



THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

NORTHERN INDIA REGIONAL COUNCIL

ICWAI Bhawan, 3, Institutional Area, Lodi Road, New Delhi-3

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Mr./Ms.....
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Dated :

ENROL NO	REG. NO.....	STAGE (S) BOTH
DD/RT. NO	DATE	Rs. 2000/- (ONE TIME)

SUB:- INTRODUCTION OF COMPULSORY TRAINING SCHEME FOR FINAL STUDENTS ENROLLED W.E.F. 01/01/2008 AND ONWARDS.

The Institute has introduced the following compulsory training scheme for the Final Students to obtain Coaching Completion Certificate with a view to bridge gap between theoretical knowledge and Practical Experience and to emphasize practical orientation in the curriculum.

1. Modular training - 15 days.

15 days modular training as per details given below would be arranged by the Regional Council and chapters, having permission to conduct Oral/Postal coaching in the final examination. The Regional Council/Chapters will charge the requisite fees from the students to cover the expenditure **Rs. 2000/-** at our Regional Council, he/ she should bring/send a DD in Favour of "NIRC of ICWAI" payable at Kolkata. Alternatively he/she may deposit cash at our Counter/Chapters Counter. **Programme will be conducted in June, July, Aug, for Dec. exams and Dec, Jan, Feb. for June exams from 6 AM to 8 PM.**

PROGRAMME SCHEDULE OF 15 DAYS TRAINING PROGRAMME FOR FINAL STUDENTS

FIRST DAY

6.00 AM to 8.00 PM

Inauguration of training programme

Operations Management I – Production technology, world Class Manufacturing, flexible manufacturing system, technology forecasting, JIT, MRPI, MRP II and advanced systems. **(Revised Topic-Marketing Skills)**
Operations Management II – Production planning, scheduling and monitoring; productivity, production economics, cost reduction and value analysis, Case studies. **(Revised Topic-Art of Public Speaking)**

SECOND DAY

6.00 AM to 8.00 PM

Project Management – Project identification, appraisal and financing, project cost accounting and monitoring, computer application.

Project Management – Project administration - use of CPM, time cost trade off, concept and uses of PERT, determination of least cost duration, resource marshalling, post project evaluation, Case studies.

THIRD DAY

6.00 AM to 8.00 PM

Financial Management I – Sources of finance - national and international, analysis of operating and financial leverages; capital structures theories and planning, cost of capital and its uses, dividend decisions.

Financial Management II – Working capital management - requirement, policies, term loans, working capital management under inflation, financial services - leasing, merchant banking, hire purchase etc. Case studies.

FOURTH DAY

6.00 AM to 8.00 PM

Capital Budgeting – Pay back period, NPV, IRR, CAMP model, inflation, leasing vs. buying and other related topics. **(Revised Topic- Capital Budgeting Decision Making)**

Financial Management in public sector – Determination of cash flows and cost benefit analysis, pricing policies of public enterprises project formulation, social cost benefit analysis.

FIFTH DAY

6.00 AM to 8.00 PM

Contemporary development – WTO, GATT, Corporate Governance. **(Revised Topic-CAS Implications)**

International Finance I – Risk diversification, management of interest rate risk/swaps, minimization of political risk, risk of fraud (i.e. fraud policy statements).

SIXTH DAY

6.00 AM to 8.00 PM

International Finance II – Forward contracts and money market hedges, currency futures and options, currency swaps and internal hedging techniques. **(Revised Topic- Role of MIS in Decision making)**

International Finance III – Management of risk- Transaction, translation and economic risk, interest rate parity, purchasing power etc. Case studies.

☞ **SEVENTH DAY**

6.00 AM to 8.00 PM

Strategic Management I – Mission, corporate objectives, gap analysis, SWOT analysis, strategies for growth through expansion and diversification.

Strategic Management II – Strategies in the development models, Delphi model, econometric, Heuristic model; Sensitivity analysis; Life cycle, Porters generic strategies, BCG matrix etc.

☞ **EIGHTH DAY**

6.00 AM to 8.00 PM

Strategic Management III – Acquisition and merger strategies, strategy of joint venture both in India and abroad marketing strategy as a part of corporate strategy, growth under inflation and protection of share holders real capital.

Marketing I – Production orientation v Market orientation, marketing objectives, marketing mix, pricing policies and strategies, evaluation and control of sales activities case studies.

☞ **NINTH DAY**

6.00 AM to 8.00 PM

Marketing II – Sales promotion, marketing and profitability analysis evaluation of marketing research and marketing planning, contribution analysis and product line profitability analysis, evaluation of research information Case studies.

☞ **TENTH DAY**

6.00 AM to 8.00 PM

Direct Tax planning – Tax aspects of mergers and amalgamation, new industrial establishment, tax consideration in management decision e.g. make or buy, own or lease, retain or replace, export v. local market, tax incentives and export promotion. (Revised Topic- International Taxation)

Indirect Tax Planning – On Central Excise, CENVAT, Sales Tax, Customs Act.

☞ **ELEVENTH DAY**

6.00 AM to 8.00 PM

Capital Budgeting Decision making I – Basic concepts of decision making transfer pricing, application of OR techniques in decision making ABC and activity based management just - in-time and back flush accounting.

Use of Costing in Decision making II – Investment appraisal, capital budgeting process, investment appraisal techniques taxation replacement - individual and group, unequal lives sensitivity analysis, divisional performance Case studies.

☞ **TWELFTH DAY**

6.00 AM to 8.00 PM

Financial strategy I – Strategy formulation measurement of income and capital analysis of financial statements segmental analysis inter. Firm comparison.

Financial strategy II – Advanced investment appraisal, CAMP advanced aspects of arbitrage theory, risk adjustment using the certainty equivalent method. (Revised Topic-Management Accounting uses.)

☞ **THIRTEENTH DAY**

6.00 AM to 8.00 PM

Financial reporting – Disclosures, productivity and profitability reporting, performance measurement/development reports current financial issues and reporting case studies.

Valuation Management – Principles and techniques of valuation, other valuation bases, valuation bases of takeovers, mergers, amalgamation, valuation of shares, debentures, inventory, brand intellectual capital etc. Case studies. (Revised Topic-Accounting Standard & Implication)

☞ **FOURTEENTH DAY**

6.00 AM to 8.00 PM

Cost Audit – Appointment of cost auditor cost accounting records rules, cost audit report rules, schedule, annexure, and critical study thereof, verification of records and reports.

Cost Audit II – Review of cost audit report, objectives, following up action and disposal of cost audit report, end users of cost audit report. Case studies. (Revised Topic- Interview Skills)

☞ **FIFTEENTH DAY**

6.00 AM to 8.00 PM

Other services of cost accountants – Certification for various purposes form and content of certificates, productivity audit, energy audit efficiency audit, assessment of losses under marine, fire and accident policies, inventory audits for banks and other agencies. (Revised Topic- Service Tax & Future)

Management Audit – Audit of management processes and functions, corporate image and behavioral problems, corporate services audit, corporate development audit and management audit - audit of social responsibility of management. Case studies.

Valedictory session and distribution of Training completion certificates.

2. Computer Hands on - 50 Hours :-

(A) The Final students would also be required to under go compulsory Computer Training in computer. The students having "A" level certificate of DOEAC/ PG-Degree/ Diploma awarded by any organization, recognized by any Indian University of AICTE will be exempted for above training course. Those students who have already done any Computer Course should apply for exemption directly to the "Director of Studies, ICWAI, 12, Sudder street, Kolkata-700016, along with the attested copy of Certificate, and a DD. of Rs. 1000/- as exemption fee, in favour of "ICWAI" payable at Kolkata, if the exemption has been granted student should intimate this office immediately.

(B) The Students residing far away from the Regional Office may approach/contact the nearest Chapter's or CMC Ltd. where as the Institute has already made the arrangements for imparting such computer training with intimation to NIRC. If you wish to pursue above course with CMC, please send a DD of Rs. 3400/- in favour of "ICWAI" Payable at Kolkata, along with an application indicating there in the complete address of CMC Ltd. So that we may send your fees to the Director of Studies. Hqts. Kolkata, so that your course be commenced immediately. **For any help contact to:** (Regional Office), 28, Camac Street, Kolkata-16. E-mail : arpitamajumdar@cmc.ltd.com

(C) The NIRC has already started this computer Course at our ICWAI Bhawan, New Delhi, for imparting this Training and issuance of certificate. For details contact at NIRC of ICWAI, 3, Institutional area, Lodi Road, New Delhi-110003. E-mail: icwai_nirc@hotmail.com, Phones : 2462 6678, 2461 5788

ADDITIONAL 50 HOURS COMPUTER TRAINING - FOR OLD STUDENTS		
MODULES DETAILS	FEES - Rs. 3400/-	Hours - 50
MS-WORD Mail-Merge, Using Password, Protection of file, Checking and Removing Virus, Converting Word document to web document, PDF Files		6 Hrs.
MS-EXCEL Functions-Mathematical, Statistical, Data Analysis		8 Hrs.
Accounting Packages 3.1 Preparation of Financial Statement, Trial Balance, Profit/Loss Account, Balance Sheet 3.2 Analysis of Financial Statements, Cash Flow Analysis, Fund Flow Analysis, Ratio Analysis, Budgets 3.3 Consolidation 3.4 Bank Reconciliation Statement 3.5 Exporting Data from MS-Excel/MS-Access for Financial Analysis		10 Hrs.
Data-Base Management System Introduction, Type of database - Hierarchical, Network, Relational, DDL (Data Definition Language), DML (Data Manipulation Language), DA (Data Administration), Building and customizing database MS Access Opening file in Access, Managing databases from Access Wizard, Navigating with switchboard wizard, Creating a database, Entering data in a database, Linking a table from another table, Exporting information from a database, Saving information in a database, Building database using Access, Working with tables, Renaming tables, Working with form, Modifying a form, Structured Query Language (SQL), Creating macros & running macros, Creating Query & Modifying Query, Creating Report with Auto report, Opening a report, Page Size, Margins, Report Headers, Detailed Reports, Summary Report, Printing Report (including tables)		14 Hrs.
Visual Basic Introduction to Visual Basic, VB Programming Process, Starting & Stopping VB, Coding Basics, Data Basics, Message & Input Boxes, Multiple Choices with Select Cases, VB Looping, Using Control Arrays, Finishing the Form, Error Checking, Exercises		10 Hrs.
Digital Signature and Verification of Electronic Record		2 Hrs.

3. **Audit/ Industrial Training - 1 Year (For Old Students)**

Training will be covering the following areas (a) Orientation of the organisation (b) Cost and Management Accounting areas (c) Financial Accounting area (d) Management Accounting area and (e) General Officers Services. Provided if any trainee has obtained this experience under Practising cost accountant/firm of cost accountants for a period of six month then it shall be considered as sufficient compliance of the requirement.

This will be arranged by the students with prior intimation to the Regional Council or Chapter as applicable. The Regional Council/ Chapter may issue introductory letter to the students on request.