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MICROTECHTM

INSTITUTE OF COMPUTER EDUCATION

And Skill Development Foundation

মাইক্র'টেক কম্পিউটার শিক্ষানুষ্ঠান

Recognized by Government of India

Central Regd. Under Ministry of Corporate Affairs, Govt. of India
(Vide CIN No : U88100AS2023NPL025547)

Regd. Under Ministry of MSME, Govt. of India. // Regd. Under Trade Marks Act, 1999, Govt. of India

Regd. Under Department of Labour, Govt. of N.C.T., New Delhi

An ISO 9001:2015 Certified Institution



PROSPECTUS



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www.microtechassam.edu.in



**MINISTRY OF
CORPORATE
AFFAIRS**
GOVERNMENT OF INDIA



MSME
MICRO, SMALL & MEDIUM ENTERPRISES
OUR STRENGTH • OUR POWER
Ministry of MSME, Govt. of India
UAM NO: AS02D0000304



SARUPETA, BAJALI, ASSAM (INDIA), PIN-781318

INTRODUCTION OF MICROTECH

Microtech is structured into two sections. One section provides quality IT (Information Technology) education for students and another section is meant to faithful business services to peoples as a Multipurpose IT Centre. So, Microtech has become a fully developed IT Centre.

Microtech is Central Govt. Registered under Ministry of Corporate Affairs, Govt. of India (Vide CIN No: U88100AS2023NPL025547), and also an ISO 9001:2015 Certified Institution for Quality Management System.

The institute is also registered by Ministry of Micro, Small & Medium Enterprises (MSME), Govt. of India. (UAM No. AS02D0000304); by Department of Labour, Govt. of M.C.T., New Delhi; by Trade Marks Act, 1999, Govt. of India; and also Certified by Central Vigilance Commission, Govt. of India. Our all courses are at par with standard technical institutes and their courses which are equivalent to curriculum of National and International repute.

The Advantage

Microtech is a non-profit Institution dedicated to provide the best computer training to the young generation of rural areas to meet the future manpower requirements in the field of computers.

We believe in developing interest in the field of computers, rather than imposing the computer studies on the mind of the students. That is one of many reasons, why computer training is a pleasure at our Institute.

COURSE CONTENT

(Duration- 3 Months)

CCA



Certificate In Computer Application

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Windows including XP, Windows 7 & Windows 8, Windows 10. ➤ Microsoft Office (Word, Excel, Power Point). ➤ Internet. ➤ Printing & Scanning Process.

(Duration- 3 Months)

DTP



Desk Top Publication

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ Adobe PageMaker. ➤ CorelDraw. ➤ Adobe Photoshop. ➤ Leap Office. ➤ Bi-Lingual Script (Assamese, Hindi, Bengali, Bodo). ➤ Internet & E-mail. ➤ Printing & Scanning Process.

(Duration- 3 Months)

CFA



Certificate In Financial Accounting

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ Tally 7.2/9.0 ➤ Internet & E-mail. ➤ Printing & Scanning Process.

(Duration- 4 Months)

CDTP



Certificate In Desk Top Publication

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ Adobe PageMaker. ➤ CorelDraw. ➤ Adobe Photoshop & Image Ready. ➤ Leap Office. ➤ WinLipi. ➤ Bi-Lingual Script (Assamese, Hindi, Bengali, Bodo). ➤ Internet (Browsing, E-mail, Uploading & Downloading). ➤ Multimedia. ➤ Printing & Scanning Process.

COURSE CONTENT

(Duration- 4 Months)

DPFA



Diploma In Perfect Financial Accounting

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ Visual FoxPro. ➤ Tally 7.2/9.0/ERP9. ➤ Internet (Browsing, E-mail, Uploading & Downloading). ➤ Printing & Scanning Process.

(Duration- 6 Months)

DCA



Diploma In Computer Application

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop, WinLipi, Leap Office). ➤ Bi-Lingual Script. (Assamese, Hindi, Bengali, Bodo). ➤ Tally 7.2/9.0/ERP9. ➤ Internet (Browsing, E-mail, Uploading & Downloading). ➤ Multimedia. ➤ Printing & Scanning Process.

(Duration- 6 Months)

DIT



Diploma In Information Technology

➤ Computer Fundamentals. ➤ Operating Systems & MS-Paints. ➤ Microsoft Office (Word, Excel, Power Point). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop, WinLipi, Leap Office). ➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Web Designing Language (HTML, Front Page, Java Script). ➤ Internet (Browsing, E-mail, Data Transfer, Uploading & Downloading). ➤ E-Commerce Concept. ➤ Multimedia & Computer Network. ➤ Printing & Scanning Process.

COURSE CONTENT

(Duration- 6 Months)

DCHE



Diploma In Computer Hardware Engineering

➤ Computer Fundamentals & Dimensions of IT. ➤ Concept about Operating Systems Linux, Vista, Win7, Win8, Win10). ➤ Familiarization with Disk Operating System (DOS). ➤ Details of Computer Hardware Parts. ➤ Basic of Software Engineering. ➤ Introduction to Computer Network & Web Technology. ➤ Study of Motherboards, Assembling of a PC. ➤ Hard Disk Installation & Format & partition. ➤ Installation of Operating Software & any Software. ➤ Modem, Printer & Scanner Installation. ➤ Hardware & Software Problem troubleshooting.

(Duration- 1 Year)

ADCA



Advance Diploma In Computer Application

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop, Image Ready). ➤ WinLipi, Leap Office. ➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Programming in C/C++, Visual FoxPro Programming. ➤ Web Designing Language HTML. ➤ Internet (Browsing, E-mail, Uploading & Downloading). ➤ Introduction to Computer Network & Web Technology. ➤ Printing & Scanning Process.

(Duration- 1 Year)

ADIT



Advance Diploma In Information Technology

➤ Computer Fundamentals. ➤ Operating Systems & Paints. ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop, Image Ready). ➤ WinLipi, Leap Office. ➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Programming in C/C++, Visual FoxPro Programming. ➤ Java Script. ➤ Web Designing Language (HTML, Front Page). ➤ Internet (Browsing, E-mail, Uploading & Downloading). ➤ E-Commerce Concept. ➤ Multimedia. ➤ Installation of O/S & any Software. ➤ Introduction to Computer Network & Web Technology. ➤ Printing & Scanning Process.

COURSE CONTENT

(Duration- 1 Year)

ADCTT



Advance Diploma In Computer Teacher Training

➤ Computer Fundamentals. ➤ Operating Systems (MS-DOS & Windows7, Windows8/8.1, Windows10). ➤ Introduction to Computer Software & Hardware. ➤ MS-Paints. ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop). ➤ WinLipi, Leap Office. ➤ Visual FoxPro Programming. ➤ Web Designing Language (HTML, Front Page). ➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Programming in C/C++. ➤ Class Room Introduction. ➤ Method of Teaching. ➤ Instant Artist, Logo Pascal. ➤ Discussion, Tips & Tricks. ➤ Software Installation & Installation of Operating Software). ➤ Multimedia. ➤ Internet & Web Technology. ➤ Printing & Scanning Process.

(Duration- 1 Year)

PGDCA



Post Graduate Diploma In Computer Application

SEMESTER-I

➤ Computer Fundamentals & Dimensions of IT. ➤ Operating Systems (Win7, Win8/8.1, Win10). ➤ MS-Paints. ➤ Disk Operating System (DOS). ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ Adobe PageMaker. ➤ Bi-Lingual Script (Assamese, Hindi, Bengali, Bodo). ➤ WinLipi. ➤ Leap Office. ➤ CorelDraw. ➤ Adobe Photoshop. ➤ Visual FoxPro Programming. ➤ Web Designing Language (HTML, Front Page)

SEMESTER-II

➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Programming in C/C++ & Data Structure. ➤ Java Script. ➤ E-Commerce Concept. ➤ Multimedia. ➤ Basic of Software Engineering. ➤ Computer Organization & Architecture. ➤ Internet (Browsing, E-mail, Data Transfer, Uploading & Downloading etc.) ➤ Introduction to Computer Network & Web Technology. ➤ Printing & Scanning Process.

COURSE CONTENT

(Duration- 1 Year)

PGDSE



Post Graduate Diploma In Software Engineering

SEMESTER-I

➤ Computer Fundamentals. ➤ Operating Systems (Win7, Win8/8.1, Win10). ➤ MS-Paints, Disk Operating System (DOS). ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop). ➤ WinLipi. ➤ Leap Office. ➤ Visual FoxPro Programming. ➤ Web Designing Language (HTML, Front Page).

SEMESTER-II

➤ Accounting (Tally 7.2/9.0/ERP9). ➤ Programming in C/C++. ➤ Software Installation & Installation of Operating Software. ➤ E-Commerce Concept. ➤ Multimedia. ➤ E-Commerce Concept. ➤ Internet (Browsing, E-mail, Data Transfer, Uploading & Downloading etc.). ➤ Introduction to Computer Network & Web Technology. ➤ Printing & Scanning Process.



(Duration- 2 Years)

MDCA

Master Diploma In Computer Application

SEMESTER-I

➤ Computer Fundamentals. ➤ Operating Systems (Win7, Win8/8.1, Win10). ➤ MS-Paints, Disk Operating System (DOS). ➤ Microsoft Office (Word, Excel, Power Point, Access). ➤ DTP (Adobe PageMaker, CorelDraw, Adobe Photoshop, Image Ready). ➤ WinLipi, Leap Office.

SEMESTER-II

➤ Web Designing Language (HTML, DHTML, Front Page). ➤ Java Script. ➤ Accounting (Tally 7.2/9.0/ERP9, GST). ➤ Multimedia.

COURSE CONTENT

SEMESTER-III

➤ Visual FoxPro Programming. ➤ Programming in C/C++. ➤ Internet (Browsing, E-mail, Data Transfer, Uploading & Downloading etc.). ➤ E-Commerce Concept. ➤ Introduction to Computer Network & Web Technology. ➤ Printing & Scanning Process.

SEMESTER-IV

➤ Details of Computer Hardware Parts. ➤ Basic of Software Engineering. ➤ Introduction to Computer Network & Web Technology. ➤ Study of Motherboards, Assembling of a PC. ➤ Hard Disk Installation & Format & partition. ➤ Installation of Operating Software & any Software. ➤ Modem, Printer & Scanner Installation. ➤ Hardware & Software Problem troubleshooting.

OUR SPECIAL FACILITIES

Online Admission

Digital Class

Online Student Verification

Air Conditioner (AC) Class Room

Power Backup

Internet Facility (Broad Band, WiFi)

One Projector Machine

Reading Room & Library Facility

One Student One Computer On Practical Time

Students Certificate With Marksheet & Including QR Code



মাইক্র’টেক ভাৰত চৰকাৰৰ দ্বাৰা স্বীকৃতিপ্ৰাপ্ত এক শিক্ষানুষ্ঠান