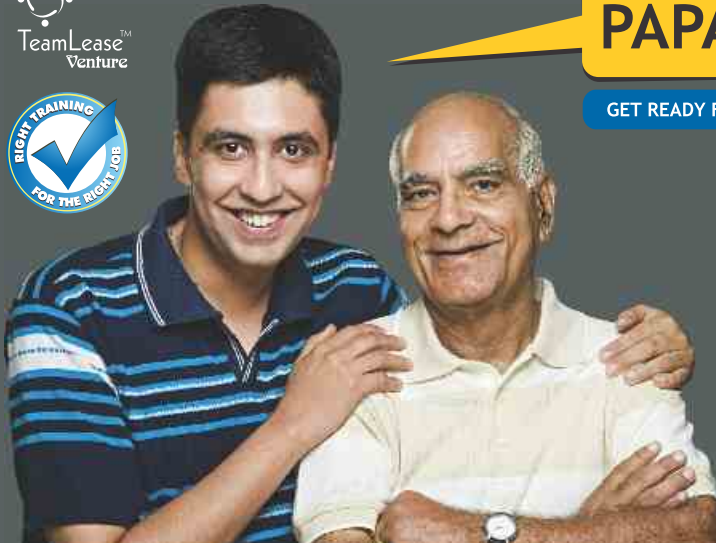




PAPA, I'M HERE!

GET READY FOR A JOB IN AS LITTLE AS 100 DAYS



Finance

India's leading Job Training Education Institute presents some of the most industry relevant courses in the finance sector.

Certified Financial Planner

Module 1: Introduction to Financial Planning

- Financial Planning Process • Regulatory Requirement for CFP Ethical & Professional Considerations
- Assessment of Risk & Client Behaviour • Cash Flow Planning Budgeting • Personal use Asset Management
- Personal Financial Statement Analysis • Financial Mathematics • Economic Environment and Indicators
- Forms of Business Ownership/Entity Relationships • Ways of taking title to property • Legal Aspects of Financial Planning

Module 2: Risk Management & Insurance Planning

- Introduction to Risk Management • Insurance and Risk • Risk Management Process • Legal Principles of Insurance • Insurance Contract • Legal Liability • Identification of Life Medical, Householder & other Property & Liability Exposure • Personal property & Liability Insurance • Life Insurance Needs Analysis • Life Insurance Policy Analysis • Life Insurance Policy Selection • Annuities • Medical Insurance • Insurance of Business Risk
- Implementing & Reviewing Client's Insurance • Govt. Regulation of Insurance • Insurance Pricing • Insurance Companies

Module 3: Retirement Planning & Employee Benefits

- Issues in Retirement Planning • Wealth Creation • Types of Plans • Defined Benefit Plans • Defined Contribution Plans • Reform Proposals • Superannuation & other Retirement Plans • Group Life & Health Insurance • Retirement Needs Analysis • Retirement Income Streams • Post Retirement Counselling • Need For Reforms

Module 4: Investment Planning

- How investment planning is different from selling investment products • Investment Risk • Measuring Risk • Managing Risk • Returns • Investment Portfolio • Small Savings • Fixed Income Instruments • Insurance Based Investments • Mutual Funds • Equity Shares • Derivatives • Real Estate • Other Investments • Active & Passive Strategies • Asset Allocation • The Regulatory Functions, Rules & Codes of conduct of Planners • Matching Investment Vehicles to Needs of Clients

Authorised Partners

COMPLETE BUSINESS ACCOUNTANT



NCCMP | CFP™



Putting India to Work

Finance • Infotech • Job Skills

Module 5: Tax & Estate Planning

- Ethical Considerations in Tax Planning • Tax Compliance Matters • Taxation Terminology • Tax Calculations & Special Rules • Tax Characteristics of Business Forms • Non - Resident Indians • Heads of Income • Capital Gains Tax Rules • Tax Relief • Non-Taxable Transactions • Tax Management Techniques • Interest & Penalty Taxes & other Charges • Estate Planning • Features of Trust • Taxation of Trust • Property Documentation • Putting it all together

Module 6: Advanced Financial Planning

- Comprehensive Financial Plans for wealth creation
- Implementation and Monitoring of Financial Plans
- Case Study Discussions on Financial Planning

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- Comprehensive Financial Plans for wealth creation
- Implementation and Monitoring of Financial Plans
- Case Study Discussions on Financial Planning

NSE Certified Capital Market Professional

NSE Certified Capital Market Professional (NCCMP)

Duration: 100 hours (80 hours theory, 20 hours practical), between 4-6 months

- Introduction to Financial Markets • Derivatives • Trading System • Macro Economics • Fundamental Analysis
- Technical Analysis • Market Operations • Currency Future • Discussions on Financial Newspapers and Journals • Practical Training

NCCMP Course Structure

Course Structure: 100 Hours (80 Hours Institute, 20 Hours Practical training with Stock Brokers)

80 hours of classroom/satellite sessions:

- Introduction to Financial Markets • Derivatives • Fundamental Analysis • Technical Analysis
- Macro Economics for Capital Markets

20 Hours of practical training with Stock Brokers:

Back office, Front office operations, Clearing & settlement etc.

Complete Business Accountant

Module 1: Computer Fundamentals

- PC Hardware Overview • Operating Systems Overview • Installation and Troubleshooting • Windows
- Ms Office - Word, Excel, PowerPoint • Internet and Outlook Express

Module 2: Fundamental of Accounts

- Accounting Concept & Principles • Journal, Ledger, Trial Balance
- Cash Book • BRS • Capital & Revenue Expenditure

Advanced Accountancy

- Rectification of Errors • Depreciation • Company Accounts • Preparation of Final Accounts including Company Final Accounts • Accounting Standards • Project Work

Module 3: Taxation

Direct Taxes: Income Tax & Wealth Tax Basic Concepts • Five Heads of Income • Computation of Total Income & Tax liability TDS • Advance Tax • Income Tax Forms • E – Filing

Indirect Taxes: VAT and Central Sales Tax: Registration • Return Filing • Assessment • E – Filing

Central Excise and Service Tax: CENVAT Credit • Registration • Returns • Maintenance of Records • E – Filing • Udyog Software (optional)

**Module 4:
Financial Accounting
Packages**

Preparations and Online Finalisation of accounts on TALLY 9 ERP including Live Project • FACT • ACE
• EXPERT • BUSY • FOCUS (optional)

**Module 5:
Accounting for
Business Decisions**

Optional

Cost Accounting: Basic • Materials • Labour • Overhead • Job costing

Advanced

Ratio Analysis • MIS • Project Work with Live Balance Sheet • Fund Flow & Cash Flow Analysis • Marginal Costing • Annual Planning & Budgeting

**Module 6:
Business Regulatory
Framework**

Corporate Law - Statutory Provisions of Companies Act 1956 regarding Company Incorporation • Share Capital • Board of Directors • IPRO Software & E Filing

Industrial Law - Provisions of PF Act, Bonus Act, Gratuity and ESI Act • Provident Fund and E.S.I Forms

Payroll Software 'PAYSOFI' for salary computation & HR Management

Audit Practice: Introduction • Fraud & Error • Types of Audit • Internal Control & Control Procedures • Vouching & Audit Of Cash & Trading Transaction • Verification/Ledger Scrutiny

**Module 7:
Indian Financial
System**

Banking System in India • Various Banking Instruments • Interest Calculations • Types of Business Loan-Overdraft, Cash credit & Term loan • Consumer Loans like Housing loan and Car loan • Net Banking, Debit Card, Credit Card & Phone Banking • Loan Project Preparation • Capital Budgeting • Financial Planning • Procurement of Frauds • Dividend & Deployment • Capital Budgeting • Financial Planning • Procurement of Funds • Dividend & Deployment

**Module 8:
Investment &
Portfolio Management**

Depository • Primary Market - IPO • Secondary Market Online Trading through ODIN software • Corporate Actions - Rights issue, Buy back of Shares, Stock Split, Bonus Issue • Mutual Funds • Derivatives – Futures & Options • Commodity Market • Portfolio Management through E-Share Software

**Module 9: Embedded
Course in Soft Skills
from Job Skills**

• Personality Development • Resume Writing • Interview Skills

OPTIONAL MODULE: ADVANCED EXCEL

• Introduction and starting with Excel 2007 • Worksheets and Workbook Operations • Entering, Editing and Formatting Data in Worksheet • Cell Reference, Formulas and Functions • Advance usage of Spreadsheet Application • Graphical Representation of Data • Workbook Security and Window Management

Intergrated Business Accountant

**Module 1:
Advanced Spreadsheet
Applications & Internet**

Advanced Spreadsheet Applications: Basics, Data Extraction, MIS Reporting, Specific Formulas, Text Functions, Logical Functions, Keyboard Shortcuts, What-if Analysis, Financial Statements Format, Financial Functions, Pivot Table, Solver, Sata Tables, Statistical Functions

Internet Operations: Creation of Mail ID's, Configuring Outlook express

**Module 2:
Practical Accounting
Applications**

- (i) Financial Reporting –What is reporting, Annual Reports, content of annual report
- (ii) Accounting Standards & Overview on IFRS (International Financial Reporting Standards)
- (iii) Financial Statement Analysis of selected company
- (iv) Project work on Financial Statement analysis using MS Excel
- (v) Depreciation – Fixed Asset Schedule
- (vi) MIS & Budgets
- (vii) Accounts documentation
- (viii) Fund & Cash Flow Analysis
- (ix) Schedule VI

**Module 3:
Tally ERP 9**

i) Company Creation, Set-up features, Accounts master, Voucher creation & Cost centre, Tax deducted at source, VAT, Manufacturing, Bank Reconciliation statement, Budget, Interest Calculation, Price list, Service tax, Point of Sales, JOB costing, Payroll, Excise, Security & maintenance, Remote access
ii) Live Project on Tally (as per Tally ERP 9)

**Module 4:
Taxation**

(A) Income tax

- (i) Different Heads of Income and computation of income
- (ii) Income tax simulated forms
- (iii) E – Filing of returns & E – payment of income tax through the official website of the income tax www.incometaxindia.gov.in.
- (iv) TDS with E TDS software
- (v) Project work (Compulsory for students) - Obtain your own PAN Card (Offline/Online) at a nominal cost of Rs.100 only

(B) Central Excise & Service tax

- i) Registration, PLA & Invoice system, Central Excise Practical, Small Scale Industries, Valuation under Central Excise, Export procedures under Central Excise. Service Tax registration, Service tax simulated forms
- ii) Preparation of RG 23A Part I and Part II through excel
- iii) E –Serve software

C) VAT & CST

- i) Registration, Filing of Returns, Rates under the VAT Act, Manual Forms
- ii) Reconciliation of VAT credit on excel

**Module 5:
Company Law &
Labour Law**

- (a) MCA 21 & E – Filing of ROC forms through the official website of ROC www.mca.gov.in
- (b) Basic Understanding of Legal Deeds and Documents Partnership Deed, Power of Attorney, Lease Deed, Affidavit, Indemnity Bond, Gift Deed, Memorandum and articles of association of a company
- (c) Labour laws – PF & ESI Simulated Forms
- (d) Commonly used Legal terms
- (e) Project Work on company incorporation
- (f) Corporate governance and CSR

**Module 6:
Banking, Insurance &
Capital Market
Operation**

- i) Banking operations - Types of accounts, cheques, NEFT, RTGS Loans & Advances- Cash Credit, Term loan, Overdrafts, Credit cards & E-Banking
- ii) Preparation of Loan Project (CMA) through software
- (iii) Insurance
- (iv) Capital Market Operation with Live terminal

**An Industry Relevant
Curriculum**

**Best-in-Class
Blended Training**

**Exercises and Projects to
Ensure High Learning**

**Best Placement
Support**

Eligibility 10+2 and above

