

Six Phrase – 3 Year – Integrated Course for Skill Development & Career Enhancement (Commerce)

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SEMESTER 1 – Basics of Financial Markets, English Communication & SoftSkills

Aim

To educate and enrich the students on setting goals, career planning and lateral thinking. Equip them on techniques of reading, learning and listening skills. Introduction to the basics of Financial Markets.

Course Objectives

To enable students to,

- Assess individual communication skills.
- Plan career
- Set Goals
- Enhance their ability to build stories and situational thinking.
- Improve their language through grammar
- Enhance techniques such as listening, non-verbal communication, verbal oral& written skills etc.

Unit I

Assessment of individual levels of communication skills, aptitude and employability skills; Psychometric test, SWOT analysis; Planning on setting goals; Understanding the stand of students, College Ethics.

Unit II

Introduction to Career planning; General Motivation; Communication Skills; Goal setting – Introduction to Soft Skills - Presentation skills - Intra-personal skills.

Unit III

Reading Skills, Learning & Studying Skills, Memory Techniques, Programmed Thinking, Lateral Thinking, Creativity, Questioning & Listening Skills.

Unit IV

Initiation, Stage Fear, Lateral Thinking; Self Introduction using an Adjective & Noun – Newspaper Assessment on Nouns; Pronouns – Passage writing by replacing noun with Pronoun; Verbs - Newspaper Assessment on Verbs; Adjectives & Adverbs; Articles - Mime the profession, Assessment for Articles; Prepositions; Past, Present and Future Tense; Situational GD & Story Telling on Tenses; Simple, Compound and Complex Sentences; Active & Passive Voice; Sentence Formation and Completion.

Art of communication – the communication process - Word building and Role play; Exercise on English Language through symposiums and workshops.

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Unit V

Markets and Financial Instruments: Types of Markets: Equity Debt, Derivatives Commodities; Meaning and features of private, Public companies; Types of investment avenues.

Primary Market: Initial Public Offer (IPO); Book Building through Online IPO; Eligibility to issue securities; Pricing of Issues; Fixed versus Book Building issues; allotment of Shares; Basis of Allotment; Private Placement.

References

- 1) A Practical Course in Spoken English by J.K.Gangal
- 2) Effective English Communication for you by V.Shamala
- 3) Developing Communication Skills by Krishna Mohan &MeeraBanerji
- 4) English for Competitive Exams by Bhatnagar

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SEMESTER 2 – Basics of Financial Markets & Derivatives, Aptitude & Cognitive Skills

Aim:

To educate and enrich the students on quantitative ability, reasoning ability, verbal ability and basics of Financial Markets & Derivatives.

Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve the ability of arithmetic reasoning
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – I

Problems on Trains, Time and Distance, Height and Distance, Time and Work

Unit II

Quantitative Ability – II

Problems on Ages, Alligation or Mixture, Chain Rule, Simple Interest, Simple Equation, Theory Of Equation

Unit III

Reasoning Ability – I

Analytical Reasoning, Pipes and Cistern, Logical Problems, Logical Games, Logical Deduction, Data Sufficiency, Arithmetic Reasoning

Unit IV

Verbal Ability – I

Idioms & Phrases, Synonyms, Antonyms, Classification

Unit V

Secondary Market: Role and functions of Securities and Exchange Board of India (SEBI); Depositories; Stock exchanges Intermediaries in the Indian stock market Listing; Membership; Trading Clearing and settlement and risk management; Investor protection fund (IPF); and Do's and Don'ts for investors, Equity and debt investment.

Derivatives: Types of derivatives; Commodity and commodity exchanges; Commodity versus financial derivatives.

References

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1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma

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SEMESTER 3 – Basics of Mutual Funds, Aptitude & Cognitive Skills

Aim

To educate and enrich the students on quantitative ability, reasoning ability, verbal ability and Basics of Mutual Funds.

Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve their reasoning ability.
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – III

Compound Interest, Profit and Loss, Partnership, Percentage, Set Theory

Unit II

Quantitative Ability – IV

True Discount, Ratio and Proportion, Simplification, Problems On H.C.F and L.C.M

Unit III

Reasoning Ability – II

Course of Action, Cause and Effect, Statement and Conclusion, Statement and Argument, Data Sufficiency (DS), Statement and Assumption, Making Assumptions

Unit IV

Verbal Ability – II

Change of Voice, Change of Speech, Letter and Symbol Series, Essential Part, Verbal Reasoning, Analyzing Arguments

Unit V

Financial Statement Analysis: Balance sheet; Profit & loss account; Stock market related ratios; Simple analysis before investing in the shares; understanding annual report; Director's report etc. Mutual Funds: Concept and structure of mutual funds in India; Role of custodian; Registrar and transfer agent; AMC; New fund offer's & procedure for investing in NFO; Investors rights and obligations.

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal

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2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma

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SEMESTER 4 – Basics of Derivatives, Aptitude & Cognitive Skills

Aim

To educate and enrich the students on quantitative ability, reasoning ability, verbal ability and Basics of Derivatives.

Course Objectives

To enable students to,

- Enhance their quantitative ability.
- Enhance their reasoning ability
- Enhance their verbal ability.
- Equip with creative thinking and problem solving skills

Unit I

Quantitative Ability – V

Square Root And Cube Root, Logarithm, Volume and Surface Area, Permutation and Combination

Unit II

Quantitative Ability – VI

Probability, Averages, Area, Odd Man Out, Crypt Arithmetic, Flowcharts

Unit III

Reasoning Ability – III

Data Interpretation Table Charts, Data Interpretation Bar Charts, Blood Relationship, Puzzles

Unit IV

Verbal Ability – III

Spellings, Selecting Words, Spotting Errors, Ordering of Words, Logical Sequence of Words

Unit V

Mutual Fund Products and Features: Concept of open ended and close ended fund; Types of funds - equity, index, diversified large cap funds, midcap fund, sec or fund and other equity schemes; Concept of entry and exit load Expense ratio; Portfolio turnover; AUM; Analysis of cash level in portfolio.

Derivatives as a Risk Management Tool: Concept of risk; Risk management; Types of traders in the derivatives markets

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References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun Sharma

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SEMESTER 5 – Basics of Currency Markets, Aptitude & Cognitive Skills

Aim

To educate and enrich the students on quantitative ability, reasoning ability, verbal ability and Basics of Currency Markets.

Unit I

Creativity Ability – I

Venn Diagrams, Cube and Cuboids, Dice, Cubes and Dice, Figure Matrix

Unit II

Creativity Ability – II

Seating Arrangement, Direction Sense Test, Character Puzzles, Missing Letters Puzzles, Mirror & Water Images

Unit III

Creativity Ability – III

Logical Puzzles, Playing Cards Puzzles, Clock Puzzles, Number Puzzles, Sudoku

Unit IV

Quantitative Ability – VII

Races And Games, Boats and Streams, Surds and Indices, Pipes and Cistern, Alligations And Mixtures

Unit V

Currency Markets: Exchange rate; Fixed and floating exchange rate regime; Factors affecting Concept of quotes; Tick-size Spreads; Spot transaction and forward transaction

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun Sharma

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SEMESTER 6 – Basics of Equity Derivatives, Aptitude & Cognitive Skills

Aim

To educate and enrich the students on quantitative ability, reasoning ability, verbal ability and Basics of Equity Derivatives.

Unit I

Quantitative Ability – VIII

Numbers, Problems on Numbers, Pick Wrong Number, Missing Number, Areas, Shapes, Perimeter

Unit II

Reasoning Ability – IV

Data Interpretation Pie Charts, Data Interpretation Line Charts, Data Sufficiency (DS), Data Arrangements, LR – Arrangements, LR – Ranking

Unit III

Verbal Ability – IV

Sentence Correction, Sentence Improvement, Completing Statements, Sentence Formation, Paragraph Formation

Unit IV

Creativity Ability – IV

Dot Situation, Rule Detection, Embedded Images, Grouping Of Images, Image Analysis

Unit V

Introduction, Definition and Applications of Derivatives Definition and origin of derivatives; Definitions of forwards; futures; options; Moneyless of an option; Participants in the derivatives market and uses of derivatives.

References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
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