



# Accounting and Finance

( 5 weeks - 25 days) Monday to Friday, 8.00 a.m. to 9.30 a.m.

Starting from Monday, January 10 to February 14, 2017

## From Basics to Analysis

(Comprehensive Program on Accounting and Finance with Problem Solving)

**Venue:** Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, Vastrapur, Ahmedabad 380 015

This programme specially designed for non-finance professionals and Businessmen will provide useful inputs on understanding Accounting and Finance function in the context of business operations. Students in the Graduate / Post Graduate studies and not opted for Finance and Accounts will also find this very useful.

### Contents:

**Vol I : Accounting Mechanics (5 Days)**

- Basics: Introduction, Basic accounting Principles, applying accounting conventions and standards
- Process of Accounting: How debit and credit works, Journals and ledgers.
- Financial Statements Preparation: Concept of Capital and revenue, Defining key financial terms, Capital, reserves, assets, liabilities, Depreciation, Provisions and year end adjustments

**Vol II : Costing and Decision Making (6 Days):**

Components of total cost, Types of Costs & behavior; Techniques of costing; CVP analysis; Short run decision options; Criteria for examining the performance of divisions and product lines

**Vol III : Tax Matters (5 Days):** Basics of Income Tax; TDS; GST Highlight; Service Tax; VAT

**Vol IV : Understanding Corporate Financial Statements (3 Days)**

- Basics: Introduction, Meaning & Formation of company, Types of instruments issued by the company
- Content and Format of annual report, important terms
- Valuation of Shares Methods.

**Vol V : Financial Analysis (6 Days):**

Cash Flow Statement: Sources and application; Working Capital management; Ratio Analysis; Leveraging benefits, Sources of finance and cost attached; Ways to cook the books

**For Whom** : For those who would like to learn/Enhance Accounting skill.

**Medium of Instruction** : English & Hindi

**Faculty** : C.A. Shradha Dhabalia, S. Dhabalia & Company

**Fee** : Rs.5000/- per participant. Concession for Members 10%; Patron 20%. Graduate Students 10%. Fee include course fee, course material and Tea / Coffee. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

### Programme on Accounting and Finance

January 10 to February 14, 2017

#### REGISTRATION FORM:

Please fill-in and return this form along with participation fee to:

**Ahmedabad Management Association**, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.

**Phone:** 079-26308601-5 • **Mobile:** 9537407187, 7069940917 • **Fax:** 079 - 26305692

**E-mail:** ama@amaindia.org • **Website:** www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

**Name(s)** \_\_\_\_\_ **Designation:** \_\_\_\_\_

1. \_\_\_\_\_

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**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Pin Code:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**E-mail:**