

Full Accounting and Taxation Package (FATP)

(Overview, Content & Syllabus)

FATP Sem - 1 - Duration :06 Months

- Computer Fundamentals
- Project in Microsoft Excel
- Microsoft Windows XP
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access (Database)
- Microsoft Word
- Internet & Email
- Computer Network & Multimedia Concept
- Project in Microsoft Word

FATP Sem - 2 - Duration :06 Months

- Tally 9.0
- Personality Development Programme
- Manual Accounting
- Income Tax, TDS, Cess
- Forms, Returns, Filing of Documents under Various Law
- Financial Accounting
- GST