



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

 **Bright Success Academy, 3rd Floor ,
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GIDC Housing Board Colony, Golden Town, GIDC, Vapi Gujarat 396191, India**