

UNITED NATION INSTITUTE

ACCOUNTING AND FINANCE EDUCATION TRAINING SECTOR

SECTOR CODE: AFETS-001

SL. NO	COURSE TITLE	COURSE DURATION	COURSE CODE	MIN-QUALIFICATION
1	DIPLOMA IN SECRETARIAL PRACTICE AND OFFICE MANAGEMENT	1 YEAR	DSPOM	12th
2	DIPLOMA IN SECRETARIAL PRACTICE AND ACCOUNTING	1 YEAR	DSPA	12th
3	DIPLOMA IN BANKING AND FINANCE MANAGEMENT	1 YEAR	DBFM	12th
4	DIPLOMA IN BANKING AND INSURANCE	1 YEAR	DBI	12th
5	DIPLOMA IN ACCOUNTING AND AUDITING	1 YEAR	DAA	12th
6	DIPLOMA IN COMPUTERIZED ACCOUNTING AND FINANCE	1 YEAR	DCAF	12th
7	DIPLOMA IN OFFICE AUTOMATION AND ACCOUNTING	1 YEAR	DOAA	12th
8	DIPLOMA IN FINANCE AND ACCOUNTING	1 YEAR	DFA	12th
9	ADVANCE DIPLOMA IN FINANCE AND ACCOUNTING	2 YEAR	ADFA	12th
10	ADVANCE DIPLOMA IN COMPUTERIZED ACCOUNTING AND FINANCE	2 YEAR	ADCAF	12th
11	ADVANCE DIPLOMA IN URBAN COOPERATIVE BANKING	2 YEAR	ADUCB	12th
12	ADVANCE DIPLOMA IN ACCOUNTING AND AUDITING	2 YEAR	ADAA	12th
13	ADVANCE DIPLOMA IN BANKING AND FINANCE	2 YEAR	ADBA	12th
14	ADVANCE DIPLOMA IN OFFICE AUTOMATION AND ACCOUNTING	2 YEARS	ADOAA	12th

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15	CERTIFICATE IN SECRETARIAL PRACTICE AND OFFICE MANAGEMENT	6 MONTHS	CSPOM	10th
16	CERTIFICATE IN FINANCE AND ACCOUNTING	6 MONTHS	CFA	10th
17	CERTIFICATE IN OFFICE AUTOMATION AND ACCOUNTING	6 MONTHS	COAA	10th
18	CERTIFICATE IN BANKING AND FINANCE MANAGEMENT	6 MONTHS	CBFM	10th
19	CERTIFICATE IN ACCOUNTS AND TAXATION	6 MONTHS	CAT	10th
20	CERTIFICATE IN COMPUTERIZED ACCOUNTING AND FINANCE	6 MONTHS	CCAF	10th