

Stock Market Skills

शेयर बाजार कौशल म्यूचल फंड व शेयर निवेश प्रबन्धन संबन्धित कार्यों के लिये है। विभिन्न संबन्धित क्षेत्रों में रोजगार के अवसर हैं।

Course Name	Stock Market Skills	Course Code	BSC/Q0601-201
<p>Training Outcomes : After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> Buy and sell investment and financial instruments on behalf of their clients. Provide market insights and investment advice to potential and existing clients as per the organizational standards and procedures Conduct research on mutual funds and keep up to date on the mutual fund market Approach and market various mutual funds schemes to prospective customer identified Assist customer with determining most suitable mutual fund scheme according to needs Receive approval for initiating purchase process Assist customer with the application process for purchasing the mutual fund Collect and ensure payments are processed at the bank/organization Develop long-term relationships with customers Respond to customer queries and clarifications and advise the customers on existing product and new schemes 			

CURRICULUM / SYLLABUS

Part-A (Domain Skills)

S. No.	Module	Duration (In Hours)
1.	<p>Introduction to Securities Markets & Conduct Research:</p> <ul style="list-style-type: none"> Explain financial systems, financial markets, Market instruments, participants Explain working of primary and secondary markets Describe BSE and NSE indices Update knowledge on mutual fund market Keep up to date on regulations and guidelines Impact of Macro Economic factors on mutual fund market 	50:00
2.	<p>Membership :</p> <ul style="list-style-type: none"> Describe the process of obtaining Membership at BSE. Describe the process of obtaining Membership at NSE. Explain Client registration procedures, rules and regulations 	05:00
3.	<p>Market & Sell Mutual Fund :</p> <ul style="list-style-type: none"> Approach and market various mutual funds schemes to prospective customer identified Assist customer with determining most suitable mutual fund scheme according to needs Receive approval for initiating purchase process 	25:00
4.	<p>Assist with purchase of Mutual Fund :</p> <ul style="list-style-type: none"> Assist customer with the application process for purchasing the mutual fund Collect and ensure payments are processed at the bank/organization Deliver proof of purchase and plan follow-up sessions 	25:00
5.	<p>Placing Orders :</p> <ul style="list-style-type: none"> Place various types of orders Authenticate orders, order placement timing 	20:00
6.	<p>Trading Software :</p>	15:00



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S. No.	Module	Duration (In Hours)
	<ul style="list-style-type: none"> Describe procedures for trading Explain Trading systems and BOLT screen Perform trade functions on BOLT screen 	
7.	Perform After Sales Activities : <ul style="list-style-type: none"> Develop long-term relationships with customers Respond to customer queries and clarifications and advise the customers on existing product and new schemes Assist in termination of investment 	25:00
8.	Trading Cycle and Settlements : <ul style="list-style-type: none"> List Market timings Perform Corporate Actions Describe Steps in transaction cycle Explain Settlement processes 	15:00
9.	Regulatory Framework : <ul style="list-style-type: none"> Explain laws that Monitor brokers business Describe the role of a regulator and important Regulations 	05:00
10.	Mathematical tools for financial analysis : <ul style="list-style-type: none"> Explain Time value of money Perform Fundamental analysis List steps in fundamental analysis – macroeconomic analysis, sectoral analysis and company analysis Use valuation concepts for performing fundamental analysis Perform Technical analysis 	15:00
11.	Dealing Operations : <ul style="list-style-type: none"> Explain Role in trading Carry out dealing operations Explain Role in settlement 	10:00
Sub Total		210:00

Part-B (Soft Skills)

S. No.	Topics	Duration (In Hours)
1.	Development Competency/ Proficiency in English/Vernacular	10:00
2.	Effective Communication	10:00
3.	Self & time Management	10:00
4.	Motivational Techniques	05:00
5.	Interpersonal Skill Development	05:00
6.	Computer Literacy	20:00
7.	Life Skills	05:00
8.	Entrepreneurship	15:00
9.	Occupational Safety, Health and Environment Education	10:00
Sub Total		90:00

Total Course Duration : 300:00 Hours