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## SAP Basis LOT Course Structure

SAP Basis LOT provides exposure to the SAP Installation, configuration and Security. The following table lists the course structure for SAP Basis LOT.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Course** | **Duration (In Days)** |
| 1 | Discover (Induction) | 1 |
| 2 | Soft Skills Day1 | 1 |
| 3 | Unix Shell Scripting | 2 |
| 4 | Unix Administration | 2 |
| 5 | Windows Administration | 2 |
| 6 | RDBMS Concepts – Oracle, Sybase and HANA | 1.5 |
| 7 | Module1 Theory Test | 0.5 |
| 8 | Soft Skills Day 2 & 3 | 1 |
| 9 | Basis Part I | 6.5 |
| 10 | Basis Part I Theory Test | 0.5 |
| 11 | Soft Skills Day 4 & 5 | 1 |
| 12 | Basis Part II | 6 |
| 13 | Basis Part I and II - Case Study | 2 |
| 14 | Basis Part I and II - Case Study Evaluation | 2 |
| 15 | Basis Part III | 10 |
| 16 | ITIL V4 process | 2 |
| 17 | Self-Learning/Retest | 1 |
| 18 | Soft Skills Day 6 | 1 |
| 19 | Basis Part III - Case Study | 2 |
| 20 | Basis Part III - Case Study Evaluation | 2 |
| 19 | L1 Test | 1 |
| 20 | Total Training Duration | 48 |

**Basis Curriculum**

**Soft Skills Part I**

**Program Duration**: 1 Day

**Contents**:

* Introduction to Soft Skills & Competencies for Your Role in Capgemini
  + Definition of Communication & Examples from Real life
  + Communicating at Workplace with Internal & External Customers
  + Barriers to Communication & Solutions
  + 3 Scenarios of Communication at Workplace - Discussion & Role Plays
  + Workplace Civility

**Unix Shell Scripting**

**Program Duration:** 2 days.

**Contents:**

* Introduction to UNIX Operating System and Basic UNIX commands
  + Operating System
  + Basic UNIX Commands
* UNIX File System
  + File System
  + File Types
  + File Permissions
  + File Related Commands
* Filters
  + Simple Filters
  + Advanced Filters
* Introduction to Bourne Shell
  + Shell types
  + Working of shell
  + Metacharacter
  + Shell redirections
  + Command substitution
* Vi Editor
  + Vi Editor
  + Input Mode Commands
  + Vi Editor – Save & Quit
  + Cursor Movement Commands
  + Paging Functions
  + Search and Repeat Commands
  + Vi Editor – Other Features
  + SED – Introduction to SED
  + SED Commands
* Processes and related commands
  + Process
  + Parent and Child Processes
  + Running a Command
  + ps Command
  + Jobs in the Background
  + Process related commands
  + Overview of Process Scheduling
  + Lowering job execution priority – nice command
  + Process related commands
  + Shell Variables
  + Environmental Variables
  + Shell script Commands
  + Arithmetic Operations
  + Command Substitution
  + Command Line Arguments
  + Conditional Execution

**Unix Administration**

**Program Duration: 2 days.**

**Contents:**

* Login and Exploration
  + Logging into Linux system
  + Root User
  + su Command
* The Linux FileSystem
  + File System hierarchy
  + File Types
  + File Permissions
  + File related commands
* Manipulating Files
  + Directory Manipulation
  + File Manipulation
* Finding and Processing Files
  + Find
  + GNOME search tool.
* Editing Text
  + Introduction to Vim
  + Modes of Vim
  + Opening and Editing files in Vim
* User Management Essentials
  + Administrator commands
* Standard IO Operations
  + Basics of Standard IO
  + Redirecting output to file
  + Pipe operator
  + Redirecting input from file

**Windows Administration**

**Program Duration: 2 days.**

* Implementing Active Directory Domain Services – **Only overview, Not deep dive**
  + What Is a Domain?
  + AD DS Trees
  + The AD DS Forest
  + Organizational Units
  + Why Use Organizational Units?
  + What Is a Domain Controller?
  + AD DS Sites
  + AD DS Replication
* Managing Users
  + Name and Account Attributes
  + User Account Management
  + Configure User Object Attributes
  + View and Modify All Attributes
  + Create Users with Templates
  + Create and Configure Managed Service Accounts
  + What Is a Managed Service Account?
  + Administering Managed Service Accounts
* Managing Groups
  + Default Built-In Groups
  + Group Scope
  + Group Management Strategy
  + Default Groups
  + Special Identities
  + Best Practices for Group Management
* Monitoring Server Performance
  + Server Components
  + Performance Bottlenecks
  + The Process of Performance Monitoring

**RDBMS concepts and Introduction to Sybase**

**Program Duration: 1.5 days.**

* Introduction to RDBMS
  + Introduction to databases
  + Data Models in Database
  + Properties of RDBMS
  + Data Integrity
  + T-SQL Language
* Introduction to Sybase
  + Sybase Architecture
  + Sybase Administration

**Soft Skills Part 2 and 3**

**Program Duration**: 1 Days

**Contents**:

* Presentation Skills - Learning through Video & Demonstration
* Presentation Skills - Practical Assignment

**Basis Part I**

**Program Duration**: 6.5 days

**Contents**:

* Introduction to SAP & Netweaver Architecture
  + Overview of SAP
  + Introduction to SAP NetWeaver
  + SAP Architecture Fundamentals
  + SAP Application server process – As ABAP
  + SAP Architecture
  + SAP GUI
* Operations in AS ABAP Systems
  + SAP AS ABAP Operations – Starting SAP
  + SAP AS ABAP Operations – SAP Logs
  + SAP AS ABAP Operations – Shutdown Checks
* System Configuration & Operation Modes
  + SAP Memory and Buffer Management
  + Performance and Workload Analysis
* Checks and Trouble shooting
  + System Monitoring and Troubleshooting
  + Web Enablement & Communication in SAP
  + AS JAVA Architecture & Processes
* Transaction Processing in AS JAVA
  + Startup/Shutdown in AS JAVA
  + System Administration in AS JAVA

**Soft Skills Part 4 and 5**

**Program Duration**: 1 Day

**Contents**:

* + Business Email Etiquette
  + Frequently Experienced Scenarios in a Project
  + Team Dynamics & Capgemini Ethics & Values
  + Difference between Internal & External Customers
  + Classification of Information & how to apply with Customers
  + Meeting Etiquette / Conference call / Skype Call Etiquette
  + 3 Scenarios of Communication at Workplace - Discussion & Role Plays

**Basis Part II**

**Program Duration**: 6 days

**Contents**:

* SAP Installation
  + SAP Installation: Sizing, Prerequisites & Planning
  + SAP Installation, Post-Installation, SAP Kernel upgrade
  + SAP Print & Spool Administration
* Transport Management
  + CTS: Overview and architecture
  + CTS: Transport Management system
* Operations in AS Java and support packages
  + SAP Net Weaver AS Java monitoring tools
  + Concept of Monitoring infrastructure
  + Configuration for Central Monitoring System
  + Patches in Java stack
* Java User Management and Internet Communication
  + UME Concepts
  + User Management in Java
  + Internet Communication: ICM, ITS & ICF
  + SAP Web Dispatcher
  + SAP NetWeaver AS Java Monitoring tools
* Concepts of User & Authorization – AS JAVA
  + User and Role Management - AS JAVA
* Security and Authorization
  + User Master & Authorization Object – AS ABAP
  + Role Management – AS ABAP
  + User Information & Troubleshooting – AS ABAP
  + Concepts of User & Authorization – AS JAVA
  + GRC overview
  + Introduction to Fiori and Fiori security – High Level

**Basis Part III**

**Program Duration**: 10 days

**Contents**:

* SAP Client Administration
  + Client Concept: A refresher
  + Client Administration Tools
  + Concept of Support Packages
  + Applying Support Packages
* Database Administration – Oracle
  + Introduction to Unix and vi editor
  + Database Overview
  + Database Processes & Structure
  + Database Management
  + Concept of Segments & DB Tools
  + Database Monitoring
  + Additional features of BRTOOLS
  + Backup Methods
  + Recovery Methods
* SAP Solution Manager Overview 2 Hours
* SLD Concepts & Configuration
  + Landscape Concept
  + SLD Concept
  + SLD Administration
  + Updating SLD
  + Adding ABAP Systems to SLD
  + Adding Java Systems to SLD
* Upgrade and Migration
  + Need for Upgrade / Migration (Business Case)
  + Difference between Upgrades and Migrations
  + Generation of Stack File
  + Upgrade / Migration Tools like SUM /DMO/ SWPM etc.
  + Maintenance Planner
  + PAM
  + Upgrade Types and Strategies (SP Upgrade / Stack Upgrade / EHP Upgrade)
* Overview of System Refresh
  + Need for Refresh
  + Types of Refreshes
  + Phases of Refresh
  + Refresh methods (Backup Restore / Exp-Imp / VM Clone)
  + Refresh Plan (Pre -steps, DB Copy and Post Steps)
* SAP HANA Overview
  + HANA Journey
  + SAP HANA Introduction (Architecture)
  + Overview of HANA
  + Introduction to HANA Studio
  + HANA Installation (Theoretical)
  + Basic HANA Administration (Stop / Start, File System / Logs Monitoring etc.)
* Upcoming trends
  + LAMA
  + SAP Leonardo
  + SAP cloud introduction - overview 2 hours
* SAP Marketplace: 45 Mins
  + Overview
  + How to generate OSS id and provide access/ authorizations to others
  + How to search snote and raise an OSS message
  + Open connection to SAP and maintain access data
  + generate developer access key and object key
  + SAP Support Backbone 2020

**ITIL V4 process**

**Program Duration**: 2 days.

* Introduction to ITIL
  + What is ITIL?
  + Why ITIL?
  + ITIL basic
  + Service Lifecycle
* Service Strategy
  + Goals and Objectives
  + Service Strategy Processes
* Service Design
  + Goals and Objectives of Service Design
  + Service Design Processes
* Service Transition
  + Goals and Objectives
  + Service Transition processes
* Service Operation
  + Goals and Objectives
  + Service operation processes
  + Service Operation Functions
* Continual Service Improvement
  + Definition
  + CSI goals and processes
  + CSI Model
  + CSI processes
  + Service Measurement
* Introduction of BMC Remedy ITSM
  + Brief Introduction about ITIL
  + ITIL and BMC Remedy ITSM
  + Basics of ITIL
  + Case Study
    - Incident Management
    - Problem Management
    - Change Management
    - Asset Management

**Soft Skills Part 6**

**Program Duration**: 1 Day

**Contents**:

* + Soft Skills Assessment - MPT + Assignment + MTT
  + Performance Review

**Quality Process Awareness**

**Program Duration**: 0.5 day.

**Contents**:

* Understand the following:
  + Quality – What and Why
  + Introduction to Quality Management System
  + QMS support to Software Methodology
  + Metrics
  + Defect Prevention