



**Bright Success**  
ACADEMY

## DIPLOMA IN FINANCIAL ACCOUNTING

### Course Syllabus

Windows OS  
Computer Fundamentals

### Course Content

**VOLUME 1 FUNDAMENTAL OF ACCOUNTS AND INVENTORY,  
ACCOUNTING, BILLING, BANKING, TAXATION, MANY MORE ETC...**

### Internet

EMAIL ID CREATION AND OPERATING  
TICKETS BOOKING  
CYBER SAFETY TIPS  
PRINTING & SCANNING DOCUMENT

### Job Profile

Back Office Job/ Data Entry job  
Accountant /Tax Assistant

### Software

MICROSOFT WORD  
MICROSOFT EXCEL  
MICROSOFT POWER POINT  
TALLY PRIME WITH GST

### Fees

Fees	: 8500/-
Reg. Fees	: 500/-
Exam Fees	: 500/-
App Fees	: 1000/-
Duration	: 4 Months
Documents	: 3 photos, Aadharcard Xerox

**9998121433 | 7878196045**

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