



FAQ

Employability & Techno Skill Training Facility for CMA Intermediate Students

Directorate of Studies – Training & Placement

The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

1. What is ‘Skills Training’?

‘Skills Training’ is designed to provide students with the targeted training they need to gain the knowledge and abilities necessary to fulfil the specific requirements of their job positions. Skills training can also be used to re-educate and retrain students whenever new technology, processes or systems debut.

‘Skills’ and ‘Knowledge’ are the driving force of economic growth and social development for any country. It helps students to be skilled and in turn, offers better employment opportunities. The appropriate skill development efforts would provide an opportunity to achieve inclusion and productivity within the country.

2. Why the Institute has introduced New ‘Skills Training’ scheme?

As a long-term vision of the Institute and professional social responsibility towards the society and being an organisation under the administrative control of the Ministry of Corporate Affairs, Government of India, the Institute needs to ensure that the students pursuing the CMA Course should possess and acquire robust employability skills to cope with the global challenges and become a future-ready professional. Hence, the Institute has introduced mandatory **SAP Finance Power User Training & Certification, Microsoft Training & Certification, Cambridge University Press Soft Skill Training & Certification and E-filing Training & Certification** as a bouquet of World

Class Employability and Techno-Skill Training facilities for its Intermediate Students from August 2020 Batch onwards.

3. What are the components of 'Skills Training'?

- **SAP Finance Power User Training & Certification (with SAP Learning Hub & SAP S/4HANA) – 60 hours**
- **Microsoft Training & Certification – 40 hours**
- **Cambridge University Press Soft Skill Training & Certification – 20 hours**
- **E-filing Training & Certification – 20 hours**

4. What are the benefits of 'Skills Training' modules?

A. SAP Finance Power User Training & Certification (with SAP Learning Hub & SAP S/4HANA)

- ⇒ Business Ready at the end of Course
- ⇒ Learn on the best of ERP systems & understand the concept of best practices
- ⇒ Employment Opportunities in the SAP ecosystem
- ⇒ Learn from anywhere as you wish
- ⇒ Can be accessed from any environment, desktop, laptop, tablet or mobile
- ⇒ Access to exhaustive additional material available

B. Microsoft Training & Certification

- ⇒ Universal Usage – MS Office is the globally most widely used tool for professional exchange
- ⇒ A must for job applicants – For anyone with an office-based job, Microsoft Office is a global tool. Employers assume, all job applicants have the working knowledge of MS-Office
- ⇒ Almost universal compatibility with operating systems
- ⇒ Almost all computers available in the market are compatible with all versions of MS-Office
- ⇒ Certificate of knowing MS Office will provide the edge for a student over others in the current competitive job environment
- ⇒ MS Excel is the most popular tool used for business analysis and reporting

C. Cambridge University Press Soft Skill Training & Certification

- ⇒ Knowledge / Training on the practical tools
- ⇒ Better prepared to face the world after training and develop a student as job-ready professional
- ⇒ Effective self-learning material which is a good reference material
- ⇒ Certificate from world renowned Brand
- ⇒ Bridges the gap between Campus and Corporate
- ⇒ Easy access to content and assessments
- ⇒ Flexible learning

D. E-filing Training & Certification

- ⇒ User Friendly material with ease of learning
- ⇒ Prepared by Industry experts with practical inputs and tips
- ⇒ Near Real Life simulation with the help of real-life scenarios
- ⇒ Helpful in attending interviews
- ⇒ Referenceable material
- ⇒ Helpful for students to master all tax returns filing
- ⇒ Simulation helps the students with hands on knowledge in tax return filing

5. What are contents of 'Skill Training' modules?

A. SAP Finance Power User Training

- ⇒ Introduction to SAP Finance & Controlling Overview
- ⇒ SAP ERP Overview
- ⇒ SAP ERP Navigation
- ⇒ SAP FI Integration
- ⇒ Procure to Pay Process
- ⇒ Order to Cash Process
- ⇒ Hire to Retire Process
- ⇒ Plan to Produce Process
- ⇒ SAP FICO
- ⇒ Finance Organization Structure and Master Data
- ⇒ General Ledger Accounting

- ⇒ Accounts Payable Business Process
- ⇒ Asset Accounting Business Process
- ⇒ Bank Related Accounting Business Process
- ⇒ Financial Statement Creation Business Process
- ⇒ SAP Controlling Organization Structure
- ⇒ SAP Controlling Master Data
- ⇒ Planning in Management Accounting
- ⇒ Accounting Logistics Integration
- ⇒ Daily Postings in Management Accounting
- ⇒ Period End Closing in Management Accounting
- ⇒ Analytics in Management Accounting
- ⇒ Accruals and Deferral
- ⇒ Creating Balance sheet and Profit & Loss
- ⇒ Concepts of Accounting Standards and its mapping in SAP
- ⇒ Concept of Consolidation with chart of Accounts
- ⇒ Concepts of Multiple Currencies
- ⇒ Concept of Trading Partners
- ⇒ Financials Statement Version
- ⇒ Financial Closing Cockpit - Preparatory Process
- ⇒ Opening and Closing Periods
- ⇒ Fixed Assets
- ⇒ Inventory Valuation
- ⇒ Investments - Treasury Management
- ⇒ Accounts Payable Closing Process
- ⇒ Accounts Receivables Closing Process
- ⇒ Bank Reconciliation
- ⇒ Borrowing - Treasury Management
- ⇒ Retained Earnings - Balance Carry Forward
- ⇒ Disclosures - Bank Guarantees, Related Party
- ⇒ Segment Reporting
- ⇒ Treasury and Risk Management

B. Microsoft Training

- ⇒ Microsoft Excel
- ⇒ Microsoft Word
- ⇒ Microsoft PowerPoint

C. Cambridge University Press Soft Skill Training**Soft Skills:**

- ⇒ Soft Skills
- ⇒ Attitude
- ⇒ Goal Setting
- ⇒ Time Management
- ⇒ Emotional Intelligence
- ⇒ Leadership Skills
- ⇒ Social Consciousness

Employability Skills:

- ⇒ Preparing for Employment
- ⇒ Employability Skills
- ⇒ Communication Skills
- ⇒ Presentation Skills
- ⇒ Correspondence at work
- ⇒ Team work
- ⇒ Work place etiquette

D. E-filing Training

- ⇒ Online PAN Application
- ⇒ E- Filling of Return Income Tax
- ⇒ E- Filling of Tax Deducted at Source / Collected at Source (TCS /TDS)
- ⇒ GST (Goods & Service Tax)
- ⇒ E- Filling Duty of – Customs Duty
- ⇒ E- Filing of Return – ESIC
- ⇒ E- Filing of Return – PF
- ⇒ Digital Signature

6. Who are eligible for 'Skills Training'?

Intermediate Students taking admission on or after 11th August 2020 are eligible for this mandatory 'Skills Training'.

7. Who will be the mentor for 'Skills Training'?

Certified trainers and domain experts across the Globe will be the mentor.

8. What will be the mode of 'Skills Training'?

- ⇒ 'Skills Training' will be imparted through online mode by the expert faculty members.
- ⇒ Class schedule in convenient timing will be announced in advanced.

9. What will be system requirement?

- ⇒ Standard system configuration with decent network is required.
- ⇒ Students can access online classes and 'Skills Training' logins through laptop, desktop, tablet or mobile phone.

10. Is attendance mandatory in 'Skills Training' sessions?

DOS recommends regular attendance in the online sessions to grasp over the intricacies of 'Skills Training' modules.

11. How the students will be assessed after the completion of the training?

Assessment will be done through online mechanism after completion of the training sessions.

12. What is the minimum pass percentage required to be obtained to qualify 'Skills Training' assessment?

An Intermediate Student has to secure at least 50% marks in all the 'Skills Training' modules to appear in both/remaining group in CMA Intermediate Examinations.

13. Will students get certificates after completion of the training?

Yes. Students will get training course completion certificate after successful completion in the assessment test of the training modules. Moreover, students can have SAP, Microsoft and Cambridge University Press Certification.

14. How long students can access 'Skills Training' modules?

The validity to access 'Skills Training' modules is 1 year.

15. How many attempts students will get to clear 'Skills Training' assessment test?

Students will get at least 3 attempts to clear 'Skills Training' assessment test.

16. Is there any additional cost involved in having 'Skill Training'?

No. There is no additional cost involved in having World Class 'Skills Training' embedded in the Intermediate Course Curriculum.

17. Shall a student eligible to get training materials?

Yes. Online course material is available through SAP Learning Hub.

18. Is 'Skills Training' connected with employment opportunity?

Yes. These World Class 'Skills Training' modules will definitely enhance employability skills of the students in the job market to grab employment opportunities around the Globe.

19. How can we reach the Institute to resolve any issues about 'Skills Training'?

For any queries regarding 'Skills Training', please contact us at **skilltraining@icmai.in**

