



Course Syllabus
Business Ethics
BGMT 1341

Service with Course Reference Number (CRN)	Spring 2017 - 20935
Instructor Contact information (phone number and email)	Dr. Arturo Perez 832 731 6079 arturo.perez@hccs.edu
Hours	M-F 9am – 2pm (by appointment only)
Course Location/Times	West Loop/ Mon and Wed 8 AM -9:30 AM
Course Semester Credit Hours (SCH)	Credit Hours 3.00
(Lecture, lab) If applicable	Lecture Hours 3.00 Laboratory Hours External Hours
Total Course Contact Hours	48.00
Continuing Education Units (CEU): if applicable	
Course Length (number of Weeks)	16
Type of Instruction	Lecture
Course Description:	Discussion of ethical issues, development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.
Course Prerequisite(s)	<ul style="list-style-type: none">• MATH 0106

- PRER 0100 & INRW 0410
- INRW 0410

Academic Discipline/CTE Program Learning Outcomes

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.
5. Describe the impact of corporate culture and atmosphere on employee behavior

Course Student Learning Outcomes (SLO): 4 to 7

1. Define business ethics and list reasons why business firms should be ethical
2. Describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas
3. Explain how business, government, and society function as an interactive system
4. Explain the concept of corporate social responsibility
5. Discuss social and ethical threats emerging from rapid technological change.

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

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.

SCANS and/or Core Curriculum Competencies: If applicable

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U. S. employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

Course Calendar

Class Date	Chapter	Topic
Week 1	1	Understanding Ethics
Week 2	2	Defining Business Ethics
Week 3	3	500 word Essay due Organizational Ethics
Week 4	4	Corporate Social Responsibility
Week 5		Exam 1
Week 6	5	Corporate Governance
Week 7	6	The Role of Government
Week 8	7	500 word essay due Blowing the Whistle
Week 9		Exam 2
Week 10	8	Ethics and Technology
Week 11	9	Ethics and Globalization
Week 12	10	Team

		Presentation Due
		Making it Stick: Doing What's Right in a Competitive Market
	Week 13	Team Presentation Due
	Week 14	Review
	Week 15	Review
	Week 16	Final Exam
Instructional Methods	Web-enhanced (49% or less)	
	Hybrid (50% or more)	
	Distance (100%)	
	Face to Face	
Student Assignments	Define business ethics and identify the consequences of unethical business practices.	
	• 500 – Word Essay	
	Describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas and describe different ethical views	
	• 500- Word Essay	
	Explain how business, government, and society function as an interactive system	
	• Presentation	
	Explain the concept of corporate social responsibility	
	• Team Presentation	
	Discuss social and ethical threats emerging from rapid technological change.	
	• Team Presentation	
Student Assignment(s)	Exam 1	
	Exam 2	

Final Exam

Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online.

The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

The concept behind DE is relevant material and standardized instructional delivery to a group, in a consistent and fair manner, and at the lowest tuition price possible. To achieve these ends, deadlines must be adhered to strictly. This is a standard for all DE institutions, HCC college policy, and that of every instructor; not just mine. Tests and Assignments MUST be submitted through the window on the assignments page. If it is locked out, you missed it!

Deadlines and penalties are a part of the business world. When your rent is late, landlords charge a \$5 penalty each day late. If you are late picking up children from daycare, the fine is \$1/minute late. IRS charges penalties AND interest on a daily basis. Both utility and credit card companies have late fees, penalties, and ultimately higher interest rates for missed deadlines. These are the ways of the world!! You must learn them now. In rare circumstances, special arrangements could possibly be made in advance if there is some rare reason you need preferential treatment, but do not count on it.

DE instruction is for mature, disciplined students who are college-ready and prepared to work independently. You MUST have the reading/writing/typing

skills and the discipline to accomplish this on your own within the allotted timelines; otherwise, you should NOT be enrolled in a DE class.

Program/Discipline Requirements: If applicable

HCC Grading Scale

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

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. 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.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

Instructor Grading Criteria

- Exam 1 20%
- Exam 2 10%
- Presentation 10%
- Team Presentation 20%
- Team Presentation 20%

Final Exam 20%

Instructional Materials

Ghillyer, et al, Business Ethics Now, Fourth Edition, McGraw-Hill, New York, NY, 2012,2008, 2010

ISBN:978-0-07-802320-0

HCC Policy Statement:

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site: DE STUDENT SERVICES

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>