



## Course Syllabus

### Business Ethics

### BMGT 1341

<b>Semester with Course Reference Number (CRN)</b>	Summer 2015 - 57121
<b>Instructor contact information (phone number and email address)</b>	Dr. Raven Davenport 713-718-6478 raven.davenport@hccs.edu
<b>Office Location and Hours</b>	1215 Holman Avenue, BSCC Building Room 206, M-F 9am – 3pm (By appointment only)
<b>Course Location/Times</b>	Distance Education
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours External Hours
<b>Total Course Contact Hours</b>	48.00
<b>Continuing Education Units (CEU): if applicable</b>	
<b>Course Length (number of weeks)</b>	16
<b>Type of Instruction</b>	Lecture
<b>Course Description:</b>	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**

<b>Class Date</b>	<b>Chapter</b>	<b>Topic</b>
Week 1	1	Understanding Ethics
Week 2	2	Defining Business Ethics
	3	Organizational Ethics
Week 3	4	Corporate Social Responsibility <b>Exam 1</b>
	5	Corporate Governance
Week 4	6	The Role of Government
	7	Blowing the Whistle
Week 5	8	<b>Internet Exercise due</b>
Week 6		Ethics and Technology
	9	Ethics and Globalization
		<b>Case Study</b>

Week 7	10	<b>due</b> Making it Stick: Doing What's Right in a Competitive Market
Week 8		<b>Final Exam</b>

**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, Fourth Edition, McGraw-Hill, New York, NY, 2012,2008, 2014.**

**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>