

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
NONCREDIT COURSE

(Use this form only for Noncredit courses)

COURSE NUMBER AND TITLE: CSA 49 – Ethics and Values

MINIMUM NUMBER OF SEMESTER HOURS: 6.0

SCOPE OF COURSE:

Designed to acquaint students with the importance of values and ethics in the workplace. Emphasis will be placed on how values influence actions, how to develop a personal ethical philosophy, and how to assist others in developing positive ethics and values.

SPECIFIC COURSE OBJECTIVES:

Upon completion of this course, the successful student will be able to:

1. Identify values and how they influence our actions.
2. Anticipate how values operate in the workplace.
3. Explain her/his own values and understand how those values will affect her/his carrying out their required duties.
4. Compare and contrast professional and unprofessional ethics in supervision.
5. Synthesize their own values and a their philosophy of supervision.
6. Anticipate the supervisor's social responsibilities.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Definitions
 - A. Ethics
 - B. Values/principles
 - C. Professional/unprofessional
 - D. Philosophy
 - E. Social responsibility
 - F. Character/trust
- II. Evaluating Behavior
 - A. Performance standards
 - B. Other tools
- III. Organizational Ethics and Values
 - A. Defining and creating
 - B. Modeling

MATERIALS REQUIRED: None.

TEXTS RECOMMENDED OR REQUIRED:

Maddux, Dorothy and Robert Maddux. Ethics in Business: A Guide for Managers. Menlo Park, CA: Crisp Publishing Company, 2000.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination

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 No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
 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.)

METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Participation.

CONTACT PERSON: Mollie Smith

SIGNATURES ON FILE
