

CENTRAL OHIO TECHNICAL COLLEGE
DEPARTMENT OF BUSINESS
BUSINESS MANAGEMENT TECHNOLOGIES
SYLLABUS PART I
Winter Quarter, 2009
January 5, 2009 – March 22, 2009
Syllabus Part I

Course Title:	Organizational Ethics
Course Number:	2470
Course Credit:	3 Credit Hours 3 Contact Hours
Course Prerequisites:	None
Instructor:	Bonnie Buchanan, MBA Assistant Professor, Business Technologies Email Address: bbuchana@cotc.edu Office phone: 740-366-9406 or 800-9Newark x406 Office: Hopewell Hall 181 Office hours: Posted on Faculty web page.
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/

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.

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 simple 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 class activities and discussions.
- *Evidence of clarity, accuracy, precision, relevance, depth, breadth, logic, significance, and ethics will be assessed.

Assignments:

The individual assignments will consist of Internet, library, research, or critical thinking.

The group assignments will require each person to participate in the work assigned. They will consist of Internet, library, research and group thinking exercises. Group exercises may request you to bring information back to the classroom, etc. You are required to complete the assignments as a group through emails, face-to-face meetings, phone calls, etc. and answer the questions appropriately.

Assignment Due Dates:

Any late assignments/tests will automatically be penalized 30%. NO assignments or tests will be accepted more than one week late unless there is an emergency situation.

All assignments will be graded based on the following:

40% Relevance	30% content
15% grammar	15% turning the assignment in on time.

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:

93% to 100%	-	A
90% to 92%	-	A-
87% to 89%	-	B+
83% to 86%	-	B
80% to 82%	-	B-
77% to 79%	-	C+
73 % to 76%	-	C
70% to 72%	-	C-
67% to 69%	-	D+
63% to 66%	-	D
60% to 62%	-	D-
Less than 60%	-	E

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.

Small Group Paper: With classmates, you will choose one Code of Ethics located in the appendix or from a company of your choice. At the back of the text are located several 'Code of Ethics' from different businesses. You will need to communicate with your partners for collaboration on the paper. Group bulletin boards and drop boxes will be made available in ANGEL. 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. The 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. The 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. The peer paper must be computer-generated, double spaced, and sent to the instructor as a Word attachment through ANGEL. A drop box will be available on the course web site. You must type in the assignment in the Subject line of the e-mail to receive credit.

Grading Rubrics:

10 pts – group collaboration

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 ANGEL)

Total = 140 points

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 21st 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.