

COURSE BROCHURE

Senior Secondary Secretarial Practice - Company and Finance Foundations

School Education / Senior Secondary Commerce Skills

One-time full-course fee

INR 1,499

Access

12 months course access

Study plan

Self-paced reading and practice

Learning format

9 listed written lessons with practice and self-assessment. Original school-level concepts and document exercises covering company organisation, meetings, correspondence, capital and investor communication. Broad topic map checked against Balbharati XI/XII texts; exact board/session requirements and current statutory procedures require separate verification. Not included: Professional company-secretary qualification or compliance advice; Live statutory filings, signatures or transaction execution; Complete board-specific textbook coverage and current amendment certification.

Programme overview

Original school-level concepts and document exercises covering company organisation, meetings, correspondence, capital and investor communication. Broad topic map checked against Balbharati XI/XII texts; exact board/session requirements and current statutory procedures require separate verification.

Who this is for

- 1 Read the listed scope and prerequisites before enrolment.
- 2 A parent or guardian should manage a minor learner's account and purchase.
- 3 Not included: Professional company-secretary qualification or compliance advice
- 4 Not included: Live statutory filings, signatures or transaction execution
- 5 Not included: Complete board-specific textbook coverage and current amendment certification

Published topics and learning focus

- 1 Company organisation and the secretary's role
- 2 Formation documents, membership and evidence
- 3 Directors, meetings, agenda and minutes
- 4 Business correspondence: clarity, authority and records
- 5 Capital needs and sources of finance
- 6 Shares, debentures, deposits and capital arithmetic
- 7 Investor correspondence, depositories and reconciliation
- 8 Markets, returns and evaluating a financial claim
- 9 Secretarial Practice integrated assessment

Before you choose

- 1 These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
- 2 ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
- 3 Current checkout terms and refund policy apply. Payment and access require successful provider verification.

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