



**Four-Year Undergraduate Programme**

**Bachelor of Technology**

**CDC Department**

**Faculty of Engineering & Technology**

**Parul University**

**Vadodara, Gujarat, India**

## 1. Detailed Syllabus

### Semester 5

- a. **Course Name** Professionalism & Corporate Ethics
- b. **Course Code:** 303193304
- c. **Prerequisite:** Basic knowledge of SWOT analysis and understanding of the fundamentals of communication are essential.
- d. **Rationale:** Soft skills and ethics are essential for career growth.
- e. **Course Learning Objective:**

<b>CLOBJ 1</b>	Articulate the principles of professionalism in a corporate context.
<b>CLOBJ 2</b>	Analyse ethical dilemmas and make informed decisions.
<b>CLOBJ 3</b>	Apply ethical decision-making models to real-world business scenarios
<b>CLOBJ 4</b>	Evaluate the impact of corporate activities on various stakeholders, including the community and the environment.
<b>CLOBJ 5</b>	Practice proper business etiquette in various communication channels.
<b>CLOBJ 6</b>	Develop skills in resolving conflicts ethically and professionally.

#### f. Course Learning Outcomes:

<b>CLO 1</b>	Identity and develop soft skills required for personal and professional growth.
<b>CLO 2</b>	Develop professional etiquette & desired behaviour at the workplace
<b>CLO 3</b>	Speak and participate effectively in oral organizational communication
<b>CLO 4</b>	Improve comprehensive skills for reading.
<b>CLO 5</b>	Know how to be assertive in professional environment

#### g. Teaching & Examination Scheme:

Teaching Scheme				Evaluation Scheme					
L	T	P	C	Internal Evaluation			ESE		Total
				MSE	CE	P	Theory	P	
0	1	0	1	-	100	-	-	-	100

L- Lectures; T- Tutorial; P- Practical; C- Credit; MSE- Mid-Semester Evaluation, CE- Continuous Evaluation, ESE- End Semester Examination

#### h. Course Content:

Sr. No.	Topic	Weightage	Teaching Hrs.
1	<b>Ethics in Engineering:</b> <ul style="list-style-type: none"><li>• Scope of engineering ethics</li><li>• Accepting &amp; sharing responsibility</li><li>• Responsible professionals and ethical corporations</li><li>• Resolving ethical dilemmas</li><li>• Case studies</li></ul>	20%	5
2	<b>Group Discussion:</b> <ul style="list-style-type: none"><li>• Communication core</li><li>• Definition, types, process, guidelines</li><li>• Mock round -1</li></ul>	15%	3
3	<b>Introduction to B-School Tests:</b> Students will be able to solve verbal questions from the following exams. In these sessions students will learn to distinguish between national & international level of Management exam. <ul style="list-style-type: none"><li>• GMAT</li><li>• CAT</li></ul>	15%	2
4	<b>Listening Skills- Advanced Level:</b> Demonstrate ability to listen more than two minutes of audio clips & solve questions based on it.	10%	1
5	<b>Preparing Brochures:</b> Students will learn how to establish the purpose of writing & determine audience they are writing for.	15%	2
6	<b>Agenda &amp; Minutes of Meeting:</b> Students will be able to explain what an agenda & minutes of meeting are and why they are useful.	15%	1
7	<b>Reading Comprehension; Intermediate level:</b> Students will develop their ability to skim for main idea(s). They will be able to make use of contextual clues to infer meaning of unfamiliar words from context and will be able to solve questions based on it.	10%	1
		<b>100%</b>	<b>15</b>

#### Reference Books:

1. Business Correspondence and Report Writing  
SHARMA, R. AND MOHAN, K.
2. Ethics in Engineering Practice and Research  
Caroline Whitbeck, Cambridge University Press
3. Technical Communication : Principles And Practice  
Sangeetha Sharma, Meenakshi Raman; Oxford University Press
4. How to prepare for verbal ability and reading comprehension for the CAT  
Arun Sharma, Meenakshi Upadhyay, TATA McGRAW HILL