CCPT Syllabus for Public Sectors

Total allocated hours: 100

Introduction to Information Technology	
Allocated Hours:10 **Marks for CCPT challenge Exam: 10**	
Central Processing Units (CPUs) – processor, hard disk, random access memory, read-only memory	• Explain the role and importance of basic components of a CPU.
Input devices – Key board, mouse, touch pads, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale.	• State the uses/benefits and limitations of common input devices.
Output devices – monitor, printer	• State the differences between CRT and LCD/LED monitors • Classify different types of printers and state their relative advantages and limitations.
Operating systems – DOS, Windows, Linux	• State key operating system commands used for efficient searches, formatting disks, viewing IP configurations, testing network connections and exploring the network
Core Windows tasks – customize desktop and start menus, work with files and folders, log-on and log-off, search for information, lock the computer, use a screen-saver password, reset a password	• State methods for customizing desktop presentation and the start menu • Define techniques to work efficiently with files and folders • State efficient ways to search for required information from active and archive files • State the important information that could be recorded whilst a user is logged-in • Define basic controls and practices that should be adopted by users for safeguarding data stored in computers.

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<table>
<tr><td colspan="2">SAP (Fi)
Allocated Hours: 10
Proposed: Marks for CCPT challenge Exam: 10

To enhance the skill of participants in the operational use of SAP Main</td></tr>
<tr><td>Course Contents</td><td>

- Overview of SAP FI
- Basic Components of Fi Module
- Terminology used in SAP FI
- Budgeting in SAP
- Bill Punching, Processing, and Cheque Printing
- Expenditure Tracking
- Financial Reports in SAP
</td></tr>
<tr><td colspan="2">SAP (HR)
Allocated Hours: 10
Proposed: Marks for CCPT challenge Exam: 10
To enable the participants to generate financial reports in SAP HR Module</td></tr>
<tr><td>Main Course Content.</td><td>

- Overview of SAP HR
- Basic component of HR Module
- Payroll (Personal Actions, Hiring)
- Payroll Processing Steps in SAP H.R.
- Simulation & Error Removal from Sim
- Payroll & Error Removal (Correction)
- Wage Type Statements & Pre-Audit Checks (Stat Rep)
- Reports for (Banks, DDO's, Post Audit) & its Processing
- Posting to Accounting (Simulation & Actual)
- GPF Up-dation
- GPF Off Cycle
- Pension Roll
- Reports prepared under SAP
</td></tr>
</table>

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ACL	
Allocated Hours: 20	
Proposed: Marks for CCPT challenge Exam: 20	
Introduction to ACL	• Advantages of CAAT to the auditor • Difficulties in using audit software • Salient features of ACL
Elements of ACL Project	• Tables • Scripts • Logs • Workspaces • Folders
	• Data Analysis Guidelines for Acquiring Data Reporting

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Ms. Word Contents **Allocated Hours:10** **Proposed: Marks for CCPT challenge Exam: 10**	
Getting Started with Word	• Create and Save Word Documents • Edit Documents • Preview and Print Documents
Formatting Text and Paragraphs	• Apply Character Formatting • Control Paragraph Layout • Align Text Using Tabs • Display Text in Bulleted or Numbered Lists • Apply Borders and Shading
Managing Lists	• Sort a List • Format a List
Adding Tables	• Insert a Table • Modify a Table • Format a Table • Convert Text to a Table
Inserting Graphic Objects	• Insert Symbols and Special Characters • Add Images to a Document
Controlling Page Appearance	• Apply a Page Border and Color • Add Headers and Footers • Control Page Layout • Add a Watermark
Preparing to Publish a Document	• Check Spelling, Grammar, and Readability • Use Research Tools • Check Accessibility • Save a Document to Other Formats

CCPT Syllabus for Public Sectors

Ms. Excel Contents Allocated Hours: 20 Proposed: Marks for CCPT challenge Exam: 20	
Getting Started	• Starting Excel • Opening a Workbook • Understanding the Display Screen
Entering Data	• Moving the Cell Pointer • Selecting a Range of Cells • Creating a New Workbook • Inserting, Renaming, and Deleting Worksheets • Entering Constant Values • Using Auto Fill to Enter Data • Saving a Workbook • Editing Cell Contents • Clearing Cell Contents • Working with Undo and Redo • Closing a Workbook
Using Formulas	• Entering Formulas • Using Auto Fill with Formulas • Using the SUM Function • Summing Columns or Rows Automatically • Using Statistical Functions • Working with the Range Finder • Using Formula Error Checking
Working with Constant Values and Formulas	• Copying and Pasting Constant Values and Formulas • Cutting and Pasting Constant Values and Formulas • Using Collect and Paste
Modifying Columns and Rows	• Changing Column Width • Changing Row Height • Inserting and Deleting Columns or Rows • Hiding Columns or Rows
Printing Worksheets	• Using Print Preview • Working with Print Settings • Using Page Setup Tools • Working in Page Layout View • Creating a Header and Footer • Using Page Break Preview • Printing a Worksheet • Exiting Excel

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Ms. PowerPoint Contents	
Allocated Hours: 10	
Proposed: Marks for CCPT challenge Exam: 10	
Getting Started with PowerPoint	• Create and Save a PowerPoint Presentation • Use PowerPoint Help
Developing a PowerPoint Presentation	• Select a Presentation Type • View and Navigate a Presentation • Edit Text • Build a Presentation
Performing Advanced Text Editing Operations	• Format Characters • Format Paragraphs • Format Text Boxes
Adding Graphical Elements to Your Presentation	• Insert Images • Insert Shapes
Modifying Objects in Your Presentation	• Edit Objects • Format Objects • Group Objects • Arrange Objects • Animate Objects
Adding Charts to Your Presentation	• Create a Chart • Format a Chart • Insert a Chart from Microsoft Excel
Preparing to Deliver Your Presentation	• Review Your Presentation • Apply Transitions • Print Your Presentation • Deliver Your Presentation

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Ms. Access Contents Allocated Hours:10 Proposed: Marks for CCPT challenge Exam: 10	
Getting Started with Access	• Orientation to Microsoft Access • Create a Simple Access Database • Get Help and Configure Options in Microsoft Access
Working with Table Data	• Modify Table Data • Sort and Filter Records
Querying a Database	• Create Basic Queries • Sort and Filter Data in a Query • Perform Calculations in a Query
Using Forms	• Create Basic Access Forms • Work with Data on Access Forms
Generating Reports	• Create a Report • Add Controls to a Report • Enhance the Appearance of a Report • Prepare a Report for Print • Organize Report Information • Format Reports
Designing a Relational Database	• Relational Database Design • Create a Table • Create Table Relationships
Sharing Data Across Applications	• Import Data into Access • Export Data to Text File Formats • Export Access Data to Excel • Create a Mail Merge