

## Frequently Asked Questions (FAQs) on CMA new Skills Training Program 2024

Sl. No.	Questions	Answers																				
1.	From when are all kinds of previous/old computer training exempted?	Prior to 11th August, 2020; all kinds of previous/old computer training are exempted.																				
2.	Which students have received their SAP Login Credentials (P-User ID)?	All of the students who have registered themselves for the June 21 examination term (beginning on August 11, 2020), have received their SAP Login Credentials (P-User ID).																				
3.	The new Skills Training Program 2024 is applicable for which level of students?	The New Skills Training Program 2024 is applicable for Intermediate & Final Level Students who have paid the full course fees.																				
4.	The new Skills Training Program is applicable to which term students?	The new Skills Training Program is applicable to the oral and postal students of December 2024 term students and onwards.																				
5.	Where are the circulars/ notifications available regarding the new Skills Training Program 2024 in the Institute website?	<p>The required links are as follows:</p> <ul style="list-style-type: none"> <li>✓ January 14, 2025 - <a href="https://icmai.in/upload/Students/Circulars/Clarification_Modalities_130_1_2025.pdf">https://icmai.in/upload/Students/Circulars/Clarification_Modalities_130_1_2025.pdf</a></li> <li>✓ December 27, 2024 - <a href="https://icmai.in/upload/Students/Circulars/Intermediate_students_Transition_2712_2024.pdf">https://icmai.in/upload/Students/Circulars/Intermediate_students_Transition_2712_2024.pdf</a></li> </ul>																				
6.	What are the modules and curriculum for Intermediate Students for new Skills Training Program 2024?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Skills Training Modules</th> <th style="text-align: center;">Hours</th> <th style="text-align: center;">Mode</th> <th style="text-align: center;">The required link for the Curriculum</th> </tr> </thead> <tbody> <tr> <td>Tally ERP/Zoho/ERP Next/ERP etc.</td> <td style="text-align: center;">40 hrs.</td> <td style="text-align: center;">Online</td> <td></td> </tr> <tr> <td>Communication &amp; Soft Skills</td> <td style="text-align: center;">20 hrs.</td> <td style="text-align: center;">Online</td> <td><a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a></td> </tr> <tr> <td>MS-Office Alternatively, Goog1e Docs, Sheets, Slides / Open Office may be taught. For Final</td> <td style="text-align: center;">40 hrs.</td> <td style="text-align: center;">Hybrid</td> <td><a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a></td> </tr> <tr> <td>E-Filing</td> <td style="text-align: center;">20 hrs.</td> <td style="text-align: center;">Hybrid</td> <td><a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a></td> </tr> </tbody> </table>	Skills Training Modules	Hours	Mode	The required link for the Curriculum	Tally ERP/Zoho/ERP Next/ERP etc.	40 hrs.	Online		Communication & Soft Skills	20 hrs.	Online	<a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a>	MS-Office Alternatively, Goog1e Docs, Sheets, Slides / Open Office may be taught. For Final	40 hrs.	Hybrid	<a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a>	E-Filing	20 hrs.	Hybrid	<a href="https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php">https://icmai.in/studentwebsite/Skill_Training_Intermediate_Course.php</a>
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		Intermediate Skills Training Requirement	120 hrs.			
7.	What is the delivery channel for Intermediate Students for the new Skills Training Program 2024?	Skills Training Modules	Hours	Mode	Delivery channel	Remarks
		Tally ERP/Zoho/ERP Next/ERP etc.	40 hrs.	Online	DoS	For oral and postal students (Dec 2023, June 2024 and Dec 2024 term and onwards)
		Communication & Soft Skills	20 hrs.	Online	DoS through IIT Madras (NPTEL)	For oral and postal students (Dec 2023, June 2024 and Dec 2024 term and onwards)
		MS-Office	40 hrs.	Hybrid	Regions/ chapters/ CMASCs (for oral students of Dec2024 term and onwards)	For postal students- DoS (Dec 2023, June 2024 and Dec 2024 term and onwards)
		E-Filing	20 hrs.	Hybrid	Regions/ chapters/ CMASCs (for oral students of Dec2024 term and onwards)	For postal students – DoS (Dec 2023, June 2024 and Dec 2024 term and onwards)
		Intermediate Skills Training Requirement	120 hrs.			
8.	What is the module and curriculum for Final Students for new Skills Training Program 2024?	Skills Training Modules	Hours	Mode	The required link for the Curriculum	
		SAP/ORACLE/MS DYNAMICS/ ANY ERP	50-60 Hrs.	Online / Hybrid	SAP Finance Power User Course 60 Hours	

		BUSINESS ANALYTICS/DATA ANALYTICS	20-30 hrs.	Online	<a href="https://icmai.in/studentswebsite/Skill_Training_Final_Course.php">https://icmai.in/studentswebsite/Skill_Training_Final_Course.php</a>
		IOTP	10 days	Physical	<a href="https://icmai.in/studentswebsite/Skill_Training_Final_Course.php">https://icmai.in/studentswebsite/Skill_Training_Final_Course.php</a>
		Final Skills Training Requirement	80 hrs + 10 days		
9.	How will the online 'Communication & Soft Skills' Program for Intermediate level for new Skills Training Program 2024 be conducted?	It is conducted by DOS through IIT Madras (NPTEL) for the oral and postal students of December 2023 term, June 2024 term and December 2024 term and onwards.			
10.	Will the students who have already completed the Skills Training Program under the previous scheme required to do the new Skills Training Program 2024 for the intermediate course?	No			
11.	Which students will be transitioned to new Skills Training Program 2024?	The remaining Intermediate students (for the December 2023 and June 2024 exam terms) will be transitioned to the new 'Skills Training Program 2024.'			
12.	What needs to be done by the Intermediate students who have already received login credentials?	Intermediate students who have already received SAP Login Credentials/User ID must complete the recorded sessions and undertake the respective assessment tests.			
13.	How will the Oral Students (Old Batch) of the December 2023 and June 2024 terms be undergoing Skills Training who have not yet received the Skills Training Login/Communication from the DoS earlier?	Oral Students (Dec 2023 & June 2024 term) who have not yet received Skills Training Login/Communication from the DoS earlier, shall be directly trained by the DoS through online mode.			

14.	Will Postal Students who have already completed MS-Office & E-Filing Training from Regions/Chapters/CMASCs need to participate in the online training program provided by the DoS?	Postal Student who has already completed MS-Office & E-Filing Training from Regions/Chapters/CMASCs, does not require to participate in this Training Programme again in the online mode provided by the DoS.
15.	Are Login Credentials required for Communication & Soft Skills?	No login credentials required. The eligible students will receive mail from NPTEL to complete the course. The students have to login through their registered mail only. If the student mail id is wrong, then it has to be first change in DoS, then the mail id has to be sent to NPTEL for updation purpose. The NPTEL login/access will be valid for one year from the date the student receives the access.
16.	Are Login Credentials required for doing the MS-Office and E-filing classes for the Intermediate Students?	No Login Credentials are not required for the same. The students are required to join the MS-Office and E-filing classes through the MS-Teams link that have been shared to their registered mail ID. Or through the following link - <a href="https://eicmai.in/Webinar_Portal/StudentsTraining/StudentLogin.aspx">https://eicmai.in/Webinar_Portal/StudentsTraining/StudentLogin.aspx</a> . The batch is the batch in which the student registered themselves. If the student has paid fees in installments, then the batch will be the term in which the student had paid the 2 <sup>nd</sup> installment.
17.	Who is conducting the Business Analytics/Data Analytics Course for the Final Students under the new Skills Training Program 2024?  Are Login Credentials required for the same?	NPTEL is conducting the Business Analytics/Data Analytics Course for the Final Students under the new Skills Training Program 2024. No login credentials required. The eligible students will receive mail from NPTEL to complete the course. The students have to login through their registered mail only. If the student mail id is wrong, then it has to be first change in DoS, then the mail id has to be sent to NPTEL for updation purpose. The NPTEL login/access will be valid for one year from the date the student receives the access.
18.	Which mail ID can be used for Skills Training related queries?	✓ training@icmai.in  ✓ studies.officer5@icmai.in
19.	What is the contact number for Skills Training related queries?	For Skills Training related queries, please contact 033-40364747/40364738.

20.	Where can you find more information about the new Skills Training Program 2024?	For more information about new Skills Training Program, please visit the following webpage – <a href="https://icmai.in/studentswebsite/Skill_Training.php">https://icmai.in/studentswebsite/Skill_Training.php</a>
21.	What is the mail id for NPTEL related queries?	support-icmai@nptel.iitm.ac.in
22.	What is link for NPTEL portal?	<a href="https://code.iitm.ac.in/ICMAI-NPTEL/about.php">https://code.iitm.ac.in/ICMAI-NPTEL/about.php</a>
23.	When the students will start receiving mails for skills training	If a student registered for June term, the student can expect the mail by March end and if a student registered for December term, the student can expect the mail by September end. (From NPTEL).
24.	How can an Intermediate student know that the Skills Training requirement is completed (for students registered on or after December 2024)?	Skills training is considered completed if the student has received the NPTEL participation certificate and has completed watching the recorded sessions of MS Office, E-Filing, and Tally. For Oral students, MS Office and E-Filing training will be conducted by the respective chapter where they are registered. <a href="https://eicmai.in/chapteradmin/Chapter-Website/Chapters.aspx">https://eicmai.in/chapteradmin/Chapter-Website/Chapters.aspx</a>