



THE INSTITUTE OF  
Company Secretaries of India  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)



#### Vision

"To be a global leader in  
promoting good  
corporate governance"

#### Motto

सत्यं वद। धर्मं चर। इष्टं कुरु त्वत्कर्म कवेदेव तु त्वत् कुरु।

#### Mission

"To develop high calibre  
professionals facilitating  
good corporate governance"

## CRASH COURSE ON IT TOOLS FOR PROFESSIONALS (BATCH 3)

Eligibility: Members of ICSI

Fee: Rs. 3,000/- plus GST

Online Registration Opening: 11th January, 2023

Registration Closing: 20th January, 2023

Online Classes Commencing: 23rd January, 2023

Classes Ending: 28th January, 2023

Online Exam: 10th & 11th February 2023

10 (Ten)  
structured  
CPE upon  
completion.

### INTRODUCTION

The pace of business has accelerated exponentially over the past two decades, and over the same period, scrutiny of corporate governance and board performance has risen to unprecedented levels. It now requires company secretaries to work faster and more efficiently, doing more in less time and often with fewer financial and human resources.

The ICSI with a view to equip its members with understanding of intricacies of vital IT Tools that add up to the value of services offered by company secretaries, launches third batch of the online Crash Course on IT Tools for Professionals.

### COURSE DELIVERY

Through Live Webinars

### COURSE DURATION

5 sessions of 2 Hours each will be conducted on daily basis.

### SESSION TIMINGS

5:30 PM to 7:30 PM (Mon to Saturday)

### ASSESSMENT

Online MCQ based Assessment, Passing Criteria-50%

### AWARD OF CERTIFICATE

Certificate of Completion will be awarded by ICSI to all the candidates, upon successful completion of the course and MCQ based assessment test.

### COURSE COVERAGE

- ▶ Unexpected Power of Excel- Tips & Tricks
- ▶ Use of Technology in Work Place
- ▶ Using MS-Excel to create Dashboard
- ▶ Managing Risk & Compliance through Technology
- ▶ MS Office-365 : An Overview

Clarifications/Queries: For any queries please write to us at [certificatecourses@icsi.edu](mailto:certificatecourses@icsi.edu) Or Call 0120-4522089/79

For Registration: <https://tinyurl.com/Itforprof>

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