

CENTRAL OHIO TECHNICAL COLLEGE  
DEPARTMENT OF BUSINESS  
BUSINESS MANAGEMENT TECHNOLOGIES  
SYLLABUS PART I  
Winter Quarter, 2008  
January 3, 2008 – March 16, 2008  
*On-line*  
Syllabus Part I

Course Title: Organizational Ethics  
Course Number: 2470  
Course Credit: 3 Credit Hours  
3 Contact Hours  
Course Prerequisites: None

Instructor: Bonnie Buchanan, Business Management Instructor  
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Office hours: Monday – 11:00 am to 2:00 pm and  
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Course Description: Business ethics engages essential questions to business and their stakeholders concerning purpose, values, and transactions of and among individuals, groups, companies and their global alliances. A thorough understanding of the complex issues and frameworks concerning ethical decisions will be thoughtfully and objectively analyzed. Students should create an understanding and application of ethical reasoning in the marketplace and in workplace relationships.

Required Resources: Ghillyer, Andrew (2008). Business ethics: A real world approach. USA: McGraw-Hill Irwin

Packet: None required

Supplies: None required

ITS Resources : Tech Connect

<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Sign-on:

The website address for the online course is <http://bonniebuchanan.pageout.net>. You do not need an access code. To log onto the web site, go to the above address. Click on 'Student Registration' to create a log-on and password.

To complete the course you will need access to a computer and the Internet, knowledge of signing on your COTC e-mail account along with computer and e-mail skills. You should bookmark the website as a favorite. Please take the time to get familiar with the website.

Virus Policy:

All e-mail sent through COTC is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted. It is the student's responsibility to ensure that a virus free assignment is delivered on time to the instructor.

General Policy:

*Communications:* Students should plan to communicate with the instructor and with other classmates regularly throughout the course. Post any questions to the class discussion board. The instructor or other students from the class will then have the opportunity to post a response for the entire class to view.

For individual issues, students should contact the instructor directly by e-mail or telephone. You should use the instructors and your COTC e-mail address for all e-mail communication. E-mail and telephone messages will normally be answered within 48 hours. E-mails must identify the assignment in the subject line for credit.

*Announcements:* Announcements are located on the homepage of the course website. You will need to check for announcements on a regular basis throughout the quarter. Any changes to the course or updates will be addressed to all students through the use of announcements.

*Student Responsibilities:* This course will require 8-12 hours per week (the actual amount is dependent on each student's background). This requirement may influence the time allotted to other classes. Planning and time management are essential for students.

Students are expected to initiate contact with the instructor. Written assignments should demonstrate elements of good writing such as unity, coherence, clarity and appropriate grammar and mechanics. Effective business and professional writing is clear, concise, complete and appropriate in tone and format.

As part of COTC's requirement to have accurate course attendance records, you are required to contact the instructor by the end of the first week of the quarter. You must provide the following information:

- \*Full name which is used for COTC records and any nickname you want to be used.
- \*E-mail address
- \*Confirmation that you have accessed the web site using the login and password that you created and you have navigated through the web site and understand how to utilize all the resources. Regular attendance will be monitored through your participation in class interactions and your completion of assignments.

*Attendance:* Attendance will be monitored through your participation in class interactions, your completion of assignments and within the site's monitoring system.

*Participation Points:* Class participation is considered very essential to successful performance in this course. Each assignment will be graded based on the participation of each student with the exercise. Note that participation points are NOT automatically awarded to students simply on the basis of their presence in the class. Students will be expected to read all assigned materials and be prepared to participate in discussions related to course material. Evidence of active participation by a student is defined broadly as:

- Offering relevant comments and questions that are aligned with the topic at hand.
- Participation in chat activities and discussion board discussions.
- Evidence of clarity, accuracy, precision, relevance, depth, breadth, logic, significance, and ethics will be assessed.

*Assignment Due Dates:* Any late assignments/tests will automatically be penalized 25%. NO assignments or tests will be accepted more than one week late unless approved by the instructor. Assignments are listed under the "Grade Book" link on the course web site.

*Make-Up Exams:* The instructor will approve and schedule make-up exams. Without the approval of the instructor, no make-up exams will be scheduled.

*Plagiarism:* All of the work of the student will be in their own words and will not be copied from the work of another. If work is copied it will be handled according to College Policy.

As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, projects, papers, etc. may be used. The data gathered will not identify individual students and is not related to the student's grade for the course, but will be used to improve student learning at COTC.

**Disability Statement:** Any student with a documented disability, which may require special accommodation, should self-identify to the instructor as early as possible in order to receive effective and timely accommodations.

Course Evaluation: The student's final grade for this course will be determined on the following basis:

Week 1 Assignment:	20 points
Individual assignments: (10X20pts)	200 points
Discussion Exercises: (6X20pts)	120 points
Cases: (4X20pts)	80 points
Peer Paper	140 points
Quizzes: (10X16pts)	160 points
Total:	720 points

Withdraw Date: Please check the Official College Calendar or the Autumn Quarter Important Dates listing on the COTC Web Page for last date to withdraw from this class.

Assignments: *Individual Assignments, Discussion Questions, and Cases* are located under 'Course Content.' They are located within each chapter or at the end of each chapter. First, read the entire assignment information, discussion exercise, or case including questions. Next, type your answers into the provided corresponding answer boxes on the website. All assignments, discussion exercises, and cases, are also accessible in the Gradebook. Click on 'Gradebook' from the Home Page. The chapter assignments are also located under the 'Course Content' button. Click on 'Course Content', next click on the correct chapter in which you would like to complete the assignment, discussion questions, or case. Answers should include relevant material within the text, your own thoughts and ideas, personal experience, critical thinking and current events. Following is the rubrics for the assignments and cases:  
5 pts – all parts of the questions are answered completely  
10 pts – your answers include relevant information that applies to the assignment or the case. Answers should be in paragraph style with complete sentences.

5 pts – Correct grammar with the assignment turned in on scheduled due date = 20 points

#### Small Group Paper:

With two classmates (total of 3, including yourself), you will choose one Code of Ethics located in the appendix. At the back of the text are located several 'Code of Ethics' from different businesses. You will need to communicate with your partners (e-mail or in-person, if feasible) for collaboration on the paper. After choosing a company, you will assess and summarize the code of ethics. With your partners you will create an outline of the code of ethics. First part of the paper should include 1-2 paragraphs about the business that is represented by your chosen code of ethics. I recommend searching on the Internet. Next requirement is the assessment of the code of ethics, such as; what is the purpose of the code of ethics? What is the document lacking in information? What areas does the document not cover? For assessment, what changes do you recommend? What are the strengths of the document? Do you think the company code of ethics that you have chosen for the paper is effective? The paper is due the last week of the quarter on the Monday of Finals Week. The peer paper must be computer-generated, double spaced, and sent to the instructor as a Word attachment through the COTC e-mail. You must type in the assignment in the Subject line of the e-mail to receive credit.

#### Grading Rubrics:

10 pts – contacting partners in the 3<sup>rd</sup> week of the class  
20 pts – Title page, including partners' names and name of company, grammar, and professionalism of finished paper  
10 pts – Research on company  
40 pts – Outline of the code of ethics  
40 pts – Summary and assessment  
20 pts – Partner evaluations (found in syllabus) = 140 points

#### Quizzes:

There will be 10 quizzes that will be required to take. They are listed in the assignments throughout the quarter. There is one quiz per chapter. Each quiz is worth 16 points. All quizzes are located on the website.

**DISCUSSION BOARD POSTS WILL BE RESPONDED TO THE FIRST COUPLE OF DAYS IN THE NEXT WEEK AFTER IT IS DUE = IT IS THE STUDENTS RESPONSIBILITY TO GO BACK AND LOOK AT THE INSTRUCTOR'S RESPONSE TO THE ASSIGNMENT!**

# *COURSE CALENDAR*

Changes may occur in this calendar due to unforeseen events.

## *Weeks begin on a Monday and end Sunday*

### *Assignments due Sunday at midnight of the current week*

#### *Week 1: January 3 to January 6*

Review syllabus and website

Please take time to become familiar with the website.

Read and print the syllabus. E-mail the instructor with any questions after reviewing the syllabus.

Week 1 assignment – Find the Week 1 assignment under ‘Gradebook’. Post to the *Week 1* discussion board. To find discussion boards, from the homepage, click ‘Discussion Area’, click ‘Enter Discussion Area’, click the underlined topic, click ‘reply’, click ‘post this message’ Post your answer to the questions under the discussion board ‘Week 1’ = 20 points

#### *Week 2: January 6 to January 13*

Read chapter 1 – Understanding Ethics

Chapter 1 assignment – Answer Progress Check Questions 9-12 on page 12 – 20 pts.

Discussion exercise 1.1 on page 16-17 - Answer questions 1-5 in the answer boxes provided on the website - 20 points (pts)

Chapter (Ch) 1 quiz - complete chapter 1 quiz - 16 points

\*\*\*\*\*To find assignments, discussion exercises, cases, and quizzes, click on ‘Course Content’ next click on the correct chapter. You can also click on ‘Gradebook’ to find all assignments\*\*\*\*\*

#### *Week 3: January 14 to January 20*

Read chapter 2 – Defining Business Ethics

Chapter 2 assignment – Answer questions 1-4 under Review Exercise on page 32 - 20 points

Case 2.1 - located on the website under Course Content, Chapter 2 – Read Case 2.1 on page 25 and answer questions 1-4 - 20 pts.

Chapter 2 quiz – 16 points

Partners will be assigned. Please review the discussion board ‘Partner Time’ for assigned partners. You can also ask questions about the Peer Paper on this discussion board.

E-mail partners- please cc. the instructor on the e-mail – 10 points

*Week 4: January 21 to January 27*

Read chapter 3 – Organizational Ethics

Chapter 3 assignment – Answer Review Questions 1-4 on page 52 by typing your answer into the answer boxes provided on the website - 20 points

Discussion exercise 3.1 on pages 54-55. Answer questions 1-4 – 20 points

Chapter 3 quiz – 16 points

You will need to begin work on the Peer Paper. With your partners, choose a business ‘Code of Ethics’ from the back of the text.

*Week 5: January 28 to February 3*

Read chapter 4 – Corporate Social Responsibility

Chapter 4 assignment – Answer Progress Check Questions 9-12 on page 65 – 20 points

Discussion exercise 4.1 on pages 72-74. Answer questions 1-4 – 20 points

Chapter 4 quiz – 16 points

Work on the final project with your partners.

Read chapter 5 – Corporate Governance

Chapter 5 assignment – Answer Progress Check Questions, questions 13-16, on page 89 – 20 points

Case 5.1 – Read Case 5.1 on pages 83, 84 and answer questions 1-4 – 20 points

Chapter 5 quiz – 16 points

Work on the final project with your partners

*Week 6: February 4 to February 10*

Read chapter 6 – The Role of Government

Chapter 6 assignment – Answer Review Questions 1-4 on page 109 – 20 points

Discussion Exercise 6.1 – Read Discussion Exercise on pages 110-111 and answer questions 1-4 – 20 points

Chapter 6 quiz – 16 points

Work on the final project with your partners.

*Week 7: February 11 to February 17*

Read chapter 7 – Blowing the Whistle

Chapter 7 assignment – Answer Progress Check Questions, questions 1-4, on page 117 – 20 points

Case 7.1 – Read Case 7.1 on pages 119-120 and answer questions 1-4 – 20 points

Chapter 7 quiz – 16 points

Work on the final project with your partners

*Week 8: February 18 to February 24*

Read chapter 8 – Ethics and Technology

Chapter 8 assignment – Complete Review Exercise, questions 1-4, on page 144 – 20 points

Discussion Exercise 8.1 – Read Discussion Exercise 8.1 on pages 145-146 and answer questions 1-4 – 20 points

Chapter 8 quiz – 16 points

Work on the final project with your partners.

*Week 9: February 25 to March 2*

Read chapter 9 – Ethics and Globalization

Chapter 9 assignment – Complete Review Exercise on page 165, and answer questions 1-4 on page 165 – 20 points

Case 9.2 – Read Case 9.2 on page 160 and answer questions 1-4 – 20 points

Chapter 9 quiz – 16 points

Continue work on the final project with your partners

*Week 10: March 2 to March 9*

Read chapter 10 – Doing What is Right in a Competitive Market

Chapter 10 assignment – Answer Progress Check Questions, 5-8, on page 180 – 20 points

Discussion Exercise 10.1 – Read Discussion Exercise 10.1 on pages 186-187 and answer questions 1-4 – 20 points

Chapter 10 quiz – 16 points

Complete the final project with your partners.

*Finals Week: Due March 10<sup>th</sup> **NO ASSIGNMENTS ACCEPTED PAST THIS DATE!***

Peer Evaluations due on Monday

Peer Paper due on Monday = 140 points

## PARTNER EVALUATIONS

YOUR NAME: \_\_\_\_\_

TEAM NAMES AND NUMBERS:(Check by the number that applies to that team member).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Evaluation Criteria	Always	Usually	Rarely	Never
<b>Leadership/Collaboration:</b> Contributed to the building of the team purpose; actively listened, shared ideas and knowledge to team's mission.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
<b>Work Quality:</b> Work output was good and concepts were applied.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
<b>Dependability:</b> Attended meetings, accessible and communicated as well as individual preparation done for team work.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
<b>Attitude:</b> Committed to team effort, considerate of other team members, able to give and receive feedback.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.

Central Ohio Technical College  
Department of Business  
Business Management Technologies  
Syllabus Part II

**Course Title:** Organizational Ethics

**Course Number:** 2470

**Credit Information:** 3 Credit Hours  
3 Contact Hours

**Course Description:** Business ethics engages essential questions to business and their stakeholders concerning purpose, values, and transactions of and among individuals, groups, companies and their global alliances. A thorough understanding of the complex issues and frameworks concerning ethical decisions will be thoughtfully and objectively analyzed. Students should create an understanding and application of ethical reasoning in the marketplace and in workplace relationships.

**Course Goals:** Students will be able to:

- 1.OO Identify and describe basic ethical concepts, principles and examples to enhance the understanding and use of ethics in solving moral dilemmas.
- 2.OO Expand the understanding of stakeholders and issues management methods as strategic and practical ways for mapping corporate, group, and individual relationships.
- 3.OO Understand and apply ethical reasoning in the marketplace and in workplace relationships.
- 4.OO Identify what constitutes ethical and unethical practices in business at the individual, group, organizational, and multinational levels.
- 5.OO Instill a confidence and competence in abilities to think and act according to moral principles by creating managing, and studying stakeholder relationships at the national and international levels.

## Objectives:

Given lectures by the course instructor, assigned readings in the course textbook, handouts, exercises, along with the opportunity for participation in the class, each student will demonstrate skills and understandings as outlined in the following objectives by scoring 60% or better on the reference material. Specifically the student will be able to:

- 1.OO Identify and describe basic ethical concepts, principles and examples to enhance the understanding and use of ethics in solving moral dilemmas.
  - 1.01 Explain business ethics and its levels.
  - 1.02 Understand the five myths about business ethics.
  - 1.03 Develop an understanding of ethical reasoning
  - 1.04 Identify stakeholders and the stakeholder management approach for business ethics.
  - 1.05 Execute a stakeholder analysis.
  - 1.06 Examine moral responsibilities of functional area professionals.
  - 1.07 Investigate the three issues management approaches to ethics.
  - 1.08 Understand crisis management and recommendations in crisis management.
  
- 2.OO Expand the understanding of stakeholders and issues management methods as strategic and practical ways for mapping corporate, group, and individual relationships.
  - 2.01 Identify decision criteria for ethical reasoning.
  - 2.02 Conduct a self interest approach and stakeholder analysis approach to ethical relativism.
  - 2.03 Develop an understanding of an entitlement-based approach to strategic groups.
  - 2.04 Investigate justice: procedures, compensation and retribution.
  - 2.05 Examine immoral, amoral and moral management.
  - 2.06 Understand different ethical decision making styles and conduct ethical tests.
  
- 3.OO Understand and apply ethical reasoning in the marketplace and in workplace relationships.
  - 3.01 Identify stakeholder management and value based organizational systems.
  - 3.02 Understand the 10 step value based stakeholder management assessment.
  - 3.03 Examine leadership and strategies.
  - 3.04 Identify cultural, structural and organizational systems.

- 3.05 Investigate corporate responsibility in advertising, product safety, liability and the environment.
  
- 4.OO Identify what constitutes ethical and unethical practices in business at the individual, group, organizational, and multinational levels.
  - 4.01 Determine employee stakeholders and the workforce of the 21<sup>st</sup> century.
  - 4.02 Understand the changing social contract between corporations and employees.
  - 4.03 Investigate employee and employer rights and responsibilities.
  - 4.04 Understand discrimination , equal employment opportunity, affirmative action, and sexual harassment in the workplace.
  - 4.05 Examine whistle blowing versus organizational loyalty.
  
- 5.OO Instill a confidence and competence in abilities to think and act according to moral principles by creating managing, and studying stakeholder relationships at the national and international levels.
  - 5.01 Identify a perspective on business and ethics since September 11, 2001.
  - 5.02 Determine emerging macro-ethical issues.
  - 5.03 Identify technology and its ethical implications.
  - 5.04 Understand the changing workforce.
  - 5.05 Understand stakeholder management and ethical navigation.