



www.nimslearn.com



**Creating a
World of Leaders**

B.COM

**BACHELOR PROGRAM IN COMMERCE
(CORPORATE SECRETARYSHIP)**



DURATION
REGULAR - 3 YEARS
FAST TRACK - 1YEAR



ELIGIBILITY
12th PASS/BPP



WORK EXPERIENCE
3 YEARS

The right & deemed fit students will be provided with 100% placement assistance

 +91 90377 02200

 info@nimslearn.com

COURSE DESCRIPTION

B.Com in Corporate Secretaryship course is an initial level vocational type certification in the domain of office assistance and management. Students are equipped with basic knowledge and skill in relation to the managerial aspect at the secretariat level. Students can enhance their skill and knowledge set in the respective domain by going for Postgraduate Diploma and Advanced Diploma course in the long run. However, students always have the options to go for a higher level diploma in the discipline to boost their chances in the job market.

ABOUT US

N.I.M.S is a division of Norwich Group based in South India for more than a decade. Norwich Institute of Management Studies helps in training, online courses and online exams. All the Certificates are affiliated from International Council of Distant Education (ICDE). All the online courses and exams will be well monitored by the institution and, the provided certificates are ISO certified and can also be used for International Travel and study based programs.

Our Subjects

YEAR 1

- Principles of Management
- Business Communication
- Financial Accounting
- Managerial Economics
- Quantitative Methods/Techniques

YEAR 2

- Mergers & Acquisitions
- Corporate Social Responsibility
- Business Management
- Taxation
- Marketing Management

YEAR 3

- Auditing
- Corporate Law
- Secretarial Practice
- Cost Accounting
- Tax Law



Exam & Duration:

Online Exam: 2 hours/paper

Total Fees For Indian Residents : Rs. 36000*

Total Fees For Foreign Residents : US \$ 720*

(*Terms and conditions apply: Rate is subject to change according to GST/tax and conversion rates)