COURSE OUTLINE OF RECORD

Number: MGMT G140    TITLE: Business and Organizational Ethics

ORIGINATOR: Alice Rivera    EFF TERM: Fall 2013
FORMERLY KNOWN AS: Organizational and Professional Values/Ethics
DATE OF OUTLINE/REVIEW: 04-02-2013
CROSS LISTED COURSE: TOP NO: 0506.00

SEMESTER UNITS: 3.0
HRS LEC: 54.0    HRS LAB: 0.0    HRS OTHER: 0.0
CONTACT HRS TOTAL: 54.0
STUDY NON-CONTACT HRS RECOMMENDED: 108.0

CATALOG DESCRIPTION:
This course introduces students to the ethical concepts that are relevant to resolving moral issues in business, including development of reasoning and analytical skills needed to apply ethical concepts to business decisions. Identification of the moral issues involved in the management of specific problem areas in business and an examination of the social and natural environments within which moral issues in business arise are also emphasized.

JUSTIFICATION FOR COURSE:

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Business
Management
Marketing

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[X] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Business Administration(Associate in Arts)
Business Administration(Certificate of Achievement)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE HOLDERS OPTION(Associate in Arts)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE HOLDERS OPTION Retire Fall 19(Associate in Arts)
General Management Option(Certificate of Achievement)
Human Resources Management Option(Certificate of Achievement)
Management(Associate in Arts)
Marketing Management (Associate in Arts)
Retail Management (Certificate of Achievement)
Small Business Management Option (Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Interpret basic principles and ethical theories in relation to business and leadership.
2. evaluate the social and ethical impact of business on society.
3. discuss the social and economic responsibilities of organizations to society.
4. explore new models of business-community collaboration.
5. appreciate the importance of government regulation in business.
6. demonstrate how ethics and integrity are essential to personal fulfillment and business success

COURSE OBJECTIVES:
1. become familiar with society’s relationship with business.
2. gain insight into the social and ethical impacts of business.
3. discuss the social as well as economic responsibilities to society.
4. appreciate the importance of why government regulation is sometimes required as well as new models of business-community collaboration.
5. demonstrate how ethics and integrity are essential to personal fulfillment and business success.

COURSE CONTENT:

LECTURE CONTENT:

1. The Importance of Business Ethics
   a. Business Ethics Defined
   b. The Reasons for Studying Business Ethics
   c. The Development of Business Ethics Through History
   d. Business Ethics as an Emerging Field
   e. Institutionalization of Business Ethics
   f. Developing an Organizational and Global Ethical Culture

2. The Benefits of Ethics
   a. Ethics Contributions to Employee Commitment
   b. Ethics Contributions to Investor Loyalty
   c. Ethics Contributions to Customer Satisfaction
   d. Ethics Contributions to Profits

3. How Stakeholders Define Ethical Issues in Business
   a. Identifying Stakeholders
   b. Social Responsibility and the Importance of A Stakeholder Orientation
   c. Social Responsibility and Ethics
   d. Corporate Governance – Providing Formalized Responsibility to Stakeholders
   e. Views of Corporate Governance
   f. The Role of the Board of Directors
   g. Greater Demands for Accountability and Transparency
   h. Executive Compensation

4. Implementing a Stakeholder Perspective
   a. Assessing the Corporate Culture
   b. Identifying Stakeholder Groups
   c. Identifying Stakeholder Issues
   d. Assessing Organizational Commitment to Social Responsibility
   e. Identifying Resources and Determining Urgency
   f. Gaining Stakeholder Feedback
   g. Contributions of a Stakeholder Perspective

5. Emerging Business Ethics Issues
   a. Recognizing Ethical Issues
   b. Ethical Issues and Dilemmas in Business
   c. Misuse of Company Resources, Abusive or Intimidating Behavior, Harassment
   d. Conflicts of Interest, Bribery, Corporate Intelligence
   e. Environmental Issues, Fraud, Consumer Fraud, Financial Misconduct, Insider Trading
   f. Intellectual Property Rights and Privacy Issues
   g. The Challenge of Determining an Ethical Issue in Business
6. The Institutionalization of Business Ethics
   a. Managing Ethical Risk Through mandated and Voluntary Programs
   b. Mandated Requirements for Legal Compliance
   c. The Sarbanes-Oxley Act
   d. Dodd-Frank Wall Street Reform and Consumer Protection Act
   e. Laws that Encourage Ethical Conduct
   f. Federal Sentencing Guidelines for Organizations
   g. Highly Appropriate Core Practices
   h. The Importance of Institutionalization in Business Ethics

7. Ethical Decision Making and Ethical Leadership
   a. Using the Ethical Decision-Making Framework to Improve Ethical Decisions
   b. The Role of Leadership in Corporate Culture
   c. Leadership Styles and How They Influence Ethical Decisions
   d. Habits of Strong Ethical Leaders
   e. Understanding Ethical Decisions Making and The Role of Leadership
   f. Individual Factors: Moral Philosophies and Values
   g. Applying Moral Philosophy to Ethical Decision Making
   h. Cognitive Moral Development and White-Collar Crime

8. The Role of Ethical Culture and Relations
   a. Defining Corporate Culture and the Role of Corporate Culture in Ethical Decision Making
   b. How Leaders Influence Corporate Culture
   c. Motivating Ethical Behavior
   d. Organizational Structure and Business Ethics
   e. Group Dimensions of Corporate Structure and Culture
   f. Variation in Employee Conduct

9. Developing an Effective Ethics Program
   a. The Responsibility of the Corporation as a Moral Agent
   b. The Need for Organizational Ethics Programs
   c. An Effective Ethics Program
   d. Codes of Conduct, Ethics Officers, Ethics Training and Communications
   e. Systems to Monitor and Enforce Ethical Standards
   f. Implementing and Auditing the Ethics Program
   g. Benefits of Ethics Auditing
   h. The Auditing Process

10. Globalization of Ethical Decision-Making
    a. Global Culture, Values, and Practices
    c. Multinational Corporations
    d. Global Cooperation To Support Responsible Business-International Monetary Fund- UNG Compact-WTO
    e. Global Ethics Issues and The Importance of Ethical Decision making in Global Business

METHODS OF INSTRUCTION:

A. Lecture:
B. Tutoring – noncredit:
C. Work Experience:
D. Direct Study/IS:
E. Dist. Ed – Delayed Interaction:
F. A/V Two Way Interactive:
G. Video One Way – Audio Two Way:
H. Two-way interactive audio only:
   I. Audio – One Way:
   J. WWW – Simultaneous Interaction:
K. Online:
L. Field Experience:
M. Independent Study:

INSTRUCTIONAL TECHNIQUES:

Instructional techniques can consist of any or a combination of the following:

- in-class techniques: lecture, discussion, direct study
- out-of-class techniques: field research, work experience, non-credit tutoring
- Distance and online education protocols: audio/visual two-way interactive media, one-way non-interactive media, web-based simultaneous interaction
COURSE ASSIGNMENTS:
Out-of-class Assignments
- Audio lectures
- Video lectures
- Projects
- Presentations

Writing Assignments
- Short essays
- Long essays
- Objective question-and-answer responses
- Discussion boards
- Quizzes
- Exams

Reading Assignments
- Textbook
- Cases
- Periodicals, Journals, Articles, and other readings

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
Students will be provided with different scenarios and case studies involving organizational and professional values. Students will be required to analyze the potential of the scenario and make recommendations about the proper business decisions.

Required Writing, Problem Solving, Skills Demonstration:
Students will be expected to formulate a written statement that will serve as the start or argument of a case and written response. Students will also be expected to take part in a semester discussion regarding relevant topics and real world cases and scenarios and make recommendations regarding proper business decisions.

TEXTS, READINGS, AND RESOURCES:
TextBooks:

LIBRARY:
Adequate library resources include:

Comments:

Attachments: