



## 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 &  
MULI CURRENCY BILLING ACCOUNTING, INVENTORY, BILLING, PAYROLL, BANKING,  
TAXATION, MANY MORE...**

### Internet

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

### Fees

**Fees : 10500/-  
Reg. Fees : 500/-  
Exam Fees : 500/-  
Duration : 3 Months  
Documents : 3 photos,  
Aadharcard Xerox**

### Job Profile

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

**9998121433 | 7878196045**

**Bright Success Academy, 3rd Floor ,  
Plot C 7 12 Manav Mandir, Surya Hospital Rd, near Janta Footwear,  
GIDC Housing Board Colony, Golden Town, GIDC, Vapi Gujarat 396191, India**