

# ARTECH

## COMPUTER ACADEMY

Regd. under The companies Act.2013 Ministry of Company Affairs. Govt. of India

An ISO 9001:2015 Certified Company



**M** MINISTRY OF  
**C** CORPORATE  
**A** AFFAIRS  
GOVERNMENT OF INDIA



**MSME**  
सूक्ष्म, लघु एवं मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES



# ProspectUS



CIN:U85500BR2023PTC066433

**ARTECH COMPUTER ACADEMY PRIVATE LIMITED**

Website:-<https://artechcomputer.com>

E-mail Id:- [info@artechcomputer.com](mailto:info@artechcomputer.com)

**ARTECH COMPUTER ACADEMY PVT.LTD.**

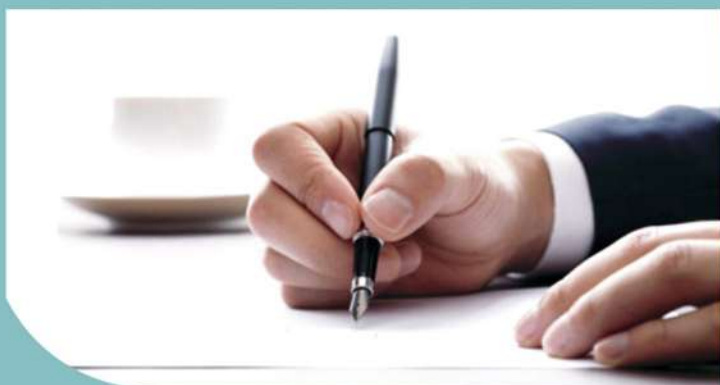


From the Desk of

## 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

**ARTECH 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.



**ARTECH COMPUTER ACADEMY (ACA)** is built on a foundation to promote greater access to quality higher education, cutting-edge research and contribution to society. MCA 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. The teaching-learning process is not merely for profit it is formation-building as well. **ACA** with its associated 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



## 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 an equal emphasis on theory and lab.



## Why Choose Us?

**Computer Lab:** ACA will be provided a proper working in environment, constructed to other site preparations 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, Artech Computer Academy hosts many multi-skills oriented workshops and value-based seminars. It provides exposure to the students and furnishes 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 extracurricular 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. Moreover, 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:** The Academy provides the facility of Faculty Training for lab and theory classes under the "Faculty Training" program by Artech Computer Academy. Those candidates which provide better performance in their modular courses, then they 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



# ARTECH COMPUTER ACADEMY PVT.LTD



**UDYAM REGISTRATION CERTIFICATE**

UDYAM REGISTRATION NUMBER: UDYAM-BR-12-003598

NAME OF ENTERPRISE: MS ARTECH COMPUTER ACADEMY PRIVATE LIMITED

S.No.	Classification Year	Enterprise Type	Classification Date
1	2023-24	Micro	13/12/2023

MAJOR ACTIVITY: **TRADING** (For availing benefits of Priority Sector Lending/PSL ONLY)

SOCIAL CATEGORY OF ENTREPRENEUR: **OBC**

NAME OF UNITS:

S.No.	Name of Units
1	ARTECH COMPUTER ACADEMY PRIVATE LIMITED

OFFICIAL ADDRESS OF ENTERPRISE:

Flat/Door/Block No.	CHHOTHKI DELHA GAYA	Name of Premises/ Building	A.R. PALACE COMPLEX
Village/Town	CHHOTHKI DELHA GAYA	Block	CHHOLPK
Road/Street/Lane	TEKAHI ROAD DELHA	City	GAYA
State	BIHAR	District	GAYA, Pin 823001
Mobile	9924897148	Email	artech@artech.com

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE: 04/12/2023

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS: 04/12/2023

S.No.	SIC 2 Digit	SIC 4 Digit	SIC 5 Digit	Activity
1	42	4292	42920	Computer programming, consultancy and related activities
				Computer consultancy and computer facilities management activities
				Computer consultancy and computer facilities management activities

DATE OF UDYAM REGISTRATION: 13/12/2023

For any assistance, you may contact:

- District Industries Centre: GAYA (BIHAR)
- MSME-BFO: PATNA (BIHAR)

Visit: [www.msme.gov.in](http://www.msme.gov.in) | [www.dcmse.gov.in](http://www.dcmse.gov.in) | [www.chamra.gov.in](http://www.chamra.gov.in)

**Certificate of Incorporation**

GOVERNMENT OF INDIA  
MINISTRY OF CORPORATE AFFAIRS  
Central Registration Centre

(Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 16 of the Companies (Incorporation) Rules, 2014)

I hereby certify that ARTECH COMPUTER ACADEMY PRIVATE LIMITED is incorporated on the FOURTH day of DECEMBER TWO THOUSAND TWENTY THREE under the Companies Act, 2013 (18 of 2013) and that the company is Company limited by shares.

The Corporate Identity Number of the company is **U85500BR2023PTC066433**

The Permanent Account Number (PAN) of the company is **AAZCA7850\***

The Tax Deduction and Collection Account Number (TAN) of the company is **PTNA15819C\***

Given under my hand at Manesar this FOURTH day of DECEMBER TWO THOUSAND TWENTY THREE

Digitally signed by DS MINISTRY OF CORPORATE AFFAIRS 13-12-2023 12:58:06 IST

Pankaj Srivastava  
Assistant Registrar of Companies/ Deputy Registrar of Companies/ Registrar of Companies  
For and on behalf of the Jurisdictional Registrar of Companies  
Registrar of Companies  
Central Registration Centre

Disclaimer: This certificate only evidences the incorporation of the company on the basis of documents and declarations submitted. This certificate is a license to operate a business but is possible only on permission basis, whenever necessary permission of the sector regulator is required. The registration status and other details of the company may be verified on [mca.gov.in](http://mca.gov.in)

Mailing Address as per record available in Registrar of Companies office:  
ARTECH COMPUTER ACADEMY PRIVATE LIMITED  
New Colony Bhatnagar, Khatkhata Gaya, Gaya, Gaya - 823001, Bihar  
\*as issued by Income Tax Department

## Integrity Pledge

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.

20799324

MRITUNJAY KUMAR  
OWNER  
Authorized Representative  
For ARTECH COMPUTER ACADEMY PRIVATE LIMITED

## Registration Certificate

This is to certify that

**ARTECH COMPUTER ACADEMY**  
A.R. PALACE COMPLEX, CHHOTKI DELHA, GAYA - 823002,  
(BIHAR), INDIA.

has been assessed by RAPL and found to comply with the requirements of

### ISO 9001 : 2015

Quality Management Systems

For the following activities:

PROVIDES COMPUTER TRAINING, COMPUTER HARDWARE COURSES, ADVANCE EXCEL, MICROSOFT OFFICE, DTP, TALLY ERP (GST), TALLY PRIME, TYPING ENGLISH & HINDI, C++, PYTHON, MY-SQL, HTML, HARDWARE & NETWORKING COURSES, BASIC ANIMATION, AUTOCAD, INDUSTRIAL TRAINING & WEB DESIGNING & EDUCATION STUDY CLASSES, ENGLISH SPEAKING COURSE.

Certificate Number: E2023105212  
Date of certification: 27/10/2023  
Int Surveillance on or before: 26/10/2024  
Int Surveillance on or before: 26/10/2025  
Certification Valid Until: 26/10/2026

Director (Certification)  
Royal Assessments Pvt. Ltd.

823 A, Tower-B, 11th, Plot No. A-40, Sector - 62, Noida - 201301, India  
www.royalassess.com, info@royalassess.com  
Phone: +91 120 4251329  
This Certificate can be verified on [www.royalassess.com](http://www.royalassess.com)

EGAC MEMBER OF MULTILATERAL ACCREDITATION ARRANGEMENTS

## CERTIFIED

### ISO 9001:2015

## CERTIFIED

MSME  
MICRO, SMALL & MEDIUM ENTERPRISES

# ARTECH COMPUTER ACADEMY PVT.LTD



## SHORT TERM COURSE

MS- Word	1 Months	10th Standards
MS- Word	1 Months	10th Standards
MS- Powerpoint	1 Months	10th Standards
MS- Access	1 Months	10th Standards
HTML	1 Months	10th Standards
Pagemaker	1 Months	10th Standards
Photoshop	1 Months	10th Standards
Coreldraw	1 Months	10th Standards
Progammig in C	1 Months	12th Standards
Progammig in C++	1 Months	12th Standards
Java Script	1 Months	12th Standards
Visual Acript	1 Months	12th Standards
Oracle (RDBMS)	1 Months	12th Standards
Visual Basic 6.0	1 Months	12th Standards
XML	1 Months	12th Standards
Asp.Net	1 Months	12th Standards
PHP	1 Months	12th Standards
CSS	1 Months	12th Standards
Data Structure	1 Months	12th Standards
DBMS	1 Months	12th Standards
Q Basic	1 Months	12th Standards
Internet	1 Months	12th Standards

CCA	Certificate in Computer Application	3 Months	10th Standards
ADCA	Advance Diploma in Computer Application	12 Months	10th Standars
DCA	Diploma in Computer Application	6 Months	10th Standars
DTP	Desktop Publishing	3 Months	10th Standars
TALLY	Transactions Allowed in a Linear Line Yard	3 Months	10th Standars
DCP	Diploma in Computer Programming	3 Months	10th Standars
MRC	Mobile Repairing Course	3 Months	10th Standars
DHT	Diploma in Hardware Technology	6 Months	10th Standars
DHN	Diploma in Hardware Networking	6 Months	10th Standars
CFAP	Certificate in Financial Accounting & Publication	6 Months	10th Standars
DCP	Diploma in Computer Programming	6 Months	10th Standars
DWD	Diploma in Web Designing	6 Months	10th Standars
DDTP	Diploma in Desktop Publishing	6 Months	10th Standars
DMG	Diploma in Multimedia Graphic	6 Months	10th Standars
DIPWD	Diploma in Interneer Prog. & Web Designing	6 Months	10th Standars
DFA	Diploma in Financial Accounting	6 Months	10th Standars
DEO	Diploma in Data Entry Operator	9 Months	10th Standars
DAA	Diploma in Advance Accountancy	6 Months	10th Standars
PDDTP	Professional Diploma in Desktop Publishing	9 Months	12th Standars
HDCA	Hounors Diploma Computer Application	9 Months	12th Standars
ADIT	Advance Diploma in Information Technology	12 Months	12th Standars
ADIT+	Advance Diploma in Information Technology Plus	12 Months	12th Standars
ADHN	Adcance Diploma in Hardware Networking	12 Months	12th Standars
DCTT	Diploma in Computer Teacher Training	12 Months	12th Standars
ADHN	Advance Diploma in Hardware Networking	12 Months	12th Standars
ADCP	Advance Diploma in Computer Programming	12 Months	12th Standars
HDIT	Hounors Diploma Information Technology	12 Months	12th Standars
ADMG	Advance Diploma in Multimedia Graphics	12 Months	12th Standars
ADWD	Advance Diploma in Web Designing	12 Months	12th Standars
CT	Computer Typing	6 Months	10th Standars

## COMBIND COURSE

C,DS	2 Months	10th Standards
C,C++	2 Months	10th Standards
C++, Java	2 Months	10th Standards
Java, Oracle	2 Months	10th Standards
Net (VB, ASP, C#)	2 Months	10th Standards
C, C++, Java	3 Months	10th Standards
& Many More		

*& Many More.....*

# ARTECH COMPUTER ACADEMY PVT.LTD



## Offered Courses.....

### DIPLOMA IN COMPUTER APPLICATION (DCA)

#### DURATION: SIX MONTHS

##### Module-I Computer Basic

- ▶ **Fundamental 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 7/8/10**  
MS-Windows 7/8/10, Windows Interface, Windows Accessories, Wordpad, MS-Paint, Calculator, Snipping tools, Character Map, Control Panel, Windows Explorer, System Tools, Microsoft Windows shortcut keys, Abbreviations.

##### Module-III Official Package

- ▶ **MS-Word 2007/2013**  
Introduction to MS-Word, Working with Documents. Editing a Document & Formatting Text, Formatting Paragraphs, Table, Mail Merge, Graphics
- ▶ **MS-Excel 2007/2013**  
Introduction to MS-Excel, Working with a work book, modifying worksheet, Performing Calculation, Sort Filter and Pivot Table, Graphics, Chart, Formatting a Worksheet, Organizing Worksheet.
- ▶ **MS-PowerPoint 2007/2013**  
Introduction to MS-PowerPoint, 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 File and Records, Set Commands, Functions.
- ▶ **MS-Access 2007/2013**  
Introduction to MS-Access, Database Terms, DataTypes, Field Property, Relationship, Filter & Query, Form Report, Shortcut keys, Check Your Progress.

##### Module-V Internet & Networking

- ▶ **Networking**  
Introduction to Networking, Advantage 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

- ▶ **Fundamental of Computer**
- ▶ **Hardware Maintenance**
- ▶ **Internet**

##### Module-II Operating System

- ▶ **MS-DOS**

- ▶ **MS-Windows 7/8/10**

##### Module-III Official Package

- ▶ **MS-Word 2007/2013**
- ▶ **MS-Excel 2007/2013**
- ▶ **MS-PowerPoint 2007/2013**

# ARTECH COMPUTER ACADEMY PVT.LTD



## DIPLOMA IN FINANCIAL ACCOUNTING (DFA)

### DURATION: SIX MONTHS

#### Module- I Computer Fundamental & Operating System

- Computer Fundamentals
- Internet
- Ms- Windows 7/8/10
- Multimedia

#### Module-II Official Package

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

#### Module- III Accounting Introduction

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

#### Module - IV Accounts Only in Tally

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

#### Module - V Accounts with Inventory

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

#### Module- VI Assignment

## CERTIFICATE IN FINANCIAL ACCOUNTING (CFA)

### DURATION: THREE MONTHS

#### Module-I Computer Fundamental & Operating System

- Computer Fundamentals
- Ms- Windows 7/8/10

#### Module-III Accounting Introduction

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

#### Module- IV accounts Only in Tally

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

#### Module-v Accounts with Inventory

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

#### Module - VI Assignment

# ARTECH COMPUTER ACADEMY PVT.LTD



## DIPLOMA IN DESKTOP PUBLISHING (DTP)

### DURATION : FOUR MONTHS

<b>Modul – I</b>	Computer Fundamental
<b>Modul-II</b>	MS-Windows 7/8/10
<b>Modul – III</b>	Adobe InDesign
<b>Modul –IV</b>	Corel Draw
<b>Modul –V</b>	Photoshop



## PROFESSIONAL DIPLOMA IN DESKTOP PUBLISHING (PDDTP)

### DURATION : NINE MONTHS

### DCA+DTP=PDDTP

#### Module – I Computer Basics

- ➔ Fundamentals of Computer
- ➔ Adobe PageMaker Practices

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

- ➔ MS-DOS

#### Module – III Official Package

- ➔ MS-Word 2007
- ➔ MS-Powerpoint 2007

#### Module-IV Database

- ➔ Visual FoxPro

#### Networking

- ➔ Introduction to Networking,

#### Internet

- ➔ Introduction to Internet, Multi-Media
- ➔ Introduction to Multi-media

#### HTML

- ➔ Introduction to HTML

#### Module – VI Assignment

#### Module-VII Adobe InDesign

- ➔ Getting Started with Pagemaker
- ➔ Publishing & Printing

#### Module – VIII Corel Draw X4

- ➔ Getting started with CorelDraw
- ➔ CorelDraw Total Text Control
- ➔ Line & Character Spacing, Create Column

#### Module – IX Photoshop

- ➔ Getting started with Photoshop
- ➔ Photoshop Image Effects & Retouching

#### EXTRA FEATURES

- ➔ Printing
- ➔ Installation of Fonts
- ➔ Digital Studio Work

- ➔ Hardware Maintenance

- ➔ MS-Windows 7/8/10

- ➔ MS-Excel 2007

- ➔ MS-Access 2007

- ➔ Advantages of Networking

- ➔ E-mail

- ➔ Multi-Media Application

- ➔ Formatting of Text, Creating List,

- ➔ Working & Formatting with Text Graphics and Layers

- ➔ Importing Linking and Exporting

- ➔ CorelDraw Basic Toolbox

- ➔ All about CorelDraw Outlines & Fills

- ➔ Photoshop Learning Tools

- ➔ Photoshop Tex Effects & Web buttons

- ➔ Scanning

- ➔ Installation of Picture

- ➔ Project Work

- ➔ Module- V Internet & Networking

- ➔ Creating Hypertex Links

- ➔ Workin Werefame View

- ➔ Photo Shop Basics

- ➔ Installation of software

- ➔ Installation Clipart Gallery etc



# ARTECH COMPUTER ACADEMY PVT.LTD



## DIPLOMA IN OFFICE AUTOMATION (DOA)

**DURATION : NINE MONTHS**

**DCA+CFA=DOA**

Module-I Computer Basics

➤ Fundamentals of Computer

Module- II Operating System (CUI/GUI)

➤ MS-DOS

Module-III Official Package

➤ MS-Word 2007

➤ MS-PowerPoint 2007

Module -IV Database

➤ Visual FoxPro

Module -V Internet & Networking

➤ Introduction to networking,  
Internet

➤ Introduction to Internet

Multi-Media

➤ Introduction to Multi-Media

HTML

➤ Introduction to HTML,

Module-VI Assignment

Module-III Accounting Introduction

➤ Financial Accounting Concept

➤ Invoice, Order, Challan

Module- IV Accounts Only in Tally

➤ Accounting Introduction

➤ Ratio Analysis

Introduction to Accounts With Inventory

➤ Advanced Entries

➤ Hardware Maintenance

➤ MS-Windows 7/8/10

➤ MS-Excel 2007

➤ MS-Access 2007

➤ Advantages of Networking

➤ E-Mail

➤ Multi-Media Application

➤ Formatting of Text, Creating List, Creating Hypertext Links

➤ Fundamental of Inventory

➤ Accounting Principles or Standards

➤ Ledger Creation

➤ Voucher Types Statements of Accounts

➤ Module-V Accounts With Inventory

➤ Invoicing

➤ Sales/Purchase Analysis

➤ Discount



## DIPLOMA IN COMPUTER PROGRAMMING (DCP)

**DURATION : SIX MONTHS**

Module-I Programming in 'C'

✓ Overview of the Programming Languages

✓ Statement

✓ Preprocessor

✓ Structures

Module-II Visual Basic 2010

✓ Object-Oriented Programming Concepts

✓ Multiple Forms

✓ Common Dialog controls

✓ Programming for the Web

Module-III Oracle (RDBMS)

✓ Introduction to SQL +

✓ Report Using SQL +

✓ Procedures & Functions

✓ Setting up and Installing C Language

✓ Function

✓ Arrays

✓ File Operation

✓ Introduction to the Visual Basic Programming

✓ Database

✓ Print Document control

✓ Web services

✓ SQL + Commands

✓ Views, SQL + Input

✓ Data Type, Constants & Variables

✓ Pointer

✓ String

✓ Operator & Enum

✓ Printing Documents

✓ Crystal Reports\

✓ Data driven web applications

✓ Function Operators

✓ Introduction to PL/SQL

# ARTECH COMPUTER ACADEMY PVT.LTD



## ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (ADIT)

**DURATION : TWELVE MONTHS**

**DCA+CFA+DCP=ADIT**

### Semester-I Information Technology (DCA)

- |               |                        |               |
|---------------|------------------------|---------------|
| ✓ Fundamental | ✓ MS-DOS               | ✓ MS-Windows  |
| ✓ Networking  | ✓ Internet             | ✓ Multi-Media |
| ✓ HTML        | ✓ Hardware Maintenance | ✓ MS-Word     |
| ✓ MS-Excel    | ✓ MS-Power-Point       | ✓ MS-Access   |
| ✓ MS-Foxpro   |                        |               |



### Semester-II Accounting Package (CFA)

- |                           |                |
|---------------------------|----------------|
| ✓ Accounting Introduction | ✓ Account Only |
| ✓ Account with Inventory  | ✓ Project      |

### Semester-III Programming (DCP)

- |                    |                     |
|--------------------|---------------------|
| ✓ Programming in C | ✓ Visual Basic 2010 |
| ✓ Project          |                     |

## ADVANCED DIPLOMA IN COMPUTER APPLICATION (ADCA)

**DURATION : TWELVE MONTHS**

**DCA+CFA+DTP=ADCA**

### Semester-I Information Technology (DCA)

- |               |                        |               |
|---------------|------------------------|---------------|
| ✓ Fundamental | ✓ MS-DOS               | ✓ MS-Windows  |
| ✓ Networking  | ✓ Internet             | ✓ Multi-Media |
| ✓ HTML        | ✓ Hardware Maintenance | ✓ MS-Word     |
| ✓ MS-Excel    | ✓ MS-Power-Point       | ✓ MS-Access   |
| ✓ MS-Foxpro   |                        |               |



### Semester-II Accounting Package (CFA)

- |                           |                |
|---------------------------|----------------|
| ✓ Accounting Introduction | ✓ Account Only |
| ✓ Account with Inventory  | ✓ Project      |

### Semester-III Desktop Publishing

- |                  |              |
|------------------|--------------|
| ✓ Adobe InDesign | ✓ Corel Draw |
| ✓ Photoshop      |              |

# ARTECH COMPUTER ACADEMY PVT.LTD



## HONOURS DIPLOMA IN INFORMATION TECHNOLOGY (HDIT)

**DURATION : TWELVE MONTHS**

**DCA+DTP+DCP=HDIT**

### Semester-I Information Technology (DCA)

- |               |                        |               |
|---------------|------------------------|---------------|
| ✓ Fundamental | ✓ MS-DOS               | ✓ MS-Windows  |
| ✓ Networking  | ✓ Internet             | ✓ Multi-Media |
| ✓ HTML        | ✓ Hardware Maintenance | ✓ MS-Word     |
| ✓ MS-Excel    | ✓ MS-Power-Point       | ✓ MS-Access   |
| ✓ MS-Foxpro   |                        |               |



### Semester-II Desktop Publishing (DTP)

- |                  |              |
|------------------|--------------|
| ✓ Adobe InDesign | ✓ Corel Draw |
| ✓ Photoshop      |              |

### Semester-III Programming (DCP)

- |                    |                     |
|--------------------|---------------------|
| ✓ Programming in C | ✓ Visual Basic 2010 |
| ✓ Project          |                     |

## HONOURS DIPLOMA IN COMPUTER APPLICATION (HDCA)

**DURATION : NINE MONTHS**

**DCA+DCP = HDCA**

### Semester-I Information Technology (DCA)

- |               |                        |               |
|---------------|------------------------|---------------|
| ✓ Fundamental | ✓ MS-DOS               | ✓ MS-Windows  |
| ✓ Networking  | ✓ Internet             | ✓ Multi-Media |
| ✓ HTML        | ✓ Hardware Maintenance | ✓ MS-Word     |
| ✓ MS-Excel    | ✓ MS-Power-Point       | ✓ MS-Access   |
| ✓ MS-Foxpro   |                        |               |

### Semester-II Programming (DCP)

- |                    |                     |
|--------------------|---------------------|
| ✓ Programming in C | ✓ Visual Basic 2010 |
| ✓ Project          |                     |



# ARTECH COMPUTER ACADEMY PVT.LTD



## DIPLOMA IN HARDWARE TECHNOLOGY (DHT)

DURATION : SIX MONTHS

### Module-I Fundamental

- ✓ Fundamental
- ✓ MS-DOS
- ✓ MS-Windows 98/2000/XP/7/10

### Module-II Application

- ✓ MS-Word
- ✓ MS-Excel
- ✓ MS-Power Point
- ✓ MS-Outlook Express
- ✓ Internet
- ✓ Networking

### Module-III Electronics

- ✓ Analog
- ✓ Digital
- ✓ Microprocessor

### Module-IV PC Hardware

- ✓ Motherboard
- ✓ Processor
- ✓ Memory
- ✓ System Case
- ✓ UPS
- ✓ SMPS
- ✓ AGP
- ✓ BUS
- ✓ Blue Tooth
- ✓ CD-R
- ✓ CD-ROM
- ✓ CD-RW
- ✓ CMOS/BIOS
- ✓ DVD
- ✓ Hard Disk Drive
- ✓ Ports and Devices
- ✓ Infrared Port
- ✓ Joysticks
- ✓ Keyboard
- ✓ Microphone
- ✓ Modem
- ✓ Monitor
- ✓ Mouse
- ✓ Paraller Port
- ✓ Printer
- ✓ Scanner
- ✓ SCSI Drives
- ✓ Serial Port
- ✓ Sound Card
- ✓ Speaker
- ✓ Tape Drive
- ✓ TV Tuner
- ✓ USB
- ✓ Web Camera
- ✓ Digital Camera
- ✓ Zip Drive
- ✓ Assembling
- ✓ Drivers Load
- ✓ Troubleshooting
- ✓ Multi-Media Installation
- ✓ Networking Installation
- ✓ Internet installation
- ✓ Viurs and Anti-Virus



## 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 & Microsoft Windows Server 2003 Environment
- Microsoft Windows Server 2003 Networking Infrastructure
- Implementing, Mananging 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



# ARTECH COMPUTER ACADEMY PVT.LTD



## ELIGIBILITY CRITERIA

As this program mainly aims to create computer awareness among the people. There are no age or qualification restrictions for Computer and Internet literacy courses. Anybody from school students to executives business employees to housewives and all those who would live 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. The prescribed fee for any course structure has to be paid at the time of enrolment. Students should bring their Xerox copies of the 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 project work. Every student will have to submit their assignment in his/her course.



## COURSE CURRICULUM



The course has 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

**COMPUTER  
APPLICATION**

**DESIGNING &  
PUBLISHING**

**FINANCIAL  
ACCOUNTING**

**COMPUTER  
MULTIMEDIA**



**COMPUTER  
HARDWARE**

**COMPUTER  
NETWORKING**

**WEB  
DESIGNING**

**COMPUTER  
REPAIRING**



# ARTECH

*Invent the future  
the next generation of computer academy*

Website:-<https://artechcomputer.com>

E-mail Id:- [info@artechcomputer.com](mailto:info@artechcomputer.com)

**ARTECH COMPUTER ACADEMY PRIVATE LIMITED**

Registered Office:-

A.R. Palace Complex, Chhotki Delha, Kahrkhura  
Gaya, Bihar-823002