

Program Overview

IIT Bombay has designed **six short courses** for acquiring important **professional skills** under the 'College to Corporate' (C2C) Program. The program will be useful to students from **any discipline** who aspire to join the corporate world. It will help them know about corporate expectations and skills required to perform well in the job. These courses are primarily targeted at the final/pre-final year students.

Courses under this program will be conducted using a **Blended MOOCs** approach, which combines the advantages of **online learning** and **face-to-face (F2F)** interactions. Learners will carry out online activities on [IITBombayX](#) MOOC (Massive Open Online Courses) platform, including online assessments. The face-to-face interaction with faculty will be conducted fortnightly on Saturdays. These sessions will be broadcast on [YouTube Live](#). Participants are required to raise questions ahead of the session using a discussion forum. Some ad-hoc secondary questions can be asked using live chat.

IIT Bombay has established over [550+ remote centres](#) (RCs) at colleges across the country. These RCs are equipped for live interactive sessions for an entire class, using the open source A-VIEW software. Many of these RCs may participate in this program, making available the facility for the scheduled live interactive sessions.

Teaching Faculty

- **Prof. Virendra Sethi**, Centre for Environmental Science and Engineering, IIT Bombay
- **Prof. D. Parthasarathy**, Department of Humanities and Social Sciences, IIT Bombay
- **Dr. Leena Jha**, Visiting Faculty, 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

- **Prof. (Retired) Deepak. B. Phatak**, Department of Computer Science and Engineering, IIT Bombay
- **Prof. U.N. Gaitonde**, Department of Mechanical Engineering, IIT Bombay

Course Content

First Semester (6 September – 8 November 2018)

- 1) * Effective use of IT for professional activities
Organising and searching digital Information, Email and netiquette, Creating and maintaining webpages, Effective use of online resources
- 2) Soft Skills
Time management, Verbal and non-verbal communication, Body language, Presentation skills, Leadership, Resume writing, Group discussion and Interview skills
- 3) Workplace Communication
Professional communication and conduct, Gender and diversity skills, Global and cultural awareness, Workplace ethics

Second Semester (7 February – 11 April 2019)

- 4) * English for Oral Communication
Listening skills, Sounds in English, Note making, Word and sentence stress.
- 5) Financial Literacy
Financial awareness basics, Financial Institutions, Instruments & Markets, Financial statement & analysis, Overview of financial planning & budgeting
- 6) Handling Large Projects
Conceptualising and planning large projects, Budget and time estimates, Need for varied technical skills in team formation, Project management and monitoring.

(* **Course no. 1 & 4 will run over a longer span.**

Registration and Course Fee

Registration for the 3 courses in the first semester of C2C program will start on **17 August 2018**. It will end on **14 September 2018**. To register online, please visit www.it.iitb.ac.in/lakshya

The registration **fee for each course of the program is Rs. 500/-**. However, as an incentive to students/learners, if they register for all the 3 courses during the first semester (September to November 2018), the ESOS (Educational Services for Outreach at Scale) project at IIT Bombay **has decided to charge only Rs. 850/- lump sum** (instead of Rs.1500/-).

For the students who **successfully complete all the three courses** during the **first semester**, the entire fee for the next three courses in the second semester (February to April 2019) may be **completely waived off**, provided we get some CSR funding support being solicited by ESOS. Students/learners who register now, and complete the first 3 courses, may further save **Rs. 850/-** for the courses offered in the next semester.

Who Should Attend?

Anyone who wishes to improve their skills for employment in the corporate world is welcome to attend.

Course duration and efforts

	Course Name	Schedule
1	Effective use of IT for professional activities	6 September to 8 November 2018
2	Soft Skills	6 September to 4 October 2018
3	Workplace Communication	11 October to 8 November 2018
4	English for Oral Communication	These courses will be conducted in the next semester
5	Financial literacy	
6	Handling large projects	

The course content is designed for **four weeks** duration, with 8 hours per week of effort. Additionally, face-to-face interaction will need an engagement of about four hours on alternate Saturdays. Two of these courses are designed as foundation courses - 'Effective use of IT for professional activities' offered in the first semester, and 'English for oral communication' course to be offered in the second semester. These courses will be conducted over a longer duration, covering the content at a reduced pace.

Schedule for the face-to-face interaction will be intimated later.

Criteria for Certification

- Participants successfully completing a course will get an online honour code certificate for that course from IITBombayX.
- Participants successfully completing all six courses will additionally get an honour code certificate for the entire C2C program.

How to Apply

To register online, please visit:
www.it.iitb.ac.in/lakshya

Enrollment will be strictly online, and no other mode of application will be entertained.

The online registration for the 3 courses in the first semester of C2C program will start on **17 August 2018**. It will end on **14 September 2018**.

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
www.it.iitb.ac.in/lakshya

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 to a No Objection Certificate for such release of content, which is contributed by them during and after the program. All contributors will be acknowledged.

Address for communication:

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College to Corporate program

(These courses will be offered in a blended mode)

6 September to 8 November 2018

Conducted by

IIT Bombay



Course Coordinator

Professor Virendra Sethi
Centre for Environmental Science and
Engineering

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