

SYLLABUS FOR THE TRADE  
OF

# **FINANCE EXECUTIVE**

UNDER  
CRAFTSMEN TRAINING SCHEME (CTS)

*Designed in 2013*

By  
Government of India  
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE  
Directorate General of Employment & Training  
Ministry of Labour & Employment  
EN - 81, SECTOR – V, SALT LAKE CITY  
Kolkata – 700 091

**List of Members attended the Trade committee Meeting to design the syllabus for the trade of Finance Executive held on 31st January 2012 at India International Centre, New Delhi.**

<b>Sl. No.</b>	<b>Name &amp; Designation Shri/Smt.</b>	<b>Representing Organisation</b>	<b>Remarks</b>
1.	S J Amalan, Director	CSTARI, EN-81, Salt Lake, Kolkata-91	Chairman
2.	M C Sharma, JDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
3.	L K Mukherjee, DDT	CSTARI, EN-81, Salt Lake, Kolkata-91	Member
4.	Sandeep Maan, Member	Advisory Board at Institute for Competitiveness, India – IFC; Advisor - Projects & Operations at <u>Remorphing India</u>	Member
5.	Dev Chandra Jha, Head HR	North India at Videocon Industries Limited	Member
6.	Kumar Gautam, General Manager	Human Resources - Asia , Whirlpool Corporation	Member
7.	Alexander Thomas, Area Vice President	Securitas India, New Delhi	Member
8.	Vivek Nanda, Head Direct Sales	Sharp Business Systems	Member
9.	Devanshu Bhatt, Managing Director & Country Manager	Reval India, New Delhi	Member
10.	G.K Gupta, Head HR	Diakin India, New Delhi	Member
11.	R C Jain, Professor (HR)	YMCA, New Delhi	Member
12.	Satish Kumar, Professor (HR)	IIPM, New Delhi	Member
13.	U C Tiwari, Professor of Operations Management	IIPM (ex-DGM, SAIL), New Delhi	Member
14.	Pushp Lamba, Professor of Marketing	IIPM, New Delhi	Member
15.	Sanjay Banerjee, Professor of Marketing	SCM Business School, New Delhi	Member
16.	Ranjan Paul, Professor of Marketing & Entrepreneurship	Freelance Marketing Consultant	Member
17.	Maninder Singh, Professor of Marketing,	Freelance Trainer & Marketing Consultant, New Delhi	Member
18.	Aman Chugh, Professor of Finance	ICAI, New Delhi	Member
19.	Ramakar Jha, Professor of Finance	IIPM, New Delhi	Member
20.	T Ramaswamy, Professor of Finance	IIPM, New Delhi	Member
21.	Pankaj Upadhyay, Professor of Economics	Jagan Institute of Mgmt Studies, New Delhi	Member

**List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.**

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## **GENERAL INFORMATION**

1. **Name of the Trade** : FINANCE EXECUTIVE
2. **N.C.O. Code No.** :
3. **Duration** : One Year (Two Semesters)
4. **Power norms** : 4 KW
5. **Space norms** : a) Workshop: 50 Sq. metres.  
b) Language Lab/Class room: 30 sq.meter.
6. **Entry Qualification** : Passed 10th Class Examination
- 7 **Unit Size (No. Of students)** : 20
8. **Instructor's/Trainer's Qualification:** Post Graduate / Graduate in relevant areas  
Smart, presentable and good communication skills  
A minimum of 12 months experience in delivering similar  
or allied courses or 6 months of work experience in the  
relevant field.
9. **Desirable Qualification** : Preference will be given to Craft Instructor's Certificate (CIC)

Note: At least one instructor must have Degree/Diploma in relevant field.

**Syllabus for the Trade of “Finance Executive”**  
**Duration : Six Months**

**First Semester**

**Semester Code :FIE: SEM I**

<b>Week Nos.</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
01	Orientation to the programme, expectations out of the students, aims and objectives of the course, learning outcomes, the way forward with the programme/course breakup and linking the job opportunities with the programme of study.	General introduction to the programme
	Stress and accents, accentuation (mode of pronunciation) marks, intonation (using a particular tone), diction (use of word and speech) using audio-visual aids.	Orientation to vowels and consonants, word making and pronunciation
02-03	Transformation of sentences, adjectives of comparison, voice change, narration, change of tense, spellings and vocabulary development	Functional grammar, developing grammatically correct statements – written and verbal
04-05	Reading simple English with preparations, news reports, elementary office reports/memos/notices. Reading current news and giving opinions or engaging into group discussions.	Reading – purpose, skimming (take the best part), scanning (reading with attention), cognates (relative words), text structures,
	What is a computer – its use and application; how to put together the keyboard, the mouse, the monitor and the printer ports to the CPU tower; computer as an input and output device; types of memory – hard disk, CD, pen drive, external hard disk	Computer overview
06-07	Construction of simple sentences, preparation of news reports, paragraphs; form filling, addressing envelopes, layout of letters, writing requests, answering to queries – written and over email, letters of application, letters of appointments, office notifications, job-orders, simple comprehension.	Writing – how to put thoughts in written texts, minimizing errors, cross-checking for errors, filing reports.
	MS Word – getting started; how to type, format, edit a content; how to mail merge, how to convert into a pdf, how to print; compilation of project / business reports; password protection of documents	Office Applications – MS Word
08	Speaking with preparation – on self, family, career aspirations, on any given topics; speaking on the spot – extempore, Just a minute, flip-back; role plays, dialogues, group discussions, interjection, raising a query, answering a query	Speaking – how to express yourself verbally, importance of good spoken communication in any field of advancement
09-10	Why should one be concerned with occupational safety & health, examples of occupational hazards in different professions (overview to be given for non-technical jobs only); organisation’s role in enforcing OSH of employees	Introduction to Occupational Safety and Health
	MS Excel – getting started, excel as a database manager, excel as a calculating applications, some basic calculation and formulation techniques, how	Office Applications – MS Excel

	to edit and format; compilation of reports – target or number driven; password protection of excel sheets	
	Presentability – what to wear, what not to wear, combinations – formal, semi-formal, casuals, choice of colors, choice of fabrics, hair cut, accessorizing your attire	Dressing and Grooming
11-13	MS PowerPoint – getting started, PowerPoint as a presentation manager, how one can present business ideas using a slide system, creating presentations, editing and formatting a presentation; real life presentations on corporate / business briefs	Office Applications – MS PowerPoint
	What is the internet, what are browsers and how to browse; how to search on search engines, learning effective search techniques, how to create a document with data copied from the internet	Basic Internet application
	Presentation styles and types – book presentations, movie presentations, corporate presentations; Radio-jockeying, introducing seniors, initiating business conversations, sales pitching, ending business meetings, body language to impress others, reading other’s body language	Business Communication – verbal
	General guidelines of how to prevent an accident from happening – depending on job types; humanity and helping colleagues, how to prevent oneself in emergency, learning how and when to evacuate in case of an emergency – earthquake, fire, terror attack, etc; how should office spaces be designed – workplace ergonomics; need for first aid, fire extinguisher and emergency numbers. Practical aspects of Factories Act, Workmen’s Compensation Act & ESI Act to be explained with examples & case studies.	Accident prevention techniques  Occupational Safety and Health legislations in India
14-15	How to open a mail account or use Outlook Express (MS Outlook); sending mails, answering mails, security issues and passwords, online marketing basics; e-commerce and m-commerce	Advanced internet application
	Introduction to financial tools, online marketing reports, software’s to convert data in different forms (freeware); concepts of spyware, malware and internet security	Business Applications and IT
	Resume building, introductory notes, e-mail communication, request for meetings and written acknowledgements	Business communication – written
	What is the concept of quarantine; can people be denied employment in case of certain diseases; HIV and AIDS; other transferrable diseases; what kind of jobs should not be applied for in case of certain existing health problems.	Diseases and Employment policies
16	What are the government and corporate guidelines for women at work, what is meant by social or physical abuse of a woman; what are the legal defense sought by a woman in her working	Women and Occupational Safety; Managing work and family

	environment; How to manage work life balance – the need for it.	
	What is the concept of social media; uses of social media – networking, making friends, business prospects, how social media boosts business growth (case studies), social media as a marketing tool to market self, internet ethics and basics of cyber law.	Online Social Media
	Why do we need economics? Economics and its impact on our life; economics and choice – with case studies and examples of everyday life; economic concepts used in business – understanding demand, supply, production; economic decisions to enter a market based on type of market – monopoly, oligopoly, duopoly, perfect competition; basic concept of why prices rise – inflation, how price rise affects our life – money supply and theory of wage, how does one contribute to the country's growth – concepts of GDP and GNP; why do people remain unemployed and the role of government in reducing unemployment	Basics of Economics – an overview of micro and macro economics, theory of demand and supply, production, markets, GDP, inflation, wage market, basic concept of employment
17	How to greet, wish, bid goodbye; how to exchange business cards, how to speak with seniors and juniors, how to maintain corporate decorum, how to eat/drink in social/corporate get-togethers, how to thank people.	Social / Formal etiquettes
	History of Indian civilization and how the Indian economic state in its current form came into being; barter system and the silk route, spice trade, colonization – different wars during the Islamic period and later the British East India Company; Indian independence and the economic changes; how our present stage is related to our past and how our future is related to the present economic situation; why the Indian growth was called Hindu Growth rate; how did the growth rate change to near double digit; basic understanding of liberalization and opening of Indian economy – linking with the concept of more choice and expanding market.	Introduction to Indian economy
	Why do we need a quality process, how does quality help an organization, how is an organisation's vision linked to its quality consciousness	Introduction to quality consciousness
18-19	What is meant by a planned economy? Where did the concept of planning evolve from? What is the difference in the economic development of the western world (Capitalist) and the Soviet Bloc (Communist-Socialist)? How the growth of Chinese and Indian economy differ? How the knowledge of economic growth help you as an entrepreneur?	Concepts of National Economic Planning
	Quality in customer-supplier relations, designing organizations for quality	Quality concepts
	Tools and techniques used to achieve quality, role	Quality Tools

	plays and skits to explain how quality adherence builds long term credibility and organizational growth; individual's contributions to enhancing organizational quality	
20-22	Value of time for a business, how to respect other's time, how is time management, punctuality and regularity leads to positive attitude towards work, how to schedule your day and prioritize your work, how to plan your goals, brief about project planning processes.	Time Management
	What is entrepreneurship – basic concepts; difference between entrepreneurship and self employment, how an entrepreneur contributes to economic growth and prosperity of a country. Entrepreneurial qualities, what makes an entrepreneur different from a business manager, entrepreneur's ethics, attitudes, values and motives; competencies required to be a successful entrepreneur, case studies on successful entrepreneurs Creativity and entrepreneurship; how to think creatively and innovatively; how does a successful entrepreneur see same thing differently with a business acumen, entrepreneurship and calculated risk	Introduction to entrepreneurship Who can become an entrepreneur How can an entrepreneur start his venture
	Current economic situation, concepts of the economic crisis in 2008-10, what are the factors that stabilize a country from economic crisis, what can be your role in bringing about a change in consciousness towards current economic development process, What is the concept of 'wealth at the bottom of the pyramid'? How can there be a growth in employment, betterment of healthcare and education facilities; a brief understanding of political economics; how your business or operation may increase multifold if National Economic Planning is implemented in the real sense	National Economic Planning and how India may grow faster? Critical detailing of the economic development vis a vis the most optimal development strategy
	How and when to implement the 5S Concept, Kaizen, TPM, SGA, Quality Circle, Just in Time, 6 Sigma; lectures by industry experts; visits to organizations to understand how quality parameters are implemented, industry case studies	Introduction to quality parameters
23-24	What are the contributions of an entrepreneur that will make the society better, people around happier and economic system stronger? How can capitalism (the concept of rich getting richer and poor getting poorer) make a society happier? In an era of cut throat competition, where it is the law of the jungle and the fittest only survive, how can modern economic thought involving National Economic Planning ensure the survival of the weakest?	Concepts of Happy Capitalism, Trickle up Theory, Increasing Marginal Utility, Survival of the Weakest
	Group Discussion – initiate a discussion, participate	Advanced executive communication



	in a discussion, drawing conclusion; Interviewing techniques – what and how to answer, what not to answer, salary negotiations; Listening skills – span of attention, skimming information; barriers to listening – noise (useless information)	
	Quality Management System in organizations, in processes, in delivery – matching organizational goals with quality management; quality and environment, quality and employees, ISO certifications and different quality standards (for different industries – CE, ISI, Hallmark, BIS, Woolmark, etc.)	Concepts in TQM and ISO
	Can all entrepreneurs become good leaders? Can all leaders become good entrepreneurs? Analytical qualities of an entrepreneur – basic understanding of finance, HR and marketing; people management and entrepreneurship How to test your business ideas? How to know whether the business idea is justified? How to identify the right time, opportunity, market? SWOT of self as an individual and of your business proposition Government’s role in promoting entrepreneurship, economic system and an entrepreneur’s role in it, financial and legal support, seeking loan or funding (VC, PE, banks); Tax implications for your business – octroi, different schemes and support organizations of government – DIC, SIDA, SISI, NSIC, SIDO, National Scheduled Tribes Finance and Dev Corporation (NCTFDC), etc.	Detailed quality specifications of an entrepreneur – business leader, analytical mind Market Feedbacks and business decisions; market intelligence Business environment and entrepreneurship
25	Project work / Industrial visit (optional)	
26	Examination	

**Syllabus for the Trade of “Finance Executive”**  
**Duration : Six Months**

**Second Semester**

**Semester Code :FIE: SEM II**

<b>Week Nos.</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
1	An introductory concept of case study based teaching – how to read a case study, how to analyse a case study, what kind of answers to look for, do cases have any right or wrong answers? (This course requires an enhanced focus on IT based financial packages and Excel based operations) – a reorientation to MS Excel and introduction to basic financial packages.	Introduction Syllabus review Course expectations Content introduction and class resources Pedagogy of the curriculum <ul style="list-style-type: none"> <li>➤ Introduction to various forms of teaching mechanisms which will include role-plays, case-studies specific to marketing</li> </ul> How to read a case and draft out solutions
	Participatory practice Sessions <ul style="list-style-type: none"> <li>• Generally Accepted Accounting Principles</li> <li>• Financial Statement analysis</li> <li>• Creative accounting and window dressing in practice</li> </ul> Feel from a practitioner Guest Lecture from any Manager in the financial Industry	Understanding Financial statements  Financial statements Principal Financial statements like Balance Sheet, profit and Loss and cash flows Method of presentation and limitations thereof Understanding Balance sheet and principal ratios dealing with liquidity, turnover, leverage and efficiency. How users of accounting information interpret the Balance Sheet Importance of cash flows and how information regarding operating, investing and financing is obtained.
2	Introducing all possible products in the markets: <ul style="list-style-type: none"> <li>• Debt</li> <li>• Equity</li> <li>• Hybrid</li> <li>• Mutual Fund</li> <li>• Fixed Deposits</li> <li>• Insurance</li> </ul> The Equity Advantage PRACTICAL - Typing Tutor, Enntee Tutor	Understanding The World Of Finance Introducing the Indian Securities Markets and it's overview: <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Nature</li> <li>• Products</li> <li>• Participants</li> <li>• Functions</li> <li>• Growth &amp; Statistics</li> <li>• Legal Framework</li> <li>• Functions</li> <li>• Growth &amp; Statistics</li> <li>• Legal Framework</li> </ul>
3	Market Index: <ul style="list-style-type: none"> <li>• Economic significance of index movement</li> <li>• Index Construction</li> <li>• Types of index</li> <li>• Desirable attributes of an Index</li> <li>• Impact Cost – A measure of liquidity</li> <li>• Corporate actions and it's effect on index securities</li> </ul> Hedging Effectiveness PRACTICAL - Typing Tutor, Enntee Tutor	Understanding the stock markets The World of Stocks: <ul style="list-style-type: none"> <li>• Electronic order-driven market.</li> <li>• Why the stock market is a good investment</li> <li>• Why the stock market gets out of whack with reality</li> <li>• Recommended ways to invest in the stock market.</li> </ul>

4	PRACTICAL - Typing Tutor, Enntee Tutor	<p>How to use the trading system</p> <p>Depositories – The Technology Advantage:</p> <ul style="list-style-type: none"> <li>• How does the demat system work?</li> <li>• Organization Structure of Depository</li> <li>• Services offered by depository</li> </ul> <p>Trading Mechanism:</p> <ul style="list-style-type: none"> <li>• Different market orders types – their order books &amp; Order types</li> <li>• Different market phases – logging on &amp; off during these phases</li> <li>• Inquiry Screen</li> </ul> <p>Trading Functions:</p> <ul style="list-style-type: none"> <li>• Market Watch</li> <li>• Security Descriptor</li> <li>• Market by Price</li> <li>• Previous Trades</li> <li>• Outstanding orders</li> <li>• Activity Log</li> <li>• Order Status</li> <li>• Market Movement</li> <li>• Market Inquiry</li> <li>• Security List</li> <li>• Multiple index Broadcast &amp; graph</li> <li>• Online Backup</li> <li>• Basket trading</li> </ul>
5	PRACTICAL - Typing Tutor, Enntee Tutor, BesTrade, Integers	<p>Clearing and settlement</p> <p>Clearing &amp; Settlement System:</p> <ul style="list-style-type: none"> <li>• Transaction cycle</li> <li>• Settlement process, agencies &amp; cycle</li> <li>• Securities &amp; Funds settlement</li> <li>• Shortages handling</li> <li>• Dematerialization &amp; electronic transfer of securities</li> <li>• Investor protection fund</li> <li>• Clearing software</li> </ul>
	PRACTICAL – Typing Tutor, Enntee Tutor, BesTrade, Integers	<p>Risk Management</p> <p>Risk Containment Measures:</p> <ul style="list-style-type: none"> <li>• Capital adequacy requirements; Margins; Settlement guarantee</li> <li>• Margin Trading; Requirements; Cost of margin trading;</li> </ul> <p>Evolution of Risk Management:</p> <ul style="list-style-type: none"> <li>• Different types of Problems – Funds/Working Capital bottleneck Trading losses on A/C</li> <li>• Automated trading environment</li> <li>• Need for continuous monitoring</li> <li>• Structured system of daily margins</li> <li>• Focus on mark to market; Gross &amp; net exposure; Concentration margins; Collateral Concerns &amp; Capital adequacy by Way of exposure limits</li> <li>• Real Time online monitoring &amp; automatic disablement; Portfolio approach to exposure &amp; Problem of</li> </ul>

		<p>common client positions across exchanges</p> <p>Class test</p> <p>Number One</p>
6	<p>PRACTICAL - Typing Tutor, Enntee Tutor, BesTrade, Integer</p> <p>Guest lecture</p> <p>Reflection of a expert trader from Industry</p>	<p>Back office operations</p> <p>Need to focus on Back Office:</p> <ul style="list-style-type: none"> <li>• Admission of client</li> <li>• Legal documentation</li> <li>• Credit limits</li> <li>• Portfolio reconciliation with exchange demand</li> <li>• Discrepancy resolution</li> </ul> <p>Membership:</p> <ul style="list-style-type: none"> <li>• Members</li> <li>• Brokers</li> <li>• Sub-brokers</li> </ul>
	<p>PRACTICAL - Typing Tutor, Enntee Tutor, BesTrade , Integers, NSE/BSE/F&amp;O Mock Trading (NEAT/BOLT)</p> <p>Guest lecture</p> <p>Reflection of an expert on risk management</p>	<p>Company &amp; capital formation</p> <p>Company &amp; Capital Formation:</p> <ul style="list-style-type: none"> <li>• Equity, Debt, IPO, Public issue, Rights &amp; Bonus</li> <li>• Capital Structure and Cost of Capital</li> <li>• Concept of Dividends</li> <li>• Capital Budgeting</li> </ul> <p>Time Value of Money:</p> <ul style="list-style-type: none"> <li>• Future Value of Single Cash Flow</li> <li>• Future Value of an Annuity</li> <li>• Present Value of a Single Cash Flow</li> <li>• Present Value of an Annuity</li> </ul>
7	<p>PRACTICAL - Typing Tutor, Enntee Tutor, BesTrade, Integers, NSE/BSE/F&amp;O Mock Trading (NEAT/BOLT)</p>	<p>Trading approaches</p> <p>All About Liquidity:</p> <ul style="list-style-type: none"> <li>• Key risk areas – Credit Risk &amp; Operational Risk</li> <li>• NSCCL – Provides efficient C&amp;S services &amp; Operates a tight risk containment system</li> <li>• Counter Party risk guarantee</li> </ul> <p>Getting a Grip on Trading:</p> <ul style="list-style-type: none"> <li>• Order arrival</li> <li>• Overview of trading terminal</li> <li>• Getting started with trading terminal</li> <li>• Using trading simulation on an academic floor.</li> </ul> <p>Critical Trading Approaches:</p> <ul style="list-style-type: none"> <li>• Developing market outlook</li> <li>• Pricing your order</li> <li>• Handling a large order</li> <li>• Giving clients greater choice in trade execution;</li> <li>• Developing the bigger picture</li> </ul>
8	<p>PRACTICAL – NCFM Preparatory Capital Market (Dealers) Module; Mock Test</p> <p>How to Pick your Stocks</p> <ul style="list-style-type: none"> <li>• Industry Analysis</li> <li>• Company Analysis</li> </ul>	<p>Stock Picking &amp; Timing the Buy &amp; Sell</p> <p>When to Buy &amp; When to Sell</p> <ul style="list-style-type: none"> <li>• Dow Theory – price indications to buy &amp; sell</li> <li>• On Balance Theory – Volume</li> </ul>

	<ul style="list-style-type: none"> <li>Financial Statement Analysis</li> <li>Valuation Ratios</li> <li>Understanding the Financial pages</li> </ul> <p>Building a portfolio</p>	<ul style="list-style-type: none"> <li>indications to buy &amp; Sell</li> <li>Moving Average – Resistance &amp; Support</li> <li>RSI – Overbought &amp; Oversold markets</li> <li>Working on momentum &amp; Stop Loss</li> </ul> <p>Class Test Number Two</p>
9	<p>PRACTICAL - Session on Bond valuation around one hour along with brief understanding of the yield curve To learn the concepts of bond valuation, yield curve, bootstrapping and duration. Concept of fixed income derivatives; Mechanism of forward rate agreements; Interest rate swaps in brief. Class Room Reading</p> <ul style="list-style-type: none"> <li>Repo Market in India</li> </ul>	<p>Understanding Debt markets Components The basic concepts of different types of debt instruments (G-secs, T-bills, CPs, Bonds and CDs). Insights into the Indian debt market, its various components, the trading mechanism of debt instruments in stock exchanges, bond valuation and so on.</p> <ul style="list-style-type: none"> <li>To understand the fundamental features and trading of debt instruments on NSE-WDM.</li> </ul> <p>Environment Regulatory and procedural aspects related to debt market.</p>
10	<p>PRACTICAL - Mock sessions as in a trading floor in the bourse (Role play and simulated activities)</p>	<p>Understanding Currency Derivatives Market Introducing the Derivatives Market:</p> <ul style="list-style-type: none"> <li>Why have derivatives</li> <li>Defining derivatives</li> <li>Types of derivatives</li> <li>Derivatives – product, participants and functions</li> </ul> <p>Skill Development: Understanding the fundamentals of the currency market. Understand the currency futures as a risk management tool. Learning about the trading platform of the currency derivatives segment of a stock exchange. Interplay: Opportunities for arbitraging with the Spot Market. Learning about beta and standard deviation How Portfolio diversification reduces risk</p>
11	<p>PRACTICAL – NCFM Preparatory Currency Derivatives Module, Mock Test Guest Lecture From NSE on various aspects of the business Application of Futures:</p> <ul style="list-style-type: none"> <li>Futures payoffs;</li> <li>Trading Strategies – Hedging, Speculating and Arbitrage</li> </ul>	<p>Understanding The World of Commodity Derivatives Commodity Derivatives:</p> <ul style="list-style-type: none"> <li>Difference between commodity and financial derivatives</li> <li>Evolution of the commodity market in India &amp; the global commodities derivative exchanges</li> <li>The NCDEX &amp; MCX platform</li> </ul> <p>Opportunity in Commodity Markets:</p> <ul style="list-style-type: none"> <li>Migration from Equity to Futures &amp; Futures to Commodity Futures</li> <li>Growth &amp; Future of commodity market</li> <li>Basics of different commodity traded</li> </ul>

12	PRACTICAL – NCFM Preparatory Derivatives Market (Dealers) Module, Mock Test	<p>Understanding the Equity Futures Market Futures and Stock Index:</p> <ul style="list-style-type: none"> <li>• Understanding Index futures</li> <li>• Margins &amp; Settlements</li> <li>• How to read the futures data sheet; Selecting the right Index</li> </ul> <p>Pricing of Futures :</p> <ul style="list-style-type: none"> <li>• Futures prices models – Overview</li> <li>• Cost of carry model for perfect &amp; imperfect markets</li> </ul> <p>Class Test Number Three</p>
13	<p>PRACTICAL – NCFM Preparatory Derivatives Market (Dealers) Module, Mock Test (Role Play and simulated activities)</p> <p>Application of Options:</p> <ul style="list-style-type: none"> <li>• Options payoffs;</li> <li>• Trading Strategies – Bull market strategies, Bear market strategies, Volatile market strategies, Stable market strategies</li> </ul>	<p>Understanding the Equity Options Market What are Options:</p> <ul style="list-style-type: none"> <li>• Call option</li> <li>• Put option</li> <li>• Option styles; Option concepts &amp; terminologies</li> <li>• Advantages of option trading</li> </ul> <p>Pricing of Options :</p> <ul style="list-style-type: none"> <li>• Options prices models – Overview;</li> <li>• Review of options pricing factors</li> <li>• Black &amp; Scholes Model</li> </ul>
14	<p>PRACTICAL - Exercise on evaluation of Mutual funds with reference to Asset mix, NAV, Market Price, repurchase and reissue price, discount, rate of return, portfolio turnover ratio</p> <p>Further exercise on the Rating of Mutual funds- one example</p> <p>Activity:</p> <ul style="list-style-type: none"> <li>• Group assignment on the Rating of Mutual funds in India</li> </ul>	<p>Mutual funds- Pros and cons Risk Diversification Basic understanding the concept of mutual funds. The different players and their respective roles viz., custodians, asset management companies, sponsor etc. in the mutual fund industry. Learning about the tax and regulatory issues relating to mutual funds. Understand the fundamentals of net asset value (NAV) computation and various investment plans. Mechanism Broad types of Financial assets in which investment is made in Mutual funds. Types of funds - equity, index, diversified large cap funds, midcap fund, sector fund and other equity schemes;</p> <ul style="list-style-type: none"> <li>• Open ended versus close ended schemes</li> <li>• Exchange Traded funds</li> </ul>
15	<p>PRACTICAL – Speaking session by learners on risk diversification Field visit Visit to a Mutual fund Office or Guest Lecture by a Broker.</p>	<p>Mutual funds –Products and features Business Development Role and objectives of AMFI; Different types of plans; Systematic Investment Plan (SIP); Systematic Transfer Plan (STP) and Systematic Withdrawal Plan (SWP); Dividend payout. Types of funds - equity, index, diversified large cap funds, midcap fund, sector fund and other equity schemes; Concept of entry and exit load; Expense ratio; Portfolio turnover; AUM; Analysis of cash level in portfolio.</p>

		<p>Connected Taxation of capital gains; Indexation benefit and FMP. Introduction to exchange traded funds; Market making by authorized participants; creation units; Portfolio deposit and cash component</p>
16	<p>PRACTICAL - Filling up a Depository form, as also how financing functions are done</p>	<p>Depository operations- The basic bricks The Basic Bricks Understanding the rationale and role for a depository. The services provided by a depository. The process involved in a depository's functioning. Importance of proper customer identification The application software of NSDL. Mechanisms Pledging/ Hypothecation; Securities Lending &amp; Borrowing; Corporate actions; Public issues; Debt instruments and G-Securities; NSC/KVP in Demat form; MAPIN and TIN Measuring Progress Class Test Number Four</p>
17	<p>PRACTICAL – Filing up account opening forms</p>	<p>The Processes and follow up- Depository Continued Settlement Account opening of beneficiaries; Clearing members and intermediaries; Transmission &amp; nomination; Dematerialization and re-materialization; Trading &amp; settlement; Off-market transfers; Pay-in and pay-out procedures; Settlement of trades and precautions; Internet initiatives by NSDL. The laws profile Overview of relevant laws and regulations; the primary and the secondary market and the capital market intermediaries Guest Lecture From person conversant in handling of NSDL applications</p>
18	<p>PRACTICAL - Brief study of a bank's Balance sheet Field visit Visit to a commercial Bank preferably handling Stock Broking business</p>	<p>Fundamentals of Banking Interphase Development: Familiarizing with the fundamentals of banking with insight into the policies and practices followed in the Indian banking system To improve one's awareness of the policies and practices in the Indian banking sector. Basics of Bank Deposits, Strategies of mobilizing deposits, Common guidelines of opening and operating accounts, deposit related services, Deposit services offered to Non-Resident Indians, Deposit Insurance Business Development:  <ul style="list-style-type: none"> <li>Banking Structure in India, Role of RBI</li> </ul> </p>

		<p>vis-à-vis other commercial banks</p> <ul style="list-style-type: none"> <li>• Lending, Investments and Para banking</li> <li>• Risk Aspect</li> </ul>
19	<p>PRACTICAL – Group Assignment on Corporate Governance Case study discussion with respect to fraud and corporate governance</p>	<p>Corporate Governance Control and Governance</p> <ul style="list-style-type: none"> <li>• To adopt the best corporate governance policies and practices. Important concepts related to corporate governance and the regulatory framework governing it.</li> </ul> <p>The clause 49 of the listing agreement. And the disclosure and reporting requirements for companies. Internal control and compliance Mechanism Avoidance of Fraud Disclosures Compliance of conditions of the listing agreement with respect to corporate governance. Disclosure requirements; Reporting requirements; Related party transactions Corporate Governance Failures</p> <ul style="list-style-type: none"> <li>• Class room discussion</li> <li>• Prevention</li> </ul>
20	<p>PRACTICAL – NCFM Preparatory AMFI – Mutual Fund (Advisory) Module, Mock Test Telephonic Selling Skills:</p> <ul style="list-style-type: none"> <li>• Opening a Call</li> <li>• Opening Challenges</li> <li>• Listening</li> <li>• Probing</li> <li>• Supporting</li> <li>• Resolving Client Concerns</li> <li>• Closing a Call</li> <li>• Self - management</li> </ul> <p>Sales Behavior &amp; Success</p> <ul style="list-style-type: none"> <li>• The four stages of sales call</li> <li>• Preliminaries – Opening the call</li> <li>• Obtaining commitment – Closing the Sale</li> <li>• Client needs in the making of sale</li> <li>• Giving benefits in making sale</li> <li>• Preventing objections</li> </ul>	<p>The Path to Trading Success – Relationship Skills</p>
21	<p>PRACTICAL – NCFM Preparatory NSDL – Depository Operation Module, Mock Test</p>	<p>The Invisible Hands – SPIN® Selling Skills The SPIN® Strategy</p> <ul style="list-style-type: none"> <li>• Situation Questions</li> <li>• Problem Questions</li> <li>• Implication Questions</li> <li>• Need Pay-off Question</li> <li>• Difference between questions &amp; success</li> <li>• The SPIN ® model</li> <li>• How to use the SPIN ® questions</li> </ul>



		<ul style="list-style-type: none"> <li>• Selling new investment ideas</li> </ul> Turning Theory into Practice: <ul style="list-style-type: none"> <li>• The golden rules for learning skills</li> <li>• A summary of the call stages</li> <li>• A strategy for learning the SPIN ® behaviors</li> <li>• A final word</li> </ul> Class Test Number Five
22-24	Practical - Opening of 10 new trading A/C for a Company	Doing Business in the Community Business Development: <ul style="list-style-type: none"> <li>• Introduction, Scope and Career pursuit of Business development</li> <li>• Choosing, acquiring &amp; managing your business partners</li> <li>• Managing the functions &amp; Interrelationships</li> <li>• Other aspects of business development</li> </ul> Entrepreneurship <ul style="list-style-type: none"> <li>• How to become a member of an exchange</li> <li>• Setting up the IT system</li> <li>• Hiring quality manpower</li> <li>• Back office set up</li> <li>• Getting familiar with the laws governing exchange</li> </ul> E-Trading – Where the street meets the Web <ul style="list-style-type: none"> <li>• Easing in – A quick tour of e-trading portals</li> <li>• Finding investment ideas – List of picks, searches &amp; Screens</li> <li>• Doing your homework – Checking facts</li> <li>• The bottom line – Managing your portfolio online</li> </ul>
25	Revision	
26	Examination	

**TRADE: FINANCE EXECUTIVE**  
**LIST OF TOOLS & EQUIPMENT**  
**A. TRAINEES TOOL KIT FOR 20 TRAINEES**

<b>Sl. No.</b>	<b>Item / Tool / Equipment</b>	<b>Quantity</b>
1.	<b>FURNITURE FOR LANGUAGE LAB/CLASS ROOM</b>	
	a) Human Skull with cross-sectional view of speech organs (graphical representation of the same is also accepted as an alternative)	1 No.
	b) Slide Projectors	1 No.
	c) White Screen	1 No.
	d) Classroom chairs with writing support	20 Nos
	e) Instructor's Table	1 No.
	f) Instructor's Chair	1 No.
	g) Storage Cabinet	1 No.
	h) Book Shelf	1 No.
	i) Air Conditioner (1.5 Ton) (OPTIONAL)	2 Nos
2.	<b>EQUIPMENT / FURNITURE FOR IT LAB/WORKSHOP</b>	
	a) Desktop / Laptop / Notebook PC with latest configuration	10 Nos
	b) Printer (any basic model ) and printer table	1 No each
	c) Office Packages (MS Word, MS PowerPoint, MS Excel, MS Outlook)	10 Nos
	d) Computer table	10 Nos
	e) LCD projector along with screen	1 No
	f) Flip Chart, Markers	1 No
	g) Chairs	20 Nos
	h) Instructor's table and chair	1 No each
	i) Minimum of 512 KBPS broadband connectivity	1 No
	j) Air Conditioner (1.5 Ton)	2 Nos