

100 HOURS INFORMATION TECHNOLOGY TRAINING

1. What is Information Technology Training (ITT)?

As a part of the scheme of education and training for Chartered Accountancy Course, a student has to mandatorily pursue a course on 100 hours Information Technology Training from any of the ITT Centers established at Regional Offices/ branches and Chapters of ICAI all over the country.

2. What are the eligibility norms for a student to undergo 100 hours ITT?

- For a PCC student, 100 hours ITT would commence during articulated training but before appearing for PCE.
- For an IPCC student, 100 hours ITT would commence after a student registers for IPCC. Students are required to complete the training before appearing in IPCE.

3. Is 100 hours ITT mandatory for ATC students?

Yes, for ATC students, 100 hours ITT would commence after a student registers for ATC and he/she has to complete the training before appearing in ATE.

4. Who will conduct the 100 hours IT Training?

The 100 hours ITT is conducted through ITT centers established by the ICAI. A list of the ITT centers is available on the following URL: [http://www.icai.org/resource_file/15941ICAI_Regional_offices_and_branches_for_100_hrs_IIT_24.04.09\[1\].pdf](http://www.icai.org/resource_file/15941ICAI_Regional_offices_and_branches_for_100_hrs_IIT_24.04.09[1].pdf)

5. Is there any separate fees required for undergoing the 100 hours IT Training?

Yes. The course fees for ITT course is Rs. 4,000/-.

6. Where a student has to deposit this course fee?

A student has to deposit the course fee of Rs. 4000/- to the concerned Regional Office/Branch/CPE Chapter IT Centre where he/she wishes to pursue the training.

7. What is the day wise schedule of the ITT Centers while conducting IT Training?

The branches follow a teaching schedule of 3-5 hrs per day, covering 100 hrs in maximum 40 days. Normally, it is completed in 25 days @ 4 hours per day.

8. Is it necessary for a student to get registered with the Board of Studies for undergoing 100 hours ITT?

No, when a student registers for IPCC with the Institute, automatically he/she is granted registration for ITT.

9. Does the Board of Studies provide any study material for ITT to the students?

Yes, the Board of Studies provides set of study modules covering various topics of the ITT. These are issued to students when they register for the ITT course with course fee of Rs. 4000/-.

10. Can a student undergo ITT from the first day of registration in IPCC scheme?

Yes, a student is eligible to enroll in 100 hours ITT course on receiving the registration letter for IPCC course.

11. Is 100 hours ITT part of the articulated training?

Yes, it is a part of the articulated training. However, for attending 100 hours ITT, an articulated assistant should take permission of the MIT / Principal in this regard.

12. What is the time duration allotted to various topics of the syllabus in 100 hours ITT?

The duration of various topics is as follows:

S. No.	Topic	Duration
1.	Computer Fundamentals	4 hrs.
2.	Operating Systems	6 hrs.
3.	MS - Word	8 hrs.
4.	MS - Excel	10 hrs.
5.	MS - PowerPoint	8 hrs.
6.	Data Bases	12 hrs.
7.	MS - Office Utilities	4 hrs.
8.	Accounting Package	20 hrs.
9.	Computer Aided Audit Techniques	12 hrs.
10.	Web Technology & System Security and Maintenance	10 hrs.
11.	E - Filing	4 hrs.
12.	Digital Signatures	2 hrs.
		Total 100 hrs.

In addition, a student is required to submit a project based on topics covered during the training.

13. Is there any Final Examination in 100 hrs ITT course?

Yes, the Final online examination of the duration of 3 hours would comprise of 200 objective type questions of 1½ mark each totaling 300 marks. The weightage of final online examination is 60%.

14. What are the eligibility criteria to appear for ITT Online Examination?

A student becomes eligible to appear for online examination only if he/she fulfills the following conditions:

- 90% attendance during the ITT Course.
- Passed both the Module Tests I and II by securing atleast 50% marks in each module.
- Submitted the project strictly as per ITT guidelines.

15. What is the evaluation pattern of 100 Hours ITT?

100 hrs ITT evaluation process comprises of 3 components as stated below:

Description	Weightage out of 100%
Module Tests (Two)	20%
Project	20%
Final (Online) Examination	60%

A student is required to obtain 60% in aggregate taking into account Module tests, Project and Final examinations. In case, a student fails to secure 60% or more in aggregate, he/she may be allowed to reappear for online examination free of charge only upto two more attempts. No fees shall be charged by the Accredited Branches for such cases. However, if a student fails to secure 60% marks even after three attempts including the first attempt, he/she has to pay a nominal fee not exceeding Rs. 300/- to the accredited branch for every additional attempt.

16. On failing to fulfill the eligibility criteria of 90% attendance; what steps can a student take to complete the IT training?

90% attendance is a mandatory requirement to appear for the final online examination.

- If a student has put-in 60% attendance in one session (batch) but could not make 90% attendance, he/she would be permitted to attend the missed classes in the next batch upon request, subject to availability.
- However, if a student fails to put-in even 60% attendance due to unavoidable circumstances he/she may take the prior written permission from the IT Centre In-charge.

17. Will the Institute issue certificate to a student after the successful completion of 100 hours ITT?

Yes, a student who successfully completes the 100 hours ITT course is issued a certificate by the ITT center at which the student has pursued the course.

18. If a PCC student gets converted to IPCC scheme, is he/she required to complete 100 hrs ITT?

PCC students who have completed their ITT under PCC need not again undergo IT Training under IPCC Scheme. However, those students who have not completed their ITT in PCC have to necessarily complete their ITT under IPCC before appearing for the first time.

19. If a student of PE II has not completed his/her 250 hrs Compulsory Computer Training (CCT)/ITT and converts to IPCC scheme, is he/she required to undertake 100 hrs ITT?

Yes, such students have to undergo 100 hours ITT under IPCC scheme.

20. If a student of PE II has undergone 250 hrs of compulsory Computer Training and convert to IPCC scheme, is he/she required to undertake 100 hrs ITT again?

No, such students are not required to undergo 100 Hours Information Technology Training.

21. What is the detailed syllabus of the ITT course?

The detailed syllabus of ITT is as follows:

DETAILED SYLLABUS**TOTAL DURATION: 100 hrs**

Unit 1: Computer Fundamentals	• Chapter 1: Computer Concepts • Chapter 2: Parts of a Computer • Chapter 3: Input / Output Devices • Chapter 4: Auxiliary Storage Devices
Unit 2: Operating Systems	• Chapter 1: Managing Operations of a PC • Chapter 2: Windows XP • Chapter 3: Windows Vista
Unit 3: MS-Word	• Chapter 1: Introduction to MS-Word 2007 • Chapter 2: The Insert Ribbon • Chapter 3: Managing Documents • Chapter 4: Page Formatting, Printing and Mailing
Unit 4: MS-Excel	• Chapter 1: Introduction to MS-Excel 2007 • Chapter 2: Cell Referencing, Ranges and Functions • Chapter 3: Formatting Worksheet and Creating Charts • Chapter 4: Data Forms and Printing • Chapter 5: Macros
Unit 5: MS-PowerPoint 2007	
Unit 6 : Data Bases	• Introduction to Databases • Creating and Working with MS-Access Tables • Filtering, Sorting and Creating Relationships • Creating Microsoft Access Queries • Creating Forms • Creating Reports
Unit 7: MS-Office Utilities	• Chapter 1: Calendar and Scheduler • Chapter 2: Microsoft Outlook 2007

Unit 8: Accounting Package	• Chapter 1: Principles of Accounting • Chapter 2: Basics of Tally.ERP 9 • Chapter 3: Voucher Entry in Tally.ERP 9 • Chapter 4: Generating Reports in TALLY.ERP 9 • Chapter 5: Financial Analysis Tools in TALLY.ERP 9
Unit 9: Computer Aided Audit Techniques	• Chapter 1: Computer Aided Audit Techniques
Unit 10: Web Technology & System Security and Maintenance	• Chapter 1: Internet Basics • Chapter 2: Internet Services and Languages • Chapter 3: Internet Connections and Addressing • Chapter 4: World Wide Web (www) • Chapter 5: E - Commerce • Chapter 6 : Electronic Data Interchange
Unit 11 : E-Filing	• Chapter 1: E-Filing
Unit 12 : Digital Signatures	• Chapter 1: Digital Signatures And Verification of Electronic Record