



**DEPARTMENT OF
MANAGEMENT STUDIES
MUHAMMED ABDURAHIMAN MEMORIAL
ORPHANAGE (MAMO) COLLEGE**

[Govt. Aided First Grade College & Affiliated to University of Calicut.
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**CURRICULUM FOR CERTIFICATE COURSE
CERMG003: ETHICS IN
MANAGEMENT**

**OFFERED DURING THE
ACADEMIC YEAR 2020-21
[APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]**



MANASSERY, MUKKAM POST,
KOZHIKODE, KERALA, INDIA, 673 602.
EMAIL: MAMOCOLLEGE@GMAIL.COM



OFFICE: 0495-2297319
PRINCIPAL: 0495-2295121



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email: mamocollege@gmail.com



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INSTITUTIONAL VISION, MISSION & OBJECTIVES 01



VISION

VISION: Build Scientifically Oriented, Intellectually Accomplished, Morally Upright and Socially Committed youth who can play a constructive role in Nation Building.



MISSION

MISSION: Intellectual, social and economic empowerment of the youth in general and women, minorities, orphans and the destitute in particular by providing quality, value-based higher-education.



OBJECTIVES

OBJECTIVES: Pursuit of Excellence, Harnessing technology, Thrust on value-based education, Nurturing Excellence and Moulding the youth for Nation Building



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VISION, MISSION, OBJECTIVES & CORE VALUES OF THE DEPARTMENT **02**



VISION

VISION: To be in the vanguard of emerging frontiers of management thought and practice by continuous value addition to the intellectual capital for inclusive.



MISSION

MISSION: To transform our youngsters into competent decision makers and world class managers to excel in a dynamic competitive environment.



OBJECTIVES: (a) Facilitate and guide students learn various theoretical and practical aspects of Business Management. (b) Nurture young graduates with high ethical and humanitarian values in the community and make them equipped with leadership and soft skills for taking up leadership role in the corporate world or Entrepreneurship. (c) Prepare students to pursue higher education in the institutes of National Importance. (d) Make the community aware of the possible avenues and importance of management education.



VALUES

CORE VALUES: Innovation, Quality and Excellence, Industry-Oriented Skilling, Ethical Conscience, Service Mindedness, Professionalism and Global Outlook.



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B.B.A: PROGRAMME EDUCATIONAL OBJECTIVES (PEOs) 03

After 4 to 5 years of graduation, the career and professional accomplishments attained by the Management Studies Graduates would reflect that the programme really prepared the graduates to deal with the real world, where they could apply and use the skills and knowledge they have learned to good use.

Specifically, the graduate would be able to:



PEO1: Pursue any of the following three alternatives: (i) immediately take up a career in any area of business and management and work productively as a successful management professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams, (ii) broaden the scope of the career path by pursuing higher studies and research in the field of business and management and (iii) go for taking up the challenge and spearheads start-ups by positively exploiting the diverse potentials of the business industry.



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PEO2: Graduates will communicate effectively, recognize and incorporate societal needs and constraints in their professional endeavours, and practise their profession with high regard to legal and ethical responsibilities.



PEO3: Be original, creative, innovative and systematic in their all endeavours, including individual, collaborative and entrepreneurial ventures with meticulous strategic thinking, planning and execution.



PEO4: Have sufficient breadth of understanding to enable continued professional development and lifelong learning throughout their career.



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B.B.A: PROGRAMME SPECIFIC OUTCOME (PSOs) **04**

On successful completion of a Bachelor Degree in Management, the graduates would be able to:



PSO1: **THEORETICAL SOUNDNESS IN THE AREA OF BUSINESS:** Students at the time of graduation will be able to apply fundamental knowledge in management theory and critically analyze problems and helps in management decision making.



PSO2: **FUNCTIONAL AREAS OF MANAGEMENT:** Determine the functional areas of management such as Production, purchasing, marketing, sales, advertising, finance, human resource system.



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PSO3: TECHNOLOGY: Students at the time of graduation will be able to apply appropriate technology to find solutions for complex problems in the field of business.



PSO4: RESEARCH CAPABILITY: Students at the time of graduation will be able to apply domain knowledge and expertise for enhancing research capability to transform innovative ideas into reality.



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B.B.A: PROGRAMME OUTCOMES (POs) 05

The students graduating from B.B.A Programmes should be able to:



PO1: BASIC MANAGEMENT KNOWLEDGE: Acquire basic management knowledge like planning, organizing, coordinating and controlling.



PO2: BUSINESS PROBLEM ANALYSIS: Identify, formulate, review business problems and apply scientific method for getting solution.



PO3: DESIGN/DEVELOPMENT OF SOLUTIONS: Design solutions for complex real-life problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.



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PO4: CONDUCT INVESTIGATIONS OF COMPLEX PROBLEMS: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.



PO5: MODERN TOOL FOR MANAGEMENT: Identify and learn the modern tool for management and apply for decision making related with production, marketing, financing, investment, quality, etc.



PO6: THE MANAGEMENT PROFESSION AND SOCIETY: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional practice.



PO7: ENVIRONMENT AND SUSTAINABILITY: Understand the impact of the professional computing solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development..



PO8: ETHICS: Apply ethical principles and commit to professional ethics and responsibilities and norms of the computing practice.



PO9: INDIVIDUAL AND TEAM WORK: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.



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PO10: COMMUNICATION: Communicate effectively on complex computing activities with the computing community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.



PO11: PROJECT MANAGEMENT AND FINANCE: Demonstrate knowledge and understanding of the computing and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.



PO12: LIFE-LONG LEARNING: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



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CERTIFICATE COURSE

CERMG003: ETHICS IN MANAGEMENT **06**

COURSE CURRICULUM

Course Name	ETHICS IN MANAGEMENT
Course Code	CERMG003
Year	2020-21
Course Designer	Mr. Sharafudheen K
Couse Duration	30 Hrs
Course Schedule	June to September
Maximum Students Intake	60 Students



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1. COURSE LEVEL

Foundational, skill-oriented certificate programme.

2. PREREQUISITE

None.

3. COURSE INTAKE & ADMISSION

Maximum 60 students will be given admission to the course based on First-Come-First-Serve basis. All the students of the MAMO College are eligible for free enrolment for the course. The enrolment notification will be issued for the course well in advance of the commencement of the course.

4. COURSE COORDINATOR

Mr. Sharafudheen K, Asst. Professor, Department of Management Studies.

5. COURSE PREAMBLE

This course introduces Business ethics as the modern managerial approach to ethical questions in business environment. It gives not only understanding of main theoretical concepts, but also developing skills of identification, analysis and permission of ethical dilemmas on a workplace and managing ethics in organizations. The course is intended to demonstrate the students how ethics can be integrated into business and can be applied to their own careers.

6. DURATION

Total Duration: 30 Hrs. [Contact Hrs. 24 Hrs, and Assessment Works: 6]



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7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for additional skill development.

8. COURSE OBJECTIVES

Learners are expected to

- Raise students' general awareness of ethical dilemmas at work.
- Foster more careful, disciplined thinking in trying to resolve issues in business ethics.

9. SKILL EXPECTED

On the successful completion of the course, learners will be able to:

- Cultivate problem analysing and problem solving skills.

10. COURSE OUTCOMES

Upon the successful completion of the course, learners will be able to:

CO No	Course Outcome(CO)	Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy
CO1	Describe, contrast, demonstrate, and explain the basics of Ethics in Business.	Understand
CO2	Enable to develop their own considered judgement about issues in business ethics.	Apply



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CO No	Course Outcome(CO)	Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy
CO3	Investigate the ethical obligations and ethical ideals present in the relationship between employers and employees.	Analyze
CO4	Enhance and improve the ability of students to reason towards a satisfactory resolution of an ethical dilemma.	Create

11. MAPPING OF COs WITH PSO_s AND PO_s

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO2	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO3	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
CO4	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1
AVG	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1	1

12. MODULE-WISE COURSE CONTENTS

MODULE 1: NATURE AND ESSENCE OF ETHICS

MODULE DURATION: 10 Hrs. [Contact Hrs. 8, Assessment Works: 2 Hrs]

MODULE CONTENT: Cultivation of the concepts: "morality" and "ethics", its semantic definition. Functions of morality. The spheres of human activity regulated by morality, Problems and ways of justification of the ethical



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requirement. Normative regulation: interaction of law and ethics. Cultural regulation: how culture influences moral and ethics. Studying morality: main approaches (descriptive, conceptual, and normative).

MODULE OUTCOME: On successful completion of the module learners can familiarize with the morality and ethics and understand how it related by culture.

MODULE 2: MANAGEMENT ETHICS CONCEPTS

MODULE DURATION: 10 Hrs. [Contact Hrs. 8, Assessment Works: 2]

MODULE CONTENT: Roots of Management ethics. Religious ethics as Management ethics basis. Protestant ethics, ethics of Orthodoxy. The main modern concepts in Management ethics. Modern discussions in Management ethics. Management Ethics as academic discipline. Structure of Management ethics. Ways of increasing of ethical level in organization.

MODULE OUTCOME: On successful completion of the module, learners will be able to understand the management ethics and ways of increasing. Also Identify unethical practices

MODULE 3: PROFESSIONAL ETHICS

MODULE DURATION: 10 Hrs. [Contact Hrs. 8, Assessment Works: 2]

MODULE CONTENT: Concept and emergence of professional ethics. Dilemmas of professional ethics. Sense and need of professional ethics, its functions. Examples of professional ethics: medical, journalistic, military, lawyer ethics, ethics of the social worker. Reasons of crisis of professional ethics and possibility of its permission.

MODULE OUTCOME: On successful completion of the module learners can understand the concept of professional ethics and Reasons of crisis of professional ethics.



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1. Bazerman, Max H, and Francesca Gino., 2012., *Behavioural Ethics: Toward a Deeper Understanding of Moral Judgment and Dishonesty*, *Annual Review of Law and Social Science* 8: 85-104.
https://dash.harvard.edu/bitstream/handle/1/10996807/bazerman_gino_beh-ethics-toward_annual-review_dec2012.pdf
2. Blagov, Y. U. E., 2002., *Features of the Use of the Integral Theory of Social Contract in the Analysis of the Ethics of Russian Management*

13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online videos, and Online and offline course works.

14. DELIVERY SCHEDULE

June to September.

15. DETAILED COURSE DELIVERY PLAN

Hour	Delivery Mode and Activity	Topics to be Covered
1	Contact Hour - 1: Classroom Discussion	Introducing the Course
2	Contact Hour - 2: Classroom Discussion	Concepts of Morality and Ethics
3	Contact Hour - 3: Classroom Discussion	Functions of morality
4	Contact Hour - 4: Classroom Discussion	Problems and ways of justification of the ethical requirement.
5	Contact Hour - 5: Classroom Discussion	Interaction of law and ethics.



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Hour	Delivery Mode and Activity	Topics to be Covered
6	Contact Hour - 6: Classroom Discussion	Cultural regulation
7	Contact Hour - 7: Classroom Discussion	Normative regulation:
8	Contact Hour - 8: Classroom Discussion	How culture influences to moral and ethics
9	Assessment works– 1: Course Assignment	Course Assignment to Prepare a case study related with moral and ethical issue.
10	Assessment works– 2: Written test	A descriptive exam for first module
11	Contact Hour - 9: Classroom Discussion	Management Ethics
12	Contact Hour - 10: Classroom Discussion	Roots of Management ethics
13	Contact Hour - 11: Classroom Discussion	Religious ethics as Management ethics basis
14	Contact Hour - 12: Classroom Discussion	Ethics of Orthodoxy
15	Contact Hour - 13: Classroom Demonstration	Modern concepts in Management ethics
16	Contact Hour - 14: Classroom Discussion	Modern discussions in Management ethics
17	Contact Hour - 15: Classroom Discussion	Management Ethics as academic discipline
18	Contact Hour - 16: Classroom Discussion	Ways of increasing of ethical level in organization.



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Hour	Delivery Mode and Activity	Topics to be Covered
19	Assessment works– 3: Course Assignment	Course Assignment to Prepare a short note on different unethical activities in the organizations.
20	Assessment works– 4: Written Exam	A descriptive exam for module 2
21	Contact Hour - 17: Classroom Discussion	Concept and emergence of professional ethics
22	Contact Hour - 18: Classroom Discussion	Dilemmas of professional ethics.
23	Contact Hour - 19: Classroom Discussion	Sense and need of professional ethics
24	Contact Hour - 20: Classroom Discussion	Functions of professional ethics.
25	Contact Hour - 21: Classroom Discussion	Examples of professional ethics
26	Contact Hour - 22: Classroom Discussion	Lawyer ethics, ethics of the social worker
27	Contact Hour - 23: Classroom Demonstration	Reasons of crisis of professional ethics
28	Contact Hour - 24: Classroom Demonstration	possibility and its permission of professional ethics
29	Assessment works– 5: Course Assignment	Course assignment to prepare a note the pros and cons of professional ethics.
30	Assessment works– 6: Written Exam	A descriptive exam for module 3



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Kozhikode, Kerala, India, 673 602.
email: mamocollege@gmail.com



Office: 0495-2297319
Principal: 0495-2295121

COORDINATOR
ACADEMIC COMMITTEE
MUHAMMED ABDURAHIMAN MEMORIAL
ORPHANAGE COLLEGE
P.O. MANASSERY, MUKKAM - 673602



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DEPARTMENT OF MANAGEMENT STUDIES

CURRICULUM FOR CERTIFICATE COURSE - CERMG003

16. ASSESSMENT COMPONENTS

Total Marks: 100

CLASSROOM AND GROUP PARTICIPATION: 20 Marks. This component aims at testing the course content understanding and the reflection skills and their attainment levels.

COURSE WORK: 30 Marks. This component aims at testing the skill attainment levels of the learners in analysing and implementing the real-world problem.

MID-COURSE ASSIGNMENT: 20 Marks. This component aims at testing the module-wise attainment levels of the course objectives and course outcome and module outcomes.

END-COURSE ASSESSMENT: 30 Marks. This component aims at testing overall attainment levels of the course with respect to course objectives, course outcome and module outcomes.

17. COURSE EVALUATION & GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point Indirect Grading System is used for awarding grades to students:

Percentage of Mark	Letter Grade	Interpretation	Class
95 and above	O	Outstanding	First Class with Distinction
85 to below 95	A+	Excellent	First Class with Distinction
75 to below 85	A	Very good	First Class with Distinction
65 to below 75	B+	Good	First Class
55 to below 65	B	Satisfactory	First Class
45 to below 55	C	Average	Second Class



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35 to below 45	P	Pass	Third Class
Below 35	F	Failure	Fail
Incomplete	I	Incomplete	Fail
Absent	Ab	Absent	Fail

The grade is awarded by the course-coordinator by considering the overall performance of the learner in all the assessment component of the course.

18. GRIEVANCE REDRESSAL

The grievances, if any, can be submitted to the Head of the Department for its redressal. Those grievances that cannot be redressed by HoD can be forwarded to Academic Council of the College for final decision on the matter.

19. ISSUANCE OF CERTIFICATES

The Course Completion Certificate will be issued to all the successful candidates showing the Total Marks and Grade Obtained.



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