



# NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS)

Re-Accredited by NAAC & ISO 9001:2015 Certified  
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## U.G.DEPARTMENT OF COMMERCE-BPS (S.F)

### VALUE ADDED COURSE

#### CODE OF PROFESSIONALISM TOWARDS CORPORATE DECORUM



## **HISTORY**

The U.G. Department of Commerce - Business Process Services was established in the year 2014. This industry integrated, unique three years full time B.COM - BPS degree programme focuses on developing proficiency in commerce and business processes.

## **VISION**

“Our dream is to excel in quality education to make the students academically superior and acquire corporate level knowledge to work in any situations by providing the quality education.”

## **MISSION**

“Our department provides quality education of global standard by updating the curriculum in regular intervals with the corporate bodies to make the students, academically strong with realized spirit of adventurous sociality committed and culturally rich citizens”.

## **VALUE ADDED COURSE - CODE OF PROFESSIONALISM TOWARDS CORPORATE DECORUM**

### **INTRODUCTION**

In today's fast-paced corporate world, professionalism and decorum are vital for success. Our "Code of Professionalism towards Corporate Decorum" course teaches essential principles shaping professional conduct, fostering a culture of respect and integrity in the workplace. With evolving technology, professionalism extends beyond traditional interactions. Organizations prioritize it now more than ever for productivity and positive environments. Our course meets the demand for skilled professionals in modern workplaces, providing tools for effective communication and conflict resolution. By embracing these principles, participants elevate career prospects and contribute to organizational success, crucial in today's competitive business landscape.

### **SCOPE OF COURSE**

The "Code of Professionalism towards Corporate Decorum" course provides a comprehensive exploration of essential skills for navigating the modern workplace. Participants will delve into core concepts such as integrity, respect, and accountability, establishing a foundation for ethical conduct. Communication strategies tailored to diverse workplace scenarios will be emphasized, enhancing participants' ability to engage effectively with colleagues and stakeholders. Conflict resolution techniques will empower participants to manage challenging situations professionally, fostering positive relationships. Through practical applications and theoretical insights, participants will emerge equipped to thrive in the competitive corporate environment while upholding professionalism and integrity.

### **NATURE OF COURSE**

**Duration:** 30 hours (will be conducted during post college hours)

**Level:** certificate

**Eligibility:** Graduation

**Credit:** 2 additional credits.

## **OBJECTIVE OF THE COURSE**

- Understand the importance of professionalism and corporate decorum.
- Learn effective communication strategies for professional interactions.
- Develop strategies for managing conflicts and difficult situations professionally.
- Cultivate a positive and respectful work environment.
- Enhance personal branding and professional reputation.

## **OUTCOME OF THE COURSE**

This VAC is conducted to help students to stand apart from the rest in the job market by adding further value to their resume by undergoing this course students would be able to:

- ✓ Participants will project credibility and confidence in their professional interactions.
- ✓ They will communicate effectively, fostering collaboration and understanding.
- ✓ Participants will manage conflicts constructively, maintaining positive relationships.

## **Who can take up this course?**

- Any interested student may take up this value added course for additional credit.

## **What is the benefit the students will get by this program?**

The students will gain essential skills to project professionalism, enhancing their career prospects. They will improve their communication abilities, leading to better collaboration and understanding in the workplace. By learning conflict resolution techniques, students will maintain positive relationships and contribute to a harmonious work environment. Building stronger professional connections will foster teamwork and increase productivity. Additionally, students will develop ethical decision-making skills, ensuring they uphold integrity and align with organizational values.

## **What are the job roles?**

- Executives
- Managers
- Sales Representatives
- Customer Service Representatives
- Human Resources Personnel
- Project Managers
- Team Members
- Employees