



Amrutvahini Sheti & Shikshan Vikas Sanstha's

**AMRUTVAHINI**

**INSTITUTE OF MANAGEMENT AND BUSINESS ADMINISTRATION**

Approved by AICTE New Delhi | Permanently Affiliated to Savitribai Phule Pune University



# VALUE ADDED CERTIFIED COURSE BROCHURE

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Amrutvahini Institute of Management and Business Administration  
Nashik Pune Highway, Amrutnagar, Sangamner 422608, Dist: Ahmednagar  
Phone: (2425) 259015, 259255 | Website: [www.amrutimba.com](http://www.amrutimba.com) | email: directoraimba.yahoo.in



## What is Add on Value Added Course?

These courses allow students to supplement degree programs with shorter, practical and industry focused certificate and diploma programs. These courses are conducted by professionals, industry experts, consultants and academicians and help students stand apart from the rest in the job market by adding further value to their resume.

Amrutvahini Institute of Management and Business Administration offers following value added certified course. These courses have been designed considering the needs and expectations of the industry, students and society. The courses will be imparted to the students during the each academic year of the MBA course

# MBA Institute: Value-Added Course

*Elevate your career with essential skills and industry-recognized certifications!*

MBA Institute proudly presents three value-added courses designed to enhance your professional profile and equip you with in-demand skills.

### Available Courses:

#### AIMBA001 Essential Soft Skills for Career

Duration: 30 Hours

Enrolment: As Per Announcement at the commencement of the Academic Year

Fees: As decided by Management

Type: Certified by Institute

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#### AIMBA002 Lean Six Sigma Green Belt

Duration: 30 Hours

Enrolment: As Per Announcement at the commencement of the Academic Year

Fees: As decided by Management

Type: Certified by Institute

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#### AIMBA003 Basic to Advance Excel

Duration: 30 Hours

Enrolment: As Per Announcement at the commencement of the Academic Year

Fees: As decided by Management

Type: Certified by Institute

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### What Will You Learn?

### **AIMBA0001: Essential Soft Skills for Career**

Master communication, interpersonal, teamwork, and leadership skills.  
Build confidence and develop effective presentation techniques.  
Navigate challenging workplace situations with emotional intelligence.  
Enhance your personal brand and networking skills for career advancement.

### **AIMBA002: Lean Six Sigma Green Belt**

Understand and implement Lean Six Sigma methodologies to optimize processes.  
Identify and eliminate waste in your work environment.  
Utilize data analysis tools to improve efficiency and quality.  
Gain a competitive edge and enhance problem-solving skills.  
Earn the globally recognized Lean Six Sigma Green Belt certification.

### **AIMBA003: Basic to Advanced Excel**

Master formulas, functions, and data analysis tools in Excel.  
Automate tasks and create custom dashboards for better decision-making.  
Build interactive charts and graphs to present data effectively.  
Gain advanced skills in macros, pivot tables, and data visualization.  
Become proficient in Excel for everyday business tasks.

#### **Course Content:**

Each course offers a comprehensive curriculum delivered through interactive lectures, case studies, group activities, and hands-on exercises.

#### **Who This Course is For:**

##### **These courses are ideal for:**

MBA students seeking to enhance their employability.  
Professionals looking to upgrade their skills and advance their careers.  
Individuals seeking industry-recognized certifications.  
Anyone interested in personal and professional development.

#### **Methodology:**

Workshops, Lectures, Guest Sessions, Seminar, Projects, Practical's, Assignments, Presentations, Role Play, Exercise, Quizzes  
Blended Learning: Combining online learning modules with interactive live sessions.  
Industry Experts: Taught by experienced professionals who share real-world insights.  
Practical Application: Exercises and projects to apply learned skills to real-life scenarios.  
Interactive Environment: Encourages discussions, peer learning, and networking.

### Evaluation Criteria:

MCQ bases examination: Minimum 60 % Marks

Assignments

Participation: Active engagement in discussions and activities.

### Certification:

The Certificate will be issued by the Institute after successful completion of the course

### Guidelines

- All the Value Added courses will be of 30 Hours  
Students need to enrol for the course
  - Value added course need to be completed within an academic year
  - Students need to fullfill the evaluation criteria set by the institute to get the passing completion certificate
  - Institute decisions regarding choice and conduct of value added course during the academic year will be finalized depending upon the enrolment and career choices and industry trends.
  - Institute reserve the right to add/change/alter/modify or discontinue any course
  - Institute authority has a full rights to make decisions regarding Value Added Course.
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