



BACHELOR PROGRAM IN COMMERCE CORPORATE SECRETARYSHIP

DURATION

(REGULAR) 3 YEARS

(FAST TRACK) 1 YEAR

ELIGIBILITY

12TH PASS/ANY DIPLOMA

WORK EXPERIENCE

3 YEARS



COURSE DESCRIPTION

The B. Com in Corporate Secretaryship course is an entry-level vocational type certification in the area of office support and administration. Students are provided with the fundamental knowledge and skills required to manage at the secretariat level. Students can improve their skill and knowledge base in the relevant field by enrolling in Postgraduate Diploma and Advanced Diploma courses. The primary goal of the course is to provide students with both theoretical and practical knowledge of the subject. Students who have completed the Secretarial Practice programme can pursue a variety of professional opportunities. One may choose to work for MNCs, government agencies, personal assistants, office managers, clerical operations, and so on. However, Possibility of pursuing a higher-level diploma Students who want to improve their chances of finding work can always find help in the field.vaaa

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