

Programme on

# Accounting and Finance

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

Starting from March 19, 2018 (March 19 to April 20, 2018)

**Including Goods and Services Tax Basic Provisions**

**(Comprehensive Program on Accounting and Finance with Problem Solving)**

**MORNING BATCH**



**Batch-32**

**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 .
- **Process of Accounting:** How debit and credit works , Journals and ledgers.
- **Financial Statements Preparation:** 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)**

- **Direct Tax: Basics of Income Tax, TDS**
- **Indirect Tax:** GST Basics : What are the different laws covered, how tax will be levied(Inter state, Intra State transactions), Registration , Exemption, Composition Scheme, Levy of Tax, Valuation of Supply, When Invoice will be raised?, Tax Invoice, Reverse Charge Basics, Input Tax Credit, About GST Returns.

**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; Analysis and Interpretation of Financial Statements

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

**Medium of Instruction** : English & Hindi

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

**Fee** : Rs.5000/- per participant inclusive of GST. 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.**' **If you wish to avail GST Credit, please provide your GST Number. Tax Invoice will be issued on receipt of your GSTN.**

**Programme on Accounting and Finance**

**March 19 to April 20, 2018**

**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:** 079-26308602-5 • **Mobile:** 9537407187, 7069940917, 7203030990 • **Fax:** 079 - 26305692

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

<b>Name(s)</b>	<b>Designation:</b>
1. _____	_____
2. _____	_____
<b>Organization:</b>	_____
<b>GST No.:</b>	AMA GST No.: <b>24AAATA 5881D1Z0</b>
<b>Address:</b>	_____
_____	<b>Pin Code:</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
<b>E-mail:</b> <input type="text"/>	<input type="text"/>