



BUSINESS ETHICS

3-0-3.0

Date: 4/12/11

COURSE NUMBER: BUS 220

PREREQUISITE(S): ENG 032*, MAT 032*, RDG 100*

CO-REQUISITE(S): None

COURSE DESCRIPTIONS This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

TEXTBOOK(S): Stanwick, Peter A. and Stanwick, Sarah D. Understanding Business Ethics. Upper Saddle River: Prentice Hall, 2009. 1st edition. ISBN 0-13-173542-X.

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Discussion	=	10%
Assignments	=	25%
Tests	=	35%
Final Exam	=	30%
	=	<u>100%</u>

Tests will be administered in the Spartanburg Community College Testing Lab, located in Room A-7 of the West Building. Remote testing facilities will be identified for students outside the SCC area. Students will be given a window of testing time and must take the test within that window. Please see Welcome Letter for further instructions.

There are no make-up tests. If an emergency arises and you are unable to be present for a test, call or e-mail your instructor immediately.

Assignments may not be accepted late. Tardiness of assignments, projects, papers, and exercises may result in a grade of zero (0). If you have a chance to turn them in early – use it!

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"

- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

ATTENDANCE POLICY:

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

The textbook is a learning resource. It is the responsibility of the student to read and follow each assigned chapter. Additional outside materials will be integrated with textbook discussion. Students are responsible for textbook materials, instructor's notes, and external learning materials.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

PROGRAM DIRECTOR

Mr. Peter Stone
592-4694
stonep@sccsc.edu

PROGRAM DEPARTMENT CHAIR

Mrs. Karen Ravan
592-4840
ravank@sccsc.edu

**COURSE OUTCOMES
& OBJECTIVES:**

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

- I. Evaluate the relationship between business and ethics.
 1. Identify the four points of view used in ethical decision-making.
 2. Discuss the relationship between ethics and economics.
 3. Distinguish morality from ethics.
 4. Evaluate the two main schools of ethical thought.
 5. Outline why the law does not go far enough to create an ethical society.
- II. Evaluate various ethical issues and draw conclusions about the best decision-making process
 1. Define "Whistle-blowing"
 2. Define "Trade Secret"
 3. Define "Privacy"
 4. Define "Discrimination"
 5. Define "Affirmative Action"
 6. Define "Sexual Harassment"
 7. Define "Employment at Will"
 8. Define "Marketing"
 9. Define "Occupational Health and Safety"