

CERTIFICATE PROGRAMME DETAILS
ST ALBERT'S COLLEGE (AUTONOMOUS)
ERNAKULAM

DEPARTMENT DETAILS: POST GRADUATE DEPARTMENT OF
COMMERCE AND RESEARCH CENTRE
ST ALBERT'S COLLEGE (AUTONOMOUS)
ERNAKULAM

PROGRAMME TITLE:
CERTIFICATE PROGRAMME IN ONLINE
TRADING AND MUTUAL FUND MANAGEMENT

CERTIFICATE PROGRAMME IN

“ONLINE TRADING AND MUTUAL FUNDMANAGEMENT”

SYLLABUS

Module 1:

The Indian Financial System – Meaning – Features – Components – Role and Functions of SEBI

(2 Hours)

Module 2:

Primary market – Meaning – Functions of New Issue Market – Listing – Methods of floating new issues – Public issue – Bonus issue – Rights issue – Private placement – Buy back of shares - Book Building – Intermediaries in new issue market.

(3 Hours)

Module 3:

Secondary market – Meaning – Role and functions of stock exchanges – Method of trading in stock exchanges – Screen based trading – Online trading - Market players and speculators – Depository system – Dematerialization and Rematerialization – Fundamental base to derivatives - Stock Exchanges in India (BSE , NSE) and other countries. (Including Practicals How to open a demat account, procedure of trading through demat account, list of certificates to be filed to depository system, how to apply for demat and remat online)

(15 Hours)

Module 4:

Mutual Funds – Structure – objectives -Units of a fund, face value & ongoing value - Benefits - SEBI guidelines for setting up of mutual funds – appointment – trustee, Asset Management Company – sponsor

(3 Hours)

Module – 5:

MF (Investors & Distributors Operations – Types of investors – Portfolio process – Dividend declaration – Function of ISC – PAN & KYC – Documentation

(7 Hours)

PROGRAMME OVERVIEW

Capital market is an organized market mechanism for effective and efficient transfer of money capital or financial resources from the investing class to the entrepreneur class in the private and public sectors of the economy.

This certificate programme in capital market course describes how capital markets and mutual fund transactions operate and thoroughly examines the features and characteristics of the wide array of instruments traded in the market. It covers the study of capital market instruments mutual fund operations, elements of capital market, different participants in capital market and mutual funds, and finally trading mechanism and working of stock exchanges.

CREDITS AND HOURS

Total Credit: 2

Total Hours: 30 (THEORY – 20, PRACTICAL – 10)

Hour Structure

- **2 Hours** in a **Week** (**Tuesday** and **Thursday**)
- **Total Hours** in a **Month** – **8**
- **Estimated Course Duration** – **3.5 Months**

SCHEME OF EXAMINATION

The evaluation scheme for the course is mainly based on internal evaluation which comprises of the following:

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|----------------------------|--------------------------|
| ● Attendance | 5 Marks |
| ● Assignment/ Seminar/viva | 5 Marks |
| ● Intermediate Tests (2) | 10 Marks (5+ 5) |
| ● Written Test Main | 60 Marks |
| ● Practical | 20 Marks |

KEY POINTS

- **75%** attendance is compulsory for appearing the main exam
- **Course certificates** will be issued to students only if they
 - a) Strictly stick on to the programme.
 - b) Attends the Intermediate Exams and the Main Exam without fail.

FEE STRUCTURE

● Registration Fees	Rs 500 per Student
● Remuneration to Teaching Staff	No Remuneration for Internal Staff Rs 500 per Hr for External Staff = 5,000 (500 × 10)
● Lab Fee	Rs 25 per Student per Hr – (25 x 10 x 30) = 7,500
Balance Amount	= 2,500 (15000 – 5000 – 7,500)

(Expecting 30 Students)

PROGRAMME OBJECTIVES

- *To enable the students to acquire knowledge in capital market and mutual funds.*
- *To enable the students to attain required skill in capital market and mutual fund transactions.*
- *To enhance the professional competency of the students in effectively managing the future stock market dealings.*

PROGRAMME OUTCOMES (By the completion of this Course, Participants will be able to)

- *Explain how the capital markets and mutual fund companies operate.*
- *Identify the main participants.*
- *Discuss the impact of capital market functioning over the economy.*
- *Distinguish between the various market instruments.*
- *Evaluate the profitability of shares and mutual funds.*
- *Explain and demonstrate the use of share instruments.*
