

CA

PAKISTAN



The Institute of
Chartered Accountants
of Pakistan

AFC SYLLABUS

Winter 2021

**Note: AFC Exams will be discontinued
after Winter 2021 attempt.**



SYLLABUS

Proficiency level mentioned against each content of the syllabus are explained as follows:

Proficiency Level

a. Level 1

This level requires understanding and awareness of the subject matter and related concepts. The candidates will be expected to have ability to understand the nature of basic concepts.

b. Level 2

This level requires good understanding and detailed evaluation of the subject matter and related concepts, along with the ability to apply concepts and skills in simple professional scenario. The candidates will be expected to have ability to provide reasonable justification and logical explanation to support their professional judgment and decision making.

c. Level 3

This level requires in-depth understanding of the subject matter and related concepts. The candidates will be expected to have ability to critically examine and evaluate all concepts and available information to make firm professional judgments and make decisions.

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ASSESSMENT OF FUNDAMENTAL COMPETENCIES

*FUNCTIONAL ENGLISH

Objective

To ensure that candidates can communicate effectively in the English language.

Learning Outcome

On the successful completion of this paper candidates will be able to:

1	use a range of vocabulary correctly
2	construct sentences using correct grammar
3	demonstrate the ability of speed reading and comprehension.

Grid	Weightage
Vocabulary	15-20
Practical use of Grammar	20-25
Comprehension and Speed reading (General)	10-15
Total	50

Syllabus Ref	Contents	Level	Learning Outcome
A	Vocabulary		
1	Meanings and application of vocabulary listed on: a: "The Oxford 3000- Seventh Edition", and b: Any other list as the Institute may provide at any time before the conduct of Examination.	3	LO1.1.1: Comprehend the role that language plays in different contexts LO1.1.2: Identify the correct meaning of the word and use synonyms or antonyms for the given words in a sentence LO1.1.3: Construct meaningful sentences using the prescribed word list.
B	Practical use of Grammar		
1	Parts of speech	3	LO2.1.1: Suggest the use of verb, adverb, noun, pronoun, adjective, preposition, conjunction and interjection in constructing sentences.
2	Rules of sentences	3	LO2.2.1: Understand and determine declarative, interrogative, imperative, exclamatory and optative sentences LO2.2.2: Understand and identify simple, compound, complex, multiple and conditional sentences

Syllabus Ref		Contents	Level	Learning Outcome
	3	Phrases and idioms	3	LO2.3.1: Construct meaningful sentences using commonly used phrases and idioms.
	4	Tenses	3	LO2.4.1: Understand and apply rules of tenses in sentences.
	5	Direct and indirect speech	3	LO2.5.1: Understand the difference between direct and indirect speech LO2.5.2: Use direct speech with the correct punctuations and various reporting verbs LO2.5.3: Identify the changes incidental to the transformation of direct speech to indirect speech.
	6	Active and passive voice	3	LO2.6.1: Change the active voice to passive voice and passive voice to active voice.
	7	Punctuation	3	LO2.7.1: Determine the appropriate use of capital letter, question mark, exclamation mark, full stop, semi-colon, comma, colon, apostrophe, quotation marks, brackets, dash, hyphen and ellipsis.
C		Comprehension and Speed reading (General)		
	1	Comprehension	3	LO3.1.1: Comprehend a brief write up and answer questions based on that write up.
	2	Speed reading	3	LO3.2.2: Assimilate the key contents of a lengthy write up and answer questions based on that write up.

Note: *Syllabus has been revised in 264th meeting of the Council held on May 8th and 9th, 2015.

ASSESSMENT OF FUNDAMENTAL COMPETENCIES

*BUSINESS COMMUNICATION

Objective

To ensure that candidates can communicate effectively while performing their professional responsibilities.

Learning Outcome

On the successful completion of this paper candidates will be able to:

1	comprehend concepts of business communication
2	demonstrate awareness of intra-personal and interpersonal skills
3	understand formats of basic business messages and message-writing etiquette
4	understand the utility of the internet with respect to business communication.

Grid	Weightage
Concepts	10-15
Intra-personal and Interpersonal skills	20-25
Communication via the internet	10-15
Total	50

Syllabus Ref	Contents	Level	Learning Outcome
A	Concepts		
1	Introduction to business communication	3	LO1.1.1: Define business communication LO1.1.2: Describe with simple examples the goals, patterns (formal and informal), and channels of business communication.
2	Communication process	2	LO1.2.1: Define “communication process” LO1.2.2: Explain and illustrate the components of the communication process, namely: context, sender, message, medium, recipient and feedback LO1.2.3: Identify the information needs of the organisation and its sources, levels and usefulness for effective communication

Syllabus Ref		Contents	Level	Learning Outcome
				<p>LO1.2.4: Explain with simple examples the barriers to effective communication</p> <p>LO1.2.5: Describe different methods of communication and also state its appropriate medium</p> <p>LO1.2.6: Classify different types of communication networks and describe their influence on the communication process within an organisation.</p>
	3	Seven C's of effective communication	3	<p>LO1.3.1: Describe with simple examples the seven C's of effective communication</p> <p>LO1.3.2: Identify weaknesses in a given simple communication process applying the Seven C's concept and suggest corrections.</p>
B		Intra-personal and Inter-personal skills		
	1	Nature of Intra-personal communication	3	<p>LO2.1.1: Develop an awareness and appreciation of the importance of intra-personal communication</p> <p>LO2.1.2: Identify the basic aspects of intra-personal communication including self-concept, perception and expectation.</p>
	2	Nature of Interpersonal communication	3	<p>LO2.2.1: Identify the axioms of interpersonal communication</p> <p>LO2.2.2: Specify the purposes of interpersonal communication</p> <p>LO2.2.3: Determine the role of stereotypes in the communication process</p> <p>LO2.2.4: Identify the role of communication conflict in intercultural relationships</p> <p>LO2.2.5: Explain the key ways to improve interpersonal skills</p> <p>LO2.2.6: Identify the elements and traits of ethics in interpersonal communication.</p>
	3	Critical Thinking	3	<p>LO2.3.1: Explain the difference between creative thinking and critical thinking</p> <p>LO2.3.2: Assess the effect of critical thinking over communication.</p>

Syllabus Ref		Contents	Level	Learning Outcome
	4	Non-verbal communication	3	<p>LO2.4.1: Identify forms of non-verbal communication including facial expressions, posture, gestures, eye contact, voice and touch</p> <p>LO2.4.2: Explain the uses of non-verbal messages.</p>
	5	Verbal communication	3	<p>LO2.5.1: Contrast between oral and written communication</p> <p>LO2.5.2: Explain and account for the basic forms of oral communication including face to face communications, interviews, telephone conversations, grapevine, negotiations, meetings and lecture/speech</p> <p>LO2.5.3: Contrast between speaking and listening skills</p> <p>LO2.5.4: Develop a personal, constructive approach to dealing with conflict situations through speech communication strategies of conflict resolution</p> <p>LO2.5.5: Explain the principles of preparing and delivering an effective public speech</p> <p>LO2.5.6: Explain the importance of listening in effective business communication</p> <p>LO2.5.7: Describe types and barriers to listening.</p>
	6	Visual communication	2	<p>LO2.6.1: Assess the role of visual communication in simplifying and comparing information and illustrating trends and ideas.</p>
	7	Written communication	3	<p>LO2.7.1: Classify the types of business letters and circulars</p> <p>LO2.7.2: Determine the qualities of an effective letter and circular</p> <p>LO2.7.3: Describe the different components of business letter</p> <p>LO2.7.4: Explain the salient features of persuasive letters and circulars</p> <p>LO2.7.5: State the meaning and purpose of a short business report</p>

Syllabus Ref		Contents	Level	Learning Outcome
				LO2.7.6: Describe the contents of a business report LO2.7.7: Differentiate between different types of reports LO2.7.8: Explain the contents of different types of reports.
C		Communication via the internet		
	1	Website hosting (types and services)	1	LO3.1.1: State meaning, types and services of web hosting.
	2	Types of electronic communication	2	LO3.2.1: Explain the main features and practical use of social networking forums, blogs, podcasting, discussion boards, messaging, video conferencing and email LO3.2.2: Discuss the benefits and limitations of various types of electronic communication.

Note: *Syllabus has been revised in 264th meeting of the Council held on May 8th and 9th, 2015.

ASSESSMENT OF FUNDAMENTAL COMPETENCIES

QUANTITATIVE METHODS

Objective

To develop the ability to apply quantitative methods and statistics to business problems.

Learning Outcome

On completion of this paper the candidate will be able to:

1	understand basic mathematics to build a base for financial analysis and transform business problems into mathematical equations
2	apply financial mathematics to solve business problems
3	analyse business solutions and identify feasible, alternative optimum and unbounded solutions using graphical methods
4	evaluate maximised profit, minimised cost and feasible manufacturing quantity by using calculus
5	analyse production planning cases and formulate solutions using matrices
6	present collected data using diagrams, charts and graphs and evaluate common measures of dispersion and central tendencies
7	evaluate the impact of inflation and rebase numbers using indices
8	use statistical methods in analysing historical data for decision making and estimating future outcomes
9	explain and apply probability theory
10	explain sampling and explain and carry out tests of significance.

Grid	Weightage
Mathematics	
Basic mathematics	10-15
Financial mathematics	15-25
Calculus	10-15
Matrices and determinants	10-15
Statistics	
Statistical methods	20-25
Methods of least square and regression	5-10
Probability and probability distribution	5-10
Sampling and decision making	5-10
Total	100

Syllabus Ref		Contents	Level	Learning Outcome
A		Mathematics		
	a	Basic mathematics		
	1	Exponential and logarithmic functions	2	LO1.1.1: Demonstrate adequate knowledge of laws of logarithm LO1.1.2: Make use of logarithms in solving business problems LO1.1.3: Perform calculations involving exponential and logarithmic functions LO1.1.4: Analyse the behaviour of business problems involving exponential and logarithmic functions.
	2	Equation of straight line	2	LO1.2.1: Demonstrate adequate understanding of various forms of the equation of a straight line.
	3	Application of straight line in business and economics	2	LO1.3.1: Identify business situations where the equation of a straight line could be used LO1.3.2: Use the equation of a straight line in relevant business problems.
	4	Simultaneous equation- linear and quadratic	2	LO1.4.1: Demonstrate adequate command of solving simple equations, including two variable simultaneous equations and quadratic equations.
	5	Coordinate system	2	LO1.5.1: Demonstrate understanding of the coordinate system and be able to prepare graphs of linear equations.
	6	System of linear inequalities and their graphical presentation	2	LO1.6.1: Demonstrate an understanding of linear inequalities LO1.6.2: Demonstrate the graphical presentation of linear inequalities.
	7	Factorisation of equations including factorisation by completion of squares	2	LO1.7.1: Perform multiplication and division operations on linear and quadratic equations LO1.7.2: Solve quadratic equations by factoring and by completing the square method.
	8	Arithmetic progression	2	LO1.8.1: Identify situations where data is in arithmetic progression LO1.8.2: Use arithmetic progression in business problems to calculate monthly instalments, first instalment, total amount paid and total time required for settlement of a loan etc.

Syllabus Ref		Contents	Level	Learning Outcome
	9	Geometric progression	2	LO1.9.1: Use geometric progression in relevant situations.
	b	Financial mathematics		
	1	Simple interest	2	LO2.1.1: Calculate interest value using simple interest.
	2	Compound interest	2	LO2.2.1: Calculate interest value using compound interest.
	3	Present value	2	LO2.3.1: Calculate the present value of a future cash sum using both a formula and tables LO2.3.2: Calculate the net present value (NPV) of a project LO2.3.3: Use NPVs to choose between mutually exclusive projects.
	4	Future values	2	LO2.4.1: Calculate future values using both simple and compound interest.
	5	Annuities	2	LO2.5.1: Calculate the present value of an annuity using both a formula and tables.
	6	Internal rate of return	2	LO2.6.1: Explain with examples the use of the internal rate of return of a project.
	7	Interpolation and perpetuities	2	LO2.7.1: Calculate the present value of perpetuity.
	c	Linear programming		
	1	Graphical solution to linear programming problems involving redundant constraints, bounded and unbounded feasible regions, no feasible solution and alternative optimum solution	2	LO3.1.1: Demonstrate adequate expertise in transforming a business problem into a system of linear programming LO3.1.2: Identify constraints and cost minimization or profit maximization functions LO3.1.3: Identify the redundant constraint LO3.1.4: Use the Corner Point Theorem LO3.1.5: Prepare a graphical solution of a linear programming problem LO3.1.6: Analyse a graphical solution and identify whether it has a bounded or an unbounded feasible region or no feasible solution at all

Syllabus Ref		Contents	Level	Learning Outcome
				LO3.1.7: Analyse the solution of a linear programming problem and identify alternative and optimum solutions, if any exist.
	d	Calculus		
	1	Rules for differentiation- Sum, difference, product and quotient rules of differentiation	2	LO4.1.1: Demonstrate an adequate understanding of rules of differentiation.
	2	Marginal function, calculation of revenue, cost and profit of marginal unit	2	LO4.2.1: Make use of differentiation techniques in determining marginal functions LO4.2.2: Calculate revenue, cost and profit of a marginal unit using differentiation techniques.
	3	Use of second order derivatives; maxima, minima and point of inflexion.	2	LO4.3.1: Demonstrate the application of second order derivatives in calculating maxima, minima and the point of inflexion.
	e	Matrices and determinants		
	1	Fundamentals of matrices, addition, subtraction, multiplication, inverse of matrices	2	LO5.1.1: Demonstrate an adequate knowledge of matrix algebra (addition, subtraction and multiplication) LO5.1.2: Calculate the determinant, adjoint and inverse of a matrix LO5.1.3: Make use of the properties of determinants while calculating determinants.
	2	Solution of simultaneous linear equations using Cramer's Rule and Matrix Inverse Method	2	LO5.2.1: Represent simultaneous linear equations in matrix form LO5.2.2: Solve simultaneous linear equations using Cramer's Rule and Matrix Inverse Method.
B		Statistics		
	a	Presentation and use of data		
	1	Collection and tabulation of data	2	LO6.1.1: Classify different types of data LO6.1.2: Perform data collection through various methods LO6.1.3: Organise and summarise data and present it as a frequency distribution.

Syllabus Ref		Contents	Level	Learning Outcome
	2	Presentation through graphs, charts and diagrams, including stem and leaf display, box and whisker plot	2	<p>LO6.2.1: Present data using a simple bar chart, a multiple bar chart and a component bar chart</p> <p>LO6.2.2: Construct pie charts, histograms, frequency polygons, ogives, stem and leaf displays and box and whisker plots</p> <p>LO6.2.3: Analyse graphical representations of data.</p>
	3	Measures of central tendencies and measures of dispersions	2	<p>LO6.3.1: Calculate various measures of central tendency such as mode, median, arithmetic, geometric and harmonic means</p> <p>LO6.3.2: Analyse the advantages and disadvantages of various central tendency measures</p> <p>LO6.3.3: Identify the characteristics and measures of dispersion</p> <p>LO6.3.4: Use measures of dispersion, such as standard deviation or variance, to ascertain the degree of variation or variability in a distribution.</p>
	b	Index numbers		
	1	Index numbers, weighted index numbers, concept of purchasing power and deflation of income	2	<p>LO7.1.1: Define the index number and its types</p> <p>LO7.1.2: Use different formulae/methods to calculate various types of index number</p> <p>LO7.1.3: Analyse the uses and limitations of index numbers. For example, use index numbers to deflate or inflate a series and explain the result.</p>
	c	Methods of least square and regression		
	1	Scatter diagram, linear relationship, simple linear regression lines by method of least square	2	<p>LO8.1.1: Demonstrate an understanding of scatter diagrams, including their construction, uses and limitations</p> <p>LO8.1.2: Demonstrate an understanding of the basic concept of regression lines and how they are used</p> <p>LO8.1.3: Use least squares linear regression to construct a regression line (line of best fit)</p>

Syllabus Ref		Contents	Level	Learning Outcome
				LO8.1.4: Analyse regression lines LO8.1.5: Use a regression line to calculate a forecast of the value of a dependent variable where the value of an independent variable is given.
	2	Simple linear correlation	2	LO8.2.1: Demonstrate an understanding of the basic concept of correlation coefficient analysis.
	3	Coefficient of correlation and determination	2	LO8.3.1: Calculate and analyse coefficients of correlation and determination.
	4	Rank correlation	2	LO8.4.1: Define rank correlation LO8.4.2: Calculate the rank correlation coefficient between two sets of data and explain the value.
	d	Probability and probability distribution		
	1	Counting techniques	2	LO9.1.1: Use counting techniques, like the mn counting rule and factorials for calculating, for example, a total number of outcomes LO9.1.2: Use permutations and combination to calculate the total number of possible selections from a set of data.
	2	Probability	2	LO9.2.1: Understand the definition of probability and other basic terms as well as their application.
	3	Addition law for mutually exclusive and non-mutually exclusive events	2	LO9.3.1: Use the addition rule while calculating probabilities LO9.3.2: Identify the difference between mutually exclusive and non-mutually exclusive events.
	4	Multiplicative laws for dependent and independent events	2	LO9.4.1: Identify the difference between dependent and independent events LO9.4.2: The use of multiplication rule while calculating conditional probabilities.
	5	Binomial distribution	2	LO9.5.1: Account for the assumptions that underlie the Binomial distribution LO9.5.2: Demonstrate the use of Binomial distribution to calculate probabilities.

Syllabus Ref		Contents	Level	Learning Outcome
	6	Poisson distribution	2	LO9.6.1: Account for the properties of the Poisson distribution LO9.6.2: Demonstrate the use of the Poisson distribution to calculate probabilities.
	7	Hyper-geometric distribution	2	LO9.7.1: Identify situations where Hypergeometric distribution could be used LO9.7.2: Demonstrate the use of Hypergeometric distribution to calculate probabilities.
	8	Normal distribution	2	LO9.8.1: Demonstrate the use of normal distribution including the use of tables LO9.8.2: Demonstrate the application of the normal distribution to calculate probabilities.
	e	Sampling and decision making		
	1	Simple random sampling	2	LO10.1.1: Understand the terms, population and sample LO10.1.2: Explain methods for selecting a simple random sample.
	2	Sampling distribution of mean	2	LO10.2.1: Define and construct a sampling distribution of the sample means LO10.2.2: Calculate the mean and standard deviation of a sampling distribution of sampling means.
	3	Standard error of mean	2	LO10.3.1: Calculate standard error of mean.
	4	Sampling with and without replacement	2	LO10.4.1: Select an appropriate sampling technique for calculating the probabilities of sample means.
	5	Testing of hypothesis for population means, difference between population means and population proportion and difference between two population proportions	2	LO10.5.1: Demonstrate the use of hypothesis testing, significance testing and testing a hypothesis LO10.5.2: Perform hypothesis test of population means based on small and large samples LO10.5.3: Perform hypothesis tests of the difference between two population means based on small and large samples

Syllabus Ref		Contents	Level	Learning Outcome
				<p>LO10.5.4: Perform hypothesis tests of the difference between two population proportions</p> <p>LO10.5.5: Select appropriate distributions i.e., z or t for constructing a confidence interval for a population mean.</p>
	6	Single population variance based on test of Chi-square.	2	LO10.6.1: Use the Chi-square distribution to perform tests of goodness of fit and independence.
	7	Confidence interval for estimating population means, proportions and variance, and differences between proportion means, proportion and variance.	2	<p>LO10.7.1: Construct the confidence interval for population means and difference of means</p> <p>LO10.7.2: Construct the confidence interval for population means and difference of proportion and variance.</p>
	8	Problems of determination of sample size for the study of population mean and proportion.	2	<p>LO10.8.1: Calculate a sample size for an interval estimate of a population mean</p> <p>LO10.8.2: Calculate a sample size for an interval estimate of a population proportion.</p>

ASSESSMENT OF FUNDAMENTAL COMPETENCIES

INTRODUCTION TO INFORMATION TECHNOLOGY

Objective

To enable candidates to equip themselves with the fundamental skills and proficiency required to cope with today's highly challenging IT oriented business environment.

Learning Outcome

The candidates will be able to:

1	describe and classify different elements of a computer system
2	describe the basic operations in commonly used operating systems
3	demonstrate performance level knowledge in Microsoft Excel
4	demonstrate performance level knowledge in Microsoft Word
5	demonstrate performance level knowledge in Microsoft PowerPoint.

Grid	Weightage
Computer hardware and types of operating system	3-6
Microsoft Excel	18-22
Microsoft Word	12-18
Microsoft PowerPoint	8-12
Total	50

Syllabus Ref	Contents	Level	Learning Outcome
A	Computer hardware and operating systems		
1	Central Processing Units (CPUs) – processor, hard disk, random access memory, read-only memory	1	LO1.1.1: Explain the role and importance of basic components of a CPU.
2	Input devices – Key board, mouse, touch pads, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale.	1	LO1.2.1: State the uses/benefits and limitations of common input devices.
3	Output devices – monitor, printer	1	LO1.3.1: State the differences between CRT and LCD/LED monitors LO1.3.2: Classify different types of printers and state their relative advantages and limitations.

Syllabus Ref		Contents	Level	Learning Outcome
	4	Operating systems – DOS, Windows, Linux	1	LO1.4.1: State key operating system commands used for efficient searches, formatting disks, viewing IP configurations, testing network connections and exploring the network.
	5	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	1	<p>LO1.5.1: State methods for customizing desktop presentation and the start menu</p> <p>LO1.5.2: Define techniques to work efficiently with files and folders</p> <p>LO1.5.3: State efficient ways to search for required information from active and archive files</p> <p>LO1.5.4: State the important information that could be recorded whilst a user is logged-in</p> <p>LO1.5.5: Define basic controls and practices that should be adopted by users for safeguarding data stored in computers.</p>
B		Microsoft Excel		
	1	Construction of formulae and application of constructed and built-in functions and formulae	2	<p>LO2.1.1: Show clear understanding of options in the menu bar like File, Home, Insert, Page Layout, Formulas, Data, Review and View</p> <p>LO2.1.2: Demonstrate how to construct formulae using functions, cell references, constants and operators</p> <p>LO2.1.3: Demonstrate how to construct nested formulae</p> <p>LO2.1.4: Demonstrate adequate command and ability to use the functions like Sum, Sumif, Trunc, Subtotal, Round, Floor, Ceiling, int, Mod, Abs, Average, Count, CountA, Countif, Max, Min, Median, Stdev.S, Percentile, Rank, IRR, Rate, Effect, PV, NPV, SLN, Yield, PMT, ACCRINT, ACCRINTM, COUPDAYS, CUMPRINC, Vlookup, Hlookup, IF, IFERROR, NOT, AND, OR, ISBLANK, ISERR, ISERROR, ISLOGICAL, ISNA, ISNUMBER, ISTEEXT, ISNONTTEXT, ISREF, Exact, Trim, Left, Right, Len, Lower, Upper, Mid, Proper,</p>

Syllabus Ref		Contents	Level	Learning Outcome
				Text, Today, Now, Weekday and Weeknum.
	2	Creating and modifying customized data formats	2	<p>LO2.2.1: Show how to use multiple worksheets, and navigate, select, rename, insert, delete, move, copy and print worksheets</p> <p>LO2.2.2: Demonstrate how to move and copy data between worksheets and sort, filter, find, replace data and its formatting as required</p> <p>LO2.2.3: Use appropriate Excel features to create customized data formats</p> <p>LO2.2.4: Modify existing data formats to enhance readability.</p>
	3	Using conditional formatting	2	<p>LO2.3.1: Use the conditional formatting feature to highlight exceptions</p> <p>LO2.3.2: Demonstrate the use of Conditional Formatting Rules Manager</p>
	4	Protecting cells, worksheets and workbook	2	<p>LO2.4.1: Perform the steps to protect certain cells, individual worksheets and an entire workbook</p> <p>LO2.4.2: Demonstrate the use of Digital Signature.</p>
	5	Merging workbooks	2	<p>LO2.5.1: Perform the steps to share a workbook</p> <p>LO2.5.2: Perform the steps to merge multiple copies of a shared workbook.</p>
	6	Importing and exporting data to and from Excel	2	<p>LO2.6.1: Demonstrate ability to store data directly in an Excel workbook or in an external data source</p> <p>LO2.6.2: Demonstrate basic understanding of creating, editing, refreshing and finding data connections in Excel</p> <p>LO2.6.3: Demonstrate adequate command on importing data to Excel from other applications and data sources</p> <p>LO2.6.4: Demonstrate adequate command on exporting data from Excel to other applications and data sources.</p>

Syllabus Ref		Contents	Level	Learning Outcome
	7	Creating and editing charts and templates	2	<p>LO2.7.1: Show how to insert/create, move and resize charts</p> <p>LO2.7.2: Demonstrate command on formatting and changing chart types</p> <p>LO2.7.3: Demonstrate adequate knowledge in creating and editing Excel templates.</p>
C		Microsoft Word		
	1	Creating custom style for text, tables and lists	2	<p>LO3.1.1: Show clear understanding of options in the menu bars like File, Home, Insert, Page Layout, References, Mailings, Review and View</p> <p>LO3.1.2: Use various Word features to present letters, reports and other documents in a presentable custom style</p> <p>LO3.1.3: Demonstrate adequate command on using Mail Merge feature to create letters, envelopes, directory etc.</p>
	2	Creating and modifying tables	2	<p>LO3.2.1: Demonstrate command on inserting/creating tables and making use of pre-defined table style for improved presentation</p> <p>LO3.2.2: Demonstrate command on editing tables and use of formatting tools to improve readability of data in tables</p> <p>LO3.2.3: Demonstrate the use of formulas in tables</p> <p>LO3.2.4: Use Word's built-in features to sort contents saved in tables.</p>
	3	Creating and modifying a table of contents	2	<p>LO3.3.1: Identify the basic formatting requirements to insert a table of contents</p> <p>LO3.3.2: Demonstrate performance level knowledge to insert and modify a table of contents.</p>
	4	Use of Review and Reference tab commands	2	<p>LO3.4.1: Demonstrate the ability to make effective use of Track Changes command</p>

Syllabus Ref		Contents	Level	Learning Outcome
				LO3.4.2: Demonstrate performance level knowledge to insert and modify bibliography, endnotes, footnotes, captions, comments & cross references.
D		Microsoft PowerPoint		
	1	Creating new presentations from templates	2	LO4.1.1: Select a template from PowerPoint's sample templates to construct simple presentations LO4.1.2: Demonstrate performance-level knowledge of working with Slide Masters and Layouts.
	2	Inserting and editing text-based content	2	LO4.2.1: Perform inserting and editing of text based content.
	3	Inserting, and editing tables, charts, diagrams, pictures, shapes, graphs and objects	2	LO4.3.1: Demonstrate performance level knowledge of inserting and editing tables, charts and other objects in the presentation LO4.3.2: Use appropriate PowerPoint features to insert and edit pictures, videos, charts/graphs and other objects in the presentation.
	4	Running and printing presentations	2	LO4.4.1: Demonstrate performance-level knowledge whilst applying meaningful slide transitions LO4.4.2: Demonstrate performance-level knowledge whilst setting up slide shows, recording slide shows, starting slide show from beginning or from current slide, broadcasting slide show and creating custom slide shows LO4.4.3: Demonstrate performance-level knowledge whilst printing Notes Pages, Hand outs and Slides.