



# MILESTONE

## INSTITUTION

### MOGA

*Prospectus*  
2025-26



**SPOKEN ENGLISH  
PTE**



**ACCOUNTING  
TALLY (GST)**



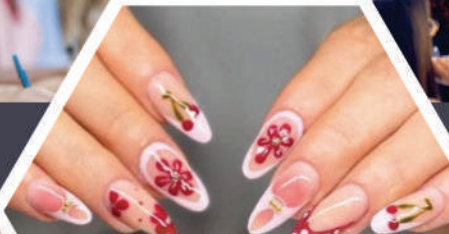
**NANNY CARE**



**ENGLISH  
GRAMMAR**



**MANAGEMENT**



**NAIL ART**



**COMPUTER  
EDUCATION**



**COOKING**



**BEAUTICIAN**



### *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

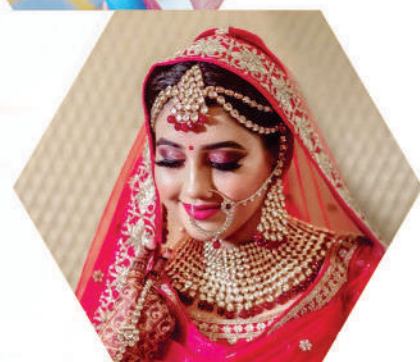
- Makeup Theory • Brush Knowledge • Self makeup
- Party makeup • Engagement makeup.

##### 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 • Smoothing
- 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 (Tall 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'
- Model 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





# 20 ANNUAL FUNCTION 'M





# N' PRIZE DISTRIBUTION 21





# 20 ANNUAL FUNCTION 'M





# N' PRIZE DISTRIBUTION 22





# 20 ANNUAL FUNCTION 'M





# N' PRIZE DISTRIBUTION 23





# 20 ANNUAL FUNCTION 'M





# N' PRIZE DISTRIBUTION 24





# 20 ANNUAL FUNCTION 'M





# N' PRIZE DISTRIBUTION 25





## UNFORGETTABLE FACES



**MANISHA RANI**  
TAKHANWADH



**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**  
TAKHANWADH



**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



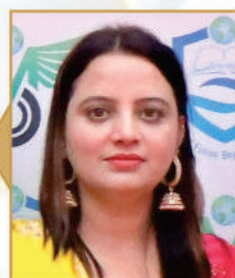
**GURWINDER SINGH**  
GHAL KALAN



**RAJDEEP KAUR**  
TAKHANWADH



**GURLEEN KAUR**  
MOGA



**MANPREET KAUR**  
MOGA



**SUKHJEEVAN KAUR**  
DHARAMKOT





**NAVDEEP SINGH**  
GHAL KALAN



**GURLEEN KAUR**  
MOGA



**PUNEET KAUR**  
CHAND NAWAN



**DALRAJ SINGH**  
DOSANJH



**HARMEET SINGH**  
MANAWAN



**MANVEER SINGH**  
GHAL KALAN



**EKJOT KAUR GILL**  
GHAL KALAN



**KIRANJEET KAUR**  
GHAL KALAN



**KHUSHWINDER SINGH**  
GHAL KALAN



**RUPINDERDEEP SINGH**  
GHAL KALAN



**PRINCEDEEP SINGH**  
GHAL KALAN



**SUKHMANPREET KAUR**  
MOGA



**KOMALPREET KAUR**  
NIDHAN WALA



**NAVJOT KAUR**  
KHOSA RANDHIR



**HARPREET KAUR**  
GHAL KALAN



**HARPREET DHALI WAL**  
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**  
WADDA 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





**JASNOOR KAUR**  
GHAL KALAN



**JASPAL SINGH**  
SAFFUWALA



**SUCHINTAN KAUR**  
MULLANPUR



**VARINDER SINGH**  
SAFFUWALA



**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



**MANPREET KAUR**  
KALIYE WALA



**SIMRANJOT KAUR**  
GHAL KALAN



**NANINDER SINGH**  
CHARIK



**NAVDEEP KAUR**  
CHARIK



**RAJDEEP KAUR**  
TAKHAN WADH



**TARANPREET KAUR**  
GHAL KALAN



**LOVEJOT KAUR**  
GHAL KALAN



**JASPREET KAUR**  
KALIE WALA



**MANPREET KAUR**  
GHAL KALAN



**JASHANPREET KAUR**  
NANGAL



**PRINKA**  
PANDORI KHATRIAN



**AYUSH NOHRIA**  
MOGA



**AVIJEET SINGH**  
MANAWAN





**RAMANJOT KAUR**  
MOGA



**HARPREET KAUR**  
GHAL KALAN



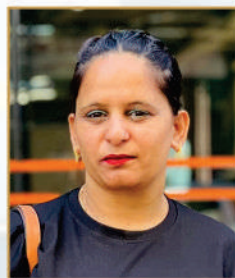
**HARMANJEET KAUR**  
GHAL KALAN



**JASHANPREET KAUR**  
GHAL KALAN



**JASLEEN KAUR**  
SAFFUWALA



**MANJEET KAUR**  
JANER



**RAMANDEEP**  
GHAL KALAN



**ASHPREET KAUR**  
GHAL KALAN



**PRABHJOT KAUR**  
KOT KAROR KALAN



**VIKRAMJEET SINGH**  
JAIPUR



**RAMANDEEP KAUR**  
GHAL KALAN



**RAJDEEP SINGH**  
LANDE-KE



**NAVDEEP KAUR**  
LANDE-KE



**JASPREET KAUR**  
LANDE-KE



**HARMAL BAWA**  
SAFFUWALA



**MEHAKPREET KAUR**  
GHAL KALAN



# ING STARS



**GURSAHIB SINGH**  
DHALLE-KE



**KARANPREET SINGH**  
CHAND PURANA



**MANJOT KAUR**  
GHAL KALAN



**NAVPREET KAUR**  
MOGA



**GURVEER KAUR**  
MAHLA KALAN



**RAMANDEEP KAUR**  
GHAL KALAN



**KAJAL**  
GHAL KALAN



**LOVEDEEP SINGH**  
GHAL KALAN



**KULWINDER KAUR**  
JAIMAL WALA



**EKAMJOT KAUR**  
GHAL KALAN



**HARMANDEEP SINGH**  
GHAL KALAN



**KULWINDER KAUR**  
DHURKOT KALAN



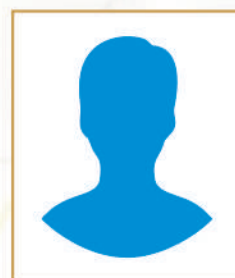
**PAVNEET KAUR**  
SAFFUWALA



**NAVPREET KAUR**  
GHAL KALAN



**KHUSHVEER KAUR**  
MOGA



**NEXT WILL BE  
YOU**





📍 Kay Cee Complex, Majestic Chowk,  
Main Bazaar, Moga (Punjab) INDIA  
🌐 [www.milestonemoga.in](http://www.milestonemoga.in)  
✉ [milestonemoga@gmail.com](mailto:milestonemoga@gmail.com)  
☎ 98036-28919