

COURSE OUTLINE**Business Administration 112
Applied Workplace Ethics****I. Catalog Statement**

Business Administration 112 covers contemporary and controversial ethical issues facing the business world today. Real-world scenarios and situations will be discussed to aid students in developing their own ethical decision-making framework for the responsibilities and obligations they will face as members of the workforce.

Units – 1.0

Lecture hours – 1.0

Prerequisite – None.

II. Course Entry Expectations

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 1

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. define ethics in a specific business context with responsibilities of corporations and individual business personnel;
2. prepare for ethical dilemmas;
3. develop and enhance skills of critical reasoning;
4. identify codes of conduct specific to the industry;
5. formulate a practical framework for ethical decision making;
6. describe a personal code of business ethics.

IV. Course Content**Total Contact Hours = 16**

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| A. Introduction to Business Ethics | 4 hours |
| 1. Defining business ethics | |
| 2. Types of ethical dilemmas and how to avoid them | |
| 3. Resolving ethical dilemmas/decision making framework | |
| 4. Business ethics and the role of the corporation | |
| 5. History of ethics in America | |
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B. Ethical Issues in Daily Business Operations |
4 hours |
| 1. Individual rights and the business organization | |
| 2. Employee screening/privacy | |
| 3. Sexual harassment | |
| 4. Whistle-blowing | |
| 5. Employee rights | |
| 6. Diversity, equal employment, affirmative action | |

- C. Ethics in the Corporate Context 4 hours
 - 1. Financial reporting
 - 2. Marketing/advertising techniques
 - 3. Workplace health and safety
 - 4. Environmental Issues
 - 5. Product Safety
- D. Establishing a Code of Ethics 4 hours
 - 1. New images of ethics and organizations
 - 2. Communicating ethical standards
 - 3. Success stories

V. Methods of Presentation

The following instructional methodologies may be used in the course:

- 1. lecture/discussion;
- 2. guest speakers;
- 3. multi-media activities;
- 4. online.

VI. Assignments and Methods of Evaluation

- 1. Oral and written assignments. Readings, self-assessments, group assignments, debates, and case studies that are focused on one or two specific business industries.
- 2. Case studies (e.g. Enron and Martha Stewart).
- 3. Midterm examination.
- 4. Final examination.

VII. Textbook

Ghillyer, W., Business Ethics, 6th ed.

Boston: McGraw-Hill, 2012

11th Grade Textbook Reading Level. ISBN: 0-073-52469-7.

Kruise, Sandi,. Ethics and the Insurance Agent

www.kruise.com available on-line 1-800-517-7500

VIII. Student Learning Objectives

Upon successful completion, the student will be able to:

- 1. define ethics in a general business context and specifically in insurance organizations;
- 2. explain and apply the concept of agency and the obligation of agents;
- 3. describe and apply the legal framework of insurance organizations;
- 4. describe and demonstrate the responsibilities and ethical obligations of an insurance professional.