CBEP4 – SEMINAR ON DIGITAL PROFESSIONALISM AND WORKPLACE ETHICS

Max. Marks: 50

Internal: 50

Pass: 40%

Credits: 02

Course Objectives:

The course aims to develop an understanding of ethical and professional conduct in digital and workplace environments. It focuses on exploring the importance of digital citizenship, cyber ethics, and responsible use of technology. Additionally, it seeks to enhance students' research, analytical, and communication skills through discussion-based learning.

Course Outcomes (COs):

• CO1: Identify and analyze contemporary issues related to digital professionalism and workplace ethics.

• CO2: Develop a concise report and deliver a professional presentation on an assigned ethical or digital workplace topic.

• CO3: Demonstrate ethical reasoning, teamwork, and communication skills during seminar discussions and Q&A sessions.

Mode and Evaluation:

The seminar will be conducted in blended/online mode, where students will explore and present research on recent trends and challenges in digital professionalism and workplace ethics. Each student will select a specific topic (approved by the course instructor) and submit a written report along with a presentation. Evaluation will be completely internal, emphasizing research depth, communication clarity, and analytical understanding.

Assessment Components:

1. Report / Written Submission: 20 Marks

2. Presentation / Seminar Delivery: 10 Marks

3. Participation and Discussion (including Q&A): 20 Marks

Suggested Seminar Topics:

• Digital footprint and professional identity

• Cyber ethics and responsible online behavior

• Workplace ethics in hybrid and remote work

• Managing data privacy and confidentiality

• Ethical use of social media in professional settings

• Online communication and meeting etiquette

• Corporate social responsibility in the digital era

• Ethical leadership and integrity in organizations

• Cyberbullying, harassment, and workplace conduct

• Artificial intelligence and ethical decision-making

Suggested Readings:

• Barker, A., & Kibler, E. (2022). Digital Professionalism: Navigating the Digital Workplace. Routledge.

• Quinn, M. J. (2020). Ethics for the Information Age (8th ed.). Pearson Education.

• Treviño, L. K., & Nelson, K. A. (2021). Managing Business Ethics: Straight Talk about How to Do It Right (8th ed.). Wiley.

• Flynn, N. (2021). The ePolicy Handbook: Managing Employee Technology Use. Amacom.

• Pachter, B. (2015). The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success. McGraw-Hill.

• Post, P., & Post, P. (2019). The Etiquette Advantage in Business: Personal Skills for Professional Success (3rd ed.). HarperCollins.

• Brooks, L. J., & Dunn, P. (2020). Business and Professional Ethics for Directors, Executives & Accountants (8th ed.). Cengage Learning.

• Kakkar Mehra, S. (2012). Business Etiquette: A Guide for the Indian Professional. HarperCollins India.

• Palat, R. (2015). Indian Business Etiquette. Jaico Publishing House.

• Bovee, C. L., & Thill, J. V. (2019). Business Communication Today (15th ed.). Pearson Education.