

**MES Asmabi College, P Vemballur**  
**Research Department of English**  
**Proposal for the Certificate Course 2024-25**  
**Introduction to Professional Ethics**

**Department : P G and Research Department of English.**

**Name of the Course: Certificate Course in Introduction to Professional Ethics**

**Course Code : CC24IPE**

**Name of the Coordinator : Veenalekshmi UR**

**9497621206,vnlkshm@mesasmabicollege.edu.in**

**Head of the Department : Ms Jameelathu KA**

**Maximum number of students: 30**

**Duration of the course : 30 hrs**

**Level : UG/PG**

**Teaching Methodology : Direct method, group discussions, pair Work**

**Teaching aids : PPT, Handouts**

**Evaluation procedure : Weekly Tests, Final MCQ after the Course and Viva Voce**

**Collaborating agency, if any : Nil**

**Project, Assignment, Internship: Nil**

**Date of Registration : 20/7/2024**

**Tentative date of Course Completion : 21/2/2025**

**Date of final exam : 31/2/2025**

**Date of Issue of Certificate :20/03/2025**

**Course fee : 100/-**

# Course Syllabus

## Certificate course in Introduction to Professional Ethics

### Objectives:

1. To enable the students to imbibe basic etiquettes, manners, ethical code and conduct
2. To enable the students to apply the basics in personal and professional lives.

### Module I

- Value Education
- Governing/Work Ethics
- Valuing Time
- Life Skills

(8 Hours)

### Module II

- Professional Risks
- Work Place Rights and Responsibilities
- Ethical Egoism
- Intellectual Property Rights
- Stress Management

(8 Hours)

### Module III

- Environmental Ethics
- Netiquettes
- Deontology
- Casuist Theory

(4 hours)

### Module IV

- Crafting Resumes
- Body Language and Non Verbal Communication
- Case studies using films and short films
- Group Discussions

(10 Hours)

**Recommended reading**

1. Professional Ethics: R. Subramanian, Oxford University Press, 2021