

School of Business Management

VALUE ADDED COURSES (VAC)

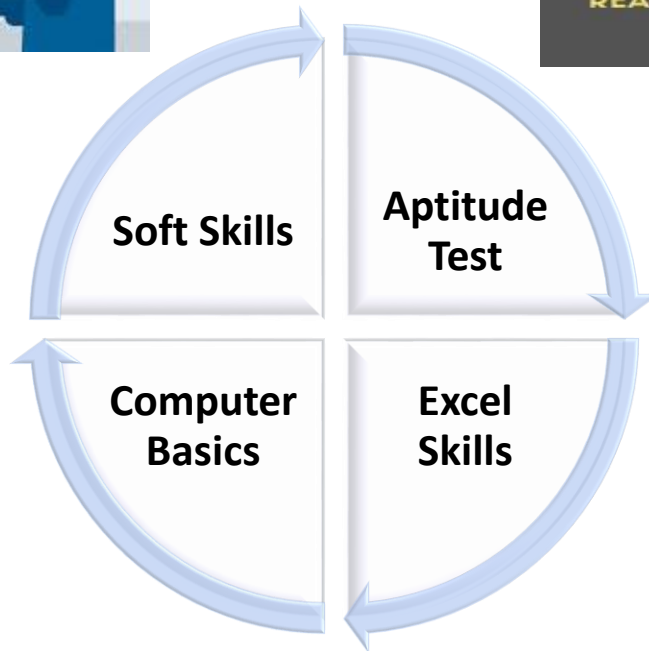


IFTM UNIVERSITY

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VALUE ADDED COURSES (VAC)



IFTM
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MORADABAD

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IFTM University, Moradabad
School of Business Management
Value Added Courses

Preamble

It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. School of Business Management, IFTM University offers a wide variety of short term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts that help students stand apart from the rest, in the job market, by adding further value to their resume.

Program Objectives: The Value Added Courses (VAC) aim to provide additional learner-centric, graded, skill-oriented technical training, with the primary objective of improving the employability of management students. The main objectives of the program are:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of management students.
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills.

Why choose this program / these programmes?

It is a school-oriented training program, designed to competently prepare students in the finer aspects to make a suitable entry into the corporate world. Fresh graduates are moulded to analytically think and skillfully communicate, which in turn transforms them into perfect candidates with a skill sets that matches the expectation of any Organization.

Available Courses: There are various kinds of certificate courses available for undergraduate to graduate students. The students have the option to choose the courses according to their interests and inclinations. The value added course offered in the form of training programs/ modules and are as follows:

1. **Soft Skills:** To meet the growing demand of corporate for individuals groomed into complete human beings, the teaching and learning processes in IFTM University is providing confidence and strong social skills to future graduates. (for program details see Annexure 'A')

2. **Aptitude Test:** This program covers topics like Quantitative aptitude and Logical reasoning, which is highly interactive and is designed to give students the much needed edge in positioning them ahead of the curve in today's highly competitive world. (for program details see Annexure 'B')
3. **Computer Basics:** This program addresses the requirements of those students who want to acquire basic computer skills for their personal interests and objectives or to improve their employability.(for program details see Annexure 'C')
4. **Excel Skills for Accounting in Business:** Whether the students are self-taught and want to fill in the gaps for better efficiency and productivity, or whether they have never used Excel before, this program will set them up with a solid foundation to become a confident user and develop more advanced skills.(for program details see Annexure 'D')

General Guidelines for students:

1. The students are advised to read the guidelines very carefully before proceeding.
2. The courses are open for all the students of Undergraduate and Post-Graduate Courses of the school.
3. The interested students are free to register in more than one Course.
4. Interested students are required to fill the registration form and the admission for a course will be done on first come first serve basis.
5. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
6. The students will not be eligible for certificate if the attendance in the opted course is less than 90%.
7. The assessment includes 50 marks for assignments & quiz test and 50 marks for final assessment.
8. The certificate shall be provided by the University to the students upon successful completion of the course.

Program Summary:

Programme : **Value Added Courses (VAC)**

Participants : **UG / PG Level students**

Duration : **30-40 hours for each Module**

Medium of Instruction : **English**

Minimum Required Attendance: **90%**