

Diploma in Business Process Outsourcing – Finance and Accounting (DBPOFA)

| SN NO | Name of the Programme | Prog - code | Eligibility | Min.Age as on 1 st Jan of the Academic Year | Duration in the years | | Programme Fee | Medium of Instruction | Name of the Programme Co-coordinator | Telephone NO/e-mail Address | Name of the School |
|-------|---|-------------|--|--|-----------------------|-------|---|-----------------------|--------------------------------------|---|--------------------|
| | | | | | Min | Max | | | | | |
| 1 | Diploma in Business Process Outsourcing- Finance and Accounting | DBPO FA | 10+2 or its equivalent with English as compulsory subject and 50% aggregate OR Bachelors degree and above(with English as compulsory subject at 10+ 2 level) | No Bar | 1 yr * | 3 yrs | Rs. 14,000 Semester 1 - Rs 10,000/- Semester 2 - Rs 4,000/- | English | Dr. Geetika S. Johry | 011-29536982 geetikajohry@ignou.ac.in Helpline No:- 09311552077 ignoubpohelp@gmail.com | SOVET |

- * Students will have an exit option at the end of 6 months (ie. Semester 1). The successful candidates will get a 'Certificate in Finance and Accounting'. This Exit option is available for only working professionals who are either working in a BPO industry or a relevant industry with a minimum of 6 months work experience & having good communication & IT skill
- Regional centers with less than 10 students enrolled in this Programme will undergo Extended Counseling Session (ECS) where students will take the course online through e-learning and will be invited to attend sessions in Delhi /Bangalore.

About the Programme : IGNOU, in association with Accenture has designed and developed the Diploma in Business Process Outsourcing - Finance and Accounting, an innovative programme (the first of its kind) in the open and distance learning system. This program will provide the opportunity to the students to develop their professional skills, to be eligible for employment in the growing BPO industry. This Diploma programme incorporates a unique blend of theory and practical courses, designed by eminent academicians, Accenture subject matter experts, BPO training organizations and e-learning organizations, to provide students with a comprehensive learning model.

Facts and Benefit of the Programme

- The IGNOU- Accenture BPO Diploma is targeted towards undergraduate, graduate and working professionals
- First of its kind BPO certification launched with academia & industry collaboration.
- It ensures imbibing key skills related to F&A in BPO industry
- First time complimenting classroom counseling with e-learning sessions.
- It qualifies the student to apply to Accenture and other large BPO organizations

Programme Structure

This Programme comprises Sem 1 and Sem 2, Sem 1: Finance and Accounting consists of 5 courses, having 16 Credits and Sem 2: English Communications and IT skills, consists of 2 Courses, having 16 Credits. To be eligible for the award of the Diploma in Business Process Outsourcing – Finance and Accounting, a student has to complete all the 7 courses as shown below and a candidate will also get an EXIT option after 6 months (Sem1) and upon successful completion he/she would get Certificate in Finance and Accounting

Finance and Accounting (Semester 1)

| Course Code | Course Name | Credits |
|--------------|--|-------------------|
| BPOI - 001 | Course 1: Introduction to Finance and Accounting BPO | 2 Credits |
| BPOI - 002 | Course 2: Fundamentals of Accounting | 4 Credits |
| BPOI - 003 | Course 3: Procure to Pay (P2P, Accounts Payable) | 4 Credits |
| BPOI -004 | Course 4: Order to Cash (O2O, Accounts Receivable) | 3 Credits |
| BPOI -005 | Course 5: Record to Report | 3 Credits |
| TOTAL | | 16 Credits |

English Communications and IT skills (Semester 2)

| Course Code | Course Title | Credits |
|--------------|---|-------------------|
| BPOI – 006 | Course 6: English Communication | 8 credits |
| BPOI - 007 | Course 7: IT Skills (MS Word, MS Excel) | 8 credits |
| TOTAL | | 16 Credits |

Admission procedure for Offline and Online

Offline admission procedure

Candidates can download the prospectus from http://prog_details.ignou.ac.in/common_pros_10_11/common-pros-final1.pdf student can walk in to any of the Regional Center in your locations and buy prospectus.

Application Form duly filled in and completed in all respects, along with mandatory documents to be **submitted at Regional Centers & a copy of application form sent to Director, School of Vocational Education and Training, Room 10, Block No1, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068**. Up to last date of submission of application form through speed post / registered post

Mandatory Documents along with Application Form:

- a) Admission Form
- b) Affixed photograph and your signature over it.
- c) Enclosed documents,
 - Attested copies of Certificates in support of your educational qualification(s).
 - Category Certificate for SC/ST/OBC candidates
 - Identity Card duly filled up
 - Demand draft for the Fees

Last date of Admission & Payment of Fees

TBD

- **Fee : 14,000/- for one year** in form of Demand Draft should be drawn in the name of IGNOU and payable at the city where their regional Centre is located. Candidates must ensure that they have written their Name, Programme code and Address on the back of the Demand Draft

Also students can make payment as per the semester/installments

Semester 1 – Rs.10, 000/-

Semester 2 -- Rs. 4,000/-

- You are advised to retain a photocopy of the application form submitted to IGNOU and send one copy of the application form to be sent to " **Director-School of Vocational Education and Training, IGNOU, Maidan Garhi, New Delhi- 110068.**" By speed post of courier.

Online admissions procedure

Candidates can also apply for the DBPOFA program through online admission Visit <http://onlineadmission.ignou.ac.in/Instruction.asp>

PLEASE ENSURE THAT YOU HAVE ALL THE DOCUMENTS INDICATED BELOW FOR REFERENCE BEFORE FILLING UP THE APPLICATION FORM:

IF YOU HAVE, PLEASE TICK ALL THE BOXES INDICATE BELOW TO PROCEED FURTHER:

- Date of birth certificate (SSLC/SSC Certificate)
 - Qualifying Degree/Certificate Marks Sheet (Main Subjects, Year of Passing, Percentage, Division, Board Code)
 - The Demand Draft (DD) Details/Cash Bank Challan Details/Credit Card Details (DD No. /Bank Challan No., Bank Name, Date, Amount etc.)
(In case, the Mode of payment is DD then Demand Draft should be in favor of IGNOU and payable at the city of the Regional Centre opted.)
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The applicants desirous of taking admission to any Programme of IGNOU can avail the opportunity of on-line admission through under mentioned three modes.

1. Credit Cards

The applicants can apply for admission to various programmes of IGNOU given in prospectus through online by making payments of Programme fee through credit cards. After submitting the online admission, an applicant is required to take a print out of said form and submit the same to the concerned Regional Centre along with the attested copies of testimonials to fulfill the eligibility criteria for admission.

2. Cash challan

Applicants having no credit cards can also avail the facility of online admission by depositing Programme fee in cash along with bank charges of Rs.6/- at any Branch of the **Axis Banks** or without any charges (free) at **Punjab National Bank** across the country. If the student opts for payment through cash, the student has to initially fill all the particulars in the online admission application form and submit. The computer will generate an automatic control number which the student should note for future reference. The format of Cash Challan for deposit in cash will appear on the screen. The student should take a printout of the filled in application as well as challan form which will be containing three copies. On payment of the cash, the said banks will retain one copy of the challan and return back two copies to the student after filling in the transaction number. The student will then affix

his/her photograph and putting his/her signature at the appropriate place of the printout copy of the admission form and forward the same along with one copy of the challan and attested photocopies of the testimonials to the concerned RC for processing the admission application form.

3. Bank Drafts

An applicant can make payment of admission fee through Bank Drafts and fill the particulars of the draft on the online application form and submit. A student can also make draft from Punjab National Bank by paying Rs.10/- as Draft charges. In such case, an applicant is required to draw a bank draft of required amount first. On submitting the online application form, a control number will appear on the screen which is required for future references. The applicant will then take a printout of the filled in online admission form and submit the same to the concerned Regional Centre along with the original draft and copies of required testimonials.

Dispatch of Application Form

Make the set of the following documents and send the above set of documents to the concerned Regional Centre:

1. Print out of the filled online application form with auto generated Application Form Number with your two photographs affixed and duly signed.
 2. If payment mode Bank Draft/Cash Challan, then on the back of Demand Draft/Challan Copy please fill the following details(Fee proof is not required for Credit Card Payment):
 - a. Your name
 - b. Auto generated Control Number given by IGNOU
 - c. Programme applied
 3. Certificates in support of your educational qualification(s)
 4. Experience Certificate wherever required
 5. Category Certificate for SC/ST/PH/OBC(Non Creamy Layer)/Kashmiri Migrant/War Widow candidates where required
 6. Age Certificate wherever required
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