

CATALOG INFORMATION

Dept and Nbr: BOT 154.5 Title: OFFICE ETHICS
Full Title: Ethical Issues in the Business Office
Last Reviewed: 3/3/2008

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|------|--------------|--------------------|------|
| Maximum | 0.50 | Lecture Scheduled | 0.50 | 17.5 | Lecture Scheduled | 8.75 |
| Minimum | 0.50 | Lab Scheduled | 0 | 2 | Lab Scheduled | 0 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 0.50 | | Contact Total | 8.75 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BOT 87.29

Catalog Description:
This course will help students recognize and think through ethical issues as they occur in the office environment. The honesty, integrity and good will of those who work in an organization set the stage for effective and profitable results.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course will help students recognize and think through ethical issues as they occur in the office environment. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | |
|----------------------|----------------------|-------------------|------------------|
| AS Degree: | Area | Effective: | Inactive: |
| CSU GE: | Transfer Area | Effective: | Inactive: |
| IGETC: | Transfer Area | Effective: | Inactive: |
| CSU Transfer: | | Effective: | Inactive: |
| UC Transfer: | | Effective: | Inactive: |

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Discuss the ethical implications of issues as they arise.
2. Examine case studies; apply reasoned judgment and discuss resolution.
3. Correct unethical practices that may have previously been unrecognized or ignored.
4. Handle ethical dilemmas that could affect personal relationships diplomatically.
5. Communicate the need for applying ethical principles at all organizational levels.

Topics and Scope:

1. The Problem and the Need
 - a. Definitions of ethics
 - b. Identifying your ethical concerns
2. The Forces that Shape Ethical Behavior
 - a. When and where do we develop ethical values?
 - b. Ethics and your job
 - c. Factors that modify ethical values
3. Ethical Consideration in Transactions with Your Boss
 - a. Following orders and directives from above
 - b. Supporting and communicating with the boss
 - c. Ethical mistakes to avoid
4. Ethical Considerations in Transactions with Your Peers
 - a. Supporting and communicating with peers
 - b. Collaboration--a beneficial and ethical tool
 - c. Constructive problem solving
5. Solving Ethical Problems
 - a. An organized approach
 - b. Solving ethical problems: the ten step method

Assignment:

Written reports based on reactions to case studies.

Reading text and additional case studies.

Discussion of case studies following a suggested pattern for resolution.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework

Writing
20 - 30%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes

Problem solving
20 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
10 - 30%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams
15 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Class participation

Other Category
10 - 20%

Representative Textbooks and Materials:

Ethics in Business, by Carole Bennett, Ed.D. South-Western Publishing Company, 2002. (classic)