

FPA **Foundation**

1. English & Communication Skills

- Spoken English
- Business Letters
- E-mail etiquettes
- Communication Skills



2. Computers

- Basic Computer
- Basic Hardware
- Software Installation
- Printing & Scanning
- PDF Editing
- MS Office
- Internet



3. Accounting

- Business Accounting
- Advanced Accounting
- Tally.ERP9

4. Tax & Law

- Income Tax
- GST (Goods & Service Tax)



5. Personality Development (P.D. 12 Topics)

6. Live Projects

7. Motivational programs

8. Prepare for Job

- Resume Making
- Group Discussion
- Mock Interview

