

**ADDITIONAL
SKILL ACQUISITION
PROGRAMME**



A Government Company under Higher Education Department,
Government of Kerala

www.asapkerala.gov.in

PREFACE

Additional Skill Acquisition Programme (ASAP) Kerala, is a Government company registered under the Companies Act 2013, that focuses on imparting job-readiness skills to students, in addition to their conventional mainstream school and college education, to enhance their employability levels. ASAP Kerala has created a unique demand-based, industry-led skill training ecosystem in the State through its 121 Skill Development Centres connecting Higher Secondary Schools and Arts & Science Colleges, Advanced Skill Development Centres (ASDCs) in 66 Engineering Colleges and 45 Polytechnics for futuristic skilling, and 16 Community Skill parks. Preparing youth for a rapidly evolving future through state-of-the-art training programmes in highly demanding areas is the objective of ASAP Kerala.

In Malappuram district ASAP currently operates across 120+ Institutions (Govt. & Aided Schools / Art & Science Colleges, Polytechnic Colleges & Engineering colleges). We have 14 Skill Development Centers spread across the district and Community Skill Parks at Pandikkad & Thavanoor.

ASAP has launched a few banking courses for the students who have completed their graduation and in their final year of graduation. The list of courses are enclosed.

Diploma in International Banking and Finance

This diploma helps the candidate in acquiring a conceptual grasp over the entire gamut of international and wholesale banking operations including ALM, Risk and Profitability Management.

Syllabus	Paper-1: International Banking Operations Paper-2: International Banking, Legal And Regulatory Aspects Paper-3: International Corporate Finance
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	90 hours (over a period of 6 months)
Course Fees	Training fees as 1st instalment – Rs.8201/- (including GST) Examination fees as 2nd instalment – Rs. 6500/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Diploma in Advanced Wealth Management

The Advanced Wealth Management course has been introduced by IIBF, with technical support from the Securities Institute, Australia, a pioneer in the area of financial counselling and advising, to create a cadre of financial advisors in the financial sector. This course covers the entire spectrum of financial services/ products from banking, insurance, pension fund, mutual fund, derivatives, and debt market to micro credit.

Syllabus	Introduction To Financial Planning- Risk Analysis, Insurance And Retirement Planning-Investment Planning, Tax Planning And Estate Planning
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	48 hours (over a period of 6 months)
Course Fees	Training fees as 1st instalment – Rs.4507/- (including GST) Examination fees as 2nd instalment – Rs. 6500/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Diploma in Urban Co-Operative Banking

The course Diploma in Urban Cooperative Banking Management has been designed for capacity building, to build professional competence and enhance skill sets for better performance in day to day banking activities. The training modules has been designed in such a way that the trainee at the end of program will be fully adept with theoretical knowledge of various facets of cooperative banking operations.

Syllabus	PAPER 1: Principles Of Co-Operative Banking, Deposits & Customer Service, Legal & Regulatory Aspects Of Banking, Technology Banking PAPER 2: Management, Loans & Advances And Investments, Credit Management, Risk Management
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)

Course Duration	66 hours (over a period of 6 months)
Course Fees	Training fees as 1st instalment – Rs.5947/- (including GST) Examination fees as 2nd instalment – Rs.6500/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Diploma in Banking & Finance

This course will impart banking and finance knowledge and skills together with technology-familiarity and customer-orientation. The Diploma offers practical insights into the subjects while, at the same time, emphasizes robust theoretical foundation. The diploma carries professional recognition among the banking and finance community as it is equivalent to banking industry recognized JAIB qualification of IIBF.

Syllabus	Principles & Practices Of Banking - Accounting & Finance For Bankers - Legal & Regulatory Aspects Of Banking
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	120 hours (over a period of 6 months)
Course Fees	Training fees as 1st instalment – Rs.10596/- (including GST) Examination fees as 2nd instalment – Rs.3500/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Diploma in Treasury, Investment & Risk Management

With the advent of market oriented approach to banking, globalization, financial sector reforms and competition in the financial sector, finance/ banking professional face the challenge to continuously innovate and improve their products and services. One of the areas, which are crucial to banks performance and profits, is Treasury, which Bank has to educate and train a number of staff. The Institute has therefore introduced the Diploma & Treasury, Investment and Risk Management to help the staff of financial institutions to acquire the required competence.

Syllabus	Financial Markets- Money Market -Capital Markets - Foreign Exchange Markets- Debt Markets And Fixed Income Securities- Interest Rate Quotations And Market Terminology - Derivatives - Treasury Management - Liquidity Management - Risk Analysis And Control - Front Office/ Mid Office/ Back Office - Regulations, Supervision And Compliance Of Treasury Operations - Role Of Information Technology In Treasury Management - Introduction To Risk Management - Risk Management Process - Setting Up A Risk Organization - Assets Liabilities Management - Some Important Concepts- Understanding Basel Accord And Its Implication
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	120 hours (over a period of 6 months)
Course Fees	Training fees as 1st instalment – Rs.10266/- (including GST) Examination fees as 2nd instalment – Rs. 20500/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate course in International Trade Finance

Syllabus	<p>Bank to bank reimbursements under Documentary Credits ICC Brochure no 725 (URR 725). URC - Uniform Customs Rules for Collection. URDG - Uniform Rules for Demand Guarantee • URR 525 - Uniform Rules for Reimbursement</p> <p>Foreign Trade Policy 2015-2020. Customs Procedures – Imports/ Exports. Role of FEDAI, EXIM Bank, ECGC. Various facilities to Exporters and Importers including forfaiting and factoring.</p> <p>Counter trade and Merchanting trade; Theories of International Trade. Terms of Trade. WTO - Its Impact; Exchange Control/ relating to International Trade Incoterms Meaning - Obligation of buyers and sellers. Letter of Credit and UCPDC 600 - Meaning Parties to LC, Different types of LC, Mechanics of LC, Articles of UCPDC Exports • Pre Shipment - Credit • Post Shipment - Credit Imports • Bilateral trade, counter trade, high seas sales. Maritime frauds, modus operandi and prevention initiatives. International Finance - method of finance. Buyers Credit • Suppliers Credit • Packing Credit • LIBOR. Documents used in Trade - Bill of Exchange, Invoice, Bill of Lading, Airway Bill, Insurance Policy etc. Insurance including marine insurance.</p>
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	45 hours (over a period of 3 months)
Course Fees	Training fees as 1st instalment – Rs.4590/- (including GST) Examination fees as 2nd instalment – Rs. 1600/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate course in IT Security

Syllabus	Module - A: IT Security Overview Module - B: IT Security Controls Module - C: IT Security Threats Module - D: Is Audit And Regulatory Compliance
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	30 hours (over a period of 3 months)
Course Fees	Training fees as 1st instalment – Rs.3386/- (including GST) Examination fees as 2nd instalment – Rs. 1600/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate course in Prevention of Cyber Crimes and Fraud Management

Syllabus	Module - A: IT Security Overview Module - B: IT Security Controls Module - C: IT Security Threats Module - D: Is Audit And Regulatory Compliance
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	24 hours (over a period of 3 months)
Course Fees	Training fees as 1st instalment – Rs.2902/- (including GST) Examination fees as 2nd instalment – Rs. 1600/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate course in Digital Banking

Syllabus	Digital Banking Products --Cards –EMV Technology --ATMs --Cash Deposit Machines --Cash Re-Cyclers --Mobile Banking --Internet Banking –POS Terminals --Branchless Banking--Marketing Of Digital Banking Products--Payment Systems --New Developments In Digital Banking
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	24 hours (over a period of 3 months)
Course Fees	Training fees as 1st instalment – Rs.2572/- (including GST) Examination fees as 2nd instalment – Rs. 1600/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate course in AML/KYC

Syllabus	Anti-Money Laundering Money Laundering - Origin - Definition - Techniques Impact on Banks -Structuring; Integration, Preventive Legislations - International Co-operation - UK; USA; India - Basel Committee - PMLA Objectives - RBI Guidelines – System Adequacy to Combat Money Laundering - Antiterrorism finance - Financial Intelligence Unit (FIU) The Financial Action Task Force (FATF) - IBA Working Group - Software for AML Screening: Money Laundering and Correspondent Banking - Exchange Companies – Foreign Branches. Know Your Customer - Introduction and overview Customer Profile - KYC Policies - Countries Deficient in KYC Policies, Initiatives by the RBI - Organized Financial Crimes Customer - Definition under the KYC Principles - Transaction Profile -
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	Organizational Structure - Important KYC framework in RBI prescriptions - Operating Guidelines. Introduction of new accounts - Guidelines for Opening Accounts of Companies, Trusts, Firms, Intermediaries etc., Client Accounts opened by Professional Intermediaries - Trust/ Nominee or Fiduciary Accounts - Accounts of Politically Exposed Persons (PEPs) Residing Outside India, Accounts of 'non-face-to-face' Customers - Qualitative data - Joint accounts - Minor accounts - KYC for existing accounts - KYC for low income group customers. Monitoring Accounts - Customer research - Suspicious transactions.
Eligibility	Graduate in any discipline (students currently in the final year of graduation can also join)
Course Duration	36 hours (over a period of 3 months)
Course Fees	Training fees as 1st instalment – Rs.3870/- (including GST) Examination fees as 2nd instalment – Rs. 1600/- (excluding GST)
Certification	Indian Institute of Banking and Finance (IIBF)

Certificate in Accounting Technician

Syllabus	<p>Foundation Course (Entry Level) Part-I</p> <p>Paper 1: Fundamentals of Financial Accounting</p> <p>Paper 2: Applied Business and Industrial Laws</p> <p>Paper 3: Financial Accounting-2</p> <p>Paper 4: Statutory Compliance</p> <p>Competency Level – Part-II</p> <p>Computer Fundamentals by Microsoft and Computerized Accounting- Tally ERP 9.0 - 35 hours</p> <p>SAP End User Program -25 hours</p> <p>Cambridge -Generic Skills for Employability– 20 hours</p>
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	eFiling by experts from Industry– 20 hours .Introduction to Costing Principles & Preparation of Cost Statements- 40 hours
Eligibility	Students completed or pursuing Bcom, BBA, BSC / BA Economics, BSc/ BA Maths
Course Duration	300 hours. The Internship will be for 45 days. The Internship can be taken from organizations prescribed under Internship scheme of CAT Course.
Course Fees	Rs. 12660/- (Excluding Assessment Fees)
Certification	Institute of Cost Accountants of India (ICAI)

Accounts Executive - (Payable and Receivables)

Syllabus	Understanding the Purchase order, Purchase journal, supplier and payment details, Understanding the customer Purchase order, payment terms, delivery challan and sales journal, booking credit purchase in the purchase journal, Booking credit sales in the sales journal, Verification of the documents, Preparation of Payment voucher, Preparation of mode of payment, Updating voucher with payment details, Preparing Receipt voucher, Performing the accounting entry, Record keeping.
Eligibility	Bcom, BBA, BSC / BA Economics, BSc/ BA Maths
Course Duration	150 Hours
Course Fees	Rs 12,100/-
Certification	National Skill Development Corporation (NSDC)

GST Accounts Assistant

Syllabus	Computation of tax liabilities related to GST, filing of returns and maintaining records of the same for audit purposes, Identifying GST Taxable, Maintaining GST Records and Filing GST Return, Incidence of Taxation, Registration process under GST, Calculation of Tax Liability, Maintenance of Books and Records and Filing of Returns, Payment under GST.
Eligibility	Bcom, BBA, BSC / BA Economics, BSc/ BA Maths
Course Duration	106 Hours
Course Fees	Rs 9000
Certification	National Skill Development Corporation (NSDC)

Reach Us At

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