1. **COURSE TITLE\***: Business Ethics
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*** BADM 2216
3. **PREREQUISITE(S)\*:** None **COREQUISITE(S)\*:** None
4. **COURSE TIME/LOCATION/MODALITY: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*:** 3 **LECTURE HOURS\*:**  3

**LABORATORY HOURS\*:** 0 **OBSERVATION HOURS\*:** 0

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

This course is an introduction to various ethical topics and situations one may encounter in today's workplace. Examining ethical dilemmas and essential tools for analyzing them, this applied Business Ethics course will bring real world, hands-on experience to common ethical dilemmas.

1. **LEARNING OUTCOMES\*:**

At the completion of this course the student will:

1. Discuss the concepts of ethics and morals.
2. Recognize the types of ethical situations or questions today's businesses encounter and the concepts of the accepted ethical behavior of the business professional.
3. Demonstrate the process of building a logical argument.
4. Define the codes of ethics.
5. Compare the ethical arguments of selected philosophers and scholars.
6. Distinguish bio and environmental ethical issues
7. **ADOPTED TEXT(S)\*:**

**Ethics in the Workplace,** 3rd Edition

Dean Bredeson, Keith Goree

© 2012 Cengage Publishers
ISBN: 978-0-357-70000-6 Cengage Unlimited Inclusive Access E-book

ISBN for students who do NOT want Inclusive Access: 9781133683674

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

None

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

 B: 80 – 89

 C: 70 – 79

 D: 60 – 69

 F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

The student's grade will be computed using the following suggested scale.

**SUGGESTED GRADE CALCULATION**

Mid-term 31%

Final 34%

Participation 35%

 100%

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

Classes may consist of lectures, class discussions, small group projects, videos, outside assignments and supplemental materials. Interactive class discussion is encouraged and staying current on reading assignments necessary to be able to actively participate in class discussions.

1. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

 **SAMPLE**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **FOCUS** | **LEARNING OUTCOMES** |
| Week 1 | Introduction to Ethics | 1,5 |
| Week 2 | Ethical Principles | 1,2,4,5 |
| Week 3 | Developing Personal Ethics | 1,3,4 |
| Week 4 | Workplace Ethics: Shareholder and Stakeholder Theory | 1,2 |
| Week 5 | Workplace Ethics: Treatment of Employees | 1,2,4 |
| Week 6 | Selling, Marketing, and Advertising  | 1,2,4 |
| Week 7 | Ethics in Technology and Privacy | 1,2,4 |
| Week 8 | Ethics and Discrimination | 1,2,4 |
| Week 9 | Ethics for Employees | 1,2,4 |
| Week 10 | “The Great Recession” | 1,4 |
| Week 11 | Global Issues in Ethics: The Environment | 1,2 |
| Week 12 | Global Issues in Ethics: Sweatshops | 1,2 |
| Week 13 | Critical Thinking in Ethics | 1,3,4 |
| Week 14 | Genetic Research & Medical Ethics | 1,2,4,6 |
| Week 15 | Intellectual Property Rights and Software Piracy | 1,2,4 |
| Week 16 | **Finals** |  |

1. **SPECIFIC MANAGEMENT REQUIREMENTS \*\*\*:**

**Attendance Policy**

To meet the objectives of this class, students must attend all scheduled classes. If a student must miss class due to extenuating circumstances, the student is expected to inform the instructor by either talking with the instructor, e-mail, or leaving a message should the instructor not be available.

If you wish to drop the course you must take positive action. Do not assume that the Instructor will automatically drop you if you stop attending class.

**Instructor and Student Responsibilities and Academic Dishonesty**

Students are required to submit only their own original work with proper citation of third-party sources quoted in that work, this includes the team papers; it must be original work produced by the team. The College’s Plagiarism Checker includes a database of all past papers submitted by SSCC students. Submission of copied or purchased assignments is likely to be caught by Turnitin and the resulting sanctions under the Code of Conduct can include a *failing course grade, suspension, or expulsion* from the College.

**Student’s Responsibility:** It is the responsibility of the student to familiarize themselves with the assigned material, prior to presentation and/or discussion. It is the student’s responsibility to bring to the attention of the instructor any misunderstandings they may have regarding the course content. Participation in class discussion is mandatory.

**Instructor’s Responsibility**: It is the responsibility of the instructor to enhance and expand the meaning and application of the subject matter covered in the course. The instructor will not normally review the assigned text. The instructor will sensitize him/herself to individual student’s educational needs and make him/herself available for assistance.

**IT Proficiency**

The mission of Southern State Community College is to provide accessible, affordable, and high-quality education to the residents of its service area. We believe that education is more than a mastery of a body of technical and professional knowledge and the achievement of technical or professional proficiency. We provide students with the life-long ability to acquire knowledge and translate it into responsible action in a competitive global environment.  Toward that end, we seek to develop future professionals who will be critical thinkers with the international/diversity perspectives and IT skills necessary to be effective and ethical communicators/decision makers in an increasingly complex and multicultural environment.  Among the primary skills(s) developed in this class will be IT proficiency.  In part, this skill will be promoted by:

* Utilizing business software such as Word, PowerPoint and Excel to prepare reports and presentations
* Searching internet sites for research
1. **FERPA\*:**

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

1. **ACCOMMODATIONS: \***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

1. **Other information\*\*\*:**

**Classroom Conduct**: Civility in the classroom is very important. As professionals, we expect students to conduct themselves in a courteous and respectful manner. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone and will not be tolerated. Students need to remember that the online discussion boards and chat rooms in the online courses are considered classrooms and the same rules apply. Students will use these tools in the online classroom for information that pertains to the class; it is not to be used for personal exchanges of a social nature. If you engage in any such conduct you will be asked to leave and you will receive a “zero” for any work completed that day. The instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Department Coordinator and Academic Dean

**KNOWLEDGE, SKILLS AND ABILITIES ENHANCED:** Students completing this course successfully can expect to improve in the following Knowledge, Skills and Abilities:

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| --- |
|  |
| * **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
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| * **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
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| * **Speaking** — Talking to others to convey information effectively.
* **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
* **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
* **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
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**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.