**Division of Business Management**
**Business Center of Excellence**

**BMGT 1341: Business Ethics**
**| Lecture | #16282**
Spring 2020 | 12 Weeks (2.18.2020-5.17.2020)
Distance Education | HCC Online | 12 a.m.-12 a.m.
3 Credit Hours | 48 hours per semester

## Instructor Contact Information

| | | | |
|---|---|---|---|
| Instructor: | Christopher Caldwell, MBA. | Office Phone: | 713-718-5300 |
| Office: | Westloop, Room 258B | Office Hours: | By Appointment |
| HCC Email: | christopher.caldwell@hccs.edu | Office Location: | Westloop Campus |

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 your concerns and just to discuss course topics. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## About This Course

**Business Ethics** | BMGT | 1341 - 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 corporate responsibility.

## About This Program

The Business program provides distinctive learning that actively engages students, faculty, and the business community in developing knowledge and skills relevant for success in a complex global economy. The majority of Americans make their living in business, regardless of their academic major. The job market is opening up for

individuals with an associate degree in business. The program offers an AA and AAS degrees with certificates in several specializations.

To be eligible for an Associate in Arts (AA), an Associate of Arts in Teaching (AAT), or an Associate in Science (AS) degree from HCC, a student must successfully: Complete at least 60 semester hours of credit as follows: (a) for the AA degree, 43 hours of required core courses and 17 hours of transferable electives, usually focusing on the student's transfer major (b) for the AAT degree, 44 hours of required core courses plus 16-18 hours of required pre-teaching courses (c) for the AS degree, 43 hours of required core courses plus six additional hours of mathematics, four additional hours of natural science, and 7 hours of transferable electives, usually focusing on the student's transfer major

**AWARD TYPES: Associate in Arts**
**AREA OF STUDY: Business**

## Course Prerequisite

**COURSE PREREQUISITE**
Frequent Requisites

- MATH 0106
- PRER 0100 & INRW 0410
- INRW 0410

## Learning Outcomes

**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.

**Course Student Learning Outcomes (SLO): 4 to 7**

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

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

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

## SCANS

No Learning Outcomes Selected

## Program/Discipline Requirements

Business Administration is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment.  Students in Introduction to Business must be able to budget their time and perform class-related activities as assigned on a weekly basis.  Opportunities are provided for students to recognize the important role personal qualities play in the business environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

**Degree Plan**

Students are encouraged to file a degree plan with a Counselor or the Business Administration Department for the certificate and/or degree plan.  Please ask your instructor for Degree Plan information or contact the Business Administration Department for information about filing a degree plan

**Virtual Career Center**

The Virtual Career Center assist HCC Students and Alumni with career planning, assessments, job search and soft-skills training.  Orientations and registration are available at all Southwest College Campuses.

http://www.hccs.edu/hccs/current-students/career-planning-and-resources/southwest-college (Links to an external site.)

## HCCS GRADING

| | |
|---|---|
| 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 |
| 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. 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.

Access Student Services Policies on their Web site:
http://www.hccs.edu/district/students/student-handbook/

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination.  Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.  It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly.

Log in to www.edurisksolutions.org Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

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.

Access HCC Online Policies on their Web site:

*All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.*

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online 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 HCC Online Student Handbook by visiting this link: http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf

Canvas student guides are located at https://community.canvaslms.com/community/answers/guides/

Basic Technology Support – 713-718-8800

studentinfo@hccs.edu or customer.support@hccs.edu

Access CE Policies on their Web site: http://www.hccs.edu/continuing-education/


## Student Services

### INTERNATIONAL STUDENTS

International Students are restricted to ONLY ONE online/distance education class per semester.  Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

### STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.  Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165
Central: 713.718.6164 also for Deaf and Hard of Hearing Services and Students
Outside of the HCC District service areas.
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and
submitted to DE Counseling for processing, students will receive an email
confirmation informing them of the Instructional Support Specialist assigned to
their professor.

## HCC ATTENDANCE POLICY

### Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly.
Students in DE courses must log in to their class or they will be counted as absent.
Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance,
the instructor also has the authority to block a student from accessing Blackboard,
and/or to drop a student for excessive absences or failure to participate regularly.
DE students who do not log in to their Blackboard class before the Official Day of
Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE
online orientation does not count as attendance.

### Early Alert

HCC has instituted an Early Alert process by which your professor may alert you
and DE counselors that you might fail a class because of excessive absences and/or
poor academic performance.

### ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. How
to access AskOnline:  Click on the Ask Online button in the upper right corner of the
Blackboard course listings page. This directs students to the HCC AskOnline
Tutoring site: http://hccs.askonline.net/ (Links to an external site.).  Use your
student ID or HCC e-mail address to create an account. Instructions, including a 5-
minute video, are provided to make you familiar with the capabilities of this service.

### ACADEMIC DISHONESTY

You are expected to be familiar with the College's Policy on Academic Honesty,
found in the catalog and student handbook.  Students are responsible for

conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.  Scholastic dishonesty: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:
" Copying from another student's test paper;

" Using  materials not authorized by the person giving the test;

" Collaborating with another student during a test without authorization;

" Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;

" Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another s work and the unacknowledged incorporation of that work in ones own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.  (See the Student Handbook).

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS.  Please refer to the HCCS Distance Education Student Handbook-(for further information regarding Academic Dishonesty refer to [http://distance.hccs.edu/de-counseling/DE_student_handbook.htm (Links to an external site.)](http://distance.hccs.edu/de-counseling/DE_student_handbook.htm).

## CLASSROOM BEHAVIOR

As instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone.  Instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task.  As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

**NOTE TO STUDENT:  If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues.  If your concerns are not resolved, you are encouraged to meet with the Department Chair**

# Additional Requirements

A student who has received an associate degree or higher from an accredited institution must meet specific requirements to earn an additional degree from HCC.

- The student must complete a minimum of 18 semester hours at HCC for each additional degree. These hours may not repeat credit applied from a previous HCC degree. These hours may not be satisfied through credit by exam.
- All additional hours must be applicable toward the additional degree. If the student has prior credit in required courses, appropriate substitutions may be arranged.
- All courses required by the specific HCC program of the additional degree must be completed.
- A grade point average of at least 2.0 must be earned on all hours since the previous degree.
- Academic courses from previous degrees may be applied to an additional AAS degree required academic core where equivalent and appropriate, which waives the need for approval, except where program restrictions prevail.
- If the first degree was an Associate in Arts, an Associate of Arts in Teaching, Associate in Science, a bachelor degree, or higher degree from an accredited educational institution in the United States, the student will be considered to be "Core Complete", thus needing to complete only the requirement of 18 additional semester hours at HCC toward a new associate degree.
- Each additional academic associate degree obtained from HCC must be of a different type. Thus, a student may only obtain one Associate in Arts, one Associate of Arts in Teaching, and/or one Associate in Science from HCC. For example, if one degree from HCC was an AA, then any additional degrees must be an AAT, AS, or AAS.
- Multiple Associate of Applied Science degrees may be earned from HCC if all AAS program requirements are met including earning at least 18 additional semester hours at HCC, 12 of which must be earned in the major program of the additional degree. In most cases, however, there is only one AAS degree allowable per workforce program. See counselor or program chair for clarification.
- Multiple workforce Certificates of Completion may be earned from HCC if all program requirements are met for each certificate including earning at least 9 additional unique semester hours at HCC toward the major program of the additional certificate.
- All other state and institutional graduation requirements, including TSI policies and financial obligations, must be met.

## Online Program Restrictions

### Language Option Restrictions

Some HCC Online programs require students to participate in foreign language courses as part of the program's required curriculum. At this time, the only

language option currently available online is Spanish. If you would like to take courses in a language other than Spanish, you would have to do so on campus.

**Elective Course Restrictions**
Some HCC Online programs may have a limited number of elective options available, based on which of the designated electives are currently offered online. If an elective course is not available online, it will be denoted in the program's degree plan.

**Required Course Restrictions**
Some HCC Online programs may require students to participate in one or more campus-based courses as part of a given program's required curriculum. If a program requires participation in a campus-based course, the campus-based course will be denoted in the program's degree plan.

**Potential Course Restrictions**
Some courses may require students to participate in campus-based laboratory sessions or proctored examinations. Please review your course syllabus to determine if your online course has an on-campus laboratory or examination requirement.

## Eagle Online Canvas Learning Management System

This course will use Eagle Online Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.  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/
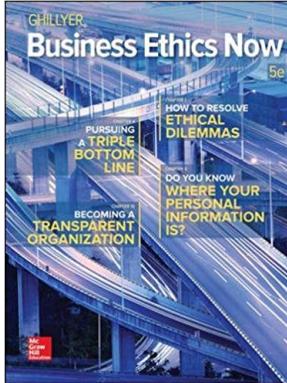
### Scoring Rubrics, Sample Assignments, etc.
Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.
https://eagleonline.hccs.edu/login/ldap

# Instructional Materials

## Textbook Information



Textbook: **Ghillyer** Business Ethics Now **5th edition** McGraw /Hill **ISBN: 9781260148992**

## 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 make up
- Provide the course outline and class calendar which 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

Students are expected to adhere to the weekly schedule printed in the course syllabus.  **No make-up tests will be given.**

## HCCS Policies
## Handbook
Here's the link to HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/)

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

## EGLS³
The EGLS³ (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.  EGLS³ 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/](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)