

BCA

BACHELOR'S IN COMPUTER APPLICATION

CONTENT:

- MS-OFFICE
- ADVANCED EXCEL
- TALLY PRIME + GST



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MS-OFFICE SYLLABUS

MS-Word Syllabus		
Sr.No.	Part of Syllabus	Days
1.	Introduction+ Note Pad+ Word-pad	2
2.	Word-	
	File Menu	1
	Home Menu	1
	Insert Menu	3
	Design Menu	1
	Page Layout Menu	1
	Reference Menu	1
	Mailings Menu	1
	Review Menu	1
	View Menu	1
	Quick Access Tool	1
3.	Assignment	1
4.	Total	15

Power Point Syllabus

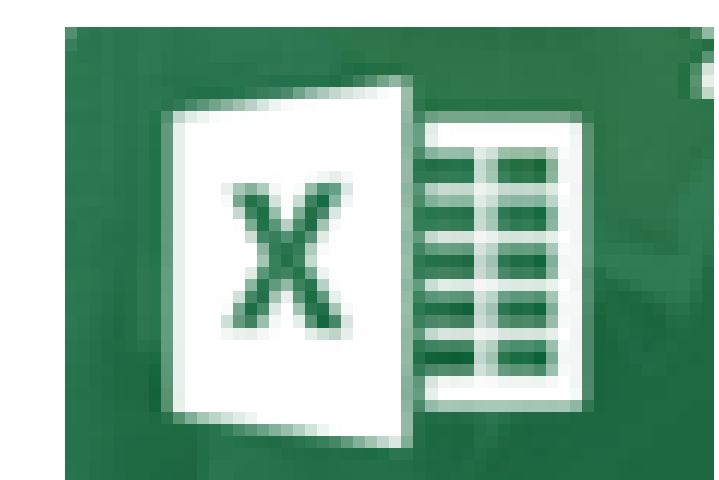
Sr.No.	Part of Syllabus	Days
1.	File Menu	1
2.	Home Menu	2
3.	Insert Menu	2
4.	Design Menu	1
5.	Transition Menu	1
6.	Animation Menu	3
7.	Slide Show Menu	2
8.	Review Menu	1
9.	View Menu	2
10.	Format Menu + Quick Access Tool Bar	2
11.	Assignment	1
	Total	18

Basic MS – Excel Syllabus

Sr.No. <small>www.ck12.org</small>	Part of Syllabus	No. of Examples	No. of Hours / Days for Teaching with Practice
1.	Window Introduction and Formula Drafting Rules + Data Types		1 day
2.	File Menu	5 (New, Open, Save, Save As, Print)	1 day
3.	Home Menu	Conditional Formatting, Format Tool, Fill, Go To, Sort, Insert, Delete, Merging	2 days
4.	Insert Menu	Pivot Table, Pivot Charts, Filter, Slicer, Hyperlink (Only One Example per Tool)	3 days
5.	Page Layout Menu	Printing – 3 Buttons of status bar, Background	1 day
6.	Formulas Menu	Logical, Text, Date and Time, Lookup, Mathematical and Statistical	3 days
7.	Data Menu	Data Validation, Subtotal, Remove Duplicate	1 day
8.	Review Menu		15 Minutes
9.	View Menu		
10.		Student Practice Hours	15 Minutes
11.		Total	13 days



ADVANCED EXCEL SYLLABUS



SR.NO	PART OF SYLLABUS	NO. OF HOURS/ DAYS OF TEACHING WITH PRACTICE
Formula 1)	Financial	1 day
	PMT	
2.	LOGICAL	6 Days
	If, AND, OR	
3.	Text	6 days
	REPLACE	
	SUBSTITUTE	
	CONCATENATE	
	MID	
	UPPER	
	LOWER	
	PROPER	
	REPT	
4.	DATE & TIME	6 days
	YEARFRAC	
	DATEIF	
	TIME CALCULATION	
	NOW	
	TODAY	
	NETWORKDAYS.INTL	
	WORKDAY	
	EOMONTH	
5.	LOOKUP & REF	6 Days
	VLOOKUP	
	HLOOKUP	
	REVERSE VLOOKUP	
	INDEX MATCH	
	MATCH	
	Approximate Match	
6.	Mathematical	1 day
	SQR	
	SQRT	
	POWER	
7.	STATISTICAL-	4 Days
	COUNT	
	COUNTA	
	COUNTIF	
	COUNTIFS	
	SUM	
	SUMIF	
	SUMIFS	

	AVERAGE	
	AVERAGEIFS	
8.	INFO-	5 Minutes
	ISODD	
	ISEVEN	
	TOTAL	

*Remaining 15 days for rush examples and Exam

Conditional Formatting - 2 Days	
PIVOT TABLE - 5 Days	
Text to Column	
Sort Tool	
Remove Duplicate	4 Days
What if Analysis - 3 Major Tools	
Subtotal	
Review Menu - 2 Days	
View - Zoom Level and Print Setup - 1 Day	
Developer - Macro Recording - 1 Day	

Total = 45 Days

*Practical Industry Examples like BPO/ IT manufacturing/
Service/ Hotel Management



Tally Prime with GST Syllabus

Sr.No.	Part of Syllabus	Problems/Examples	Total Days
1.	Theory		15 days
2.	Company Operations, Settings, Shortcut keys (Go Through)	3 Examples	3 days
3.	Accounts Only	3 Problems	6 days
4.	Accounts with Inventory	3 Problems	6 days
5.	Bank Reconciliation	Theory	1 day
6.	Bank Reconciliation	1 Problem	2 days
7.	GST (Goods) + Theory	1 Problem	5 days
8.	GST (Reverse Charge)	1 Problem	2 days
9.	GST (Service)	1 Problem	5 days
10.	Accounting Standards	Introduction	1 day
11.	Accounting Concepts and Conventions		4 days
12.	Exam & Counselling		2 days
		Total	52 days

