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**Microstar<sup>TM</sup>**  
COMPUTER ACADEMY

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

**PROSPECTUS**



 7070 88 7272  
9472 930 929

## About Us

*Microstar Computer Academy setup with a mission to train individuals and make them computer literate. with the passes of last decade India has tremendous technological advancement. Keeping this in 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 super Power in the World. Information Technology is the upcoming future that will change every face of human existence.*

The advertisement features a central image of a computer monitor showing the Windows 8 Start screen with various app icons. A hand is shown pointing at one of the icons. To the right of the monitor, the text "Offered Course" is written in a curved, white font. Below this, several colored rectangular boxes represent different courses: CCC (pink), DCA (yellow), CWD (blue), TALLY ERP 9 (green), C Language (light blue), C++ (yellow), and JAVA (pink). At the bottom left, the text "Specialities in computer training" is written diagonally. On the right side, there is promotional text: "Special attention on Practical Classes", "Well decorated computer Lab with Wi-Fi connection", "Projector based classroom", "Excellent Faculties", and "Top class training module". The Microstar logo is located in the top right corner, with the text "A Division of Microstar Educational Services Pvt. Ltd." and "Regd. under Companies Act 2013 Ministry of Corporate Affairs Govt. of India".

Start

Offered Course

CCC DCA CWD TALLY ERP 9 C Language C++ JAVA

Specialties in computer training

Special attention on Practical Classes  
Well decorated computer Lab with Wi-Fi connection  
Projector based classroom Excellent Faculties Top class training module

**Microstar**<sup>TM</sup>  
COMPUTER ACADEMY  
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# 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

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



### Module-3 : Computerised Accounting Using **Tally**

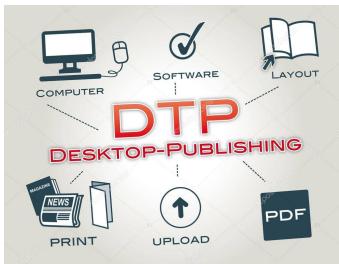
- Creating Company
- Introduction To Accounts With Inventory
- Inventory Information
- Stock Group
- Stock Categories
- Stock Items
- Units Of Measure
- Inventory Voucher
- Sales Bill Pending
- Purchase Bill Pending
- Inventory Statement/stock Query
- Manufacturing
- PAYROL
- Tax (gst/vat/service Tax/income Tax/tds/tcs/fbt Etc)
- ODBC CONNECTIVITY



### 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

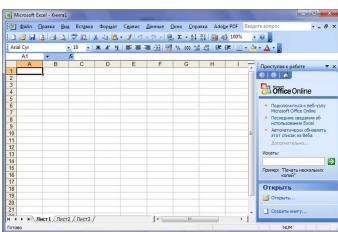
### MODULE-2 : DESKTOP PUBLISHING

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

### 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
- Financial Accounting Concepts
- TYPES OF ACCOUNTING
- LEDGER
- BALANCE SHEET
- VOUCHER
- STATEMENTS OF ACCOUNT
- TYPES OF ACCOUNTS
- Accounting Principles Or Standards
- JOURNAL
- TRAIL BALANCE
- ACCOUNT GROUP
- BACKUP COMPANY DATA
- PRINTING OF STATEMENT



### MODULE-5 : COMPUTERISED ACCOUNTING using TALLY

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



### MODULE – 6 : ASSIGNMENT & PROJECT

(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

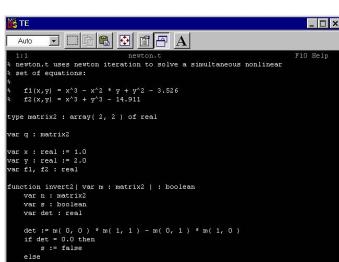


### MODULE-4 : BASIC OF ACCOUNTANCY

- 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

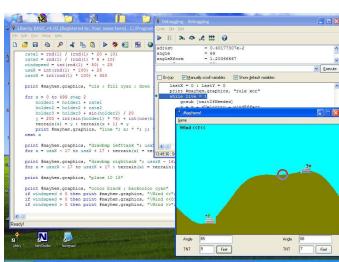
### MODULE-5 : COMPUTERISED ACCOUNTING using **TALLY**

- Creating Company
- Introduction To Accounts With Inventory
- 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 Connectivity



### MODULE-6 : DESKTOP PUBLISHING

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



### MODULE-7 : ASSIGNMENT & PROJECT



**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 Introductio0
- Financial Accounting Concepts
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- BACKUP COMPANY DATA
- STATEMENTS OF ACCOUNT
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**MODULE-5 : COMPUTERISED ACCOUNTING using **TALLY****



- CREATING COMPANY
- INVENTORY INFORMATION
- STOCK GROUP
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- 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**

**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	

