



# BACHELOR PROGRAM IN CORPORATE SECRETARIATSHIP

**DURATION : (REGULAR) 3 YEARS (FAST TRACK) 1 YEAR**

**ELIGIBILITY : 12TH PASS/ANY DIPLOMA**

**WORK EXPERIENCE : 3 YEARS**

## **COURSE DESCRIPTION**

Corporate Secretariatship is a field related to corporate governance and compliance. It involves managing the administrative and compliance aspects of a company to ensure it operates in accordance with relevant laws, regulations, and best practices. This role often includes responsibilities such as maintaining corporate records, organizing board meetings, ensuring legal and regulatory compliance, and facilitating communication between the board of directors, management, and shareholders.

## **ABOUT US**

In order to integrate the personnel strategy with the employer's business, we are devoted to providing qualified, talented, and professional manpower solutions to all sectors. We also provide a variety of training options to our applicants since we think it is important to support their professional development and excellence. With a large pool of applicants ranging from recent graduates to senior jobs, Job Scan can locate, screen, assess, and select prospects who meet the requirements of the hiring manager. Using our high standards for behaviors, and we respect the contributions of each customer and applicant we work with.

## **SUBJECTS**

### **YEAR 1**

- **FINANCIAL ACCOUNTING**
- **MANAGEMENT PRINCIPLE**
- **MANAGEMENT INFORMATION SYSTEM**
- **COST ACCOUNTING**
- **MANAGERIAL ECONOMIES**

### **YEAR 2**

- **HUMAN RESOURCE MANAGEMENT**
- **BUSINESS COMMUNICATIONS**
- **MICRO-FINANCE**
- **ESSENTIALS OF LANGUAGE AND COMMUNICATIONS**
- **CORPORATE ACCOUNTING**

### **YEAR 3**

- **ELEMENTS OF INSURANCE**
- **BANKING THEORY LAW, PRACTICE**
- **INCOME TAX**
- **ORGANIZATIONS BEHAVIOUR**
- **COMPUTER APPLICATIONS**

## **EXAM & DURATION**

**ONLINE EXAM: 2HRS/PAPER**

**TOTAL FEES: RS.37,000**

**INTERNATIONAL FEES: \$ 500**