

User Manual to download study material for FOUNDATION PROGRAMME

Below are the steps that you need to follow to view syllabus for FOUNDATION PROGRAMME

1. Go to www.icsi.in/student/Home.aspx or <http://www.icsi.edu/>
2. Click on login Button.

The screenshot shows the ICSI website home page. At the top right, there is a navigation bar with a search box and a 'LOGIN' button highlighted with a red box. A red arrow points from the text 'Click here' to the 'LOGIN' button. The main content area features the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. Below this, there is a section titled 'The Following steps may be taken to register for Executive/Foundation course:' followed by a list of instructions and a list of required documents.

OR

The screenshot shows the ICSI website home page. At the top right, there is a navigation bar with a search box and an 'ONLINE SERVICES' button highlighted with a red box. The main content area features the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. Below this, there is a section titled 'ICSI Has Gone Online For Student Registration W.E.F 01-01-2014.' followed by a list of news items and a sidebar with various links and banners.

OR

Go to Home → then Click on Check Your Account (Post Registration) Link

3. Now enter your Username & password

4. Now click on login button

5. After successful login, you will get the next Welcome screen.

The screenshot shows a web browser window displaying the ICSI Online Services Welcome screen. The browser's address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar is present with "Web" and "Site" radio buttons, a search input field, and "Reset Password" and "LOGOUT" buttons. A breadcrumb trail shows "YOU ARE HERE : Welcome". The main content area is titled "Welcome to ICSI Online Services..." and contains three sections: "For Student Profile" with a link "Go to Students Tab -> My Account", "For Member Profile" with a link "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with a link "Go to Members Tab -> Online Services". On the left side, there are vertical buttons for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the system tray with the time 10:42 and date 20-06-2014, and several open applications including Internet Explorer, Outlook, and various web browsers.

6. Go to Students → My Account.

The screenshot shows a web browser window displaying the ICSI website. The address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar is present with "Web" and "Site" radio buttons and a "Search" button. Below the navigation bar, a "YOU ARE HERE" breadcrumb trail shows "Student Registration" and "My Account", with "My Account" highlighted in a blue box and a red rectangle around it. The main content area has a heading "to ICSI Online Services..." and three sections: "For Student Profile" with the instruction "Go to Students Tab -> My Account", "For Member Profile" with "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with "Go to Members Tab -> Online Services". On the left side, there are vertical buttons for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the system tray with the date "20-06-2014" and time "10:41".

7. Below given page will be displayed.

The screenshot shows the ICSI website's 'My Account' page. At the top left is the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. On the top right, there are links for 'icsi.edu', 'Recover Password', and a search bar. Below this is a navigation menu with 'Home', 'Students', 'Members', 'Companies', 'icsi.edu', 'My Cart', 'Delegate Registration', and 'What's New'. A breadcrumb trail shows 'CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account'. A message box says 'To make changes to the account details go to Manage Account tab!'. Below this is a menu with 'Account Summary', 'Manage Account', 'Programme Info', 'Payment Requests', 'Requests', 'Examination Enrollment', and 'Others'. A red exclamation mark indicates required fields. A link 'Click here to change elective subject' is present. Below the menu are tabs for 'General Information', 'Documents Uploaded', and 'Instructions'. The 'PERSONAL INFORMATION' section shows 'Applied Programme: Professional - New Syllabus', 'Elective Subject: 345 - International Business – Laws and Practices', and 'Qualification selected at time of Registration'. A profile picture of a man is shown on the right.

8. Go to **Study Material Foundation** Under Others Tab.

This screenshot is similar to the previous one but with the 'Others' dropdown menu open. The menu items are: 'Previous Requests', 'Identity Card', 'Payment Transaction Guidelines', 'Letters for Student', 'Payment Refund Guidelines', 'SMS/Email Communication', 'Study Material Executive (Old Syllabus)', 'Study Material Executive (New Syllabus)', 'Study Material Foundation' (highlighted in blue), 'Study Material Professional', 'Study Material Professional (New Syllabus)', and 'List of Successful Transactions'. On the left side of the page, there are vertical buttons for 'Knowledge Portal' and 'E-Learning Portal'. The browser's address bar shows 'https://www.icsi.in/student/Students/MyAccount...'. The Windows taskbar at the bottom shows the time as 12:26 PM on 5/10/2016.

9. View and download old and New Syllabus.

Home Students Members Companies icSI.edu My Cart Delegate Registration What's New

CHIRAG VJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account

Account Summary Manage Account Programme Info Payment Requests Requests Examination Enrollment Others

NEW SYLLABUS

BUSINESS MANAGEMENT ETHICS AND COMMUNICATION

FUNDAMENTALS OF ACCOUNTING AND AUDITING

BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

BUSINESS ECONOMICS

OLD SYLLABUS

ECONOMICS AND STATISTICS

ELEMENTS OF BUSINESS LAWS AND MANAGEMENT

ENGLISH AND BUSINESS COMMUNICATION

FINANCIAL ACCOUNTING WEBSITE STUDY

Knowledge Portal

E-Learning Portal

12:28 PM 5/10/2016

10. Click on the links to download the syllabus in pdf format.