



**Bright Success  
ACADEMY**

## **ADVANCE DIPLOMA OFFICE INDUSTRIAL ACCOUNTING**

### **Course Syllabus**

**COMPUTER FUNDAMENTALS  
WINDOWS OS**

### **Software**

**MICROSOFT WORD  
MICROSOFT EXCEL  
MICROSOFT POWER POINT  
TALLY PRIME WITH GST**

### **Course Content**

**VOLUME 1 : FUNDAMENTALS OF ACCOUNTS AND INVENTORY  
VOLUME 2 : ADVANCED INVENTORY AND TECHNOLOGICAL CAPABILITIES  
PURCHASE, SALES WITH GST REPORTS & PAYMENT, BILLING FEATURES, POP, SOP, DEBIT NOTES, CREDIT NOTE, B.R.S, PRICE LIST, STOCK JOURNAL, MANUFACTURING JOURNAL, STOCK ANALYSIS REPORTS, RCM, MULTI LANGUAGE, TDS, IMPORT, EXPORT BACKUP & RESORE, FINALIZATION DATA SECURITY & MULTI CURRENCY BILLING ACCOUNTING, INVENTORY, BILLING, PAYROLL, BANKING, TAXATION, MANY MORE...**

### **Internet**

**EMAIL ID CREATION AND  
OPERATING TICKETS BOOKING  
CYBER SAFETY TIPS**

### **Job Profile**

**BACK OFFICE JOB /  
DATA ENTRY JOB /  
ACCOUNTANT /  
TAX ASSISTANT**

**9998121433 | 7878196045**

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