LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Certificate in Computer Applications and Office Productivity

LAPT — London Academy of Professional Training

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Reference ITC-C01 • IT Centres

UKPRN 10067351 • Registered in England and Wales, company 4984798

4	120	991	400	60%	Lifetime
SUBJECTS	CHAPTERS	CLASSES	TOTAL MARKS	PASS MARK	VALIDITY

AT A GLANCE

REFERENCE	**ITC-C01**
AWARD	**Certificate**
ASSESSMENT	**400 marks — 240 to pass (60%)**
PREREQUISITES	**None**
VALIDITY	**Lifetime**
AWARDING BODY	**LAPT — London Academy of Professional Training**

CURRICULUM

1 **Computer Fundamentals, Operating Systems and Internet** 15 chapters · 154 classes **100 marks**

- **Chapter 1 — Introduction to Computers** — 10 classes
  - 1.1 Meaning of Computer
  - 1.2 Characteristics of Computers
  - 1.3 Advantages of Computers
  - 1.4 Limitations of Computers
  - 1.5 Applications of Computers
  - 1.6 Computers in Business
  - 1.7 Computers in Accounting
  - 1.8 Types of Computers
  - 1.9 Desktop, Laptop and Tablet Computers
  - 1.10 Digital Devices and Smart Devices
- **Chapter 2 — Computer Hardware** — 22 classes
  - 2.1 Meaning of Hardware
  - 2.2 Central Processing Unit
  - 2.3 Arithmetic Logic Unit
  - 2.4 Control Unit
  - 2.5 Motherboard
  - 2.6 Processor
  - 2.7 RAM
  - 2.8 ROM
  - 2.9 Cache Memory
  - 2.10 Hard Disk
  - 2.11 SSD
  - 2.12 Input Devices
  - 2.13 Keyboard
  - 2.14 Mouse
  - 2.15 Scanner
  - 2.16 Webcam
  - 2.17 Microphone
  - 2.18 Output Devices
  - 2.19 Monitor
  - 2.20 Printer
  - 2.21 Speaker
  - 2.22 Projector
- **Chapter 3 — Memory and Storage** — 12 classes
  - 3.1 Meaning of Computer Memory
  - 3.2 Bit and Byte
  - 3.3 Kilobyte, Megabyte and Gigabyte
  - 3.4 Terabyte and Higher Storage Units
  - 3.5 Primary Memory
  - 3.6 Secondary Memory
  - 3.7 Hard Disk and SSD
  - 3.8 Pen Drive
  - 3.9 Memory Card
  - 3.10 Optical Storage
  - 3.11 Cloud Storage
  - 3.12 Data Backup
- **Chapter 4 — Keyboard and Mouse** — 13 classes
  - 4.1 Keyboard Introduction
  - 4.2 Alphabet Keys
  - 4.3 Number Keys
  - 4.4 Function Keys
  - 4.5 Control Keys
  - 4.6 Navigation Keys
  - 4.7 Special Keys
  - 4.8 Mouse Buttons
  - 4.9 Single Click
  - 4.10 Double Click
  - 4.11 Right Click
  - 4.12 Drag and Drop
  - 4.13 Scroll and Navigation
- **Chapter 5 — Files and Folders** — 13 classes
  - 5.1 Meaning of File
  - 5.2 Meaning of Folder
  - 5.3 File Names
  - 5.4 File Extensions
  - 5.5 Creating Files
  - 5.6 Creating Folders
- **Chapter 9 — Windows Desktop** — 9 classes
  - 9.1 Windows Desktop
  - 9.2 Start Menu
  - 9.3 Taskbar
  - 9.4 Desktop Icons
  - 9.5 Notification Area
  - 9.6 Search
  - 9.7 Windows
  - 9.8 Minimise, Maximise and Close
  - 9.9 Switching Between Applications
- **Chapter 10 — File Management** — 10 classes
  - 10.1 File Explorer
  - 10.2 Drives and Folders
  - 10.3 Creating Folders
  - 10.4 File Copying
  - 10.5 File Moving
  - 10.6 File Renaming
  - 10.7 File Deletion
  - 10.8 Recycle Bin
  - 10.9 File Search
  - 10.10 File Properties
- **Chapter 11 — Windows Settings** — 9 classes
  - 11.1 Windows Settings
  - 11.2 Display Settings
  - 11.3 Sound Settings
  - 11.4 Date and Time
  - 11.5 Language Settings
  - 11.6 Network Settings
  - 11.7 Printer Settings
  - 11.8 Device Settings
  - 11.9 Personalisation
- **Chapter 12 — User Accounts and Security** — 8 classes
  - 12.1 User Accounts
  - 12.2 Administrator Account
  - 12.3 Standard User
  - 12.4 Guest Access
  - 12.5 Password Management
  - 12.6 User Permissions
  - 12.7 Windows Security
  - 12.8 Privacy Settings
- **Chapter 13 — Software and Applications** — 6 classes
  - 13.1 Installing Software
  - 13.2 Uninstalling Software
  - 13.3 Software Updates
  - 13.4 Application Management
  - 13.5 Default Applications
  - 13.6 File Associations
- **Chapter 14 — System Maintenance** — 8 classes
  - 14.1 Windows Updates
  - 14.2 Storage Management
  - 14.3 Temporary Files
  - 14.4 Disk Space Management
  - 14.5 Backup
  - 14.6 Restore
  - 14.7 Antivirus
  - 14.8 Basic System Troubleshooting
- **Chapter 15 — Windows Keyboard Shortcuts** — 7 classes
  - 15.1 Copy and Paste Shortcuts
  - 15.2 Cut and Undo
  - 15.3 Save and Print
  - 15.4 Windows Navigation
  - 15.5 File Explorer Shortcuts
  - 15.6 Application Switching
  - 15.7 Screen and Window Management

2 **MS Office, Excel and Productivity with AI** 27 chapters · 208 classes **100 marks**

- **Chapter 24 — MS Word Fundamentals** — 8 classes
  - 24.1 Introduction to MS Word
  - 24.2 Word Interface
  - 24.3 Creating Documents
  - 24.4 Opening Documents
  - 24.5 Saving Documents
  - 24.6 Save As
  - 24.7 Templates
  - 24.8 Printing Documents
- **Chapter 25 — Word Formatting** — 10 classes
  - 25.1 Font Formatting
  - 25.2 Font Size
  - 25.3 Bold, Italic and Underline
  - 25.4 Text Colour
  - 25.5 Paragraph Alignment
  - 25.6 Line Spacing
  - 25.7 Indentation
  - 25.8 Bullets
  - 25.9 Numbering
  - 25.10 Styles
- **Chapter 26 — Word Tables and Page Layout** — 9 classes
  - 26.1 Creating Tables
  - 26.2 Inserting Rows and Columns
  - 26.3 Table Formatting
  - 26.4 Page Margins
  - 26.5 Page Orientation
  - 26.6 Page Size
  - 26.7 Headers
  - 26.8 Footers
  - 26.9 Page Numbers
- **Chapter 27 — Professional Documents** — 7 classes
  - 27.1 Business Letters
  - 27.2 Official Notices
  - 27.3 Reports
  - 27.4 Applications
  - 27.5 Office Documents
  - 27.6 Invoice Formats
  - 27.7 Document Templates
- **Chapter 28 — Mail Merge** — 8 classes
  - 28.1 Meaning of Mail Merge
  - 28.2 Main Document
  - 28.3 Data Source
  - 28.4 Recipient List
  - 28.5 Merge Fields
  - 28.6 Creating Merged Letters
  - 28.7 Labels
  - 28.8 Envelopes
- **Chapter 29 — Excel Fundamentals** — 10 classes
  - 29.1 Introduction to Excel
  - 29.2 Workbook
  - 29.3 Worksheet
  - 29.4 Rows
  - 29.5 Columns
  - 29.6 Cells
  - 29.7 Cell References
  - 29.8 Data Entry
  - 29.9 Formatting Cells
  - 29.10 Saving Workbooks
- **Chapter 30 — Excel Formulas** — 8 classes
  - 30.1 Formula Fundamentals
  - 30.2 Mathematical Operators
  - 30.3 SUM
  - 30.4 AVERAGE
  - 30.5 MIN
  - 30.6 MAX
  - 30.7 COUNT
  - 30.8 Basic Accounting Calculations
- **Chapter 53 — Conditional Functions** — 6 classes
  - 53.1 SUMIF
  - 53.2 SUMIFS
  - 53.3 COUNTIF
  - 53.4 COUNTIFS
  - 53.5 AVERAGEIF
  - 53.6 AVERAGEIFS
- **Chapter 54 — Lookup Functions** — 7 classes
  - 54.1 VLOOKUP
  - 54.2 HLOOKUP
  - 54.3 XLOOKUP
  - 54.4 INDEX
  - 54.5 MATCH
  - 54.6 INDEX-MATCH
  - 54.7 Lookup Error Handling
- **Chapter 55 — Text Functions** — 10 classes
  - 55.1 LEFT
  - 55.2 RIGHT
  - 55.3 MID
  - 55.4 LEN
  - 55.5 TRIM
  - 55.6 UPPER
  - 55.7 LOWER
  - 55.8 PROPER
  - 55.9 CONCAT
  - 55.10 TEXTJOIN
- **Chapter 56 — Date and Time Functions** — 9 classes
  - 56.1 TODAY
  - 56.2 NOW
  - 56.3 DATE
  - 56.4 DAY
  - 56.5 MONTH
  - 56.6 YEAR
  - 56.7 Date Difference
  - 56.8 Due Date Calculation
  - 56.9 Ageing Calculation
- **Chapter 57 — Data Management** — 7 classes
  - 57.1 Sorting
  - 57.2 Filtering
  - 57.3 Advanced Filter
  - 57.4 Remove Duplicates
  - 57.5 Text to Columns
  - 57.6 Data Validation
  - 57.7 Drop-down Lists
- **Chapter 58 — Conditional Formatting** — 7 classes
  - 58.1 Conditional Formatting
  - 58.2 Highlight Cell Rules
  - 58.3 Duplicate Values
  - 58.4 Data Bars
  - 58.5 Colour Scales
  - 58.6 Icon Sets
  - 58.7 Financial Reporting Applications
- **Chapter 59 — PivotTables** — 8 classes
  - 59.1 Introduction to PivotTables
  - 59.2 Creating PivotTables
  - 59.3 Rows and Columns
  - 59.4 Values
  - 59.5 Filters
  - 59.6 Grouping
  - 59.7 Calculated Analysis
  - 59.8 PivotCharts
- **Chapter 60 — Excel Charts** — 7 classes
  - 60.1 Column Charts
  - 60.2 Bar Charts
  - 60.3 Line Charts
  - 60.4 Pie Charts

3 **Typing, Email and Digital Communication** 25 chapters · 179 classes **100 marks**

- **Chapter 16 — Internet Fundamentals** — 8 classes
  - 16.1 Meaning of Internet
  - 16.2 World Wide Web
  - 16.3 Websites
  - 16.4 Web Pages
  - 16.5 Web Servers
  - 16.6 Internet Service Providers
  - 16.7 Internet Services
  - 16.8 Uses of Internet in Business
- **Chapter 17 — Web Browsers** — 9 classes
  - 17.1 Meaning of Web Browser
  - 17.2 Google Chrome
  - 17.3 Microsoft Edge
  - 17.4 Browser Windows
  - 17.5 Browser Tabs
  - 17.6 Bookmarks
  - 17.7 Browsing History
  - 17.8 Downloads
  - 17.9 Browser Settings
- **Chapter 18 — Search Engines** — 7 classes
  - 18.1 Search Engines
  - 18.2 Google Search
  - 18.3 Search Keywords
  - 18.4 Effective Searching
  - 18.5 Search Operators
  - 18.6 Finding Business Information
  - 18.7 Evaluating Online Information
- **Chapter 19 — Internet Connectivity** — 8 classes
  - 19.1 Internet Connection
  - 19.2 Broadband
  - 19.3 Wi-Fi
  - 19.4 Mobile Internet
  - 19.5 Router
  - 19.6 Modem
  - 19.7 IP Address
  - 19.8 Basic Network Troubleshooting
- **Chapter 20 — Email Fundamentals** — 9 classes
  - 20.1 Meaning of Email
  - 20.2 Creating Email Account
  - 20.3 Email Address
  - 20.4 Inbox
  - 20.5 Sent Mail
  - 20.6 Drafts
  - 20.7 Spam
  - 20.8 Trash
  - 20.9 Email Search
- **Chapter 21 — Professional Email** — 11 classes
  - 21.1 To Field
  - 21.2 CC
  - 21.3 BCC
  - 21.4 Subject Line
  - 21.5 Email Body
  - 21.6 Attachments
  - 21.7 Reply
  - 21.8 Reply All
  - 21.9 Forward
  - 21.10 Email Signature
  - 21.11 Professional Email Etiquette
- **Chapter 22 — Cloud Services** — 9 classes
  - 22.1 Cloud Computing
  - 22.2 Cloud Storage
  - 22.3 Google Drive
  - 22.4 OneDrive
  - 22.5 Uploading Files
  - 22.6 Downloading Files
  - 22.7 File Sharing
  - 22.8 Online Collaboration
- **Chapter 71 — Typing Shortcuts** — 8 classes
  - 71.1 Copy
  - 71.2 Cut
  - 71.3 Paste
  - 71.4 Undo
  - 71.5 Redo
  - 71.6 Save
  - 71.7 Select All
  - 71.8 Navigation Shortcuts
- **Chapter 72 — Typing Practical** — 7 classes
  - 72.1 Paragraph Typing
  - 72.2 Numerical Typing
  - 72.3 Accounting Data Typing
  - 72.4 Invoice Typing
  - 72.5 Excel Data Entry
  - 72.6 Final Speed Test
  - 72.7 Final Accuracy Test
- **Chapter 73 — Communication Fundamentals** — 8 classes
  - 73.1 Meaning of Communication
  - 73.2 Communication Process
  - 73.3 Sender
  - 73.4 Message
  - 73.5 Channel
  - 73.6 Receiver
  - 73.7 Feedback
  - 73.8 Communication Barriers
- **Chapter 74 — Verbal Communication** — 7 classes
  - 74.1 Speaking Skills
  - 74.2 Vocabulary
  - 74.3 Grammar
  - 74.4 Pronunciation
  - 74.5 Tone
  - 74.6 Clarity
  - 74.7 Professional Language
- **Chapter 75 — Non-Verbal Communication** — 6 classes
  - 75.1 Body Language
  - 75.2 Facial Expressions
  - 75.3 Eye Contact
  - 75.4 Posture
  - 75.5 Gestures
  - 75.6 Personal Space
- **Chapter 76 — Listening Skills** — 6 classes
  - 76.1 Importance of Listening
  - 76.2 Active Listening
  - 76.3 Asking Questions
  - 76.4 Understanding Instructions
  - 76.5 Taking Notes
  - 76.6 Giving Feedback
- **Chapter 77 — Business Communication** — 5 classes
  - 77.1 Professional Conversation
  - 77.2 Telephone Communication
  - 77.3 Customer Communication
  - 77.4 Workplace Communication
  - 77.5 Professional Etiquette
- **Chapter 78 — Email Communication** — 7 classes
  - 78.1 Professional Email Structure
  - 78.2 Subject Line
  - 78.3 Email Opening
  - 78.4 Email Body
  - 78.5 Email Closing
  - 78.6 Attachments
  - 78.7 Email Etiquette
- **Chapter 79 — Written Communication** — 6 classes
  - 79.1 Business Letters
  - 79.2 Notices

4 **Business Accounting Software (Tally, Busy and GST)** 53 chapters · 450 classes **100 marks**

- **Chapter 36 — Introduction to BUSY** — 8 classes
  - 36.1 Introduction to BUSY
  - 36.2 Accounting Software
  - 36.3 BUSY Interface
  - 36.4 Company Menu
  - 36.5 Masters
  - 36.6 Transactions
  - 36.7 Reports
  - 36.8 Configuration
- **Chapter 37 — Company Creation** — 8 classes
  - 37.1 Creating a Company
  - 37.2 Company Name
  - 37.3 Financial Year
  - 37.4 Company Address
  - 37.5 GST Details
  - 37.6 Financial Configuration
  - 37.7 Company Backup
  - 37.8 Company Restore
- **Chapter 38 — Accounting Masters** — 9 classes
  - 38.1 Account Groups
  - 38.2 Ledger Accounts
  - 38.3 Customer Ledgers
  - 38.4 Supplier Ledgers
  - 38.5 Cash Ledger
  - 38.6 Bank Ledger
  - 38.7 Expense Ledgers
  - 38.8 Income Ledgers
  - 38.9 Capital Accounts
- **Chapter 39 — Inventory Masters** — 7 classes
  - 39.1 Item Groups
  - 39.2 Item Categories
  - 39.3 Stock Items
  - 39.4 Units of Measurement
  - 39.5 Warehouses/Godowns
  - 39.6 Opening Stock
  - 39.7 Stock Configuration
- **Chapter 40 — Voucher Entry** — 9 classes
  - 40.1 Voucher Concept
  - 40.2 Contra Voucher
  - 40.3 Payment Voucher
  - 40.4 Receipt Voucher
  - 40.5 Journal Voucher
  - 40.6 Purchase Voucher
  - 40.7 Sales Voucher
  - 40.8 Debit Note
  - 40.9 Credit Note
- **Chapter 41 — Purchase Accounting** — 7 classes
  - 41.1 Purchase Transactions
  - 41.2 Cash Purchase
  - 41.3 Credit Purchase
  - 41.4 Purchase Invoice
  - 41.5 Purchase Return
  - 41.6 Supplier Ledger
  - 41.7 Purchase Reports
- **Chapter 42 — Sales Accounting** — 7 classes
  - 42.1 Sales Transactions
  - 42.2 Cash Sales
  - 42.3 Credit Sales
  - 42.4 Sales Invoice
  - 42.5 Sales Return
  - 42.6 Customer Ledger
  - 42.7 Sales Reports
- **Chapter 43 — GST Configuration** — 8 classes
  - 43.1 Introduction to GST
  - 43.2 GST Registration
  - 43.3 GSTIN
- **Chapter 95 — Introduction to Tally Prime** — 7 classes
  - 95.1 Introduction to Tally Prime
  - 95.2 Accounting Software
  - 95.3 Tally Interface
  - 95.4 Gateway and Navigation
  - 95.5 Company Selection
  - 95.6 Company Alteration
  - 95.7 Basic Configuration
- **Chapter 96 — Company Creation** — 8 classes
  - 96.1 Creating a Company
  - 96.2 Company Name
  - 96.3 Address
  - 96.4 Financial Year
  - 96.5 Books Beginning From
  - 96.6 Security Configuration
  - 96.7 Company Features
  - 96.8 Backup and Restore
- **Chapter 97 — Groups and Ledgers** — 11 classes
  - 97.1 Accounting Groups
  - 97.2 Primary Groups
  - 97.3 Sub-Groups
  - 97.4 Ledger Creation
  - 97.5 Customer Ledger
  - 97.6 Supplier Ledger
  - 97.7 Expense Ledger
  - 97.8 Income Ledger
  - 97.9 Cash Ledger
  - 97.10 Bank Ledger
  - 97.11 Capital Ledger
- **Chapter 98 — Voucher Types** — 9 classes
  - 98.1 Voucher Concept
  - 98.2 Contra Voucher
  - 98.3 Payment Voucher
  - 98.4 Receipt Voucher
  - 98.5 Journal Voucher
  - 98.6 Sales Voucher
  - 98.7 Purchase Voucher
  - 98.8 Debit Note
  - 98.9 Credit Note
- **Chapter 99 — Contra, Payment and Receipt** — 8 classes
  - 99.1 Cash Deposit into Bank
  - 99.2 Cash Withdrawal from Bank
  - 99.3 Cash Payment
  - 99.4 Bank Payment
  - 99.5 Cash Receipt
  - 99.6 Bank Receipt
  - 99.7 Adjustment of Receipts
  - 99.8 Adjustment of Payments
- **Chapter 100 — Journal Entries in Tally** — 8 classes
  - 100.1 Journal Entry
  - 100.2 Expense Adjustment
  - 100.3 Income Adjustment
  - 100.4 Depreciation Entry
  - 100.5 Outstanding Expense
  - 100.6 Prepaid Expense
  - 100.7 Accrued Income
  - 100.8 Provision Entries
- **Chapter 101 — Purchase Accounting** — 7 classes
  - 101.1 Cash Purchase
  - 101.2 Credit Purchase
  - 101.3 Purchase Invoice
  - 101.4 Purchase with Inventory
  - 101.5 Purchase Return
  - 101.6 Supplier Adjustment
  - 101.7 Purchase Reports
- **Chapter 102 — Sales Accounting** — 7 classes

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