Business Center of Excellence
Business Management Department
https://www.hccs.edu/programs/areas-of-study/business/business/

BMGT: 1341 Business Ethics
Lecture | #21662
Spring 2020 | (2.18.2020-05.17.2020)
online.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Arturo Perez Ph.D.   Office Phone: 832.731.6079
Office: Office Hours:
HCC Email:arturo.perez@hccs.edu   Office Location:

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact
Always use your HCC Email to contact me. I preferred to be contacted via email. I will respond to emails within 24 to 36 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

This is a dynamic course where we will begin to appreciate the pervasiveness of situations which require sound managerial decision making. Management is not only a position to earn through promotion; it is a dynamic set of skills, ideas, and processes which facilitate organizational functions and achieve organizational goals. Management is part of our work lives, but it also permeates all academic, social, and recreational settings.

My Personal Welcome

I am Dr. Arturo Perez. You are about to begin a
remarkable and exciting journey. In your program, you will gain the knowledge, skills, and attitudes that lead to your academic and professional success and fulfillment. This course provides you with opportunities to refresh and refine your skills in four key areas: communications, critical thinking, quantitative reasoning, and leadership/ teamwork skills. You will deepen your abilities to conduct research, write focused and well-organized papers,

and apply the concepts of critical thinking to your work and decisions. You will build these skills as you explore your field and immerse yourself in the important issues in your industry. This course is designed to build a strong foundation for your program, preparing you for success as you go on to your next courses where the assignments will be more challenging. The skills you learn, refresh, or refine in this course will become part of your professional "toolbox" to carry forward in your academic and professional career. Focus on what you want to learn and take away from your program. You are in charge of your success but we are standing by to help. Are you ready to start?

Prerequisites and/or Co-Requisites

BMGT 1327 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in BMGT 1327 include placement in college-level reading. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.
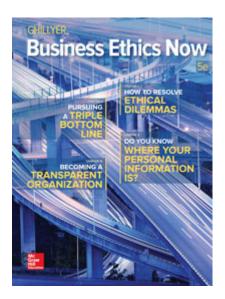
Eagle Online Canvas Learning Management System

This section will use Eagle Online Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. All assignments and materials will be available via Eagle online. All work will be submitted via Eagle Online.
HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

Instructional Materials

åTextbook Information

The textbook listed below is *required* for this course.

"Business Ethics Now Loose Leaf with Connect Access Card"
(**5ᵗʰ edition**) by

Ghillyer (McGraw Hill)

ISBN: 9781260148992

Connect Access Card is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book or rent the e-book from McGraw Hill. Order your book here: HCC Bookstore

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the

libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

BMGT 1341 (Business Ethics) is a discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities, Includes ethical responsibilities.

Program Student Learning Outcomes (PSLOs)

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.

Course Student Learning Outcomes (CSLOs)

Upon completion of BMGT 1341, the student will be able to:

1. Define business ethics and identify the consequences of unethical business practices
2. Describe reasoning for analyzing ethical dilemmas
3. Describe different ethical views
4. Explain how business, government, and society function interactively
5. Explain corporate social responsibility

Learning Objectives

Define business ethics and list reasons why business firms should be ethical

Describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas

Explain how business, government, and society function as an interactive system

Explain the concept of corporate social responsibility

Discuss social and ethical threats emerging from rapid technological change

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

<< Modify Section & Delete Placeholder Text >>

Exams

40% of your grade consists of your exams. Make sure you prepare and complete all Exams:

Test Ch 1-4
Test Ch 5-7
Test Ch 8-10
Final Exam

In-Class Activities

Participation is an essential part of your grade. Please come prepared to participate and collaborate with your peers.

Final Exam

Final Exam worth 40% of grade

Grading Formula

40% Exams, 60% Assignments

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. **FINAL GRADE OF FX:** Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the

final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Incompletes: The grade of "I" (incomplete is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F". Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I" s must be changed to grades prior to graduation.

HCC Grading Scale can be found on this site under Academic Information: http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

You should not miss any assignments this will affect your progress in class.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

Actively access the online system and complete all assignments.

Student Conduct

All misconduct will be reported to the Dean of students.

Instructor's Course-Specific Information (As Needed)

This course is an online course and it requires electronic access. .

Electronic Devices

You most use your device or Library access devices to complete your homework.

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/   In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search

- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS[3]

The EGLS[3] (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. –EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Department Chair's name, email address, and office phone number.

Dr. Raven Davenport

713-718-6478

Raven.davenport@hccs.edu