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)

www.icmai.in

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 Office 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 Office 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)

$\Rightarrow$ Business Ready at the end of the training

$\Rightarrow$ Learn on the best of ERP systems & understand the concept of best practices

$\Rightarrow$ Employment Opportunities in the SAP ecosystem

$\Rightarrow$ Learn from anywhere as you wish

$\Rightarrow$ Can be accessed from any environment, desktop, laptop, tablet or mobile

$\Rightarrow$ Access to exhaustive additional material available

B. Microsoft Office Training & Certification

$\Rightarrow$ Universal Usage – MS Office is the globally most widely used tool for professional exchange

$\Rightarrow$ 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

$\Rightarrow$ Almost universal compatibility with operating systems

$\Rightarrow$ Almost all computers available in the market are compatible with all versions of MS-Office

$\Rightarrow$ 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

⇒ Helpful in attending interviews and seizing job opportunity

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

⇒ Referenceable material

⇒ Helpful for students to master all types of tax returns filing

⇒ Simulation helps the students with hands on knowledge in tax return filing

⇒ Enhances employability

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

$\Rightarrow$ Disclosures - Bank Guarantees, Related Party

$\Rightarrow$ Segment Reporting

$\Rightarrow$ Treasury and Risk Management

B. Microsoft Office Training

$\Rightarrow$ Microsoft Excel

$\Rightarrow$ Microsoft Word

$\Rightarrow$ Microsoft PowerPoint

C. Cambridge University Press Soft Skill Training

❖ **Soft Skills:**

$\Rightarrow$ Soft Skills

$\Rightarrow$ Attitude

$\Rightarrow$ Goal Setting

$\Rightarrow$ Time Management

$\Rightarrow$ Emotional Intelligence

$\Rightarrow$ Leadership Skills

$\Rightarrow$ Social Consciousness

❖ **Employability Skills:**

$\Rightarrow$ Preparing for Employment

$\Rightarrow$ Employability Skills

$\Rightarrow$ Communication Skills

$\Rightarrow$ Presentation Skills

$\Rightarrow$ Correspondence at work

$\Rightarrow$ Team work

$\Rightarrow$ Work place etiquette

D. E-filing Training

$\Rightarrow$ Online PAN Application

$\Rightarrow$ E- Filling of Return Income Tax

$\Rightarrow$ 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 and paid their full Course Fees are eligible for this mandatory 'Skills Training'. However, students who have already paid partial payments (1st instalment) of fees will become eligible for 'Skills Training' after payment of full Course fees (Final instalment) of Intermediate Course.

7. Is 'Skills Training' mandatory?

Yes. 'Skills Training' and associated assessment tests are mandatory to be eligible to appear in both/remaining group of CMA Intermediate Examinations. However, a student can appear in a single group (either first or second group and not the both/remaining group) of Intermediate Examinations without completing 'Skills Training' and associated assessment tests. However, Directorate of Studies recommends that the eligible students should start 'Skills Training' activities from the very beginning to their admission in the Intermediate Course.

8. Is there any exemption scheme for 'Skills Training'?

No. There is no exemption scheme for 'Skills Training'. Hence, it is mandatory.

9. What will be the modalities of 'Skills Training'?

⇒ 'Skills Training' modules are designed to be accessed as self E-Learning system to be completed in 140 hours comprising all modules.

⇒ However, Directorate of Studies (Training & Placement) will provide additional 140 hours of 'Skills Training' sessions for all eligible Intermediate students with hands on training to be imparted through online mode only.

⇒ Certified trainers and domain experts across the Globe will be the mentor of Online 'Skills Training' sessions.

⇒ Schedule of Online Live Skills Training sessions in convenient timing will be announced in advance.

⇒ Online Link for the Skills Training Sessions will be activated 60 Minutes before the scheduled time.

⇒ Eligible Intermediate students may be divided into batches conveniently.

⇒ All online sessions will be recorded and will be made available in the Skills Training Portal for free access to the target students.

⇒ The Directorate of Studies may modify the modalities time to time with prior announcement.

10. 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.

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

The Directorate of Studies (Training & Placement) recommends regular attendance in the online sessions to grasp over the intricacies of 'Skills Training' modules. Attendance of the students in various sessions will be strictly monitored and recorded by DOS.

12. How long students will be given opportunity to attend live Online Classes?

Access to Online Live Skills Training classes will be allowed for one term only. However, if students miss out online live skills training classes arranged for June term for some genuine reasons, they will get another opportunity in December term and students who miss out online live skills training classes arranged for December term, they will get another opportunity in June term.

13. 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.

14. How the assessment test will be conducted for Skills Training?

$\Rightarrow$ Assessment Test is mandatory.

$\Rightarrow$ Assessment Test will be conducted in online mode only.

$\Rightarrow$ Exam Slots for Online Assessments will be announced in advance.

$\Rightarrow$ MCQ based questions will be set.

$\Rightarrow$ There will be no negative marking in the assessment test.

$\Rightarrow$ Each Assessment Test will be of 2 hrs. / 100 marks [SAP – 50; Microsoft – 30; E-Filing – 20].

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

An Intermediate Student has to obtain at least 50% marks in aggregate in the 'Skills Training' modules within stipulated time to be eligible to appear in both/remaining group in CMA Intermediate Examinations.

16. 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.

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

Yes. Students will get skills training completion certificates for each training modules viz. SAP Finance Power User, Microsoft Office, Cambridge University Press and E-Filing Certifications after successful completion of the assessment test of the said training modules.

18. How long students can have access in 'Skills Training' modules?

The validity to access 'Skills Training' modules would be available for at least 10 months.

19. Is there any additional cost involved in having access to 'Skills Training' Modules?

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

20. Shall a student be eligible to get 'Skills Training' materials?

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

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

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

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

For any queries regarding 'Skills Training', please contact us at:

The Institute of Cost Accountants of India

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- **Technical support and query - skilltraining.support@icmai.in**
- **Administrative support and query - skilltraining@icmai.in**
- **Skills Training Portal - https://icmai.in/studentswebsite/ETSDT_Skills.php**

World Class Employability and Techno Skill Development Training Facility

SAP Certification   MICROSOFT Certification   CAMBRIDGE UNIVERSITY Certification   E - Filing