



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

CAF SYLLABUS

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Annexure – A**SYLLABUS**

Proficiency and testing levels are mentioned against each learning outcome within the syllabus and are explained below:

Proficiency levels

The proficiency level is the description of pitch of the performance expected from the person taking action. The levels are as follows:

Level of Proficiency	Description
P1	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> • Defining, explaining, summarizing, and interpreting the underlying principles and theories of relevant areas of technical competence to complete tasks while working under appropriate supervision; • Performing assigned tasks by using the appropriate professional skills; • Recognizing the importance of professional values, ethics, and attitudes in performing assigned tasks; • Solving simple problems, and referring complex tasks or problems to supervisors or those with specialized expertise; and • Providing information and explaining ideas in a clear manner, using oral and written communications. <p>Learning outcomes at the foundation level relate to work environments that are characterized by low levels of ambiguity, complexity and uncertainty.</p>
P2	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> • Independently applying, comparing, and analyzing underlying principles and theories from relevant areas of technical competence to complete work assignments and make decisions; • Combining technical competence and professional skills to complete work assignments; • Applying professional values, ethics, and attitudes to work assignments; and • Presenting information and explaining ideas in a clear manner, using oral and written communication, to accounting and non-accounting stakeholders. <p>Learning outcomes at the intermediate level relate to work environments that are characterized by moderate levels of ambiguity, complexity, and uncertainty.</p>
P3	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> • Selecting and integrating principles and theories from different areas of technical competence to manage and lead projects and work assignments, and to make recommendations appropriate to stakeholder needs; • Integrating technical competence and professional skills to manage and lead projects and work assignments;

Level of Proficiency	Description
	<ul style="list-style-type: none">• Making judgments on appropriate courses of action drawing on professional values, ethics, and attitudes;• Assessing, researching, and resolving complex problems with limited supervision;• Anticipating, consulting appropriately, and developing solutions to complex problems and issues; and• Consistently presenting and explaining relevant information in a persuasive manner to a wide-range of stakeholders. <p>Learning outcomes at the advanced level relate to work environments that are characterized by high levels of ambiguity, complexity, and uncertainty.</p>

Testing Levels

Testing levels are the maximum marks assigned to a topic for examination purposes. The levels are as follows:

Testing Levels	Description
T1	The maximum limit per topic and a maximum aggregate limit of testing level-1 topics will be 8 marks and 35 marks respectively in an attempt. Topics covered in testing level 1 will include the following: <ul style="list-style-type: none"> (i) Topics that are specifically identified as testing level 1 for a specified professional stage. (ii) All topics assessed at earlier stages of qualification. (iii) New topics included in the syllabus for the first time.
T2	The maximum limit per topic of this level 2 will be 20 marks.
T3	The maximum limit per topic of this level 3 will be 25 marks.
	Any new topic included in the syllabus will be tested in the first attempt at level 1 irrespective of the testing level mentioned in the syllabus. Any amendment or replacement of existing laws, IFRS, ISAs, Code of Ethics, etc. will not be considered as the inclusion of a new topic in the syllabus.

CAF-1: FINANCIAL ACCOUNTING AND REPORTING-I

Competency
Apply selected international standards on financial reporting.

Syllabus Ref.	Grid	Teaching hours	Weightage
A	Preparation of Financial Statements	52-55	35-45
B	Conceptual Framework and Interpretation of Financial Statements	20-30	20-30
C	Accounting for Financial Transactions	40-45	30-40
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
A	Preparation of Financial Statements		
1	Prepare the statement of changes in equity.	P2	T2
2	Prepare the statement of cash flows.	P2	T2
3	Analyze the impact of errors on the financial statements within a reporting period.	P2	T1
4	Apply the principles and concepts of selecting and applying accounting policies, accounting for changes in estimates and reflecting corrections of prior period errors.	P2	T1
5	Compare the usefulness of cash flow information with that of a statement of profit or loss or a statement of profit or loss and other comprehensive income.	P2	T1
6	Prepare financial statements for non-profit organizations.	P2	T2
B	Conceptual Framework and Interpretation of Financial Statements		
1	Apply and discuss the requirements of the conceptual framework for financial reporting.	P2	T1
2	Calculate and interpret ratios to give an assessment of an entity's performance and financial position with different benchmarks and discuss window dressing of financial statements to produce the desired effect.	P2	T2
3	Apply the principles and concepts concerning measurement, retrospective adjustments, presentation and disclosure of basic and diluted earnings per share.	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
C	Accounting for Financial Transactions		
1	Apply the principles and concepts of recognition, measurement at recognition and after recognition and disposal of property plant and equipment, the determination of their carrying amounts, and the depreciation charges and impairment losses to be recognized in relation to them.	P2	T2
2	Apply the principles and concepts of accounting and disclosure of Government grants, other Government assistance and loans granted by the government (subsidized and forgivable).	P2	T1
3	Apply the principles and concepts of recognition, measurement and disclosure of borrowing costs.	P2	T1
4	Apply the principles and concepts of carrying assets (other than cash-generating unit and goodwill) at no more than their recoverable amount and recognition of impairment loss and reversal thereof.	P2	T1
5	Apply the principles and concepts of recognition, measurement, transfer, disposal and disclosure of Investment Property	P2	T2

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspectives through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions.
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations.
4	Respond effectively to changing circumstances or new information to solve problems, inform judgements, make decisions, and reach well-reasoned conclusions.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information.
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.

Specific Examinable Knowledge Reference

1	IAS 1: Presentation of Financial Statements
2	IAS 7: Statement of Cash Flows
3	IAS 8: Accounting policies, changes in accounting estimates and errors
4	IAS 16: Property, plant and equipment
5	IAS 20: Accounting for government grants and disclosure of government assistance
6	IAS 23: Borrowing costs
7	IAS 36: Impairment of assets
8	IAS 40: Investment property
9	Conceptual Framework for financial reporting: <ul style="list-style-type: none">- Recognition and measurement of the elements of financial statements- Concepts of capital and capital maintenance
10	IAS 33: Earnings per share
11	Accounting standards for Not-for-profit organizations

CAF-2: TAX PRACTICES

Competency
Prepare income and sales tax information.

Syllabus Ref.	Grid	Teaching Hours	Weightage
A	Objective, System and Historical Background, Constitutional Provisions and Ethics	10-15	5-10
B	Income Tax Laws	70-80	60-75
C	Sales Tax Laws	30-35	20-30
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
A.	Objective, System and Historical Background, Constitutional Provisions and Ethics		
a	Basic Concepts of taxation and Constitutional Provisions		
1	Discuss the implication of direct and indirect taxation.	P1	T1
b	Federal and Provincial Financial Procedures		
1	Describe Federal Consolidated Fund and Public Account.	P1	T1
2	Describe Provincial Consolidated Fund and Public Account.	P1	T1
3	Explain the provisions related to the distribution of revenues between the Federation and Provinces.	P1	T1
4	Discuss taxes that can be raised under the authority of Parliament.	P1	T1
5	Describe the powers of provincial assemblies in respect of provincial taxes.	P1	T1
c	Ethics		
1	Discuss the objectives and rights of the state to tax its citizens.	P1	T1
2	Discuss morality behind compliance with tax laws by taxpayers and tax practitioners.	P2	T1
3	Describe the powers vs ethical responsibilities of tax implementation authorities	P2	T1
4	Discuss pillars of tax administration, namely; fairness, transparency, equity and accountability.	P2	T1

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
5	Explain the basic difference between evasion and avoidance of tax.	P1	T1
B.	Income Tax Laws		
a	Central Concepts		
1	Describe the central concepts and scope of income	P2	T2
b	Chargeability and Computation of Income and Tax		
1	Compute income, taxable income and tax thereon under various heads of income for non-corporates i.e. salary, income from property, income from business, capital gains and income from other sources.	P2	T2
2	Apply the provisions relating to carry forward, deductible allowances, set-off of losses, tax credit and tax exemptions/concessions.	P2	T2
c	Procedural Aspects: Returns, Assessments, Appeals and Records		
1	Explain tax compliance requirements and related submissions	P2	T2
2	Identify persons required to furnish a return of income and wealth statement.	P2	T2
3	Explain the provisions of law relating to the method of filing, revision, due dates for filing and extension in the date for filing of return/statement.	P2	T2
4	Prepare return of income and wealth statement along with its reconciliation.	P2	T2
5	Communicate with Inland Revenue Authorities (filing applications, representations and extensions).	P2	T2
6	Explain the provisions of law relating to various types of assessment.	P2	T2
7	Discuss the provisions of law relating to maintenance of records and audit of income tax affairs of a person.	P2	T2
8	Describe procedure involved in appeals before various appellate authorities i.e. Commissioner (Appeals), Appellate Tribunal, High Court and Supreme Court.	P2	T2
9	State provisions of law relating to alternative dispute resolution.	P2	T2
C.	Sales Tax Laws		
a	Scope and Payment of Tax		
1	Calculate sales tax (output and input) on taxable supplies (including zero-rated and exempt supplies).	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
2	Discuss the time and manner of sales tax liability and its payment.	P2	T2
3	Calculate apportionment of input tax and carry forward/refund thereof.	P2	T2
b	Registration		
1	Describe the types, requirements and procedures involved for registration, de-registration and returns.	P2	T2
c	Book Keeping and Invoicing Requirements		
1	List the records to be kept by a registered person and explain the related retention requirements and procedures involved in the audit.	P2	T2
2	State the significance of tax invoice, debit and credit notes and their related requirements.	P1	T1
3	Explain the procedure for the destruction of goods.	P2	T2

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions.
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations.

Key Examinable Professional Values, Ethics and Attitudes

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
3	Identify threats to compliance with the fundamental principles of ethics.

Specific Examinable Knowledge Reference

1	Article 78 to 88 of the Constitution of Pakistan
2	Article 118 to 127 of the Constitution of Pakistan
3	Article 160 to 165A of the Constitution of Pakistan
4	Sections 43 to 53 in the Fourth Schedule attached to the Constitution.
5	Code of Ethics for Chartered Accountants (Revised 2019) Sections 604.1 to 604.6A1

	Income Tax Ordinance, 2001
6	Clauses of Section 2: (1, 3, 3C, 5, 5A, 8, 9, 10, 10A, 11A, 13AA, 16, 19, 19A, 20, 21, 22, 23, 29, 29A, 29C, 30AC, 30AE, 32, 33, 36, 38A, 41, 44A, 45, 46, 47, 49, 54, 63, 66, 68) and other definitions covered under relevant sections
7	Chapter II - (excluding Sections 4B, 5A, 5AA, 6, 7, 7A, 7C, 7D)
8	Chapter III - (excluding Sections 23B, 29A, 30, 31, 36, 49, 56A, 57A, 59AA, 59B, 64B, 65B, and 65E)
9	Chapter IV - (excluding Sections 78 and 79)
10	Chapter V - (excluding Part II Division III, Part IV and V)
11	Chapter VII - Part II only
12	Chapter IX – Section 113 only
13	Chapter X – [(Part I, II, III) and (Part VIII - Sections 174 and 177 only)]
14	Schedules: Relevant Parts of First, Second, Third and Sixth Schedules
	Income Tax Rules, 2002
15	Income tax rules related to the above provisions of the Income Tax Ordinance, 2001
	Sales Tax Act, 1990
16	Clauses of Section 2: 3, 5AA, 5AB, 7, 9, 9A, 11, 12, 13, 14, 16, 17, 19, 20, 21, 22A, 25, 27, 28, 29A, 31, 33, 35, 37, 39, 40, 41, 43, 44, 46, 47, 48
17	Chapters II, III, IV and V
18	Chapter X: Section 73
	Sales Tax Rules, 2006
19	Chapter I, II, III and IV

CAF-3: COST AND MANAGEMENT ACCOUNTING

Competency
Prepare, account for, record and report production cost of goods and services for managerial decision making.

Syllabus Ref	Grid	Teaching Hours	Weightage
A	Costs Associated with Production	45-50	35-45
B	Cost Flow	20-30	20-30
C	Cost Management Planning and Decisions	45-50	30-40
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref	Learning Outcomes	Proficiency Level	Testing level
A.	Costs Associated with Production		
a	Production Cost		
1	Identify elements of cost of product, job or services.	P2	T1
2	Account for elements of cost to accumulate the cost of product, job or services using absorption, marginal and activity-based costing.	P2	T2
3	Account for over or under-absorbed overheads.	P2	T1
4	Apply inventory valuation techniques for finished goods inventory in the absorption costing system.	P1	T1
b	Raw Material		
1	Apply inventory valuation and measurement techniques for raw material inventory.	P2	T2
c	Manufacturing Overhead		
1	Analyze costs of production and service departments for allocation and apportionment of production costs.	P2	T2
2	Calculate predetermined factory overheads rate.	P2	T2
d	Labour		
1	Discuss productivity and efficiency measurement in relation to controlling labor costs.	P2	T1
2	Explain the concept of remuneration systems, incentive wage plans and types therein.	P2	T1

Syllabus Ref	Learning Outcomes	Proficiency Level	Testing level
3	Compute the impact of a learning curve on the productivity of employees.	P2	T1
B.	Cost Flow		
a	Process Costing		
1	Analyze and account for the flow of cost in the process costing system.	P2	T2
2	Analyze and account for normal and abnormal loss, abnormal gain and cost of rework in process costing.	P2	T1
3	Apply inventory valuation techniques on work in process and finished goods in process costing system.	P2	T2
4	Analyze and account for the cost of joint and by-product.	P2	T2
b	Target Costing		
1	Apply the target costing tools to given scenarios.	P1	T2
c	Variance Analysis		
1	Compute standard rates of material, labor and factory overhead.	P2	T2
2	Analyze different variances.	P2	T2
C.	Cost Management Planning and Decisions		
a	Cost-Volume-Profit		
1	Analyze cost-volume-profit to support decision making	P2	T2
b	Special Orders		
1	Analyze incremental cost-benefit and contribution margin for a special order.	P2	T2
c	Make or Buy Decisions		
1	Analyze incremental cost-benefit and contribution margin to take product mix, make or buy decision.	P2	T2
d	Further Processing Decisions		
1	Analyze incremental cost-benefit for further processing decision.	P2	T2
e	Shut Down and Product Discontinuation Decisions		
1	Analyze cost-benefit to take shut down and product continuation or discontinuation decisions.	P2	T2
f	Economic Order Quantity (EOQ)		
1	Calculate EOQ	P2	T2
g	Safety Stock and Re-order level		
1	Calculate safety stock and re-order levels.	P2	T2

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.

Specific Examinable Knowledge Reference

1	FIFO, weighted average, lower of cost and net realizable value methods of inventory valuation
2	Direct and indirect cost
3	Variable, semi-variable and fixed costs
4	Repeated distribution method of apportionment of service department cost
5	Simultaneous equation method of apportionment of service department cost
6	Learning curve theory
7	Opportunity cost
8	Relevant cost
9	Breakeven analysis and charts
10	Profit/volume charts
11	Economic Order Quantity
12	Direct material total cost, price and usage variances
13	Direct labour total cost, rate, efficiency and idle time variances
14	Variable production overhead total cost, expenditure and efficiency variances
15	Fixed production overhead expenditure, efficiency and capacity variances
16	Material mix and yield variances
17	Sales Variance and Operating segments

CAF-4: BUSINESS LAW

Competency
Apply commonly used laws and regulations relevant to businesses.

Syllabus Ref.	Grid	Teaching hours	Weightage
A	Introduction to legal system	5-8	5-8
B	Contract Act, 1872-Essentials	30-35	20-25
C	Contract Act, 1872-Performance	35-40	25-30
D	Other Business Laws	40-47	35-52
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Contents	Proficiency Level	Testing Level
A.	Introduction to legal system		
1	Describe legislation, its forms and the process of legislation in Pakistan.	P2	T1
B.	Contract Act, 1872-Essentials		
1	Identify essential elements of offer, acceptance and revocation.	P2	T2
2	Analyze a relationship to identify valid, voidable or void agreements.	P2	T2
3	Apply provisions governing contingent contracts.	P2	T2
C	Contract Act, 1872-Performance		
1	Apply provisions governing the performance of contracts.	P2	T2
2	Apply provision governing relations resembling those created by contract.	P2	T2
3	Discuss consequences of breach of contract.	P2	T2
4	Explain contract of agency.	P2	T1
D	Other Business Laws		
1	Describe partnership, nature of the partnership, its creation, types and modes of determining the existence of a partnership.	P2	T1
2	Apply the provisions governing the relation of partners to one another.	P2	T2

Syllabus Ref.	Contents	Proficiency Level	Testing Level
3	Apply provisions governing the relation of partners to third parties.	P2	T2
4	Explain fundamental concepts of the promissory note, bill of exchange and cheque.	P2	T1
5	Explain provisions relating to the crossing of the cheque.	P2	T1
6	Explain basic concepts in laws related to Anti-money laundering, Data protection, Electronic funds transfer, Competition act, arbitration.	P1	T3

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions.
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information.
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
3	Analyze the interrelationship of ethics and law, including the relationship between laws, regulations, and the public interest.
4	Explain the role and importance of ethics in relation to business and good governance.

Specific Examinable Knowledge Reference

1	Contract Act, 1872-Essentials
i	Section 1 to 2
ii	Section 3 to 9
iii	Section 10 to 30C
iv	Section 31 to 36
2	Contract Act, 1872-Performance
i	Section 37 to 67
ii	Section 68 to 72
iii	Section 73 to 75
iv	Section 182 to 189

3	Other Business Laws
3.1	Partnership Act, 1932
i	Section 1 to 8
ii	Section 9 to 17
iii	Section 18 to 30
3.2	Negotiable Instruments Act, 1881
i	Section 1 to 15
ii	Section 122A to 131C
3.3	Anti-money Laundering Act, 2010 Section 2(xiv), 3, 4
3.4	Payment Systems and Electronic Fund Transfers Act, 2007 Section 2(s, t, za), 4, 5, 11
3.5	Overview of Prevention of Electronic Crimes Act, 2016 Section 2(ii, iii, x, xiv, xxxi), 3, 4, 5, 6, 7, 8, 9
3.6	Competition Act, 2010 Section 2(f, k, l, r), 3, 4, 10
3.7	The Arbitration Act, 1940 Section 2(a, d), 3, 4, 5, 13, 21

CAF-5: FINANCIAL ACCOUNTING AND REPORTING-II

Competency
Apply selected international standards, laws and regulations on financial reporting.

Syllabus Ref.	Grid	Teaching hours	Weightage
A	Preparation of Financial Statements	35-40	25-35
B	Accounting for Non-current Assets	35-40	25-35
C	Ethics and Other Areas of IFRS	40-50	35-45
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
A	Preparation of Financial Statements		
1	Apply the principles, laws and concepts with respect to preparation and presentation of the following: <ul style="list-style-type: none"> • Statement of financial position • Statement of comprehensive income • Statement of changes in equity • Notes to the financial statements 	P2	T2
2	Calculate goodwill and consideration transferred in case of business combinations.	P2	T2
3	Calculate the value of Investment in associates as per equity method of accounting.	P2	T1
4	Prepare and present consolidated statements of financial position and consolidated statement of comprehensive income involving a single subsidiary and associate.	P2	T2
B	Accounting for Non-current Assets		
1	Apply the principles and concepts with respect to recognition, classification and measurement of financial instruments including preparation of journal entries (excluding impairment, reclassification, derivatives, embedded derivatives, hedge accounting, de-recognition and modification).	P2	T1
2	Apply the principles and concepts for recognition, measurement, presentation and disclosure of Leases (Excluding modification, sale and lease back and reassessment).	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency levels	Testing levels
3	Apply the principles and concepts for recognition and measurement of intangible assets and expense; and measurement after recognition and disclosure of intangible assets (including website costs).	P2	T2
4	Apply the principles and concepts for recognition, measurement at and after recognition and disclosure of biological assets, agriculture produce and government grants related to a biological asset.	P2	T1
C	Ethics and Other Areas of IFRS		
a	Ethics		
1	Describe with simple examples the fundamental principles of professional ethics.	P2	T1
2	Apply the conceptual framework to identify, evaluate and address threats to compliance with fundamental principles.	P2	T1
3	Explain using simple examples the ethical responsibilities of a Chartered Accountant in the preparation and reporting of financial information.	P2	T1
b	Other Areas of IFRS		
1	Apply the principles and concepts with respect to disclosure and measurement of operating and reportable segments.	P2	T1
2	Apply the principles and concepts for recognition, measurement and disclosure of adjusting and non-adjusting events after the reporting period.	P2	T2
3	Apply the principles and concepts for recognition, measurement and disclosure of Provisions, Contingent liabilities and Contingent assets.	P2	T2
4	Apply the principles and concepts of recognition, measurement, presentation and disclosure of Revenue from contracts.	P2	T2
5	Apply the principles and concepts for recognition, measurement and disclosure of current tax and deferred tax asset and liability (excluding Business Combinations)	P2	T2
6	Apply principles and concepts in respect of effect of changes in foreign exchange rates on foreign currency transactions.	P2	T1

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations
4	Respond effectively to changing circumstances or new information to solve problems, inform judgements, make decisions, and reach well-reasoned conclusions.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
3	Apply the relevant ethical requirements to professional behavior in compliance with standards.
4	Explain the nature of ethics.
5	Identify threats to compliance with the fundamental principles of ethics.
6	Evaluate the significance of threats to compliance with the fundamental principles of ethics and respond appropriately.
7	Apply ethical principles of ethics when collecting, generating, storing, accessing, using and sharing data and information.

Specific Examinable Knowledge Reference

1	IAS 1: Presentation of Financial Statements
2	IAS 10: Events after the reporting period
3	IAS 12: Income Taxes
4	IAS 21: The effect of changes in foreign exchange rates
5	IAS 28: Investments in associates and joint ventures
6	IAS 37 and IFRIC 1: Change in Existing Decommissioning, Restoration and Similar Liabilities.
7	IAS 38 and SIC 32: Intangible assets – Website costs
8	IAS 41: Agriculture
9	IFRS 3: Business Combinations
10	IFRS 8: Operating Segments
11	IFRS 9: Financial Instruments
12	IFRS 10: Consolidated Financial Statements

13	IFRS 15: Revenue from Contracts with Customers
14	IFRS 16: Leases
15	Companies Act, 2017 Third, Fourth schedule and Fifth schedules
16	Code of Ethics, (Revised) 2019 (sections 100-120, 220)

CAF-6 MANAGERIAL AND FINANCIAL ANALYSIS

Competency
Apply business and financial analysis on business problems.

Syllabus Ref.	Grid	Teaching Hours	Weightage
A	Managerial Analysis	40-45	30-40
B	Financial Analysis and Risk Management	45-55	30-40
C	Budgeting	25-30	25-35
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Contents	Proficiency level	Testing level
A	Managerial Analysis		
a	External Analysis		
1	Analyze impacts of political, legal and social environment on a business organization.	P2	T2
2	Analyze technological disruption and opportunities for a business organization.	P2	T2
3	Analyze impacts of economic environment on a business organization.	P2	T2
4	Analyze impacts of competitive environment on a business organization.	P2	T2
b	Internal Analysis		
1	Analyze the internal environment of an organization.	P2	T2
2	Explain the adequacy of manual and technology-based systems, processes and controls for collecting, generating, storing, assessing, using or sharing data and information.	P2	T2
3	Apply Information and Communication Technologies to enhance the efficiency and effectiveness of an organization's systems.	P2	T2
c	Ethical Decision making		
1	Analyze a business situation using ethical-decision making models.	P2	T2

Syllabus Ref.	Contents	Proficiency level	Testing level
B	Financial Analysis and Risk Management		
1	Discuss various sources of finance including debt, equity and Islamic finance.	P1	T1
2	Compute Cost of equity, cost of debt and the weighted average cost of capital.	P2	T1
3	Analyze capital asset's sensitivity to systematic risk, expected return of market and risk-free assets.	P2	T2
4	Apply risk management techniques on business entities.	P2	T2
5	Apply financial risk management techniques on business entities.	P2	T2
C	Budgeting		
1	Prepare budget using external and internal analysis and quantitative techniques.	P2	T2
2	Analyze an organization's cash flow and working capital requirements.	P2	T2
3	Compute NPV, IRR and Payback for a given project.	P2	T2

Key Examinable Professional Skills

1	Evaluate data and information from variety of sources and perspective through integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations
4	Respond effectively to changing circumstances or new information to solve problems, inform judgements, make decisions, and reach well-reasoned conclusions.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.

Specific Examinable Knowledge Reference

1	SWOT Analysis
2	Porter's Five Forces Model

3	Product Life Cycle Model
4	Boston Consulting Group Matrix
5	Ethical decision making - Tucker's 5-question Model (Presented by Graham Tucker)
6	Ethical decision making - American Accounting Association 7-step Model
7	ISO 31000 Risk management — Guidelines issued by International Standardization Organization
8	Capital Asset Pricing Model
9	Hedging interest rate: Futures, Options and Forward agreement excluding hedge efficiency
10	Hedging Foreign Exchange: Currency futures, Options, Forward and Money Market hedge excluding hedge efficiency
11	Commodity and security: Forward and future contracts

CAF-7: COMPANY LAW

Competency
Apply laws and regulations that govern limited and unlimited liability companies.

Syllabus Ref.	Grid	Teaching Hours	Weightage
A	Incorporation and Issuance of Shares	15-20	15-20
B	Management and Administration	35-38	20-25
C	Meetings and Proceedings, Directors and Chief Executive	35-40	20-30
D	Accounts and Dividends	10-12	15-20
E	Winding up	15-20	15-20
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency level	Testing level
A	Incorporation and Issuance of Shares		
1	Discuss the provisions of law relating to business, objects and incorporation of different kinds of companies.	P2	T2
2	Discuss the provisions of law relating to the issuance of shares.	P2	T1
B	Management and Administration		
1	Apply provisions related to registration of mortgages and charges.	P2	T2
2	Apply the provisions of law relating to management, administration, investment and disclosure of interest.	P2	T2
C	Meetings and Proceedings, Directors and Chief Executive		
1	Discuss the provisions of law relating to meetings and proceedings.	P2	T2
2	Discuss the provisions of law relating to directors and chief executive.	P2	T2
D	Accounts and Dividends		
1	Discuss provisions of law relating to accounts and dividends.	P2	T2
E	Winding up		
1	Discuss provisions of law relating to winding up.	P2	T2

Key Examinable Professional Skills

1	Analyze information through integration and analysis.
2	Apply critical thinking skills to address problems and reach well-reasoned conclusions
3	Communicate clearly and concisely when presenting and discussing in formal and informal situations

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and analyzing alternatives to determine an appropriate course of action.
3	Analyze the interrelationship of ethics and law, including the relationship between laws, regulations, and the public interest.
4	Explain the role and importance of ethics in relation to business and good governance.

Specific Examinable Knowledge Reference

1	Companies Act 2017
i	Sections: 2(4, 5, 8, 9, 10, 11, 14, 15, 16, 19, 17, 18, 20, 21, 25, 33, 34, 37, 38, 42, 45, 46, 49, 52, 54, 57, 63, 65, 66, 68, 71, 73, 74), 4, 7, 9 to 22, 24 to 43, 53 to 55, 57
ii	58 to 62, 85
iii	100, 105 to 109, 110, 112
iv	118, 125, 130, 199, 200, 204 to 208, 211
v	131-168, 170, 171, 174, 176 to 192, 194 to 196
vi	220, 223, 226 to 229, 232 to 234, 237, 240-243
vii	293, 301, 302, 304 to 306, 315, 320, 321, 347, 381, 382
viii	First Schedule (Table A)
2	Companies (Distribution of Dividends) Regulations, 2017 Regulation 2(vi, viii), 3, 4 (1)(2)
3	Companies (Manner and Selection of Independent Directors Regulations, 2018) Regulation 4
4	Securities Act, 2015 Sections: 2(xii), 87(2), (4), (5), (6), (7); 88 (1-8); 89 to 93

CAF-8: Audit and Assurance

Competency
Apply knowledge of general concepts, principles, skills and techniques of auditing and selected International Standards on Auditing, Assurance and Ethics.

Syllabus Ref.	GRID	Teaching hours	Weightage
A	Audit Framework, Regulations and Professional Ethics	25-30	15-25
B	Planning and Risk Assessment	20-25	15-20
C	Audit Evidence and Internal Controls	50-55	45-55
D	Conclusion and Reporting	15-20	10-15
	Total	110-130	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
A.	Audit Framework, Regulations and Professional Ethics		
a	Basic Concepts		
	<ol style="list-style-type: none"> 1. Describe briefly the history, vision, mission, objectives and functions of the international auditing and assurance standards board (IAASB). 2. Discuss the types, scope and inherent limitations of an External Audit. 3. Discuss the concepts of true and fair view, professional skepticism, professional judgement, accountability and stewardship. 4. Discuss the responsibility of management, those charged with governance and external auditors in relation to financial statements. 	P1	T1
b	Concept of Assurance and Non-Assurance Engagements		
	<ol style="list-style-type: none"> 1. Discuss the types and levels of the assurance engagement. 2. Discuss briefly the non-assurance engagements related to Preparing Accounting Records and Financial Statements, Valuation Services and Recruitment Services. 	P1	T1
c	Agreeing the terms of Audit Engagements		
	<ol style="list-style-type: none"> 1. Discuss the concept, importance and the contents of Engagement Letter. 2. Discuss factors to be considered in the case of recurring audits. 	P1	T1

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
	3. Discuss Preconditions for an audit and Course of action in the case when preconditions are not present.		
d	Quality Control Procedures		
	<ol style="list-style-type: none"> 1. Explain the overall objectives and importance of quality control procedures in conducting an audit. 2. Explain briefly the quality control procedures for acceptance and continuance of client relationship and engagement, engagement performance and monitoring. 	P1	T1
e	Appointment, Removal and Qualification of Auditors		
	1. Discuss the requirements related to appointment, removal, fee, qualification and disqualification of auditors.	P2	T2
	2. Discuss the objectives, rights and duties of external auditors in relation to the Financial Statement.	P1	T1
f	Code of Ethics		
	<ol style="list-style-type: none"> 1. Discuss fundamental principles and threats to Independence and Objectivity. 2. Discuss the circumstances that cause threats and explain the safeguards to offset threats to compliance with the fundamental principles and threats to independence and objectivity. 3. Explain the matters to be considered by an audit firm in the following circumstances: <ul style="list-style-type: none"> • Client acceptance • Engagement acceptance 	P2	T2
B	Planning and Risk Assessment		
a	Planning an Audit		
	<ol style="list-style-type: none"> 1. Discuss the importance of planning an audit and the content of an audit strategy and detailed audit plan. 2. Discuss preliminary engagement activities. 3. Discuss additional considerations in initial audit engagements. 4. Discuss briefly the concept of interim and final audit and list the audit procedures that can be performed by the external auditor at the interim and final stage of an audit. 	P1	T1
b	Audit Documentation		
	<ol style="list-style-type: none"> 1. Discuss the importance of audit documentation including custody, ownership, confidentiality and retention. 2. Discuss types of working papers (Permanent and current), including automated and standardized working papers. 	P1	T1

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
	3. Discuss factors to be considered in determining the form and content of audit documentation.		
c	Risk Identification and Assessment		
	<ol style="list-style-type: none"> Define audit risk and its components. Explain audit risk from the given scenario and the auditor's response to the risk identified. Explain why auditors obtain an understanding of the entity and its environment. Explain the matters about which the auditor will obtain an understanding of the entity and its environment. Explain how the auditor will obtain an understanding of the entity and its environment. Explain the purpose of risk assessment procedures at the planning stage of an audit. Discuss documentation. 	P2	T2
d	Materiality in Planning and Performing an Audit		
	<ol style="list-style-type: none"> Explain the concepts of materiality, qualitative materiality, revision in materiality, performance materiality. Explain how materiality is calculated. Explain the application of materiality on audit. Discuss documentation of materiality. 	P2	T2
e	Fraud and Error		
	<ol style="list-style-type: none"> Define fraud and error and discuss their differences. Discuss types of Fraud. Discuss the responsibility of Management, those charged with governance and external auditor with respect to fraud. Discuss risk assessment procedures with respect to fraud by the External Auditor. Discuss response to the assessed risk of material misstatement due to fraud (at the financial statement level). Identify fraud risk factors and circumstances that indicate the possibility of fraud in simple scenarios. 	P2	T2
C	Audit Evidence and Internal Controls		
a	Audit Evidence		
	<ol style="list-style-type: none"> Define audit evidence and discuss methods to obtain audit evidence. Discuss the concept of Sufficient and appropriate audit evidence. Explain types of audit procedures. Define financial statement assertions. 	P1	T1

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
b	External Confirmation		
	<ol style="list-style-type: none"> 1. Define external confirmation, types, methods and significance of external confirmation. 2. Discuss planning and design of External Confirmation. 3. Discuss the course of action in the case of reply from third parties (both in the case of positive and negative confirmations). 4. Discuss the course of action if management refuses to allow the auditor to send confirmation. 5. Discuss the concept of exception and procedures to be performed in the case of an exception. 	P2	T2
c	Analytical Procedures		
	<ol style="list-style-type: none"> 1. Explain analytical procedures and their various types. 2. Discuss factors to be considered when using analytical procedures as substantive procedures. 3. Discuss the importance of analytical procedures at the planning stage and when forming an overall conclusion / at the end of the audit. 4. Interpret accounting ratios along with audit risk. 	P2	T2
d	Audit Sampling		
	<ol style="list-style-type: none"> 1. Explain audit sampling and its purpose. 2. Explain the concept of 100% testing and selection technique including factors to be considered in this regard. 3. Discuss methods of sampling (Statistical and non-statistical). 4. Explain the concept of sampling risk and non-sampling risk. 5. Explain the concept of Stratification. 6. Discuss the concept of misstatement and rate of deviation including expected and tolerated. 7. State the audit procedures to be performed on the selected sample. 8. Discuss the concept of projecting misstatement and evaluating the results of audit sampling. 	P1	T1
e	Subsequent Events		
	<ol style="list-style-type: none"> 1. Explain requirements related to subsequent events and the auditor's responses. 2. Describe the auditor's responsibility in respect of the following situations: <ul style="list-style-type: none"> - Events occurring between the date of the financial statements and the date of the auditor's report. 	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
	<ul style="list-style-type: none"> - Facts that become known to the auditor after the date of the auditor's report but before the date the financial statements are issued. - Facts that become known to the auditor after the financial statements have been issued. 		
f	Going Concern		
	<ol style="list-style-type: none"> 1. Discuss the concept of going concern assumption. 2. Discuss the responsibility of management and external auditors with respect to going concern. 3. Explain potential indicators that an entity is not a going concern. 4. Discuss the procedures to be applied in performing going concern reviews and additional procedures when events or conditions are identified. 5. Explain the impact on the audit report in the case of going concern. 	P2	T2
g	Written Representation		
	<ol style="list-style-type: none"> 1. Explain written representation. 2. Discuss the course of action when there is a doubt as to the reliability of written representation. 3. Discuss the course of action in the event when management does not provide the requested written representation. 4. Explain the impact on the audit report in the case there is a doubt about the reliability of written representation and when such is not provided by the management. 	P2	T2
h	Substantive Procedures		
	<ol style="list-style-type: none"> 1. Explain the audit procedures to verify: <ul style="list-style-type: none"> - Profit and loss items (Sales, Purchases, payroll expense, Bad debt expense) - Balance Sheet Items (Cash in hand, Cash at Bank, Tangible and Intangible Fixed Assets, Debtors, Trade Payables, Inventory, Long term loan, Various types of provisions) - litigation and claims - segment information 2. Explain the audit procedures for relevant and specific financial statement assertions. 	P2	T2
i	Internal Control and Test of Controls		
	<ol style="list-style-type: none"> 1. Explain internal control and its components. 	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
	<ol style="list-style-type: none"> 2. Discuss the objectives and limitation of an accounting and internal control system. 3. Discuss how the internal control system is documented through various methods. 4. Discuss the concept of Walkthrough Test and the difference between Walk through Test and Test of Controls. 5. Discuss internal controls of a small company/entity. 6. Explain the risk, controls and test of controls to be performed on major transition cycles (Sales system, purchase system, inventory system, bank and cash system, payroll system and revenue and capital expenditure system). 		
j	Using the Work of Others		
	<ol style="list-style-type: none"> 1. Discuss the concepts and functions of the internal audit department. 2. Explain the difference b/w the external audit and internal audit. 3. Explain how the work of internal auditors is evaluated and direct assistance of internal auditors is used. 4. Explain areas where an auditor's expert can be used by the external auditor. 5. Explain factors to evaluate the competence, capability and objectivity of the auditor's expert. 6. Explain how the adequacy of the auditor's expert's work can be evaluated. 7. Explain how reference to the Auditor's expert is made in the auditors' report. 	P2	T2
k	Related Party		
	<ol style="list-style-type: none"> 1. Describe the term related party using simple examples. 2. Discuss how related party transactions can give rise to the risk of material misstatement using simple examples. 3. Describe the audit procedures including risk assessment procedures and related activities to obtain information relevant to identifying the related party relationships and transactions including responses to the assessed risk of material misstatement. 	P2	T2
l	Computer Assisted Audit Techniques and General & Applicable IT Controls		
	<ol style="list-style-type: none"> 1 Explain the concept of Computer Assisted Audit Techniques, Test Data and Audit Software and their advantages and disadvantages. 2 Describe general I.T controls and Application I.T controls. 	P2	T2

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
D	Conclusions and Reporting		
a	External Audit Report		
	1. Discuss the concept of unmodified and modified opinions. 2. Discuss the contents of an audit report. 3. Discuss additional reporting responsibilities. 4. Discuss the format and content of key audit matters (KAM), emphasis of matter paragraph (EOMP) and other matter paragraph (OMP). 5. Discuss the relationship of KAM with other content of audit report. 6. Discuss circumstances where EOMP and OMP are/may be necessary. 7. Discuss the relationship of EOMP and OMP with other content of audit report.	P1	T2
	8. Discuss the impact on the audit report via various types of opinions in scenario-based questions.	P2	T2
b	Engagement to Review Financial Statements		
	1. Discuss the concept and scope of a review engagement. 2. Explain Difference b/w audit and review engagement. 3. Discuss the procedures to be performed by the practitioner in the case of a review engagement.	P1	T1

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through research, integration and analysis.
2	Apply critical thinking skills to solve problems, inform judgements, make decisions and reach well-reasoned conclusions.
3	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations.
4	Respond effectively to changing circumstances or new information to solve problems, inform judgements, make decisions, and reach well-reasoned conclusions.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
3	Analyze the interrelationship of ethics and law, including the relationship between laws, regulations and the public interest.

4	Identify threats to compliance with the fundamental principles of ethics.
5	Apply ethical principles of ethics when collecting, generating, storing, accessing, using and sharing data and information.

Specific Examinable Knowledge Reference

1	ISA 200: Overall objectives of the Independent Auditor and the conduct of an audit in accordance with International Standards on Auditing
2	ISA 210: Agreeing the terms of audit engagement
3	ISA 220 revised: Quality Management for an audit of financial statements
4	ISA 230: Audit documentation
5	ISA 240: The auditor's responsibilities relating to fraud in an audit of financial statements (including appendix 1 and 3)
6	ISA 300: Planning an audit of financial statements
7	ISA 315 (Revised 2019): identifying and assessing the risk of material misstatement
8	ISA 320: Materiality in planning and performing an audit
9	ISA 330: The auditor's response to assessed risks
10	ISA 500: Audit evidence
11	ISA 501: Audit evidence-specific considerations for selected items
12	ISA 505: External confirmations
13	ISA 520: Analytical procedures
14	ISA 530: Audit Sampling
15	ISA 560: Subsequent Events
16	ISA 570: (Revised) Going Concern
17	ISA 580: Written representations
18	ISA 610(revised 2013): Using the work of internal auditors
19	ISA 620: Using the work of an auditor's expert
20	ISA 700(revised): Forming an opinion and reporting on Financial statements
21	ISA 701: Communicating Key audit matters in the Independent auditor's report
22	ISA 705 (revised): modifications to the opinion in the independent auditor's report
23	ISA 706 (revised): emphasis of matter paragraphs and other matter paragraphs in the independent auditor's report
24	ISRE 2400: Engagements to review historical financial statements
25	Companies Act 2017 (Sections 246 to 251)
26	ICAP Code of Ethics for Chartered Accountants revised 2019 (Sections 100-120, 320 and 330)

HANDS-ON COURSE ON PRESENTATION AND PERSONAL EFFECTIVENESS

Competency
Improved presentation and personal effectiveness through critical evaluation of information.

Length of the Course: Minimum 70 hours

Syllabus Ref	Contents	Proficiency Level
A	Professional Skepticism and Professional Judgments	
1	Apply a questioning mind when assessing data and information received.	P3
2	Apply curiosity by exploring beyond what is immediately apparent.	P3
3	Identify inconsistencies and contradictions in representations.	P3
4	Identify personal and organizational biases.	P3
5	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.	P3
6	Exercise professional judgement.	P3
B	Interpersonal and Communication Skills	
1	Apply self-esteem enhancement techniques while communicating.	P3
2	Apply emotional intelligence techniques.	P3
3	Apply active listening skills and interviewing techniques.	P3
4	Communicate clearly, concisely and objectively using appropriate non-verbal aspects.	P3
5	Apply negotiation and consultative skills to present solutions or arguments.	P3
6	Apply time management skills to evaluate, present and negotiate ideas effectively.	P3
7	Apply collaboration, cooperation and teamwork.	P3
8	Identify cultural and language differences in all communication.	P3

Specific Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspectives through research, integration, and analysis.
2	Respond effectively to changing circumstances or new information to solve problems, inform judgements, make decisions, and reach well-reasoned conclusions.
3	Apply collaboration, cooperation and teamwork when working towards organizational goals
4	Communicate clearly and concisely when presenting, discussing and reporting in formal and informal situations.
5	Identify cultural and language differences in all communication.
6	Apply active listening and effective interviewing techniques.
7	Apply negotiation skills to reach solutions and agreements.
8	Apply consultative skills to minimize or resolve conflict, solve problems, and maximize opportunities.
9	Present ideas and influence others to provide support and commitment.

Specific Examinable Professional Values and Ethics

1	Apply an inquiring mind when collecting and assessing data and information.
2	Apply techniques to reduce bias, when solving problems, informing judgements, making decisions and reaching well-reasoned conclusions.
3	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
4	Apply ethical principles of ethics when collecting, generating, storing, accessing, using and sharing data and information.

Specific Examinable Knowledge Reference

1	Mind Maps, Fishbone Diagrams and Affinity Diagrams
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Key Examinable Activities

1	Monologue
2	Declamation
3	Role plays
4	Presentations
5	Group discussions
6	Job Interviews
7	Feedback

HANDS-ON COURSE ON MS OFFICE

Competency
Apply skillsets using MS Office tools to drive productivity and professionally present information at workplace.

Syllabus Ref.	Grid	Minimum Coaching hours	Weightage
A	MS Word	20	25-35
B	MS Excel	30	35-45
C	MS PowerPoint	20	25-35
	Total	70	100

Syllabus Ref.	Contents	Proficiency Level
A	Microsoft word	
1	Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents.	P2
2	Format text and paragraphs, perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.	P2
3	Create and format tables, insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.	P2
4	Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.	P2
5	Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.	P2
6	Use Mail Merge feature to create letters, envelopes, directory etc.	P2
7	Insert and modify bibliography, endnotes, footnotes, captions, comments & cross references.	P2
8	Use various Word features to present letters, reports and other documents in a presentable custom style.	P2
B	Microsoft Excel	
1	Discuss the layout, features, commands and terminologies.	P2
2	Format worksheet and organize data.	P2
3	Apply security to Files, Workbooks and Worksheets.	P2
4	Create and manage tables. Apply format, style, filter and sort etc.	P2

5	Use advance filtering options and familiarize with filtering unique records, multiple criteria-based filtering, and dynamic filtering.	P2
6	Construct formulae using functions (Mathematical, Statistical, Financial, Date / Time, Text, Information. Logical, Lookup and Reference), cell references, constants and operators.	P2
7	Analyze data, visualize data with charts.	P2
8	Prepare and analyze data for PivotTable reporting and create PivotTables from various data sources. Work with Pivot Charts.	P2
9	Create Dashboards using tables, charts, pivot tables and slicers.	P2
10	Discuss Power Pivot, create the data model and import data into Power Pivot.	P2
11	Use calculations in Power Pivot.	P2
C	Microsoft Power point	
1	Identify the basic features and functions of PowerPoint.	P2
2	Discuss basics of slides, populate content, apply themes and transitions.	P2
3	Insert, format, align, order, group and animate the text, pictures, shapes and other objects.	P2
4	Insert and format tables, charts, SmartArt graphics and media.	P2
5	Create and manage presentations by formatting and modifying Master slide and use multiple master slides.	P2
6	Apply slide transitions and animations. Using various effects setting up the timing for transition and animations.	P2
7	Merge contents from various presentations keeping source or destination formatting.	P2
8	Prepare to deliver your presentation. Use printing Notes Pages, Handouts and Slides for PowerPoint.	P2

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspectives through research, integration, and analysis.
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Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information.
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
3	Apply fundamental principles of ethics when collecting, generating, storing, accessing, using, or sharing data and information.
4	Ability to work with sensitive information in an ethical and secure manner.

5	Ability to adapt to changes in technology.
6	Willingness to continuously learn and improve skills.

Specific Examinable Knowledge Reference

1	Knowledge of best practices and industry standards for using MS Office.
2	Format, style, security
3	Sort, filter, advance filter, find, replace data as required
4	Print, save, edit, review, collaboration
5	Layout, view, table tools, smart art and media
6	<p>MS Excel functions as provided below:</p> <p>a) <u>Mathematical functions</u> [SUM, SUMIF, SUMIFS, SUBTOTAL, TRUNC, ABS, ROUND, ROUNDDOWN, ROUNDUP, FLOOR, CEILING, RAND, RANDBETWEEN, SEQUENCE (365)]</p> <p>b) <u>Statistical functions</u> [AVERAGE, COUNT, COUNTA, COUNTIF, COUNTIFS, COUNTBLANK, MAX, MIN]</p> <p>c) <u>Date / Time Functions</u> [DATE, NOW, TODAY, DAY, MONTH, YEAR, WEEKNUM, EOMONTH, EDATE, WEEKDAYS, WEEKEND]</p> <p>d) <u>Financial functions</u> [NPV, IRR, PMT]</p> <p>e) <u>Text functions</u> [CONCATENATE, LEFT, RIGHT, LEN, LOWER, UPPER, PROPER, TEXT, TEXTJOIN (365), TEXTSPLIT (365), FIXED, TRIM]</p> <p>f) <u>Information functions</u>, [ISERROR, IFERROR, ISBLANK, ISNA, TYPE]</p> <p>g) <u>Logical functions</u> [IF, IFS, AND, OR, NOT, SWITCH]</p> <p><u>Lookup and Reference functions</u> [CHOOSE, LOOKUP, HLOOKUP, VLOOKUP, XLOOKUP (365), INDEX, MATCH, OFFSET, TRANSPOSE, FORMULATEXT]</p>
7	Charts, Pivot Tables, Pivot Charts and Power Pivot including DAX
8	Dashboards
9	Slides transition and animations