

# DIPLOMA IN FINANCIAL APPLICATION (DFA)

6 Month - 1 Hours Per Day | 3 Month - 2 Hours Per Day

## OPERATING SYSTEM

Fundamentals

Keyboard Fingering

Windows 7/8/10

Using USB Pen Drive & CD DVD

## MICROSOFT OFFICE

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

## FINANCIAL ACCOUNTING

About Tally.ERP9

Latest Updates

Sales/Purchase

Order Process Entries

## SEMESTER 3

Student Development Program (SDP), Interview Preparation  
Job Training Classes, Soft Skills, Personality Development etc.