



DOPA - SYLLABUS

- **MS-OFFICE**
- **ADVANCED EXCEL**
- **TALLY PRIME + GST**
- **BOOK-KEEPING &
ACCOUNTANCY**
- **TAXATION**
- **AUDITING**
- **BANKING**



MS-OFFICE SYLLABUS

MS-Word Syllabus		
<u>Sr.No.</u>	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

<u>Sr.No.</u>	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

<u>Sr.No.</u>	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 EXAMPLES	NO. OF HOURS/ DAYS OF TEACHING WITH PRACTICE
1	Window Introduction and Formula Drafting	Rules +Data Types	1 DAY
2	File Menu	S (New, Open, Save, As, Print)	1 DAY
3	Home Menu	Cut, Copy, Paste, Format Painter, Font Name, Font size, BIU, Cell Font colours, Alignment, Merge Cell, Number and Date formatting, Conditional Formatting, Find, replace, fill, go to, format-row height, column width, rename sheet, hide, unhide rows and columns	4 DAYS
4	Insert Menu	Pivot Table, Pivot Charts, Filter, Slicer, Illustrations, Hyperlink, Text and Symbols	4 DAYS
5	Page Layout Menu	Printing – 3 Buttons of status bar	2 DAYS
6	Data Menu	Filter, Text to column, remove duplicates, data validation, subtotal	3 DAYS
7	Review Menu	Spelling & Grammar Check, Project Workbook	1 DAY
8	View Menu	Zoom Level	5 MINUTES
		Student Practice Hours	Max 13 Days
		Total	26 Days

+

Formula	Financial	1 day
1.	PMT	
2.	If, AND, OR	
3.	Text	3 days
	REPLACE	
	SUBSTITUTE	
	CONCATENATE	
	MID	

	UPPER	
	LOWER	
	PROPER	
	REPT	
	FLASH FILL	
4.	DATE & TIME	3 days
	YEARFRAC	
	DATEIF	
	TIME CALCULATION	
	NOW	
	TODAY	
	NETWORKDAYS.INTL	
	WORKDAY	
	EOMONTH	
5.	LOOKUP & REF	4 days
	VLOOKUP	
	HLOOKUP	
	REVERSE VLOOKUP	
	INDEX MATCH	
	MATCH	
	Approximate Match	
6.	Mathematical	5 days
	SQR	
	SQRT	
	POWER	
7.	STATISTICAL-	
	COUNT	
	COUNTA	
	COUNTIF	
	COUNTIFS	
	SUM	
	SUMIF	
	SUMIFS	
	AVERAGE	
	AVERAGEIFS	
8.	INFO-	5 Minutes
	ISODD	
	ISEVEN	
9.	ERROR HANDLING	1 day
10.	SHORTCUT KEYS & LARGE DATA HANDLING	1 day
	TOTAL	13days

***Remaining 15 days for examples and Practical Mock Tests**

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



Tally Prime with GST Syllabus

<u>Sr.No.</u>	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

TAXATION

- **Indian Tax System**
- **Introduction**
- **Types Of Taxes**
- **Direct Taxes**
- **Income Tax**
- **Introduction**
- **Computation**
- **Slab**
- **ITR**
- **PAN**
- **Advance Tax**
- **Introduction**
- **Calculation Of Advance Tax**
- **Tax Deduction At Source**
- **Introduction**
- **Tax Deduction Rate**
- **Form 16**
- **16A**
- **E-filing Of Income Tax Returns**
- **Financial Statement**
- **Section 80 Teddy**
- **Tax Invoice**

BANKING

- **Banking System In India**
- **Relation Between Banker & Customer**
- **Bankers Operation**
- **Loans And Advances**
- **Housing Loans**
- **Personal Loans**
- **Interest Calculation**
- **E-banking**
- **Debit Card, Credit Card**
- **Cash Credit**
- **BRS Statement**
- **Insurance / Life Insurance/General**
- **Insurance / Mediclaim**
- **Investment/Mutual Fund/Public**
- **PPF / EnquityShares**
- **Banking Project Report (Sample Project Report)**

BOOK-KEEPING & ACCOUNTANCY

- **Accountant Role In Society**
- **Introduction Book Keeping**
- **And Advance Accountancy**
- **Accounting Concepts**
- **Classification Of Accounts**
- **Journals**
- **Ledger**
- **Depreciation**
- **Balance Sheet And**
- **Profit Loss Account**
- **Accounts Finalizations**
- **Ratio Analysis**

AUDITING

- **Error**
- **Need**
- **Control Procedures**
- **Auditing Of Cash & Trading**
- **Transaction**
- **Costing & Auditing Under**
- **Miscellaneous Topic**
- **Verification & Scrutiny Of Ledgers**