



M. C. E. Society's

Abeda Inamdar Senior College

Of Arts, Science and Commerce(Autonomous), Camp, Pune-1

Affiliated to Savitribai Phule Pune University

NAAC accredited 'A' Grade

M.COM-II
(CBCS – Autonomy 21 Pattern)

Course/ Paper Title	Human Values & Professional Ethics
Course Code	21PGHPE23M
Semester	3
No. of Credits	3

Objectives of the Course:

Sr. No.	Objectives
1.	To create general awareness amongst students about the importance of Human values & ethics in social, business & professional life
2.	To develop proficiency in basic communication skills and social etiquettes
3.	To acquaint the students with the basic code of ethical conduct
4.	To develop the social, ethical & analytical skills of students
5.	To develop independent logical thinking and to facilitate personality development

Course Specific Outcomes:

Sr.No	Learning Outcomes
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1.	To Development of ethical decision-making skills and acquiring conceptual knowledge of importance of values and social ethics.
2.	To Create of awareness and understanding of how ethical practices can be adopted in different areas of business.
3.	To develop analytical skills of students & critical thinking with respect to ethical code of conduct & ethical practices.

4.	To develop understanding and knowledge about Professional ethics and its application in corporate world.
5.	To develop proficiency in self exploration and value system.
6.	To develop the soft skills of students on work etiquettes, table manners & to enhance the communication skills required at work place.

Syllabus

Unit No.	Title of Contents	No. of Lectures
Unit I.	Introduction-Ethics and Values.	07
	1. Ethics Concept-Indian Ethos-Importance of Human Values- Profession & Values.	4
	2. Work Ethos-Social Ethics- Current issues related to Social Ethics.	3
Unit II.	Indian Ethical Practices to be followed in different Profession & Business Fields.	07
	1. Ethical Practices to be followed in the field of Marketing.	1
	2. Indian Ethical Practices in Employment.	2
	3. Indian Ethical Practices in Gender Discrimination.	2
	4. Guidelines for Managing Ethics in the Workplace.	2
Unit III.	Code of Ethics & Conduct.	07
	1. Common Ethical Dilemmas at Workplace. (Practical)	1
	2. Meaning of Code of Ethics & Types.	1
	3. Code of Conduct.	1
	4. Ten Commandments of Ethics.	2
	5. Case study of Best Ethical Practices adopted by the Indian Companies. (Practical)	2
Unit IV.	Professional Ethics for Corporate citizens.	08
	1. Professional Ethics for Corporate Citizens.	2
	2. Principles of Professional Ethics.	2
	3. Professional Behavior: Professionalism & skills. (Practical)	4

Unit V.	Introduction of Human Values.	08
	1. Understanding Value Education.	2
	2. Need & Process of Value Education.	2
	3. Self-Exploration. (Practical)	4
Unit VI.	Work Etiquettes & Social Manners.	08
	1. Meaning & Importance of Work Etiquette.	2
	2. Types of Work Etiquettes-Workplace Etiquettes, Table Manners, Professionalism, Communication Etiquettes & Meeting Etiquettes.	2
	3. Dress Code, Basic Communication Skills. (Practical)	2
	4. Social Etiquettes & Manners. (Practical)	2

References:

- Byars, S. M., & Stanberry, K. (2018). Business Ethics.
- Becker, C. U. (2019). Business ethics: Methods and application. Routledge.
- Chakraborty, D. (2006). Human values and ethics: Achieving holistic excellence. ICFAI Books.
- A.C., F. (2010). Business ethics and corporate governance. Pearson Education India.
- GOVINDARAJAN, M., NATARAJAN, S., & SENTHILKUMAR, V. S. (2013). Professional ethics and human values. PHI Learning Pvt.
- Professional ethics: Need for the 21st century. (2020).
- Subramanian, R. (2013). Professional ethics. OUP India.
- Gaur, R., Sangal, R., & Bagaria, G. (2010). A foundation course in human values and professional ethics: Presenting a universal approach to value education - Through self-exploration.
- Mukerjee, H. S. (2013). Business communication: Connecting at work.
- Quintanilla, K. M., & Wahl, S. T. (2018). Business and professional communication: KEYS for workplace excellence. SAGE Publications.
- Varner, I., Beamer, L., Doane, D., & Seward, L. (2010). Intercultural communication in the global workplace. McGraw-Hill/Irwin.