Microstar™

COMPUTER ACADEMY

A Division of Microstar Educational Services Pvt. Ltd.
Regd. Under Companies Act 2013 Ministry of Corporate Affairs Govt. of India

PROSPECTUS

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About Us

Microstar Computer Academy setup with a mission to train individuals and make them computer litrate. with the passes of last decade India has tremendous technological advancement. Keeping this is mind it has become necessary for the Indians to become computer friendly in order to make a bright carrier. I welcome one and all to join us & make our mission a success.

Director Message

Information Technology has become a fastest growing industries in today's sensation which is providing thousands of job to well trained professionals. India has achieved terrific growth in this field and being considered as a potential IT supper Power in the World. Information Technology is the upcoming future that will change every face of human existence.

DIPLOMA / CERTIFICATE COURSE DETAILS

DCA (DIPLOMA IN COMPUTER APPLICATION)

Duration : 6 Months

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM
- COMPUTER FUNDAMENTAL
- MS-DOS
- MS-WINDOWS 7/8/8.1/2010

MODULE-2 : MS-OFFICE PACKAGE (2007, 2010, 2013)
- MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- MS-ACCESS

MODULE-3 : INTERNET CONCEPTS & WEB DESIGNING
- HTML
- NETWORKING
- INTERNET
- HARDWARE MAINTENANCE

MODULE-4 : ASSIGNMENT & PROJECTS

CFA (CERTIFICATE IN FINANCIAL ACCOUNTING)

Duration : 3 Months

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM
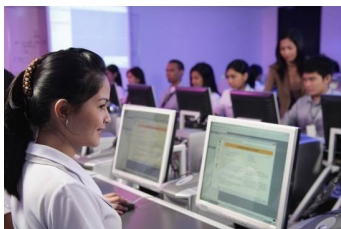- COMPUTER FUNDAMENTAL
- MS-DOS
- MS-WINDOWS 7/8/8.1/2010

MODULE-2 : Basic Of Accountancy
- Accounting Introduction
- Financial Accounting Concepts
- Accounting Principles Or Standards
- Types Of Accounts
- Types Of Accounting
- Journal
- Ledger
- Trail Balance
- Balance Sheet
- Account Group
- Voucher
- Backup Company Data
- Statements Of Account
- Printing Of Statement

Module-3 : Computerised Accounting Using **Tally**
- Creating Company
- Introduction To Accounts With Inventory
- Inventory Information
- Stock Group
- Stock Categories
- Stock Items
- Units Of Measure
- Inventory Voucher
- Sales Bill Pending
- Purchase Bill Pending
- Inventory Statement/stock Query
- Manufacturing
- PAYROL
- Tax (gst/vat/service Tax/income Tax/tds/tcs/fbt Etc)
- ODBC CONNECTIVETY

MODULE-4 : ASSIGNMENT & PROJECT

dtp (DIPLOMA IN DESKTOP PUBLISHING)

Duration : 3 Months

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM
- COMPUTER FUNDAMENTAL
- MS-WINDOWS 7/8/8.1/10

MODULE-2 : DESKTOP PUBLISHING
- PAGEMAKER
- COREL DRAW
- PHOTOSHOP
- MR. PHOTO
- PRINTING TECHNIQUES

MODULE-3 : ASSIGNMENT & PROJECT

doa (DIPLOMA IN OFFICE AUTOMATION)

Duration : 9 Months

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM
- COMPUTER FUNDAMENTAL
- MS-DOS
- MS-WINDOWS 7/8/8.1/2010

MODULE-2 : MS-OFFICE PACKAGE (2007, 2010, 2013)
- MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- MS-ACCESS

MODULE-3 : INTERNET CONCEPTS & WEB DESIGNING
- HTML
- NETWORKING
- INTERNET
- HARDWARE MAINTENANCE

MODULE-4 : BASIC OF ACCOUNTANCY
- ACCOUNTING INTRODUCTION
- TYPES OF ACCOUNTS
- Financial Accounting Concepts
- Accounting Principles Or Standards
- TYPES OF ACCOUNTING
- JOURNAL
- LEDGER
- TRAIL BALANCE
- BALANCE SHEET
- ACCOUNT GROUP
- VOUCHER
- BACKUP COMPANY DATA
- STATEMENTS OF ACCOUNT
- PRINTING OF STATEMENT

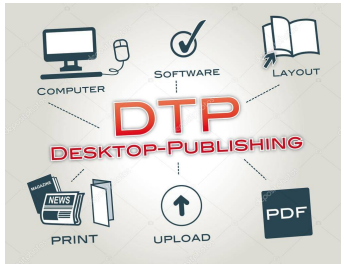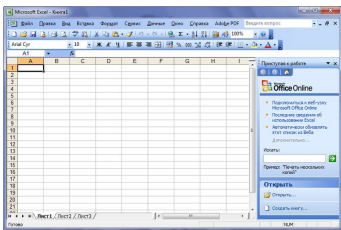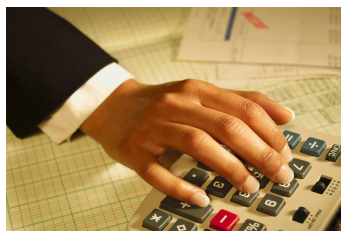**MODULE-5** : COMPUTERISED ACCOUNTING using **TALLY**
- CREATING COMPANY
- INTRODUCTION TO ACCOUNTS
- INVENTORY INFORMATION
- WITH INVENTORY
- STOCK GROUP
- STOCK CATEGORIES
- STOCK ITEMS
- UNITS OF MEASURE
- INVENTORY VOUCHER
- SALES BILL PENDING
- PURCHASE BILL PENDING
- Inventory Statement/stock Query
- MANUFACTURING
- PAYROL
- TAX (GST/VAT/SERVICE TAX/INCOME TAX/TDS/TCS/FBT etc)
- ODBC CONNECTIVETY

MODULE – 6 : ASSIGNMENT & PROJECT

adca (ADVANCE DIPLOMA IN COMPUTER APPLICATION)

Duration : 12 Months

(DCA+CFA+DTP=ADCA)

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM

- COMPUTER FUNDAMENTAL
- MS-DOS
- MS-WINDOWS 7/8/8.1/2010

MODULE-2 : MS-OFFICE PACKAGE (2007, 2010, 2013)

- MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- MS-ACCESS

MODULE-3 : INTERNET CONCEPTS & WEB DESIGNING

- HTML
- NETWORKING
- INTERNET
- HARDWARE MAINTENANCE

MODULE-4 : BASIC OF ACCOUNTANCY

- Accounting Introduction
- Types Of Accounts
- Financial Accounting Concepts
- Types Of Accounting
- Accounting Principles Or Standards
- Journal
- Ledger
- Trail Balance
- Balance Sheet
- Account Group
- Voucher
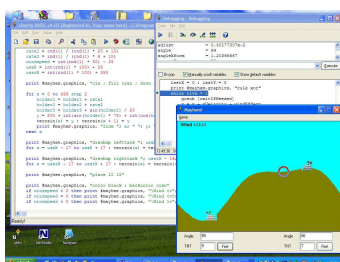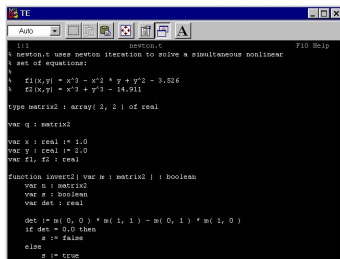- Backup Company Data
- Statements Of Account
- Printing Of Statement

MODULE-5 : COMPUTERISED ACCOUNTING using **TALLY**

- Creating Company
- Introduction To Accounts With
- Inventory Information
  Inventory
- Stock Group
- Stock Categories
- Stock Items
- Units Of Measure
- Inventory Voucher
- Sales Bill Pending
- Purchase Bill Pending
- Inventory Statement/stock Query
- Manufacturing
- Payrol
- Tax (GST/VAT/Service Tax/Income Tax/TDS/TCS/FBT Etc)
- ODBC Connectivity

MODULE-6 : DESKTOP PUBLISHING

- PAGEMAKER
- COREL DRAW
- PHOTOSHOP
- MR. PHOTO
- PRINTING TECHNIQUES

MODULE-7 : ASSIGNMENT & PROJECT

ADIT (ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY)

(DCA+DFA+DCP=ADIT)

Duration : 12 Months

MODULE-1 : COMPUTER FUNDAMENTAL & OPERATING SYSTEM
- COMPUTER FUNDAMENTAL
- MS-DOS
- MS-WINDOWS 7/8/8.1/2010

MODULE-2 : MS-OFFICE PACKAGE (2007, 2010, 2013)
- MS-WORD
- MS-EXCEL
- MS-POWERPOINT
- MS-ACCESS

MODULE-3 : INTERNET CONCEPTS & WEB DESIGNING
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- INTERNET
- HARDWARE MAINTENANCE

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- TYPES OF ACCOUNTING
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- BALANCE SHEET
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- VOUCHER
- BACKUP COMPANY DATA
- STATEMENTS OF ACCOUNT
- PRINTING OF STATEMENT

MODULE-5 : COMPUTERISED ACCOUNTING using **TALLY**
- CREATING COMPANY
- INVENTORY INFORMATION
- STOCK GROUP
- STOCK CATEGORIES
- STOCK ITEMS
- UNITS OF MEASURE
- INVENTORY VOUCHER
- SALES BILL PENDING
- PURCHASE BILL PENDING
- ODBC CONNECTIVITY
- MANUFACTURING
- PAYROL
- INVENTORY STATEMENT/STOCK QUERY
- INTRODUCTION TO ACCOUNTS WITH INVENTORY
- TAX (GST/VAT/SERVICE TAX/INCOME TAX/TDS/TCS/FBT etc)

MODULE 6 : COMPUTER PROGRAMMING
- C' PROGRAMMING
- VISUALBASIC 6.0
- HTML

MODULE-7 : ASSIGNMENT & PROJECT

cca (certificate in computer application)

MODULE-1 : FUNDAMENTAL OF COMPUTER & OPERATING SYSTEM

➢ FUNDAMENTAL OF COMPUTER

➢ MS-WINDOWS 7/8/8.1/2010

MODULE-2

➢ INTERNET

MODULE – 3 : ASSIGNMENT & PROJECT

SHORT TERM COURSES

Sl. No.	Name of Course	Duration
1	COMPUTER TYPING	3 Months
2	MS-OFFICE PACKAGE	3 Months
3	INTERNET	3 Months
4	AUTO CAD	6 Months
5	C PROGRAMMING	3 Months
6	C++ "	3 Months
7	JAVA	3 Months
8	VISUAL BASIC	3 Months
9	ORACLE DATABASE	3 Months
10	WEB DESIGNING	3 Months
11	COMPUTE HARDWARE & NETWORKING	3 Months
12	Computer Teacher Training	