

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUS 138 Business Ethics

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course provides a systems approach for making business decisions that are responsible, practical, and defensible. It examines the gray zone of ethical quandaries and provides a methodical process for selecting alternative solutions that are ethical and good for business.

SPECIFIC COURSE OBJECTIVES:

The successful student upon completion of this course will be able to:

- 1) Examine ethical problems objectively;
- 2) Determine who the key stakeholders are and what needs and wants they possess;
- 3) Critically analyze the values and business norms at play for each stakeholder;
- 4) Project possible outcomes of different choices;
- 5) Develop actions that are necessary for a given choice and draw valid conclusions how those actions will affect the stakeholders;
- 6) Evaluate the options to obtain a clear sense of which option is the most responsible given all the environmental circumstances; and
- 7) Develop a plan to establish an ethics system in an organization via empowerment, support, and rewards.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Making better choices with the recognition that perfect choices are not always feasible
2. Personal ground rules for action
 - a. How one develops values and principles
3. The values, principles, and norms of an organization
4. When divergent interests clash
5. Ethics as a creative business skill for solving business dilemmas
 - a. A new definition of ethics
6. Key links in ethical decision making
 - a. Uniting business principles and options for action with a moral viewpoint
7. Ranking or prioritizing business options for actions
 - a. Value-based decision making
8. The 3-step process in value-based decision making
 - a. Examining the situation
 - b. Establishing the dilemma
 - c. Evaluating the options
9. Adapting decisions to a global marketplace
10. Establishing ethics systems in organizations

REQUIRED READING:

Weiss, Joseph W. Business Ethics 3 edition. Canada: Thomson, South-Western. 2003

SUGGESTED READING:

Hodgson, Kent. A Rock And A Hard Place - How To Make Ethical Business Decisions When The Choices Are Tough. New York: AMACON, 1992.

REQUIRED WRITING:

Students will complete 3 organizational ethics case studies which shall demonstrate their critical analysis and problem solving skills. Each paper will be 3-4 typed pages in length.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Students will read text and other outside readings and develop case study solutions.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes X No _____

If yes, check all that apply:

- X Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- X Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- _____ Two-Way Video Conferencing (Two-way interactive video and audio)
- _____ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- _____ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

There will be:

- 3 case studies representing a total of 40% of course grade;
- 1 Mid-Term Exam 30%
- 1 Final Exam 30%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes _____ No x Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

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SIGNATURES ON FILE