Accounts with Inventory
- Advanced Entries
- Invoicing
- Sales/Purchase Analysis
- Discount
- Inventory Information
- Inventory Report
- Service Tax/Bills
- Stock Journal Report
- TDS
- Inventory Vouchers
- Internet Connectivity
- Billing Terms
- Delivery Challans
- VAT (Value Added Tax)

### Module - VI Assignment



# DIPLOMA IN DESKTOP PUBLISHING (DTP)

**DURATION : THREE MONTHS**

**Module - I Computer Fundamental**

**Module - II MS-Windows XP**

**Module - III Adobe PageMaker**

**Module - IV Corel Draw**

**Module - V Photoshop**



# PROFESSIONAL DIPLOMA IN DESKTOP PUBLISHING (PDDTP)

**DURATION : NINE MONTHS**

**DCA + DTP = PDDTP**

## **Module - I Computer Basics**

- Fundamentals of Computer
- Hardware Maintenance

## **Module - II Operating System (CUI/GUI)**

- MS-DOS
- MS-Windows 7/8

## **Module - III Official Package**

- MS-Word 2007
- MS-Excel 2007
- MS-PowerPoint 2007

## **Module - IV Database**

- Visual FoxPro
- MS-Access 2007

## **Module -V Internet & Networking**

- **Networking**  
Introduction to Networking, Advantages of Networking
- **Internet**  
Introduction to Internet, E-Mail
- **Multi-Media**  
Introduction to Multi-Media, Multi-Media Application
- **HTML**  
Introduction to HTML, Formatting of Text, Creating List, Creating Hypertext Links

## **Module -VI Assignment**

## **Module -VII Adobe Page Maker 7.0**

- Getting Started with PageMaker
- Working & Formatting with Text, Graphics and Layers
- Publishing & Printing
- Importing, Linking and Exporting

- Project Work
- Adobe PageMaker Practices

## **Module - VIII Corel Draw X4**

- Getting Started with CorelDraw
- CorelDraw Basic Toolbox
- Work in Wireframe View
- CorelDraw Total Text Control
- All about CorelDraw Outlines & Fills
- Line & Character Spacing, Create Column

## **Module - IX Photoshop**

- Getting Started with Photoshop
- Photoshop Learning Tools
- Photo Shop Basics
- Photoshop Image Effects & Retouching
- Photoshop Text Effects & Web Buttons



## **EXTRA FEATURES**

- ★ **Printing**
- ★ **Scanning**
- ★ **Installation of Software**
- ★ **Installation of Fonts**
- ★ **Installation of Picture**
- ★ **Installation Clipart Gallery etc.**
- ★ **Digital Studio Work**

# DIPLOMA IN OFFICE AUTOMATION (DOA)

## DURATION : NINE MONTHS

## DCA + CFA = DOA

### Module - I Computer Basics

- Fundamentals of Computer
- Hardware Maintenance

### Module - II Operating System (CUI/GUI)

- MS-DOS
- MS-Windows 7/8

### Module - III Official Package

- MS-Word 2007
- MS-Excel 2007
- MS-PowerPoint 2007

### Module - IV Database

- Visual FoxPro
- MS-Access 2007

### Module - V Internet & Networking

- **Networking**  
Introduction to Networking, Advantages of Networking
- **Internet**  
Introduction to Internet, E-Mail
- **Multi-Media**  
Introduction to Multi-Media, Multi-Media Application

### ■ HTML

Introduction to HTML, Formatting of Text, Creating List, Creating Hypertext Links

### Module - VI Assignment

### Module - III Accounting Introduction

- > Financial Accounting Concept
- > Fundamental of Inventory
- > Accounting Principles or Standards
- > Invoice, Order, Challan

### Module - IV Accounts Only in Tally

- > Accounting Introduction
- > Ledger Creation
- > Voucher Types
- > Statements of Accounts
- > Ratio Analysis

### Module - V Accounts with Inventory

- > Introduction to Accounts with Inventory
- > Advanced Entries
- > Invoicing
- > Sales/Purchase Analysis
- > Discount



# DIPLOMA IN COMPUTER PROGRAMMING (DCP)

## DURATION : SIX MONTHS

### Module - I Programming in 'C'

- Introduction of 'C'
- Program Structure
- Input and Output
- Basic Data Type
- Variable Types
- Operator & Its Type
- Array & Functions
- Strings
- Structure Data Type
- Working with Files

### Module - II Visual Basic 6.0

- Introduction of Visual Basic
- Properties, Methods and Events
- Data Types & Variable Declaration

- Operators and Expressions
- Input and Output Operations in VB6
- Option Button and Frame Controls
- Line & Shape Control
- Working with Date & Time and Numbers
- Fixing the Overflow errors in V86
- Menu & Popup Menu
- Validation, Error Handling & Clipboard Objects

### Module - III Oracle (RDBMS)

- Introduction to SQL +
- SQL + Commands
- Function and Operators
- Report Using SQL Plus
- Views, SQL + Input
- Introduction to PL/SQL
- Procedures & Functions

# ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (ADIT)

**DURATION : 12 Months (DCA+CFA+DCP=ADIT)**

## **Semester-I Information Technology (DCA)**

- ☆ Unit-1 Fundamentals
- ☆ Unit-2 MS-DOS
- ☆ Unit-3 MS-Windows 7/8
- ☆ Unit-4 Networking
- ☆ Unit-5 Internet
- ☆ Unit-6 Multi-Media
- ☆ Unit-7 HTML
- ☆ Unit-8 Hardware Maintenance
- ☆ Unit-9 MS-Word 2007
- ☆ Unit-10 MS-Excel 2007
- ☆ Unit-11 MS-Power-Point 2007
- ☆ Unit-12 MS-Access 2007

- ☆ Unit-13 MS-FoxPro
- ☆ Assignment

## **Semester II Programming (DCP)**

- ☆ Unit-1 Programming in C
- ☆ Unit-2 Visual Basic 6.0
- ☆ Unit-3 Project

## **Semester III Accounting Package (CFA)**

- ☆ Unit-1 Accounting Introduction
- ☆ Unit-2 Accounts Only
- ☆ Unit-3 Accounts with Inventory
- ☆ Unit-4 Project

# ADVANCED DIPLOMA IN COMPUTER APPLICATION

**DURATION : 12 Months (DCA+CFA+DTP = ADCA)**

## **Semester-I Information Technology (CCA)**

- ☆ Block-1 Fundamentals
- ☆ Block-2 MS-DOS
- ☆ Block-3 MS-Windows 7/8
- ☆ Block-4 Networking
- ☆ Block-5 Internet
- ☆ Block-6 Multi-Media
- ☆ Block-7 HTML
- ☆ Block-8 Hardware Maintenance

## **Semester II Official Package (DCA)**

- ☆ Block-1 MS-Word 2007
- ☆ Block-2 MS-Excel 2007
- ☆ Block-3 MS-Power-Point 2007
- ☆ Block-4 MS-Access 2007
- ☆ Block-5 MS-FoxPro
- ☆ Assignment

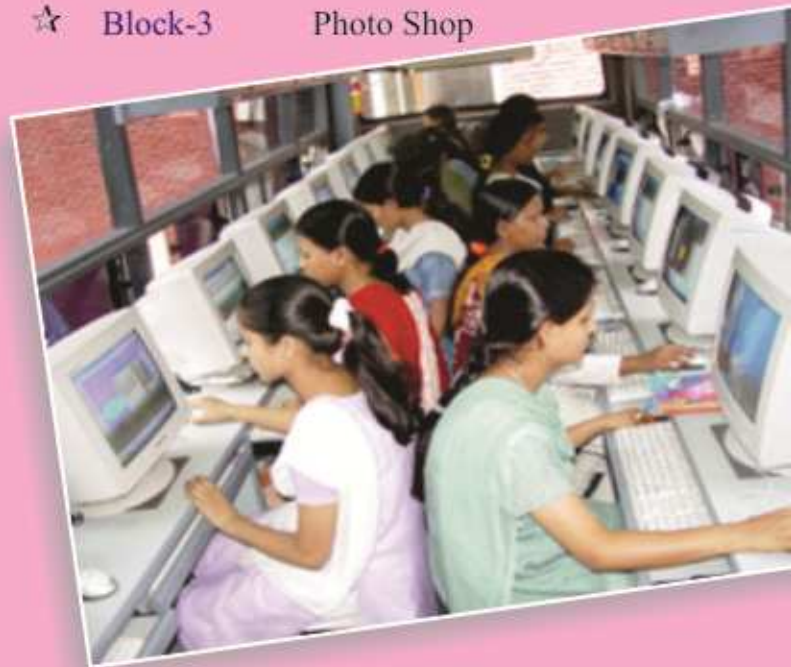
## **Semester III Accounting Package (CFA)**

- ☆ Block-1 Accounting Introduction
- ☆ Block-2 Accounts Only
- ☆ Block-3 Accounts with Inventory

- ☆ Block-4 Project

## **Semester IV Desktop Publishing (DTP)**

- ☆ Block-1 Adobe PageMaker
- ☆ Block-2 Corel Draw
- ☆ Block-3 Photo Shop





## Diploma in Hardware Technology (DHT)

**DURATION : SIX MONTHS**

Module-I PC	Fundamentals
Module-II PC	Application
Module-III PC	Electronics
Module-IV PC	Hardware



## Diploma in Hardware Networking (DHN)

**DURATION : SIX MONTHS**

- Introduction to Networking
- Administration Configuration & Implementation of Windows NT Network
- System and Network Administration
- Linux Networking
- Managing and Maintaining a Microsoft Windows Server 2003 Environment
- Microsoft Windows Server 2003 Network Infrastructure
- Implementing, Managing, and Maintaining a Microsoft Windows Server 2003
- Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure
- Implementing and Supporting Microsoft XP Professional
- Designing
- Security for Microsoft Networks



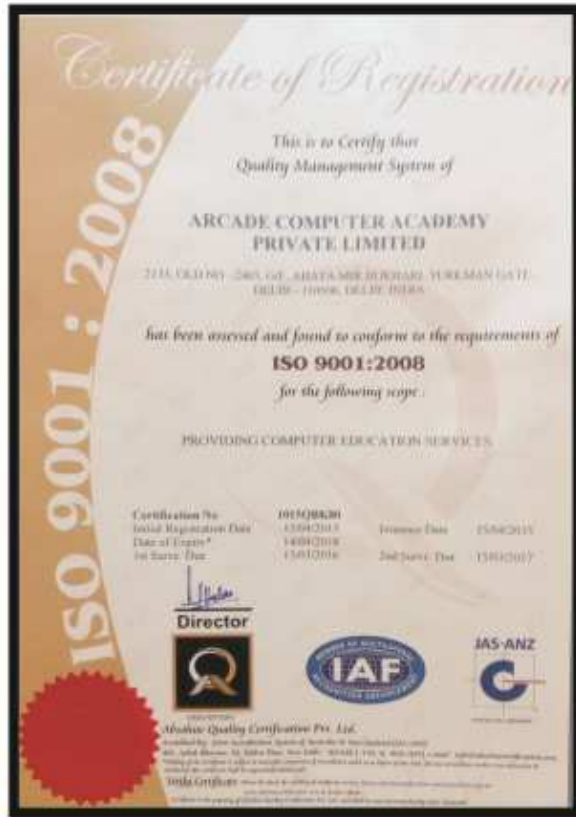
## Mobile Repair Course (MRC)

**DURATION : THREE MONTHS**

Module - I	Basic Electronics
Module - II	Mobile Components
Module - III	Trouble Shooting
Module - IV	Mobile Software and Trouble Shooting
Module - V	Assignment



# Registration & Certification



*Coming Soon ...*

**ARCADE COMPUTER ACADEMY, Introduces .....**

University Courses\* From  
**UGC, AICTE & DEC**  
 Approved Universities

**BCA**

**MCA**

**BBA**

**MBA**

**PGDCA**

**MSc.IT**

*& Many More .....*