

SYLLABI
For
Value Added Course
Certificate Course on Strong Work Ethics

Offered by
Department of Management Sciences
Masters of Business Administration
(Session: 2023-24)

TECNIA INSTITUTE OF ADVANCED STUDIES
"A"GRADE INSTITUTE

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
MASTERS OF BUSINESS ADMINISTRATION (MBA)

Certificate Course on Strong Work Ethics

Course Code: MS 510

L-2, T-0 P-0 Credits -2

Objectives: This course in strong work ethics aims to equip individuals with the principles, skills, and attitudes necessary for maintaining integrity and professionalism in the workplace

Learning Outcomes:

1. Student will be able to promote healthy work environment.
2. Students will be able to show the power of integrity at workplace.
3. Students will be able to differentiate ethical and unethical behavioral aspects.

Course Contents:

Unit I

(10 Hours)

Appearance: Emphasizes the significance of proper dress, grooming, hygiene, and manners in professional settings. Attendance: Stresses the importance of regular attendance, punctuality, proactive communication about planned absences, and timely completion of missed assignments.

Unit II

(10 Hours)

Attitude: Explores the impact of a positive attitude on personal and professional growth, emphasizing confidence, self-belief, and goal setting. Character: Delves deeper into the attributes of loyalty, honesty, dependability, reliability, initiative, and self-control, highlighting their role in building trust and credibility.

Unit III

(5 Hours)

Communication: Enhances verbal and non-verbal communication skills, emphasizing active listening, effective expression, and the importance of clear, respectful communication in various contexts.

Unit IV

(5 Hours)

Organizational Skill: Expands on skills related to time management, task prioritization, and adaptability to change, equipping learners with strategies for efficient organization and resilience in dynamic work environments.

References:

- Velasquez (2017), Business Ethics: Concepts and Cases 7e.
- Susan Liataud (2021), The Power of Ethics.
- A C Fernando (2019), Business Ethics: An Indian Perspective.
- Neeru Vasishth (2022), Corporate Governance Values & Ethics with Case Studies.

Evaluation Pattern: On the basis of practical exam followed by viva voce

Course Module
For
Value Added Course

Evaluation Pattern: On the basis of viva voce

Total Duration required: 30 Hours

Course Structure

S.No.	Contents Deliverance	Learning Outcomes
1	Appearance: Displays proper dress, grooming, hygiene, and manners (5 hours)	Understand the fundamentals of Appearance
2	Attendance: Attends class, arrives and leaves on time, tells instructor in advance of planned absences, and makes up assignment promptly (5 hours)	Learn about attendance, planned attendance and assignment
3	Attitude: Shows a positive attitude, appears confident and has true hopes of self (5 hours)	Learn to develop attitude i.e. positive and negative
4	Character: Displays loyalty, honesty, dependability, reliability, initiative, and self-control (5 hours)	Discover about various characteristics of a person
5	Communication: Displays proper verbal and non-verbal skills and listens (5 hours)	Understand about verbal and non-verbal skills of communication
6	Organizational Skill: Shows skills in management, prioritizing, and dealing with change (5 hours)	Explore and evaluate speeches based on a variety of verbal and non-verbal communication skills

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- Velasquez (2017), Business Ethics: Concepts and Cases 7e.
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