



MILESTONE

INSTITUTION

MOGA

Prospectus

2025-26



ENGLISH
GRAMMAR



ACCOUNTING
TALLY (GST)



NAIL ART



COOKING



BEAUTICIAN



SPOKEN ENGLISH
PTE



NANNY CARE



MANAGEMENT



COMPUTER
EDUCATION

Director's Message



Dear Prospective Students, Parents and Guardians,

It is with great pleasure that I welcome you to Milestone Institution and thank you for considering us as the place to begin your next academic chapter. In a world full of opportunities, choosing the right institution is a crucial first step, and we are confident that Milestone Institution offers a truly transformative educational experience.

Our dedicated faculty and state-of-the-art infrastructure are designed to create a dynamic and challenging learning environment that will encourage you to push your boundaries and discover your full potential.

We encourage our students to be curious, creative, and proactive, with the courage to question and the skills to innovate. We believe that true education extends beyond the classroom.

By joining our institution, you are not just enrolling in a institute; you are becoming part of a community with a proud legacy and a shared vision for the future. You will graduate with the confidence, experience and skills needed to become a responsible, knowledgeable, and successful citizen.

We look forward to welcoming you into our fold and embarking on this exciting journey of learning and discovery with you.

My best wishes for your future endeavors.

Sincerely,

Satinder Pal Singh Gill

Director

Faculty

Muskan

(B.Com., DCA,
Diploma in Cosmetology)

CENTRE HEAD CUM COMPUTER TRAINER
4+ YEARS EXPERIENCE



Jyoti

(B.A.,
Certificate in Computer Application)

OFFICE ASSISTANT CUM GRAMMAR TRAINER
4+ YEARS EXPERIENCE



Rajwinder Kaur

(B.A. LLB,
Diploma in Nanny Care)

NANNY CARE & PTE TRAINER
4+ YEARS EXPERIENCE



Rajwinder Kaur

(B.A.,
Diploma in Cosmetology)

BEAUTICIAN TRAINER
5+ YEARS EXPERIENCE



Nail Course

NAIL EXTENSION (1 MONTH)

- Nail Anatomy • Nail Shapes • Nail Theory • Dry Manicure
- Product knowledge • Shellac • Temporary Extensions
- Gel Extensions • Acrylic Extensions • Gel Overlay

ALL TYPES OF NAIL ARTS:

- Line Work • Doting Art • Sponge Work • Water Marble
- Bubble Art • Cat Eye • Spider Gel • Flower Art • Petal Art
- Glitter • Inbuilt Art • Ombre Art • 3D Art • Brush Work



Certificate in Cosmetology

SKIN + MAKEUP + HAIR CARE & NAIL ART (3 MONTHS)

SKIN

- Product Knowledge • Theory Classes • Threading
- Facial • Waxing • Face Bleach • Cleanup

MAKEUP

- Makeup Theory • Brush Knowledge • Self makeup
- Party makeup • Engagement makeup.

HAIR CARE

- Thermal Styling • Basic theory • Hair styling
- Front Stylish • Basic Hair Colour • Grey Coverage
- Hair Cut • Hair Spa

NAIL

- Nail Theory • Shellac • Dry manicure • Nail shapes
- Temporary Extension • Nail Art • Stroke Art
- Line Work • Animal Print • Rose Art • French Art
- Neon Art • Flower Art • Leaf Work.



Advance Diploma in Cosmetology

SKIN + MAKEUP + HAIR CARE & NAIL ART (6 MONTHS)

SKIN CARE

- Theory • Threading • Facials • Face Wax • Full Body Wax • Bleach
- Body Scrub • Manicure • Pedicure • Body Massage
- Product knowledge and Body Polishing

HAIR CARE

- Hair Anatomy • Hair styling (Open Style, Front Style, Hair Bun Styling)
- Hair straight • Curling • Crimping • Waving • Advance Hair Color
- Hair Highlights • Global Color Grey Coverage • Smoothning
- Rebonding • Keratin • Hair Spa • Head Massage • Hair Treatment

MAKEUP

- Product knowledge • Makeup Theory • Color Theory • Brush Theory
- Face Shapes • Self Makeup • Party Makeup (Day or Night)
- Engagement Makeup Look • Bridal Makeup Look • No Makeup Look
- Haldi Makeup Look • Mehndi Makeup Look • Reception Makeup Look
- Different Eye Makeup Looks

NAIL ART

- Nail Anatomy • Nail Shapes • Nail Theory • Product knowledge
- Dry Manicure • Shellac • Temporary Extensions • Gel Extensions
- Acrylic Extensions • Gel Overlay

ALL TYPES OF NAIL ARTS :

- Line Work • Doting Art • Sponge Work • Water Marble
- Bubble Art • Cat Eye • Spider Gel • Flower Art • Petal Art
- Glitter • Inbuilt Art • Ombre Art • 3D Art • Brush Work



Nanny Care Course

LIVE IN CARE GIVER PROGRAM: CHILD CARE / OLD AGE CARE (6 MONTHS / 1 YEAR)

- Nanny Basic Skills • Infant Care / Elderly Care
- Child Psychology • Hygiene & Sanitation
- Early Childhood Education and Care
- Nutrition & Dietary Management
- Disability Awareness • Food Preparation
- Health Care & Safety Management
- House Hold Management
- Mental Health Problems
- Medication Management
- Patient Care • Computer Education
- First Aid / CPR
- Basic Life Support Skills
- Core Communication Skills
- Practical and Viva Vice



Personal Support Worker

(6 MONTHS / 1 YEAR)

- Personal Support Worker Foundations
- Safety and Mobility • Disability Awareness
- Mental Health Problems
- Household Management & Nutrition
- Assisting with Medication
- Communication & Soft Skills
- Computer Application • Nutrition and Diet Management
- Assisting with Family Growth and Development

Basic Computer Course

(3 Months)

- Digital Computer Fundamental • Operating System • Microsoft Office (Word, Excel, Power Point) • Microsoft Front Page • Typing (English or Punjabi)
- Printing and Scanning

CCA

Certificate in Computer Application (6 Months)

- Digital Computer Fundamental • Operating System • Microsoft Office (Word, Excel, Power Point) • Database Management System (MS Access)
- Microsoft Front Page • Typing (English or Punjabi) • HTML/CSS
- Computer Networks • Internet • Basic Accounting • Tally with GST

DCA

Diploma in Computer Application (1 Year)

- Computer Fundamental of IT • Operating System (DOS, Windows)
- Microsoft Office (Word, Excel, Power Point) • Database Management System (MS Access) • Web Development using HTML, DHTML, CSS
- Internet Technologies

Option (Choose any Two)

- Computer Networks • Programming in C
- Financial Accounting (Tally with GST)
- Desktop Publishing (DTP)



Accounting (Tally with GST)

(3 Months)

- Basic of Accounting • Journal, Ledger, Trial Balance
- Accounting Voucher • Types of Cash Book
- Special Purpose Book • Trading Account
- Manufacturing Account • Discount Management
- Profit & Loss Account • Balance Sheet



(6 Months)

Including all Contents of Tally (GST) 3 Months

- Stock Management • Inventory Control
- Stock Group • Stock Category • Stock Item
- Units • Godown • Purchase / Sale, Orders
- Payable Bill • Receivable Bill

(9 Months)

Including all Contents of Tally (GST) 6 Months

- Types of Purchase / Sale - Exempted - GST - IGST - Interstate Exempted
- Buy 1 Get 1 Free • Cost Centre • Maintain Bill By Bill Entry
- No Cost Entry • Price List

(12 Months)

Including all Contents of Tally (GST) 9 Months

- Various Types of Taxes - TDS - TCS - Service Tax - Excise Duty - Income Tax
- Advanced Features - Budgets Scenarios • Ratio Analysis, Cash / Funds Flow
- Reader Levels, Age wise Analysis • ODBC, Export & Import of Data

Computer Programming

(6 Months / 1 Year)

Programming in C

- Introduction to Programming Languages • Basic Building Blocks, Tokens, Identifiers
- Variables, Constants, Operator, Separators • Control Statements
- User Defined Functions • Arrays and Pointers
- Structure and Union

Programming in C++

- Object Orient Programming • Classes and Objects, Constructors and destructors
- Inheritance, Polymorphism, Function & Operator Overloading

Hardware & Networking

(6 Months / 1 Year)

- Basic of Networking • Peripheral Devices • Networking Devices • Computer Assemble
- Installing devices • Computer System Architecture • Digital Circuit & Login Design
- Web Server • Web Browser • Internet Technologies

Web Designing

(6 Months / 1 Year)

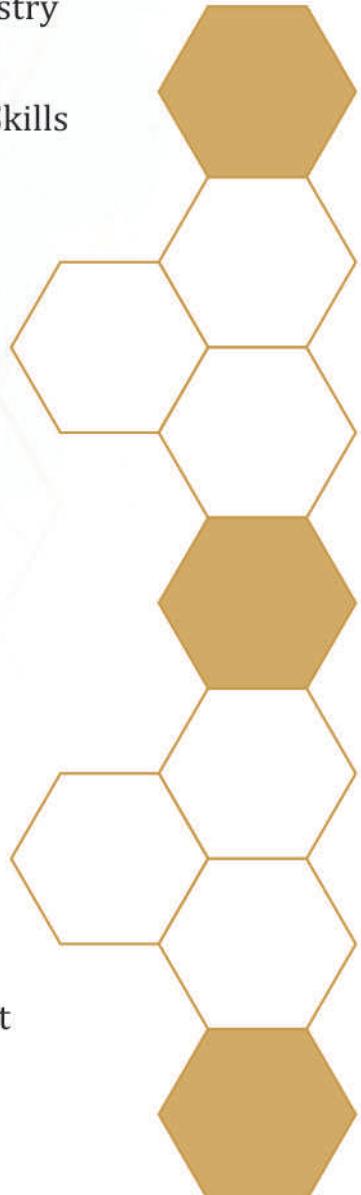
- Introduction of Web Designing • HTML • DHTML
- CSS • Java Script • VB Script • PHP • Python
- MySQL • Wordpress



Hospitality Management

(6 Months / 1 Year)

- Front Office Management • Food Production • House Keeping and Laundry
- Food and Beverage • Food Science and Nutrition • Hospitality Industry
- Hospitality Laws • Computer Application • Basic Accounting
- Safety and First Aid • Organizational Behaviour • Communication Skills
- Personality Development • Human Resource Management
- Financial Management



Tourism Management

(6 Months / 1 Year)

- Fundamental of Tourism • Front Office Management
- Accommodation Operation • Geography of Tourism
- Tourism Marketing Management • Computer Application
- Safety and First Aid • Organizational Behaviour
- Communication Skills • Personality Development
- Travel Agency & Tourism Business

Business Management

(6 Months / 1 Year)

- Fundamental of Business Management • Principles of Management
- Organizational Behaviour • Business Economics and Environment
- Human Resource Management • Financial Management
- Sale and Marketing Management • Digital Marketing
- Business and Labour Law • Management Information System
- E- Business • Computer Application • Communication Skills
- Personality Development

Financial Management

(6 Months / 1 Year)

- Basic Accounting • Working Capital Management
- Capital Investment and Financing Decisions
- Management Control Systems • Portfolio Management
- International Financial Management • Financial Services
- Insurance Services • Equity Markets

Marketing Management

(6 Months / 1 Year)

- Consumer Behaviour • Product Brand Management
- Retail Management • Marketing of Services
- International Marketing • Sales Management
- Marketing Research • Rural Marketing
- Integrated Marketing Communication
- Digital Marketing

Cooking

(6 Months / 1 Year)

- Overview of Cooking • Food Production
- Pantry Essential • Food & Beverage
- Hygiene and Nutrition • Safety in Kitchen
- Safety and First Aid • Computer Awareness
- Communication Skills • Personality Development



English Grammar

(Parts of Speech)

- Nouns - Singular & Plural Nouns, Count Nouns vs. Non-Count Nouns, Possessive Nouns
- Pronouns - Personal, Possessive, Reflexive, Demonstrative, Interrogative, Indefinite, Relative, Distributive
- Verbs - Action Verbs, Irregular Verbs
- Auxiliary Verbs - 'Be,' 'Do,' 'Have'
- Modal Verbs - 'Will/Would,' 'Shall/Should', 'Can/Could,' 'May/Might/Must'
- Non-Finite Verbs - Gerunds, Infinitives, Participles
- Adjectives
- Comparative & Superlative Adjectives
- Adverbs - Time, Frequency, Place, Manner, Degree, Affirmation
- Prepositions - 'On,' 'At,' 'In,' 'Of,' 'To,' 'For,' 'With,' 'Over,' 'By,' 'Before,' 'After'
- Conjunctions - Subordinating, Coordinating and Correlative
- Articles - Indefinite & Definite
- Interjections
- Tense - Indefinite Tense, Continuous Tense, Perfect Tense, Perfect Continuous Tense,
- Active Voice and Passive Voice
- Narration (Direct & Indirect Speech)

Spoken English

- Basic of Spoken English
- Grammar for Speaking
- Sentence Formation
- Vocabulary Building
- Pronunciation & Accent Improvement
- Daily Conversation Practice
- Functional English
- Speaking Confidence & Fluency
- Public Speaking Basics
- Practice & Assessment

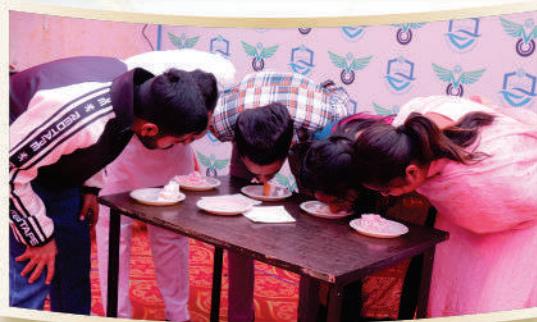
PTE-Pearson Test of English

(Academic & Core)

- Overview of PTE
- Speaking & Writing Section
- Reading Section
- Listening Section
- Language Skills Focus
- PTE Scoring Skills
- Test Strategies & Time Management
- Practice & Mock Tests



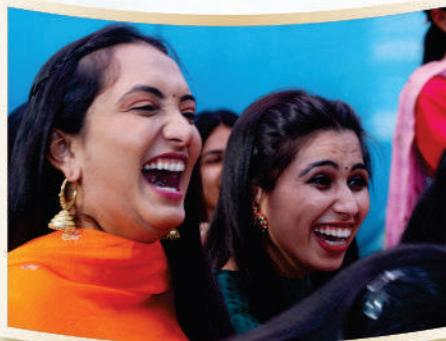
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UNFORGETTABLE FACES



MANISHA RANI
TAKHAWADH



HARJEET KAUR
MOGA



KULWINDER KAUR
RANIA



PRIYANKA RANI
DERA BASSI



KULWINDER KAUR
JAIMAL WALA



ARPINDER KAUR
KOT ISE KHAN



KULJEET KAUR
NIDHAN WALA



HARPREET KAUR
GHAL KALAN



RAMANDEEP KAUR
TAKHAWADH



MANPREET KAUR
KALIE WALA



ARSHDEEP KAUR
MEHNA



LOVEPREET KAUR
GHAL KALAN



MANPREET KAUR
KHOSA RANDHIR



HARMANDEEP KAUR
DAUDHAR



NAVDEEP KAUR
LANDE-KE



ARSHDEEP KAUR
KHOSA RANDHIR

OF MILESTONE STAFF



VARINDER SINGH
SAFFUWALA



AMRITPAL SINGH
GHAL KALAN



ARSHPREET SINGH
GHAL KALAN



AMARJEET SINGH
JAIMAL WALA



HARTEJ SINGH
MOGA



NAVDEEP SINGH
GHAL KALAN



KHUSHWINDER SINGH
GHAL KALAN



ARSHPREET SINGH
GHAL KALAN



NIRVAIR SINGH
GHAL KALAN



MANVEER SINGH
GHAL KALAN



DALRAJ SINGH
DOSANJH



GURWINDER SINGH
GHAL KALAN



RAJDEEP KAUR
TAKHANWADH



GURLEEN KAUR
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MANPREET KAUR
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SUKHJEEVAN KAUR
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NAVDEEP SINGH
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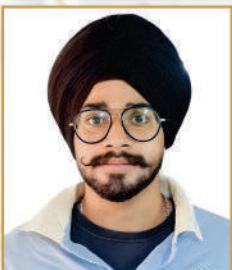
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EKJOT KAUR GILL
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KIRANJEET KAUR
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KHUSHWINDER SINGH
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RUPINDERDEEP SINGH
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PRINCEDEEP SINGH
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SUKHMANPREET KAUR
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KHOSA RANDHIR



HARPREET KAUR
GHAL KALAN



HARPREET DHALIWAL
MOGA

ING STARS



MANISHA RANI
TAKHANWADH



GURMAN SINGH
WARHE



ARSHPREET SINGH
MOGA



ARSHDEEP SINGH
GHAL KALAN



BHAVNEET KAUR
GHAL KALAN



AMANDEEP KAUR
KHOSA PANDO



ARSHPREET SINGH
GHAL KALAN



RAMANDEEP SINGH
GHAL KALAN



RAVINDER SINGH
WADDHA GHAR



HARMANDEEP SINGH
GHAL KALAN



JASANPREET KAUR
GHAL KALAN



YADWINDER SINGH
GAJJAN WALA



MANPREET KAUR
KHOSA RANDHIR



NIRVAIR SINGH
GHAL KALAN



SEEMA KAUR
DROLI BHAI



JASLEEN KAUR
DARAPUR

MILESTONE

OUR SHIN



JASNOOR KAUR
GHAL KALAN



JASPAL SINGH
SAFFUWALA



SUCHINTAN KAUR
MULLANPUR



VARINDER SINGH
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NAVJEEVAN KAUR
MOGA



PRABHJOT KAUR
GHAL KALAN



MANJINDER KAUR
KOT KAROR KALAN



ANMOLDEEP SINGH
GHAL KALAN



AMANDEEP KAUR
CHOTIA THOBA



ARSHPREET SINGH
GHAL KALAN



LOVEPREET KAUR
GHAL KALAN



GURKAMAL SINGH
MOGA



JYOTI
DUNEKE



AVNEET SINGH
DHALLE-KE



GAGANDEEP KAUR
MEHRO



GURPARTAP SINGH
BAKARWALA

ING STARS



TAMMANA
MOGA



KULJIT KAUR
MOGA



NEEL KAMAL
GHAL KALAN



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KALIYE WALA



SIMRANJOT KAUR
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RAJDEEP KAUR
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GHAL KALAN



LOVEJOT KAUR
GHAL KALAN



JASPREET KAUR
KALIE WALA



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GHAL KALAN



JASHANPREET KAUR
NANGAL



PRINKA
PANDORI KHATRIAN



AYUSH NOHRIA
MOGA



AVIJEET SINGH
MANAWAN

MILESTONE

OUR SHIN



RAMANJOT KAUR
MOGA



HARPREET KAUR
GHAL KALAN



HARMANJEET KAUR
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ING STARS



GURSAHIB SINGH
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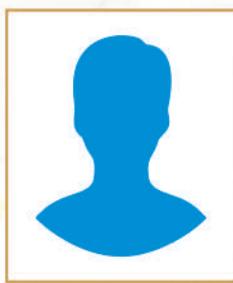
PAVNEET KAUR
SAFFUWALA



NAVPREET KAUR
GHAL KALAN



KHUSHVEER KAUR
MOGA



**NEXT WILL BE
YOU**



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- ☎ 98036-28919