



PERIYAR UNIVERSITY
(NAAC 'A' Grade- State University- NIRF Rank 68)
SALEM – 636 011
DEPARTMENT OF COMMERCE

Value Added course: Ethics in Work Place (19COMV01)

Introduction:

This Value Added course is offered by the Department of Commerce as an open course for all the social science students who want to obtain knowledge on ethical aspects to be followed in work place. Workplace ethics are the rules and procedures that should be carried out in an office by the employer and the employees to maintain a professional company culture and to build a better relationship with their customers by providing better services. Workplace ethics ensures positive ambience at the workplace. Workplace ethics leads to happy and satisfied employees who enjoy coming to work rather than treating it as a mere source of burden. Employees also develop a feeling of loyalty and attachment towards the organization.

Course Objectives

- To inculcate the knowledge on ethical practices to be followed in work place
- To sensitize the issue related to ethical aspects in work place

Course outcome:

CO1: Acquire a basic knowledge on ethics in work place.

CO2: Understand the principles of moral values and ethical codes

CO3: Learn the ethical decision making process.

CO4: Learn the methods of ethical training on handling the issues

Syllabus

Unit 1: Concept –importance and application

Unit 2: Principles and Moral values – Managing Ethics in the Workplace- Developing Codes of Ethics.

Unit 3: Resolving Ethical Dilemmas and Making Ethical Decision – Assessing and Cultivation Ethical Culture.

Unit 4: Ethical Training –Contemporary (Arguably) Ethical Issues.

Unit 5: Learning objectives and Key Takeaways

Reference Books:

- 1. Armstrong , David, Managing by Storying Around, New York: Doubleday,1992,pp. 135-137**
- 2. Arnold, Kristen. Team Basics : Practical Strategies for Team Success.Quebec: QPC Press,2000**
- 3. Ramesh K Arora “ Ethics, Integrity and Values in Public Services**

Course Duration: 36 Hours