

Diploma in Business Process Outsourcing: Finance and Accounting Programme (DBPOFA)

1. Developing and Imbibing Key Skills in Finance and Accounting domain in the BPO industry
2. Developing competency in Communication Skills in the areas of listening, speaking, reading and writing .
3. Developing Skills in MS Word/ Power point/ Excel/ Access .
4. Developing professional skills for upward mobility at the workplace.

SEMESTER 1



