



BARODA PRODUCTIVITY COUNCIL



SYLLABUS FOR JUNIOR FINANCE ASSOCIATE (For hints & guidelines only)

DURATION:	8 Months
TIMINGS:	5:30PM To 8:30PM
COURSE FEES:	Rs. 2000/-
Entry Qualification:	Graduation or equivalent
TEACHING METHODOLOGY:	Detailed classroom lectures with practical Case Study Illustrations

Theory:

- **Basic Accounting Principles**
 - Understanding the need for accounts, basic accounting books and reconciliation of cashbook with bank records.
 - Prepare Receipts & payments account, Income and Expenditure accounts. Elements of banking and insurance.
 - Income tax, Provident fund rules.

- **Financial Analysis**
 - Understand the overview of regulatory system of accounting, group accounts and basic consolidation of accounts.
 - Analyze different methods of investment in associates, different forms of joint venture, bonus issue of capital and capital reduction and impact of currency translation.

- **Accounting - Performance Analysis**
 - How to read balance sheet, Preparation of profit and loss account, Annual balance sheet account and cashbook ratio analysis.

- **Knowledge of SEBI rules**
 - Knowledge of Composite statement, common size statement, Trade analysis, CVP analysis.



- **International Finance, Economics & Forex Trade**
 - Basic idea of the processes of quoting in the spot and forward markets or through! Swaps. What *are* the risks Involved, and how to make profit from this volatile market
 - Develop an understanding for evaluation of a project. Cash flow determination, and determination of cost of capital, access to foreign financial structure of multinational group and capital structure for foreign subsidiaries.

- **Economics of investment Analysis and Portfolio Analysis**
 - Evaluate the intricacies of the securities market, capital market and their analysis from the investor's point of view.
 - Understand the process of making Fundamental Analysis and Technical analysis of the market, along with the industry analysis.

- **Company Law**
 - Understanding the Nature of the Company, Usefulness of a Company, the procedure to form a company, the contents of the Agreement forming the Company the practical aspects of company formation.

- **Business Law**
 - Comprehend different ways in Which membership can be acquired: the, concept of owner's capital and how it's raised in a company, how to conduct meetings and legal requirements of Company Meetings.

- **Soft skill**
 - Decoding body language
 - Power Dressing
 - General Business Etiquette.
 - Self-Motivation.



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Practical:

- Understanding the final statements viz. trial balance, Profit & loss account and Balance Sheet.
- Prepare receipt & payments account. Income and Expenditure account.
- Use of Accounting Software.
- Use systems of accounting and different methods of investment.
- Case studies
- Apply basics of cost accounting.
- Composite statement, common size statement, Trade analysis, CVP analysis.
- Demonstrate how to maximize profits by investing resources in stocks and in the international Market
- Basic idea of financial market
- Demonstration on web based trading
- Analyze capital market for investment
- Web based training
- Demonstrate the understanding of the legal requirements of running a company and the consequences of mismanagement of a company.
- Demonstrate to conduct the different meetings regarding business matters.
- Demonstrate learning of different types of body languages.
- Dress Properly.
- Demonstrate understanding of business etiquettes.

After completion of the training the trainees will be able to analyze/assess financial data and prepare various reports/statements and maintain endowment accounts and reconcile ledgers.

Contact

education@bpcindia.org- (M) 9979849825
info@bpcindia.org – (M) 9904806262