

**Course on Advanced Information Technology
(AICITSS)**



**Board of Studies
The Institute of Chartered Accountants of India**

About the Course – Course on Advanced Information Technology (AICITSS)

The Course develops practical skills to understand the intricacies of auditing in ERP environments, understand the concept of Controls-Based Audit and importance of IT General Controls (ITGCs) and its impact on assessment of ERP controls, assessment of application controls and access rights. The Course provides training focused on application software relevant for the work of a professional accountant including using Auditing in ERP Environment, Enterprise Resource Planning (ERP), MS Excel as Audit Tool and advanced features of Electronic Spreadsheet, DBMS etc.

1. Eligibility

As a part of the New Scheme of Four Weeks Advanced Integrated Course on Information Technology Training and Soft Skills (AICITSS) for Chartered Accountancy Course, a student undergoing practical training shall be required to do AICITSS during the last 2 years of practical training but to complete the same before being eligible to appear in the Final Examination. A student can complete the Course on Advanced Information Technology (AICITSS) from any of the ITT Centres established at Regional Offices/ Branches/ Chapters of ICAI.

2. Duration

The classes are scheduled for minimum 6 hours per day, in 15 working days.

3. Fees

The fee shall be Rs. 7500 (Seven Thousand Five Hundred only) per student on non-residential basis, inclusive of course material and tea/refreshment.

4. Suggested allocation of Time w.r.t Topics: The suggested allocation of hours among the broad areas of the course content is as follow:

Sr.	Topic	Duration
1.	Auditing in an ERP Environment	44
2.	Advanced Excel	18
3.	MS Excel as Audit Tool	18
4.	Database Application using MS Access	12
5.	Enterprise Resource Planning	18

5. Dress Code

The branches should ensure that students come in proper formal dress and uphold the grace of the Profession. They should not be permitted to enter the classroom in Jeans and short T-shirts. The necessary instructions may be put up on the notice board and also communicated to the students at time of the registration for these courses. These instructions are to be adhered strictly.

6. Training details

The Regional offices/ branches of the ICAI will organise the Course on Advanced Information Technology (AICITSS) as per the detailed course contents provided by the Board of Studies. They will ensure that all modules of course material are taught

as per the time duration specified in the syllabus. The course should be supported by intensive practical exercises so that the concepts are clearly understood by the students.

7. Attendance

A student is required to have minimum 90% attendance to successfully complete the Course on Advanced Information Technology (AICITSS).

8. Course on Advanced Information Technology (AICITSS) Certificate

The accredited ITT centre issues certificate to students who attended 90% classes and successfully completed the Course on Advanced Information Technology (AICITSS).

***Note:** The Final Course students would be tested on Advanced Integrated Course on Information Technology and Soft Skills (AICITSS) through online test paper/ OMR Test Paper and the said test would be conducted by the Examination Department 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.*

9. Unfair Means

If any student is found using unfair means during module test or online examination or causes indiscipline in the class, disciplinary action as per ICAI guidelines will be taken against such student.

10. Concessions for Differently-abled Students

The differently abled students are exempted from undergoing the Course on Advanced Information Technology organized by the Regional offices/ branches of the ICAI, but have to follow the following scheme:

- Differently abled students are required to inform the Board of Studies about their option for exemption from undergoing Course on Advanced Information Technology, along with the necessary documents, while registering for the Intermediate Course to the Decentralised Office.
- Such students are not required to pay any registration fee for the purpose of Course on Advanced Information Technology.
- The Decentralized Office shall provide them a set of course material on registration.
- Since the minimum duration of the course is fifteen days, a differently abled student is required to self-study such course material for a minimum period of 15 days. Therefore, he can send a request to the decentralized office for two specially designed test papers and also inform about his schedule for submission of these test papers.
- The answer sheets of test papers are to be submitted at the said decentralized office. The student shall be issued certificate on qualifying the test papers.

11. Registration for AICITSS (Course on Advanced Information Technology) through Online Portal

The Board of Studies has developed Online Registration Portal to facilitate students to register in soft skills courses (ICITSS and AICITSS) and make the payment of course fee online using Credit/ Debit card from all across the country.

The Online Portal for ICITSS and Advanced ICITSS provides the facilities which are as under –

- ✓ Single sign-on for all courses
- ✓ Online registration for all batches
- ✓ Online Payment
- ✓ Batch transfer facility
- ✓ Online feedback submission
- ✓ Online certificate generation
- ✓ Online report generation

The students are required to login to the Online Portal at ***<http://cloudcampus.icaai.org>*** or ***www.icaionlineregistration.org*** and register in a particular batch launched by the Programme Organising Unit (POU). After registration, the students may take a print of the acknowledgement slip from the portal and submit the same along with other documents, as mentioned in the acknowledgement slip, to the concerned Programme Organising Unit at least two days before the commencement of the batch. After verifying the documents, the concerned POU will confirm the registration.