



# GET READY FOR THE **DREAM** JOB

Leading Skill Training Provider & Career Expert in Kerala

Career Skill Training  
with **Industry Preferred**  
Certification & Job Support

**cicms**  
Skill Development & Education Company

# Creating Successful Professionals

CICMS is a leading skill development and education company in Kerala, providing advancement of skills, knowledge and certification necessary for the survival in global working environment. As a career oriented training institute and skill development consultant, we address the needs of both aspirants and the industry. We mandated to impact on the aspirants lives, socially through their personal development and transforming their life style.

Our Endeavour has always been to bring the best in training to our learners. We do not rest on our laurels because we believe the teaching-learning context is dynamic and the needs of the learners are constantly changing. The social, economic and cultural influence on education is undeniable. We are constantly upgrading its programs based on the demands of the 21st century classroom.



## Career Skills Training

We provide innovative, effective & integrated guidance, training, and research opportunities for people who need new skills and technologies to enjoy the dignity that comes with employment, independence and self-reliance.



## Career Assessments & Counseling

We work closely to serve students & professionals in fulfilling their academic and career dreams by analyzing their true potential and by providing comprehensive career assessments, professional career counseling, guidance & training.



## Interactive Online Programs

Learn coding, business, creative, and technology skills to achieve your personal and professional goals through our interactive online courses and workshops.





# Career Oriented Skill Courses

Our career oriented Courses designs the curriculum to perfectly suit the exact requirement of the industry globally by various academic partners. Its educative and informative syllabus give the student a very strong foundation and would also help them to become professionals in the industry both within the country and world wide.

CICMS's career-oriented courses also help professionals to upgrade their skills and move up the corporate ladder. These career advancement programs set professionals on the path of continuous learning, helping them upgrade their skills on a consistent basis and build expertise in the technologies of tomorrow.

## PG / Diploma / Certificate Courses in

**Finance, Business Accounting, & Taxation**

**SAP-TALLY Corporate Certification**

**Graphics, Web, & Advertising Design**

**Animation, Editing, & Visual FX**

**IT Coding & Computer Application**

**Office Automation & Data Entry**

**Hospital Administration & Management**

**Data Analytics & Artificial Intelligence**

**Cyber Security & Ethical Hacking**

**Logistics & Supply Chain Management**





# LEARN SAP S/4 HANA

## Overview

- Version: **SAP S/4 HANA**
- Duration: **80 Hours**
- Regular: **2 Months**
- Fast Track : **1 Month**
- Class Mode: **Theory + Practicals**
- Examination: **Online Test**
- Certification: **SAP LH BE**

## Training Modules

Aspirant can learn any of the SAP modules according to your educational background, experience or career aspirations.

- **Finance & Controlling**
- **Sales & Distribution**
- **Material Management**
- **Human Capital Management**
- **Production Planning**
- **Plant Maintenance**

## Become a Highly Qualified Professional Get a High Paying Job in India & Abroad

SAP is a German based company spread across the globe. SAP is the market leader in applications, analytics, and mobile solutions and is among the fastest-growing companies in the cloud platform.

Knowledge of SAP software packages has become indispensable for aspiring engineering, management and accounting professionals to ensure a head start in their career by getting employed in leading multinational companies.

SAP certified professionals are one of the highest paid in the industry and have higher option to get employed globally especially in Europe, USA, Middle East, India and China markets.

- Suitable for Engineering, Management, Commerce, IT, Logistics, Management and Aviation students to get better jobs and promotion prospects in companies in India and the abroad.
- SAP Certified Trainers and Live Server based training.
- SAP Learning Hub Business Edition Certification.
- SAP Learning Hub Business Edition Login access to each learner at [training.sap.com](https://training.sap.com) (SAP global training platform).



# TALLY CERTIFICATION

TallyEssential | TallyProfessional



Tally Prime

## TallyEssential Level I-III

**DURATION: 106 HRS**

Basic to intermediate financial accounting concepts. Available in three levels. How to perform basic to intermediate Accounting, Inventory & Basic Taxation (GST, TDS), and Simplification of Company Books of Accounts

## TallyProfessional

**DURATION: 100 HRS**

From intermediate to advanced financial accounting concepts, advanced inventory, accounting advanced GST, TDS & TCS transactions, Payroll management with Income Tax.

## GST Using Tally

**DURATION: 45 HRS**

Topics from basic to advanced GST concepts, E-Way Bill, E-Invoice, and accounting of GST-compliant transactions.

## GCC VAT Using Tally

**DURATION: 35 HRS**

This program is designed to learn Advanced Accounting & Taxation in Middle East Countries with GCC VAT using Tally.

## TDS Using Tally

**DURATION: 8 HOURS**

The specialization course on TDS (Tax Deducted at Source) covers step-by-step instructions starting from Fundamentals to Practical of TDS.

**GET** CERTIFIED  
RECOGNISED  
EMPLOYED

Tally Education offers wide range of online certifications designed to take your career to the next level. It intends to enhance the employability of Tally learners by giving them a professional edge with verifiable digital certificate preferred by industries and simultaneously providing assurance of Tally skilled resources to employers.

- Tally Authorised Training
- MCQ based Online Assessment
- Verifiable Certificate from Tally
- Tally Certified Faculties & Trainers
- Career Progression & Management
- Access to Tally Job Portal
- 100% Placement Support



# OFFICE AUTOMATION

WORD | EXCEL | POWERPOINT | ACCESS | OUTLOOK

Advanced Office Automation  
in MS Word, Excel, Power-  
point, Access, Outlook. ■

IT Fundamentals, Internet and  
Services + IT Applications ■

Data Entry Operations  
Malayalam-English Typing  
Office Documentation ■

Business Presentations and  
Reports, Digital Slide PPTS  
Advertisements, Leaflets ■

Advanced Excel Formulas  
and Functions, Pivot Tables  
Charts and Diagrams ■

Data Analysis, Data  
Visualisation, Summarising  
and Reporting ■

Database Management  
System, Data Models  
Relationships, Query ■

## Certificate in Data Entry and Office Automation

**DURATION: 3 MONTHS**

**ELIGIBILITY: SSLC**

Fundamentals of Computer | Malayalam & English Typing | Data Entry Operation | Word Processing using MS Word | Spreadsheet using MS Excel | Presentation using MS Powerpoint | Data Management using MS Access | Email Management using MS Outlook | Domestic Data Entry & Speed Testing.

## Certificate Course in MS Office

**DURATION: 2 MONTHS**

**ELIGIBILITY: SSLC**

Fundamentals of Computer | Word Processing using MS Word | Spreadsheet using MS Excel | Presentation using MS Powerpoint | Database Management System using MS Access.

## Certificate Course in Advanced Excel

**DURATION: 1 MONTH**

**ELIGIBILITY: SSLC**

Fundamentals of Spreadsheets, Interface, Cell References, Basic Formulas, Lookup and Reference, Financial, Statistical, Round, Formula Errors, Array Formulas, Sort, Filter, Conditional Formatting, Charts, Pivot Tables, Tables, What-if Analysis, Solver, Analysis ToolPack.

## Data Analysis using MS Excel

**DURATION: 1 MONTH**

**ELIGIBILITY: PLUS TWO**

Advanced Excel Concepts, Formulas, Pivot Tables and Charts, Data Visualisation Techniques, Advanced Data Analysis Tools in Excel, Data Analytics using Excel, Case Studies, Assignments & Projects.

# PROFESSIONAL ACCOUNTING

FINANCE | INDIAN-FOREIGN ACCOUNTING | TAXATION | ANALYTICS



## Adv. Diploma in Professional Accounting (SAP)

DURATION: 8 MONTHS

ELIGIBILITY: PLUS TWO

Computer Application | Office Automation | Adv. Excel | Indian & Foreign Accounting | Tally Professional | GST | GCC VAT | Sage50 | Quickbooks | SAP FICO | Projects in Financial Accounting & Tax.

## Diploma in Indian & Foreign Accounting

DURATION: 6 MONTHS

ELIGIBILITY: PLUS TWO

Computer Application | Office Automation | Indian & Foreign Accounting | Tally Comprehensive | Sage50 | Quickbooks

## Diploma in Financial Accounting

DURATION: 4 MONTHS

ELIGIBILITY: SSLC

Computer Application | Office Automation | Financial Accounting using TallyPRIME

## Certificate Course in Financial Accounting with Tally / Sage50 / Quickbooks / Zoho

DURATION: 1 MONTH

ELIGIBILITY: SSLC

Exploring the Interface | Advanced Financial Accounting | MIS Reports | Taxation | Inventory Management | Data Management.

## Advanced Taxation using Goods & Service Tax

DURATION: 1 MONTH

ELIGIBILITY: PLUS TWO

GST Concepts | Incidence | Registration | Calculation of Tax Liability | Maintenance of Books & Records | Payment under GST | Return Filings | E-way Bill

- Indian, Foreign & International Accounting and Taxation
- Govt Approved Career Diploma Courses & Certifications
- Exclusive Training & Corporate Certifications in all Leading ERP Softwares
- Industry Integrated Training Practical Projects & Internship
- Project Based Training in SAP Finance, TallyPRIME, Quickbooks, Sage, MS Office.
- Financial Accounting, MIS Reporting, Banking, Sales, Inventory & Data Management, Payroll Administration.
- Special Programs in Financial Management, Financial Markets, Analytics, Forensic Accounting & Auditing.



# MANAGEMENT PROGRAMS

LOGISTICS & SUPPLYCHAIN | HOSPITAL ADMINISTRATION

International Syllabus + Govt ■  
Certifications + Internship

UAE, QATAR, BAHRAIN, GCC ■  
& INDIA - Air & Sea Freight,  
Warehouse, Purchase, Procure  
ment, DGR & Foreign Trade +  
Customs Documentation

Regular+Online Live Interac- ■  
tive Programs with Morning &  
Evening Batches for Students  
Graduates and Professionals

Special Program in Hospital ■  
Administration & Management  
Healthcare Service Systems  
and Business Processes

Internships, Site Visits ■  
Seminars, Industry Interaction  
Multiple Certification Options

## Diploma in Hospital Administration & Management

**DURATION: 12 MONTHS**

**ELIGIBILITY: PLUS TWO**

Management Process and Organizational Behaviour, Hospital Design, Medical Terminology & Records Management, Managerial Communication, Human Resource Management in Hospitals, Hospital & Health Care Marketing, Materials Management & Legal Aspects of Medical Records, Accounting & Financial Management, Quality Assurance & Information Management in Hospitals.

## Diploma in Logistics & Supplychain Management

**DURATION: 6 MONTHS**

**ELIGIBILITY: PLUS TWO**

Business Application Software | Financial Management for Logistics & Supply Chain | Principles and Practices of Management | Fundamentals of Logistics & Supply Chain Management | Material Handling in Logistics | Warehouse Management | Logistics Planning & Strategy | Import – Export Policy | Seminars, Guest Lecture, Site Visits.

## Certificate Course in Logistics and International Freight Forwarding

**DURATION: 3 MONTHS**

**ELIGIBILITY: PLUS TWO**

Fundamentals of Logistics & Supply Chain Management | Logistics Planning & Strategy | Procurement and Sourcing Management | Supply Chain Modeling

## Certificate Course in Customs Documentation

**DURATION: 3 MONTHS**

**ELIGIBILITY: PLUS TWO**

Fundamentals of Logistics & Supply Chain Management | UAE, QATAR, BAHRAIN, GCC & INDIA - Air & Sea Freight, Warehouse, Purchase, Procurement, DGR & Foreign Trade & Customs Documentation

# DIGITAL MEDIA DESIGN

GRAPHIC | ADVERTISING | ANIMATION | EDITING | VFX | PHOTOGRAPHY

## Adv. Diploma in Multimedia & Animation

**DURATION: 12 MONTHS**

**ELIGIBILITY: PLUS TWO**

Visual Design Theory | Basic Multimedia Technologies | Graphic Design | Web Design | 2D & 3D Animation | Video & Audio Editing and Composition | Visual FX | Project & Training | Seminars, Guest Lecture, Site Visits, Project Work/Portfolio.

## Professional Diploma in Graphic Designing

**DURATION: 8 MONTHS**

**ELIGIBILITY: SSLC**

Concepts of Creative Art | Basic Multimedia Technology | Adv. Graphic Design with Photoshop, Illustrator, Corel Draw & InDesign | Advertising & Marketing Fundamentals, Digital Photography, Editing with Premiere, Motion Graphics with After Effects.

## Diploma in Audio-Video Editing

**DURATION: 6 MONTHS**

**ELIGIBILITY: SSLC**

Visual Design Theory | Digital Video & Audio Technology | Editing Techniques | Professional Editing | Non-Linear Editing Tools | Project & Training

## Diploma in Graphic Design

**DURATION: 4 MONTHS**

**ELIGIBILITY: SSLC**

Concepts of Creative Art | Introduction to Multimedia & Animation | Advanced Raster Graphics with Adobe Photoshop | Advanced Vector Graphics with Adobe Illustrator & Corel Draw | Printing & Publishing using Adobe InDesign | Prepress & Printing.

## Diploma in Desktop Publishing

**DURATION: 3 MONTHS**

**ELIGIBILITY: SSLC**

Fundamentals of Computer | Photoshop | Corel Draw | Adobe InDesign | ISM Malayalam Typing | Scanning & Printing Technology

- Career Oriented Multimedia Diploma Courses by BECIL TRAINING DIVISION under the Central Ministry of Broadcasting and Information.
- Graphic Designing, Web Designing, 2D-3D Animation, Audio-Video Editing, Advertising & Digital Photography, VFX
- Practical based Curriculum + Live Project Training + Portfolio Development + Placement Support
- Specialised Programs in 2D Animation, Video Editing, Motion Graphics, Advertising & Digital Photography
- Skill India - NSDC approved NOS based Skill Certification in Media and Entertainment Skills

# COMPUTER & IT ENABLED PROGRAMS

COMPUTER APPLICATION | CODING | ANALYTICS | AI | CYBER SECURITY

Govt Approved Diploma & Certificate Courses ■

Industry Preferred Curriculum + Capstone Projects ■

Programming in C, C++, JAVA, VB, DOS, SAD, DBMS, SQL, PYTHON, PHP ■

Special Career Programs in Artificial Intelligence , Machine Learning, Data Science from IT Corporate Platforms ■

Web Design & Development Programs from Experts- Front End Development, Full Stack Development, PHP, Angular, HTML, CSS, JS ■

## PG Diploma in Computer Application

DURATION: 12 MONTHS

ELIGIBILITY: DEGREE

FOC | OS | Networking| Internet & E-Commerce | MS Word | MS Excel | MS Power-point | MS Access | MS Outlook | Desktop Publishing | Malayalam Typing using ISM | Programming in C & C++ | System Analysis & Design | Visual Basic | HTML | Java | Database Management System | SQL, ORACLE | PYTHON

## Diploma in Computer Application

DURATION: 6 MONTHS

ELIGIBILITY: SSLC

FOC | OS | Networking| Internet & E-Commerce | MS Word | MS Excel | MS Power-point | MS Access | MS Outlook | Desktop Publishing | Malayalam Typing using ISM | Programming in C & C++

## Diploma / Certificate Courses in

- |                           |                         |
|---------------------------|-------------------------|
| ■ ETHICAL HACKING         | ■ WEB DEVELOPMENT       |
| ■ CYBER SECURITY          | ■ FULLSTACK DEVELOPMENT |
| ■ DATA SCIENCE            | ■ FRONTEND DEVELOPMENT  |
| ■ ARTIFICIAL INTELLIGENCE | ■ PROGRAMMING LANGUAGES |
| ■ MACHINE LEARNING        | ■ DATA ANALYTICS        |
| ■ CLOUD COMPUTING         | ■ BLOCKCHAIN TECHNOLOGY |
| ■ INTERNET OF THINGS      | ■ APP DEVELOPMENT       |



# CAREER DEVELOPMENT PROGRAMS

CAREER ASSESSMENTS | COUNSELING | TRAINING | BOOTCAMPs

## Comprehensive Career Assessments

Our Career Assessments are tailored for students from 8th to 12th grade, graduation to professionals, Multiple Intelligence and Learning Style Tests for kids starting from 2nd grade. Gain valuable insights into your strengths, interests, and learning preferences to make informed decisions about subject selection and engineering streams.

## Career Counseling & Guidance

Our experienced career counselors will work closely with you to assess your strengths, interests, and aspirations, helping you gain valuable insights into suitable career options. Whether you're a student exploring career possibilities or a seasoned professional seeking a career change, our personalized approach will empower you to make well-informed decisions and pursue a fulfilling and rewarding career.

## Career Building Workshops

Designed to equip participants with essential skills and knowledge, these workshops cover a range of topics, including resume writing, interview techniques, networking strategies, and personal branding. Join us to gain a competitive edge in the job market and build a strong foundation for long-term career success.

## Career Development Programs

From skill enhancement workshops and leadership training to mentorship opportunities and industry-specific insights, our career development programs provide the tools and support necessary to thrive in today's dynamic professional landscape. These programs are meticulously crafted to address the specific needs of individuals at various stages of their careers.

- Awareness Program for Career Management and Planning
- Comprehensive Career Assessment for Students and Professionals
- Detailed Career Analysis with Education Roadmap and Execution Plan.
- Career Guidance and Counseling for Students and Professionals
- Career Building Programs for Students
- Career Development Program for Graduates & Professionals



#### Locate Us:

CICMS, 1st Floor, Thykkootathil Building  
Opp. Catholicate College, College Junction  
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# WHY **CICMS** IS THE BEST..?

We believed in being up-to-date with the latest demands of the industry...  
This belief has resulted in only the best for you...

**8500+**

LEARNERS ENROLLED

As leading skill training provider in Kerala, we have successfully trained over 8000 learners.

**70+**

COURSES & PROGRAMS

More than 70+ career based courses are currently available for learners in different sectors.

**20+**

CERTIFICATIONS

International | Government Issued | University | Corporate Certifications available

**1000+**

CAREER COUNSELING

As a career consultant, we provide career assessments, and counseling to more than 1000 clients.



International/Government/University/  
Corporate Level Trainings & Certifications



Well Trained, Experienced & Industry  
Certified Faculties & Trainers



Industry Integrated Training with Internships,  
Job Training & Placement Support



Highly Recommended and Reviewed by our  
former learners and clients across all platforms.



Collaboration and Tieup with Industry Leaders  
in Career, Education, Technology & Skill Training



[www.cicms.co](http://www.cicms.co)



Kochi | Pathanamthitta



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with Job Training & Support

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