

Detailed Syllabus: CIBO: Weekday Program

Syllabus Summary

Course Structure Weekday: 135 Hrs Live Training

Parts	Level	Hrs
Part 1- Basic Tools- Excel	Beginner	10
Part 2- Financial Mathematics	Beginner	10
Part 3: Investment Banking Foundation	Beginner	2
Part 4- Equity Markets	Intermediate	12
Part 5- Derivatives	Advance	16
Part 6: Fixed Income	Advance	16
Part 7: Corporate Actions	Advance	6
Part 8: Trade life cycle	Beginner	12
Part 9: Risk Management	Beginner	3
Part 10: AML KYC	Advance	3
Part 11: Communication Training	Beginner	15
Part 12: Interview Technical Preparation	Advance	30
		135

Assessment Structure

- 60% Projects, 40% Quiz
- Minimum Passing Score

Part I- Basic Tools for Finance				
Module	Type	Title	Sessions	Hrs
1	Tools	Excel Part 1	2	4
2	Tools	Excel Part 2	2	4
3	Tools	Financial Mathematics	3	6
4	Tools	Statistics for Finance	2	4

		Total Hrs		18
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Part I- Basic Tools for Finance

Course Outcomes

- You should be able to use excel for handling complex data using various functions
- You should be able to demonstrate your financial mathematics knowledge to calculate returns of investments, business, and projects.
- Demonstrate your understanding of risk in investments, its biases and alternate options

Module 1: Excel Part 1

Introduction to spreadsheets, Logic behind spreadsheets and underlying code, Handling the working of spreadsheets, Cell referencing and its application, Cell freeze and its applications

Case study 1: Sensitivity analysis using Manual referencing

Assignment 1: Post Class Quiz

Introduction to the look function category, Vlook up- use, problems, H look application case, Index function and Match function to counter Vlook Up Function, Logical operator in excel and its use in financial Modeling, Sum if functions, Pivot, Slicer and dashboard using excel.

Case Study 2: Vlook practice case

Case Study 3: Exchange data presentation using Look Up

Case study 4: Sales Data Dashboard

Module 3: Financial Mathematics

Introduction to Time value of money and the concept of compounding, present value, Future Value, Rate, Nper, Beg and End calculations, IRR, XIRR, MIRR, NPV, Discount rate calculation

Case study 5: SIP Fund Selection Case study

Case Study 6: Portfolio Allocation- NIFTY, Crude, Gold

Part II Financial Mathematics				
Module	Type	Title	Sessions	Hrs
1	Core	Time value of money	1	2
2	Core	Present value, future value	1	2
3	Core	Financial functions	3	3
4	Core	NPV IRR	1	3
				10

Part II-Financial Mathematics

Course Outcomes:

- Demonstrate your understanding of time value of money concepts
- Demonstrate your application of present value functions in real life finance scenarios

Module 1: Time value of money

Understand and apply the concept of compounding and discounting, understand how to calculate returns and rate in investment and loan calculations. Understand the problems with the rate calculation and assumptions underlying it.

Practice cases Quiz:2

Module 2: Present value and future value in Excel

Extensive cases on present and future value calculations using various scenarios in excel

Module 3: Financial Functions

Learn about the various financial functions apart from Rate, pmt, fv, pv in excel to calculate various returns and risk calculations.

Module 4: NPV IRR

Learn the application of NPV and IRR in real scenarios of decision making in finance.

Part III Investment Banking Foundation				
Module	Type	Title	Sessions	Hrs
1	IB Foundation	Trading Terminologies	1	0.5
2	IB Foundation	Structure of Investment Bank-1	1	0.5
3	IB Foundation	Structure of Investment Bank 2	1	1

Part III- Investment Banking Foundation

- Learn about the basic trading terminologies
- Learn and understand how the investment bank division operates

Module 1: Trading Terminologies

The market place participants, Importance of maintaining records, buying and selling in Exchanges

Module 2&3: Structure of Investment Bank

The important trading terminologies and functions of STO

Case : Data entry in a trading case

Part IV- Equity Markets				
Module	Type	Title	Sessions	Hrs
1	Equity	Market organization and structure	2	4
2	Equity	Securities Market Indices	2	4

3	Equity	Overview of equity securities	2	4
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Module 1 :Security Market Organisation and structure

explain the main functions of the financial system; describe classifications of assets and markets; describe the major types of securities, currencies, contracts, commodities, and real assets that trade in organized markets, including their distinguishing characteristics and major subtypes; describe types of financial intermediaries and services that they provide; compare positions an investor can take in an asset; calculate and interpret the leverage ratio, the rate of return on a margin transaction, and the security price at which the investor would receive a margin call; compare execution, validity, and clearing instructions; compare market orders with limit orders; define primary and secondary markets and explain how secondary markets support primary markets; describe how securities, contracts, and currencies are traded in quote-driven, order-driven, and brokered markets;. describe characteristics of a well-functioning financial system; describe objectives of market regulation.

Module 2 :Security Market Indices

describe a security market index ,calculate and interpret the value, price return, and total return of an index; ,describe the choices and issues in index construction and management; compare the different weighting methods used in index construction;calculate and analyze the value and return of an index given its weighting method; f. describe rebalancing and reconstitution of an index; describe uses of security market indexes;describe types of equity indexes;describe types of fixed-income indexes;describe indexes representing alternative investments; k. compare types of security market indexes.

Module 3: Overview of Equity Securities

Describe characteristics of types of equity securities; describe differences in voting rights and other ownership characteristics among different equity classes. Compare and contrast public and private equity securities; describe methods for investing in non-domestic equity securities; compare the risk and return characteristics of different types of equity securities; explain the role of equity securities in the financing of a company's assets; contrast the market value and book value of equity securities; compare a company's cost of equity, its (accounting) return on equity, and investors' required rates of return.

Part V- Derivatives				
Module	Type	Title	Sessions	Hrs
1	Derivatives	Basics of derivative Instruments	4	8
2	Derivatives	Derivative Market & Instruments	4	8

Module 1:Basics of Derivative Instruments

Define a derivative and distinguish between exchange-traded and over-the-counter derivatives; contrast forward commitments with contingent claims; define forward contracts, futures contracts, options (calls and puts), swaps, and credit derivatives and compare their basic characteristics; determine the value at expiration and profit from a long or a short position in a call or put option; describe purposes of, and controversies related to, derivative markets; explain arbitrage and the role it plays in determining prices and promoting market efficiency.

Module 2: Derivative Market & Instruments

Explain how the concepts of arbitrage, replication, and risk neutrality are used in pricing derivatives; explain the difference between value and price of forward and futures contracts; calculate a forward price of an asset with zero, positive, or negative net cost of carry; explain how the value and price of a forward contract are determined at expiration, during the life of the contract, and at initiation; describe monetary and nonmonetary benefits and costs associated with holding the underlying asset and explain how they affect the value and price of a forward contract; define a forward rate agreement and describe its uses; explain why forward and futures prices differ; Explain how swap contracts are similar to but different from a series of forward contracts; explain the difference between value and price of swaps; explain the exercise value, time value, and moneyness of an option; identify the factors that determine the value of an option and explain how each factor affects the value of an option; I. explain put–call parity for European options; explain put–call–forward parity for European options; explain how the value of an option is determined using a one-period binomial model; explain under which circumstances the values of European and American options differ.

Part VI- Fixed Income				
Module	Type	Title	Sessions	Hrs
1	Fixed Income	Basics of Fixed Income Market	4	8
2	Fixed Income	Issuance trading and funding	4	8

Module 1: Basics of Fixed Income Market

Describe basic features of a fixed-income security; compare affirmative and negative covenants and identify examples of each; describe how legal, regulatory, and tax considerations affect the issuance and trading of fixed-income securities; describe how cash flows of fixed-income securities are structured; describe contingency provisions affecting the timing and/or nature of cash flows of fixed-income securities and whether such provisions benefit the borrower or the lender.

Module 2: Issuance, Trading and Funding of Fixed Income

Describe classifications of global fixed-income markets; describe the use of interbank offered rates as reference rates in floating-rate debt; describe mechanisms available for issuing bonds in primary markets; describe secondary markets for bonds; describe securities issued by sovereign governments; describe securities issued by non-sovereign governments, quasi-government entities, and supranational agencies; describe types of debt issued by corporations describe structured financial instruments; describe short-term funding alternatives available to banks; describe repurchase agreements (repos) and the risks associated with them.

Part VII- Corporate Actions & Portfolio Management				
Module	Type	Title	Sessions	Hrs
1	Corp Fin & PM	Governance & ESG Considerations	2	4
2	Corp Fin & PM	Asset Management Industry	1	2

Module 1: Governance & ESG Considerations

Describe corporate governance; Describe a company's stakeholder groups and compare interests of stakeholder groups; Describe principal-agent and other relationships in corporate governance and the conflicts that may arise in these relationships; Describe stakeholder management; Describe mechanisms to manage stakeholder relationships and mitigate associated risks; Describe functions and responsibilities of a company's board of directors and its committees; Describe market and non-market factors that can affect stakeholder relationships and corporate governance; Identify potential risks of poor corporate governance and stakeholder management and identify benefits from effective corporate governance and stakeholder management; Describe factors relevant to the analysis of corporate governance and stakeholder management; Describe environmental and social considerations in investment analysis; Describe how environmental, social, and governance factors may be used in investment analysis.

Module 2: Asset Management Industry

Structure of asset management industry, types of mutual funds, Traditional vs non traditional investments, passive investment , trends in asset management,Other pooled products

Part VIII- Trade Life Cycle				
Module	Type	Title	Sessions	Hrs
1	Trade life cycle	Trade Execution and capture	2	2
2	Trade life cycle	Trade agreement transaction recording and settlement		1
3	Trade life cycle	Role of custodian	1	1
4	Trade life cycle	Settlement Failure		2
5	Trade life cycle	Reflecting trade settlement internally	1	1
6	Trade life cycle	Funding a Trade	1	1

7	Trade life cycle	Securities lending and borrowing	1	1
8	Trade life cycle	Safe custody	1	1
9	Trade life cycle	Corporate actions	1	1
10	Trade life cycle	Reconciliation	1	1
Part IX- Risk Management & AML KYC				
Module	Type	Title	Sessions	Hrs
1	RM	Overview of RM	1	3
2	AML	AML Guidelines	1	3

Part IX- Interview Preparation Technical				
Module	Type	Title	Sessions	Hrs
1	Technical Mocks	Assessment on Financial Markets	4	4
2	Interview Questions	Trade life cycle	1	2
3	Interview Case	Fixed Income securities	1	2
4	Interview Case	Equity Markets	1	2
5	Interview Case	Derivatives	1	2
6	Face To Face Round	Common Questions & How to Answer	1	2
7	General Market	General Market Questions	1	2
8	Practice Questions	Practice of Questions	1	14

Part IX- Aptitude Test Interview Preparation				
Module	Type	Title	Sessions	Hrs
1	Logical Reasoning	Shapes, patterns etc	1	2
2	Verbal Reasoning	Reading comprehensions	1	2
3	Attention to Detail	Shapes, Memory test, Directions	1	2
4	Numbers	Sequence, Family Tree, Seating Arrangements	1	2

Part X- Communication Training				
Module	Type	Title	Sessions	Hrs
1	Vocabulary	Grammar Mistakes, Better fluency habits	2	4
2	Role Play	Communication Interview	2	4
3	Difficult HR Questions	Questions like what's your expectation, where do you see yourself	1	2
4	Non Verbal	Body Language, Dressing Etiquettes,	1	2

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