Course Syllabus

Business Ethics

BMGT 1341

Semester with Course Reference Number (CRN)	Fall 2013 - 59777
Instructor contact information (phone number and email address)	Dr. Raven Davenport 713-718-6478 raven.davenport@hccs.edu
Office Location and Hours	1215 Holman Avenue, BSCC Building Room 206, M-F 9am – 3pm (by appointment only)
Course Location/Times	Distance Education
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours 3.00 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, 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.
Course Prerequisite(s)	• ENGL 0300 or 0347 • GUST 0342 (9th -11th Grade Reading) • MATH 0306 (Basic Math Pre-Algebra)
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	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	Blowing the Whistle
Week 9		**Exam 2**
Week 10	8	**Internet exercise due** Ethics and Technology
Week 11	9	Ethics and Globalization
Week 12	10	Making it Stick: Doing What's Right in a Competitive Market
Week 13		**Case Study due**
Week 14		Review
Week 15		Review

| | Week 16 | **Final Exam** |

Instructional Methods

Online

Student Assignments

Internet Exercise

Case Study

Student Assessment(s)

Exam1

Exam 2

Final exam

Instructor's Requirements

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	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.

Instructor Grading Criteria

Exam 1 20%

Exam 2 20%

Internet Exercise 20%

Team Exercise 20%

Final Exam 20%

Instructional Materials	**Ghillyer, et al, Business Ethics Now, Third Edition, McGraw-Hill, New York, NY, 2012,2008, 2010.**
	ISBN:978-0-07-352469-6

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