



Company Secretary



LEDAA

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ACS Syllabus

Level I - Foundation Programme

Paper	Subject	Marks
Paper 1	BUSINESS ENVIRONMENT AND LAW	100
	<i>Part A: BUSINESS ENVIRONMENT (40 Marks)</i>	
	<i>Part B: BUSINESS LAWS (60 Marks)</i>	
Paper 2	BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP	100
	<i>Part A: BUSINESS MANAGEMENT (40 Marks)</i>	
	<i>Part B: BUSINESS ETHICS (10 Marks)</i>	
	<i>Part C: BUSINESS COMMUNICATION (25 Marks)</i>	
	<i>PART D: ENTREPRENEURSHIP (25 Marks)</i>	
Paper 3	BUSINESS ECONOMICS	100
	<i>Part A: ECONOMICS (80 Marks)</i>	
	<i>Part B: ELEMENTARY STATISTICS (20 marks)</i>	
Paper 4	FUNDAMENTALS OF ACCOUNTING AND AUDITING	100
	<i>Part A: FUNDAMENTALS OF ACCOUNTING (70 Marks)</i>	
	<i>Part B: FUNDAMENTALS OF AUDITING (30 Marks)</i>	

Eligibility

Foundation Programme which is of eight months duration can be pursued by 10+2 pass or equivalent students of Arts, Science or Commerce stream (Excluding Fine Arts)

Level II - Executive Programme

Module I		
Paper	Subject	Marks
Paper 1	COMPANY LAW	100
Paper 2	COST AND MANAGEMENT ACCOUNTING	100
Paper 3	ECONOMIC AND COMMERCIAL LAWS	100
	<i>Part A-Advance Knowledge (70 Marks)</i>	
	<i>Part B- Working Knowledge (30 Marks)</i>	
Paper 4	TAX LAWS AND PRACTICE	100
	<i>Part A: Income Tax and Wealth Tax (70 Marks)</i>	
	<i>Part B- Service Tax & Sales Tax (30 Marks)</i>	



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Module II		
Paper	Subject	Marks
Paper 5	COMPANY ACCOUNTS AND AUDITING PRACTICES	100
	<i>Part A: Company Accounts (70 Marks)</i>	
	<i>Part B: Auditing Practices (30 Marks)</i>	
Paper 6	CAPITAL MARKET AND SECURITIES LAWS	100
	<i>Part A: Capital Market (60 Marks)</i>	
	<i>Part B: Securities Law (40 Marks)</i>	
Paper 7	INDUSTRIAL, LABOUR AND GENERAL LAWS	100
	<i>Part A: Industrial and Labour Laws (70 marks)</i>	
	<i>Part B: General Laws (30 Marks)</i>	

Eligibility

Executive Programme can be pursued by a Graduate of all streams except Fine Arts

Level III - Professional Programme

Module I		
Paper	Subject	Marks
Paper 1	ADVANCE COMPANY LAW AND PRACTICE	100
Paper 2	SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	100
	<i>Part A: Secretarial Audit (25 Marks)</i>	
	<i>Part B: Due Diligence and Compliance Management (75 Marks)</i>	
Paper 3	CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY	100
	<i>Part A - Corporate Restructuring (50 Marks)</i>	
	<i>Part B - Valuation (30 Marks)</i>	
	<i>Part C - Insolvency (20 Marks)</i>	

Module II		
Paper	Subject	Marks
Paper 4	INFORMATION TECHNOLOGY AND SYSTEMS AUDIT	100
Paper 5	FINANCIAL, TREASURY AND FOREX MANAGEMENT	100
Paper 6	ETHICS, GOVERNANCE AND SUSTAINABILITY	100
	<i>Part A: Ethics and Governance (70 Marks)</i>	
	<i>Part B : Sustainability (30 Marks)</i>	



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Module III		
Paper	Subject	Marks
Paper 7	ADVANCED TAX LAWS AND PRACTICE	100
	<i>Part A : Direct Tax Management (30 Marks)</i>	
	<i>Part B : Central Excise, Customs, VAT and Service Tax (70 Marks)</i>	
Paper 8	DRAFTING, APPEARANCES AND PLEADINGS	100
Paper 9	ELECTIVE PAPER (Any one Paper)	100
	<i>9.1: BANKING LAW AND PRACTICE</i>	
	<i>9.2: CAPITAL, COMMODITY & MONEY MARKET</i>	
	<i>9.3: INSURANCE - LAW AND PRACTICE</i>	
	<i>9.4: INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE</i>	
	<i>9.5: INTERNATIONAL BUSINESS - LAWS AND PRACTICES</i>	

Eligibility

Professional Programme can be pursued only after clearing the Executive Programme of CS Course

