



# F A M E D U

## INDIA FOUNDATION

*Enduring excellence*

**An ISO 9001 : 2015 Certified Institute**

**Registered Under Ministry of Corporate Affairs (MCA), Govt. of India**  
**CIN - U85306WB2023NPL264040**  
**MSME REGISTERED (Govt. of India)**  
**Reg. Under NITI Aayog (WB/2025/0628261), Ministry of Planning (Govt. of India)**

**Brochure For Program**



## ■ Computer Program

- A. Certificate Program
- B. Advance Diploma Program (Professional / 100% Job Assistant)
- C. Single Program

## ■ Language Program

- A. English

## ■ Vocational Program

- A. Dress Design
- B. Beautician



# Computer Program

## A. Certificate Program

### ■ Computer Awareness (CA)

**Course Module :** Computer Fundamental, Note Pad, MS Paint, Word Pad, Typing Master Pro, Internet Access.

*Course Code* : CPC011  
*Course Duration* : 3 Months (72 Hours)  
*Nature of the Course* : Short Term  
*Trainees' Entry Qualification* : VIII Pass out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Back Office Job

### ■ Expert in Typing (ET)

**Course Module :** Typing Master Pro.

*Course Code* : ET012  
*Course Duration* : 3 Months (72 Hours)  
*Nature of the Course* : Short Term  
*Trainees' Entry Qualification* : VIII Pass out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Back Office Job

### ■ Basic in Computer Knowledge (BCK)

**Course Module :** Computer Fundamental, Note Pad, MS Paint, Word Pad, Typing Master Pro, MS Office (Excel, Word).

*Course Code* : CPB013  
*Course Duration* : 3 Months (72 Hours)  
*Nature of the Course* : Short Term  
*Trainees' Entry Qualification* : VIII Pass out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Back Office Job, Data Entry Operator.

### ■ Certificate Program in Office Management (CPOM)

**Course Module :** Computer Fundamental, MS Office ( Word, Excel, Power Point, Access), MS DOS, Internet Access, Typing Master Pro, Self Management, Office Procedure, Letter Drafting, Bangla Word Typing, Printing & Scanning.

*Course Code* : CPOM014  
*Course Duration* : 6 Months (144 Hours)  
*Nature of the Course* : Medium Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Back Office Job, Data Entry Operator, Senior Receptionist, Junior Executive.

## ■ Certificate Program in Basic Computer Knowledge (CPBCK)

**Course Module :** Computer Fundamental, Note Pad, MS Paint, Word Pad, Typing Master Pro, MS Office ( Word, Excel, Power Point, Access), MS DOS, MS Windows, Internet Access, Bangla Word Typing, Printing & Scanning.

*Course Code* : CPBC015  
*Course Duration* : 6 Months (144 Hours)  
*Nature of the Course* : Medium Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Back Office Job, Data Entry Operator, Receptionist, Supervisor, Office Assistant, Junior Office Executive.

## ■ Certificate Program in Financial Accounting with Tally (CPFA)

**Course Module :** Computer Fundamental, Basic Concept of Financial Accounting, Computerised Accounting Knowledge through Tally Prime with GST, Printing & Scanning.

*Course Code* : CPFA016  
*Course Duration* : 6 Months (144 Hours)  
*Nature of the Course* : Medium Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Junior Accountant, Cash Counter Executive, Back Office Executive.

## ■ Certificate Program in Desktop Publishing (CPDTP)

**Course Module :** Computer Fundamental, Photoshop, Coreldraw, Pagemaker.

*Course Code* : CPDT017  
*Course Duration* : 6 Months (144 Hours)  
*Nature of the Course* : Medium Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Junior Designer, Logo maker.

## ■ Certificate Program in Accounting & Excel Expert ( CPAEE)

**Course Module :** Work Place IT, Basic Communicative English, Accounting Fundamental, MS Excel.

*Course Code* : CPAE018  
*Course Duration* : 6 Months (144 Hours)  
*Nature of the Course* : Medium Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Data Entry Executive, Back Office Executive, Office Assistant Junior Accountant.

## ■ Certificate Program in Excel (CPE)

**Course Module** : Computer Fundamental, MS Excel, Typing Test, Internet Access, Printing & Scanning.

*Course Code* : CPE019

*Course Duration* : 6 Months (144 Hours)

*Nature of the Course* : Medium Term

*Trainees' Entry Qualification* : VIII Pass Out (Minimum)

*Nature of the Sector* : Office (Service)

*Career Opportunities* : Back Office Executive, Office Assistant, Supervisor, Data Entry Executive.

## ■ Certificate Program in Customer Service Provider (CPCSP)

**Course Module** : Computer Fundamental, MS Office (Word, Excel ), Typing Test, Internet Access, Printing & Scanning.

*Course Code* : CPCS0110

*Course Duration* : 6 Months (144 Hours)

*Nature of the Course* : Medium Term

*Trainees' Entry Qualification* : VIII Pass Out (Minimum)

*Nature of the Sector* : Office (Service)

*Career Opportunities* : Customer Service Provider, Call Centre, Office Assistant.

## B. ADVANCE DIPLOMA PROGRAM

### 100% Professional Program

#### ■ Advance Diploma Program in Financial Accounting with Tally (ADPFA)

**Course Module :** Computer Fundamental, MS DOS, MS Windows, MS Office (Word, Excel, Power Point , Access), Complete Internet, Typing Master Pro, Computerized Accounting Knowledge through Tally Prime with GST, Printing & Scanning.

<i>Course Code</i>	: ADPFA021
<i>Course Duration</i>	: 12 Months (288 Hours)
<i>Nature of the Course</i>	: Long Term
<i>Trainees' Entry Qualification</i>	: VIII Pass Out (Minimum)
<i>Nature of the Sector</i>	: Office (Service)
<i>Career Opportunities</i>	: Back Office Executive, Receptionist, Data Entry Executive, Supervisor, Office Assistant, Senior Accountant, Cash Counter Executive.

#### ■ Advance Diploma Program in Desktop Publishing (ADPDTP)

**Course Module :** Computer Fundamental, MS DOS, MS Windows, MS Office ( Word, Excel Power point, Access), Complete Internet, Typing Master Pro, Bangla Word Typing, Pagemaker, Photoshop, Coreldraw, Illustrator, Printing & Scanning.

<i>Course Code</i>	: ADPDTP022
<i>Course Duration</i>	: 12 Months (288 Hours)
<i>Nature of the Course</i>	: Long Term
<i>Trainees' Entry Qualification</i>	: VIII Pass Out (Minimum)
<i>Nature of the Sector</i>	: Office (Service)
<i>Career Opportunities</i>	: Back Office Executive, Receptionist, Data Entry Executive, Supervisor, Office Assistant.

#### ■ Advance Diploma Program in Office Management (ADPOM)

**Course Module :** Computer Fundamental, MS DOS, MS Windows, MS Office (Word, Excel, Power point, Access ), Complete Internet, Computerized Accounting Knowledge through Tally Prime with GST, Typing Master Pro, Bangla Word Typing, Photoshop, Basic Communicative English, Printing & Scanning.

<i>Course Code</i>	: ADPOM023
<i>Course Duration</i>	: 12 Months (384 Hours)
<i>Nature of the Course</i>	: Long Term
<i>Trainees' Entry Qualification</i>	: VIII Pass Out (Minimum)
<i>Nature of the Sector</i>	: Office (Service)
<i>Career Opportunities</i>	: Back Office Executive, Receptionist, Data Entry Executive, Supervisor, Office Assistant, Senior Accountant, Cash Counter Executive.

## ■ Advance Diploma Program in Computer Hardware & Networking (ADPCHN)

**Course Module** : Computer Fundamental, MS DOS, MS Windows, MS Office (Word, Excel, Power Point, Access), Complete Internet, Typing Master, Information working, principal of device memory, Mother Board, Power Supply, Assembling, Disassembling of PC, CMOS, OS & Software Installation, Trouble Shooting File System Conversion, Disquota, Partitions Management, Introduction to Networking, Cabling Topology, Different type of Modem, Remote access Internet Sharing, Using offline Files.

*Course Code* : DPCHN024  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : System Trouble Shooting Executive, Senior System Problem Solving Executive.

## ■ Advance Diploma Program in Information Technology Architecture (ADPITA)

**Course Module** : Computer Fundamental, MS DOS, MS Windows, MS Office ( Word, Excel Power point, Access), Computerised Accounting Knowledge thorough Tally Prime with GST, Complete Internet, Pagemaker, Photoshop, Coreldraw, Basic Concept of Computer Hardware, HTML, Front Page / Dream Weaver, C Language.

*Course Code* : ADPITA025  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : Madhyamik Pass (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Back Office Executive, Receptionist, Data Entry Executive Supervisor, Office Assistant, Senior Accountant, Cash Counter Executive, Junior Graphics Designer, System Trouble Shooting Executive.

## ■ Advance Diploma Program in Data Entry Operator (ADPDEO)

**Course Module** : Computer Fundamental, MS DOS, MS Windows, MS Office (Word, Excel, Power point, Access), Complete Internet, Typing Master Pro, Bangla Word Typing, Basic Communicative English, Printing & Scanning.

*Course Code* : ADPDEO026  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Back Office Executive, Receptionist, Office Assistant.

## ■ Advance Diploma Program in Computer Teachers Training (ADPCTT)

**Course Module :** Computer Fundamental, MS DOS, MS Windows, OS & Software Installation, M.S. Office (Word, Excel, Power Point, Access), File System Conversion, Basic Communicative English, Professional Development, Aptitude test, Mock Conversations.

*Course Code* : ADPCT027  
*Course Duration* : 12 Months (288Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : H.S. Pass (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Junior Computer Trainer.

## ■ Advance Diploma Program in Web Design with PHP (ADPWD)

**Course Module :** Computer Fundamental, Php, My SQL, HTML & CSS, Java Script New Boots Strab & Web Hosting, Photo Shop, Basic Communicative English, Project.

*Course Code* : ADPWD028  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : Graduate Pass out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : PHP Developer, Web & Graphics Designer.

## ■ Advance Diploma Program in Computer Operation & Digital Education (ADPCODE)

**Course Module :** MS Excel, IT Essentials, Soft Skills, Basic Communicative English, Financial Literacy, Workplace Comprehension.

*Course Code* : ADPC029  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : H.S. Pass (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Office Assistant, Customer Associate, Digital Awareness Educator, Internet Services Public Assistant, MS Executive & Data Analyst.

## ■ Advance Diploma Program in Digital Marketing (ADPDM)

**Course Module :** Digital Marketing, Soft Skills, Basic Communicative English, Social Media Information & Media Literacy.

*Course Code* : ADPDM0210  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : Graduate Pass out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Career Opportunities* : Digital Marketing Executive, Social Media Marketing, Specialist.

## ■ Advance Diploma Program in Accounting with Tally Prime (ADPAT)

**Course Module :** Computerised Accounting Knowledge thorough Tally Prime with GST, Soft Skill, Work Place, IT, Basic Communicative English.

*Course Code* : ADPAT0211  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Junior Accountant, Tally Operator, Cash Counter Executive.

## ■ Advance Diploma Program in Excel (ADPE)

**Course Module :** Computer Fundamental, MS Excel, Internet.

*Course Code* : APE0212  
*Course Duration* : 12 Months (288 Hours )  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : VIII Pass Out (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Data Entry Executive, Office Assistant, Data Analyst.

## ■ Advance Knowledg in IT (AKT)

**Course Module :** Computer Fundamentals, MS Office (Word, Excel, Power Point, Access), Internet, Basic Concept of Accounting with Tally Prime, Photoshop, Typing Master, Basic Concept of Hardware, Printing & Scanning.

*Course Code* : AKT0213  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : Madhyamik Pass (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Office Assistant, Data Entry Executive, Data Analyst.

## ■ Advance Diploma Program in Computer Application (ADPCA)

**Course Module :** Computer Fundamentals,MS DOS, MS Windows, MS Office ( Word, Excel, Power Point,Access),Complete Internet, Typing Master Pro, HTML, CSS, PHP, Basic Communicative English, C Programming, Printing & Scanning.

*Course Code* : ADPCA0214  
*Course Duration* : 12 Months (288 Hours)  
*Nature of the Course* : Long Term  
*Trainees' Entry Qualification* : Madhyamik Pass (Minimum)  
*Nature of the Sector* : Office (Service)  
*Carrer Opportunities* : Office Assistant, Data Entry Executive, Supervisor Receptionist

## C. Single Courses

(Short Term)

Course	Duration	Eligibility (Minimum)
Hardware & Networking	3 Months (72 Hours)	Madhyamik
Web Design	3 Months (72 Hours)	Madhyamik
Programing C	2 Months (48 Hours)	Madhyamik
Programing C++	2 Months (48 Hours)	H.S. Or Equivalent
C# & . Net	3 Months (72 Hours)	H.S. Or Equivalent
RDBMS & SQL	3 Months (72 Hours)	H.S. Or Equivalent
Advance Excel	3 Months (72 Hours)	Madhyamik
Tally Prime	3 Months (72 Hours)	Madhyamik
Photoshop 7.0	3 Months (72 Hours)	Madhyamik
Type Master Pro	2 Months (48 Hours)	VIII Pass (Minimum)
Bangla Word	1 Months (24 Hours)	VIII Pass (Minimum)

# Language Program

## English

### Pre - Beginners :-

#### Course Module :

**Grammar :** Parts of Speech, Number (Singular & Plural ), Gender ( Nouns & Pronouns) Possessive (Adjectives & Pronouns), Tenses, Sentences (Affirmative, Negative & Interrogative), Transformation of Sentences, Countable & Uncountable Nouns, Use of Articles, Degrees of Comparison, Antonyms, Use of Prepositions, Framing of Questions, Vocabulary, Trades & Professions.

**Oral :** States / Union Territories & Their Capitals, Darjeeling & The Sundarbans & Questions Related to them, What to Say, Simple Description of People, Significance of Certain Dates, Spelling-Practice, Reading Practice, Conversation in Class by discussing General topics.

### Beginners :-

#### Course Module :

**Grammar :** Use of Auxiliaries, Use of Verb & Tenses, Vocabulary, Construction of Sentences, Framing of Question, Correction of error.

**Oral :** Information Regarding Various Aspects of the Society, Tourist Attractions of India & Question related to them, Simple Description (Things), What to say regarding practice (Newspaper), Conversation in class by discussing general topics.

### Intermediate :-

#### Course Module :

**Grammar :** Agreement of Verb with its Subject, Use of Verb & Tenses, Framing of Question, Direct & Indirect Narration, Arranging Word to make coherent Sentence, Correction of Common errors, Identification of Parts of Speech.

**Oral :** Information Regarding Important Cities of India & Famous Personalities & Question related to them, Short Dialogues, Reading Practice (Newspaper), Conversation in classes by discussing general topics.

### Senior :-

#### Course Module :

**Grammar :** Use of Phrasal Verb, Use of Idioms, Voice Change, Agreement of Verb, Correction of Common errors, Multiple - Choice Question, Completing Sentences.

**Oral :** Information Regarding the Preamble to the Constitution of India & Question related to it, Dialogues / Group discussions, What to ask, Reading Practice (Newspaper), Conversation practice in class by discussing general topics.

### Advance :-

#### Course Module :

**Grammar :** Pairs of Words.

**Oral :** Debates, Reading Practice (Newspaper), Conversation practice in class by discussing general topics, There will be an Oral Examination of about 30 Minutes duration per Candidate.

<i>Course Code</i>	: E01
<i>Course Duration</i>	: 12 Months (192 Hours)
<i>Nature of the Course</i>	: Long Term
<i>Trainees' Entry Qualification</i>	: Madhyamik pass out (Minimum)
<i>Name of the Sector</i>	: All
<i>Carrier Opportunities</i>	: Shop / Retail / Industry / Office (All types).

# Vocational Program

## A. Dress Design

### ■ Basic Cutting & Sewing (BCS)

**Course Module :** Technique in Tailoring with using Tools & Equipment and Machineries, Pillow Cover, Cushion Cover, Round Petticoat, Six-cut Petticoat, Pajama, Preni Frock.

**Course Code :** CS01

**Course Duration :** 3 Months (48 Hours)

**Nature of the Course :** Short Term

**Trainees' Entry Qualification :** VIII Pass out (Minimum)

**Nature of the Sector :** Apparel

**Career Opportunities :** Shop / Retail / Industry / Office (Service)

### ■ Certificate Program in Basic Tailoring (CBT)

**Course Module :** Technique in Tailoring with using Tools & Equipment and Machineries, Pillow Cover, Cushion Cover, Round Petticoat, Six-cut Petticoat, Pants, Pajama, Frock, Preni Frock, Nighty, (Round Throat Kuchi Nighty), Aline Nighty, (Salwar Kameez), Patiala Punjabi, Shirt, Pants, Plain Cut Blouse, Baby Suit.

**Course Code :** CBT02

**Course Duration :** 6 Months (96 Hours)

**Nature of the Course :** Medium Term

**Trainees' Entry Qualification :** VIII Pass out (Minimum)

**Nature of the Sector :** Apparel

**Career Opportunities :** Shop / Retail / Industry / Office (Service / Making)

### ■ Advance Diploma Program in Tailoring & Dress Design (ATDD)

**Course Module :** Technique in Tailoring with using Tools & Equipment and Machineries, House Coat, Designer Kurti (Angaraksha), Designer Nighty, Anarkali Kurti, Dhuti Patiala, Semi Patiala, Palazzo, Circular Palazzo, Long skirt, Lehenga (Kuchi & Kali Cutting), Askle Length Pants, Umbrella Cut Kameez, Madhubala, Princess Cut Blouse, Elite Cut Blouse, Boat Neck Blouse, Bombay cut Churidar, High Neck Bombay Cut Blouse, T-shirt, Ladies Shirt, Ladies Jacket, Jabala.

**Course Code :** ATD03

**Course Duration :** 12 Months (192 Hours)

**Nature of the Course :** Long Term

**Trainees' Entry Qualification:** VIII Pass out (Minimum)

**Nature of the Sector :** Apparel

**Career Opportunities :** Shop / Retail / Industry / Office (Service / Making).

## ■ Advance Diploma Program in Tailoring & Dress Design (ADPTD)

**Course Module :** Technique in Tailoring with using Tools & Equipment and Machineries.  
Pants :- Divided, Plazzo, Skirt Plazzo, Pencil Pant, Leggings, Two-in-one Side Patiali, Side Patiali Cum Dhoti Patiali, Chudi Dhoti Patiali, Chudi Pants.  
Blouse :- 1 Cut, Taken Blouse, Princess Cut Blouse, Elite Cut Blouse, Boat Neck Blouse.  
Churidar :- Frock Churidar, Princess Cut Churidar, Taken Churidar, Madhubala.  
Frocks :- Umbrella Frock, Two-Part, Elanpari Frock, Plain Frock.  
Shirt :- T-shirt, Hawaii Shirt, Height Suit.  
Skirt:- Divided, long, Ghagra skirt, Short skirt, Pleated skirt.

**Course Code** : ADPTD04  
**Course Duration** : 24 Months (288 Hours)  
**Nature of the Course** : Long Term  
**Trainees' Entry Qualification** : VIII Pass out (Minimum)  
**Nature of the Sector** : Apparel  
**Career Opportunities** : Shop / Retail / Industry / Office (Service / Making).

## B. BEAUTICIAN

### ■ Certificate Program in Beautician (CPB)

**Course Module :** Threading, Pedicure, Manicure, Wax, Facial, Bleach, Hair Treatment, Hair Cutting Hair Style, Makeup (Bridal, Party, Self), Spa, Hair Straightening, Health Care, Parlor Management .

**Course Code** : CPB05  
**Course Duration** : 6 Months (96 Hours)  
**Nature of the Course** : Medium Term  
**Trainees' Entry Qualification** : VIII Pass out (Minimum)  
**Nature of the Sector** : Beauty and Wellnes  
**Career Opportunities** : Beauty Therapist, Beautician Marriage, Sales Executive at Cosmetics Firms.

### ■ Advance Diploma Program in Beautician (ADPB)

**Course Module :** Introduction to beauty, Anatomy and physiology of Human body, Cosmetic Materials, Intoduction to Massage, Massage Therapy and Facials, Hirtory of skin, Eye Makeup and heir Removal, Nail Care, Manicure and Pedicure, Hair Care and Styling, Salon Management, Sari Darping, Mehendi, Advance Treatment, SPA.

**Course Code** : APB06  
**Course Duration** : 12 Months (192 Hours)  
**Nature of the Course** : Long Term  
**Trainees' Entry Qualification** : Madhyamik Pass (Minimum)  
**Nature of the Sector** : Beauty and Wellnes  
**Career Opportunities** : Beauty Therapist, Beautician Marriage, Sales Executive at Cosmetics Firms, Beauty Advisor, Hair Stylist.



: Address :

Gosaba Bazar (Panchayat Office Road), Gosaba, South 24 Parganas, 743370, W.B., India  
Web : [www.fameduindia.org](http://www.fameduindia.org), Email : [info@fameduindia.org](mailto:info@fameduindia.org)