

GUJARAT TECHNOLOGICAL UNIVERSITY

Offers a 5 week preparatory workshop through Gujarat Knowledge Society in association with International Institute of Management and technical Studies (IIMT)

FOR THE YOUNG,

Who have passed the Xth and XIIth+GCET examinations and who are preparing to start their studies at Gujarat Technological University

Structure for the preparatory workshop:

‘Get, Set, Go.....’

A 5 week preparatory workshop has been proposed by Gujarat Technological University (GTU) for the students who are looking forward to join the Degree or Diploma programs in Engineering or Pharmacy.

The idea behind initiating this project is to provide a platform for the prospective students to gain and upgrade their basic knowledge and also brush and hone their skills. Basic knowledge of English, Computers; Communication skills; along with low morale and confidence are the prime areas where the students need to gear up and surge towards mastering these subjects. This will then help them in better understanding of their academic courses as well as obtain better results.

‘Get, Set, Go.....’ is a initiative taken up by GTU in association with Gujarat Knowledge Society (GKS) and IIMT which will catalyze the process of achieving the objective of the student along with overall development. It will equip the student to break open from the cocoon and spread its wings to take a colourful flight.

‘Get, Set, Go.....’ – offers a 32 days’ workshop to the students who are looking forward to join the Degree or Diploma programs in Engineering or Pharmacy. With the new semesters beginning in mid July 2012 and with a good long period from June 2012 to the beginning of the new session, the entire idea is to make excellent use of this time to upgrade the knowledge and sharpen the axe for a sharp future. Three modules, namely –

1. English and Basic Communication Skills
2. Advanced Computer Concepts
3. Life Skills Training program

will be inculcated in this program. Rigorous training sessions will be conducted by experts in the respective fields and this package together will help students fare better in their respective fields.

These programs will be executed in Ahmedabad, Baroda, Surat and Rajkot. Various colleges in these centers will be identified and the workshop will be conducted under the guidance and expertise of GKS.

After the completion of the workshop the exams and evaluation process for each of the module will be carried out. The successful candidates will be certified by GKS.

Course Contents

<u>Basic Communication Skills</u>	
1	Basic Grammar and parts of speech
2	Vocabulary
3	Reading skills
4	Listening skills
5	Writing skills
6	Personality Development
7	Business Etiquette
8	Interview techniques
9	Body Language

Advanced Computer Applications

1	Computer Fundamentals
2	Windows XP Basics
3	File and folder management with PDF
4	MS-Word 2007
5	MS-Excel 2007
6	MS-PowerPoint 2007
7	MS-Outlook 2007
8	MS-Office Indic 2007
9	Storage Devices
10	Internet and E-mails
11	Project

Sharp Skills Training Programme

1	Goal setting and career planning
2	Leadership skills and Management
3	Stress Management
4	Communication Skills
5	Motivation, team work and interpersonal skills
6	Time Management
7	Art of writing
8	Business awareness and Entrepreneurship
9	Emotional Intelligence