

INFORMATION TECHNOLOGY TRAINING & SOFT SKILLS COURSE

With an aim at shaping Chartered Accountants as complete Business Managers equipped with a well-rounded personality, The Institute of Chartered Accountants of India has developed two Courses viz: Integrated Course on Information Technology and Soft Skills (ICITSS) and Advanced Integrated Course on Information Technology and Soft Skills (AICITSS). Each course is of Four Weeks duration.

Integrated Course on Information Technology and Soft Skills (ICITSS)

A student is required to successfully complete the course consisting of Information Technology Training (IT) and Orientation Course (OC) before commencement of Practical Training.

Objective

The objective of ICITSS is to:

- develop an understanding for use of Information Technology in the field of accounting and auditing
- develop communication and presentation skills
- groom and motivate the entrants to become knowledgeable and skilled professionals

ICITSS Details:

	Information Technology Training (IT)	Orientation Course(OC)
Eligibility	After successful registration in CA Intermediate course and before joining Practical Training	After successful registration in CA Intermediate course and before joining Practical Training
Duration	Minimum 6 Hrs. per day for 15 days	Minimum 6 Hrs. per day for 15 days
Fee	Rs 6500 (Rs. Six Thousand five hundred only)	Rs 7000 (Rs. Seven Thousand only)
Syllabus	The Broad areas of the course content of IT is available in Section A	The Broad areas of the course content of OC is available in Section B

Advanced Integrated Course on Information Technology and Soft Skills (AICITSS)

A student is required to complete successfully Advanced Integrated Course on Information Technology and Soft Skills(AICITSS) consisting Advanced Information Technology (Advanced IT) and Management and Communication Skills (MCS) Course after the end of the practical training period but before appearing in Final level examination.

Objective

The Course is designed with an objective to inculcate:

- effective and efficient use of IT Tools
- inter-personal and leadership skills

Course on Advanced Information Technology

The course aims to

- develop practical skills to understand the intricacies of Forensic accounting and fraud detection
- understand the importance of Digital Forensics & Cyber Security
- provide training focused on Auditing of Financial Business Processes in SAP/Oracle/MS Dynamics, etc.
- impart hands-on experience through Data Analytical tools such as Microsoft Power BI, Python, KNIME and RPA

Management & Communication Skills Course (MCS)

The course aims to

- sharpen communication and presentation skills
- develop interpersonal and leadership skills
- provide an understanding of contemporary business environment and opportunities
- inculcate adaptability and accountability

AICITSS Details:

	Advanced Information Technology Training (Adv ITT)	Management & Communication Skills Course (MCS)
Eligibility	After completion of Practical Training and before appearing for Final level.	After completion of Practical Training and before appearing for Final level
Duration	Minimum 6 Hrs. per day for 15 days	Minimum 6 Hrs. per day for 15 days
Fee	Rs 7500 (Rs. Seven Thousand five hundred only)	Rs 7000 (Rs. Seven thousand only)
Syllabus	The Broad areas of the course content of Adv ITT is available in Section C	The Broad areas of the course content of MCS is available in Section D

Registration for ICITSS and AICITSS Courses

Online Registration Portal <http://cloudcampus.icaai.org> or www.icaionlineregistration.org has been developed to facilitate students to register for the courses and make online payment using Credit/Debit card/Net Banking.

The portal facilitates registration in a batch launched by the Programme Organising Unit. After registration, the student is required to take a print of the acknowledgement slip and submit the same along with other documents, as mentioned in the slip, to the concerned Programme Organising Unit at least two days before the commencement of the batch. After verifying the documents, the concerned POUs will confirm the registration.

The Online portal for ICITSS and Advanced ICITSS provides the facilities as under...

- Single sign on for all the courses
- Online Registration for available Batch
- Online Payment
- Batch Transfer Facility
- Online Feedback Submission
- Online Certificate Generation
- Online Print Acknowledgement
- Biometric Student Attendance
- Token Generation After Cancellation
- Branch Accounting Dashboard
- Branch Reporting Dashboard

NOTE: Students would be tested on Advanced Information Technology (AICISS) through online test paper/ OMR Test Paper which they would be required to qualify with the requisite grades to be eligible to appear for Final Examination. The said grades would be reflected in the mark sheet of Final Examination.



SYLLABUS

Syllabus of ICITSS

Section A – Course on Information Technology

Topics	Hours
E-learning(Basics of MS-Word, MS-Power Point, MS-Excel)	10
Overview of Statutory & Tax Compliances	20
MS-Access	12
Data Analytics using CAAT tools- MS Excel / IDEA / Caseware	30
Overview of Accounting Packages – SAP/Tally /Zoho/Oracle etc.	48

Section B – Orientation Course

Topics	Hours
An overview of ICAI, SWOT Analysis	6
Visualize the Future – Articleship Training, Business Environment – Indian & Global	6
Fundamental pillars of success – Attitude, Values & Ethics	6
Self- Analysis, Planning & Prioritizing, Goal Setting & Accountability, Stress & Time Management	6
Introduction to Effective Communication, Listening Skills, Conversational Skills & Interpersonal Skills, Business Communication, Etiquettes, Articulation Skills	6
Extempore by the student	6
Importance of Motivation for high performance, Reading and Comprehension Skills	6
Art of Questioning, Group Discussion & its significance, Making Effective Presentations – Art of Presentation	6
Case-based presentations related to Industries, Introduction to Project Report/ Pitch Deck Presentation	6
Understanding Teams and team building approach / Relationship Management	6
Code of Conduct for CA students, Office Etiquettes, Executive Presence	6
Developing Research Aptitude, Business Domains and their significance, Comparison between Inter-firm and Intra firm	6
Social Media – Evolving Platforms of Communication, Adaptability and flexibility	6
Practical/ Testing of Verbal Skills	6
Extempore by the students, Final Swot analysis	6

Syllabus of AICITSS

Section C- Advanced Course on Information Technology

Topics	Hours
E-learning on Forensic accounting and Fraud detection	10
Basics of Digital Forensic and Cyber Security	20
Data Analytics	42
Auditing of Financial Business Processes in SAP/Oracle/MS Dynamics, etc.	36
RPA	12

Section D – Management and Communication Skills (MCS)

Topics	Hours
Introduction of the Course, Effective Communication	6
Express to Impress	6
Business Communication	6
Meaning and Importance of Emotional Intelligence, Interpersonal Skills	6
Stress Management, Change Management and succeeding in the VUCA World, Negotiation Skills	6
Leadership- How to become a vigilant leader	6
Strategic Thinking	6
Teamwork & building successful Teams	6
Public Speaking	6
Interview Preparation,	12
Diversity & Inclusion, Client Orientation	6
Design Thinking, Professional Opportunities for CAs	6
Practical/ Testing of Presentation Skills – presentation by students	6
360-degree Professional Ethics, Extempore	6