

Introduction

We are happy to inform you that IIT Bombay, has designed a series of four short courses under the 'College to Corporate' program.

The program is primarily targeted at pre-final and final year students, to help them prepare for the corporate world, and perform better in the recruitment process. Corporates that recruit the final year students have certain expectations from their prospective employees. If the students/candidates are made aware of these expectations and the skills required fulfilling these expectations, their journey from College to Corporate would become easier.

The program will be conducted using the hybrid/blended MOOCs pedagogy developed at IIT Bombay. In this approach, participants learn online, as also through face-to-face interaction. The course content would be made available on the Hybrid MOOCs platform (<http://iitbombayx.in>). The students would be required to do the online activity before and after the face-to-face interaction (through A-VIEW). In each course, the face-to-face interaction will be conducted fortnightly during the weekends. In additions, student will be required to complete weekly activities in their college (RC). The program comprises of four different courses. These are as follows.

- Soft Skills
- Workplace Communication
- Technical Skills
- Financial Literacy

Teaching Faculty

- **Prof. Virendra Sethi**, Centre for Environmental Science and Engg., IIT Bombay
- **Prof. P. Sunthar** Dept. of Chemical Engg., IIT Bombay
- **Prof.D. Parthasarathy**, Humanities and Social Sciences, IIT Bombay
- **Prof. Leena Jha**, Shailesh J Mehta School of Management, IIT Bombay

- **Prof. Varadraj Bapat**, Shailesh J Mehta School of Management, IIT Bombay
- **Prof. S.V.D. Nageswara Rao**, Shailesh J Mehta School of Management, IIT Bombay

Course Content

1. Soft Skills

- Introduction to Soft Skills
- Self-Awareness
- Time Management
- Body Language
- Presentation Skills
- Leadership Skills
- Resume writing skills
- Group Discussion Skills
- Interviewing skills

2. Workplace Communication

- Introduction to workplace Communication
- Professional Communication and Conduct
- Verbal communication; oral and written
- Non-verbal communication
- Presentation skills
- Email communication
- Gender, and diversity skills
- Global and Cultural Awareness
- Workplace Ethics
- Conducting and participating in meetings

3. Technical Skills- This will be announced later

4. Financial Literacy- This will be announced later

Course Fee

There is **no course fee**. Students have to attend the A-VIEW interaction and carry out other activities at respective Remote Centres.

Who Should Attend

The program is restricted to students belonging to participating remote centres. The preference for

participation should be given to the pre and final year students. However, other students can also attend the courses, if there are seats available in the remote centre. The remote centre has the authority to decide for the candidates, who stand to benefit more. Students have choice to participate in all the four courses.

Duration and Venue

S. No	Course Name	Schedule	Face-to-face interactions
1	Soft Skills	07 September	- 09 Sept,
2	Workplace Communication	- 12 November 2017	- 23 Sept, - 14 Oct and - 28 Oct

1. Online work by individual participants:

Each student is expected to access the online platform using a PC at home or college, on any convenient day and time during the week, with an online test every week. The online activity is available on IITBombayX platform (www.iitbombayx.in), Each participant has to spend 2 to 3 hours of efforts per week for each course.

2. Face-to-face interaction sessions:

Interactive sessions with students will be conducted by the faculty from IIT Bombay/ Industry. Students will have to physically attend these sessions at their chosen designated Remote Centres (RCs). The discussions and local tutorial sessions will be moderated by the Course Coordinators at each RC. This activity will be conducted on the weekends.

3. Weekly activities in RCs:

Participating students will need to carry out presentations, mock interviews, team projects, etc., as required for each course. These activities will

be conducted under overall supervision of the local course coordinator.

Criteria for Certification

Students, who successfully complete a course, as per the grading policy, will receive an honour code certificate for each online course. The certification may be subject to the endorsement by the course coordinator at RC, that the student has completed the expected work component at the RC.

How to Apply

To register online, please visit:

<http://www.it.iitb.ac.in/plc101x/announcements.html>

Enrollment will be strictly online, and no other mode of application will be entertained. In the registration form, only the list of participating remote centres will be available. The program is restricted to students belonging to participating remote centres

The Online registration for 'Soft Skills and Workplace Communication' will start from **21 August 2017**.

The last date of registration for these two courses is 12 September 2017.

Registration process for the Program:

- [Sign up](#) using your valid email id.
- After verification, your account will be created
- Login on the website with the verified account
- Go to Announcements, Select the program and register.
- After successful registration, you will receive an automated email. Your name will be listed in the "List of Participants page".

The URL to see details is

<http://www.it.iitb.ac.in/plc101x/announcements.html>

Important Note:

Live recording of the course and other created content will be released under Open Source, through a portal. All participants are required to agree a No Objection Certificate for such release of content contributed by them during and after the program. All contributors will be acknowledged.

Address for communication:

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Eight-Week courses

on

“College to Corporate program”

(These courses will be offered in a blended/Hybrid mode)

7 September to 12 November 2017
and
15 January to 23 March 2018

Conducted by

IIT Bombay



Course Coordinator

Professor Deepak B. Phatak
Department of Computer Science & Engineering

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