

CASPER COLLEGE COURSE SYLLABUS
BADM 2030: Business Ethics

Semester/Year: FALL 2015

Lecture Hours: 3

Lab Hours: 0

Credit Hours: 3

Class Time: 11-12:15 am

Days: TTH

Room: BU 221

Instructor's Name: Scott P. Nolan, MBA

**Instructor's Contact
Information: BU 110**

Office Phone: 307-268-2506

**Email:
snolan@caspercollege.edu**

Office Hours: M&W: 8:30-10am, TTH: 8:30-9:30, F: 9-10am

Course Description: This course focuses on the importance of ethics in business considerations as well as ethical issues in the news today. This course will examine how ethics is an essential part of all business elements, from management to employee development.

Statement of Prerequisites: N/A

Institutional Outcomes:

- Demonstrate effective oral and written communication
- Use the scientific method
- Solve problems using critical thinking and creativity
- Demonstrate knowledge of diverse cultures and historical perspectives
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research
- Describe the value of personal, civic, and social responsibilities
- Use quantitative analytical skills to evaluate and process numerical data

Program goals:

- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Students wishing to pursue a Bachelor's degree in Business can complete the first two years of a baccalaureate degree through Casper College by completing requirements for a degree in Business Administration or Pre-Law Business. The program provides students with the opportunity to transfer at junior standing to a four-year college or university.
- Business majors have the opportunity to pursue a top-quality two-year degree in Management, Leadership, or Entrepreneurship that provides the skills and abilities to succeed in the business world upon graduation.
- This educational experience enables students to develop the expertise needed to function in a business environment and to develop an understanding of the social and economic forces shaping the future of the world's economy.

Course Goal: This course is designed to introduce you to business ethics and the issues faced by managers, employees and organizations. The purpose of this class is to provide students with frameworks for institutionalizing ethics in an organization, the decision making process, and for implementing an ethics program.

Course Objectives - The student will:

- Demonstrate an understanding of the importance of business ethics, stakeholder relationships, social responsibility, and corporate governance.
- Become more aware of current ethical issues in business
- Develop and understanding of the decision making process as it relates to individual factors, organizational factors.
- Demonstrate an understanding of the framework for developing and implementing an effective ethics program.
- Demonstrate their understanding of the course material through class discussion (participation), examinations, papers, and presentations.

Methodology: Teaching/learning methods will include reading assigned chapters from the text, case analysis, class discussion and debate, lectures, projects/papers, presentations, and examinations. Unit exams may include topics from the assigned cases during that unit as well as any student presentations.

Evaluation Criteria:

20% Class participation	A: 90-100%
20% Case work	B: 80-89%
40% Exams	C: 70-79%
<u>20% Paper/Presentation/Debate</u>	D: 60-69%
100% total	F: 59 & below

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials:

Business Ethics, Ethical Decision Making and Cases, 10th Edition, Ferrell-Fraedrich-Ferrell

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:

- Thorough reading of assigned text and supplementary materials is expected.
- Active, informed participation and intellectual engagement in discussions is expected.
- Students are expected to attend all classes for which they are registered and are accountable for all class work during an absence. Non-attendance at a required class, laboratory, or field trip constitutes an absence. Excessive absences or tardiness may result in a lowered grade; and, at the discretion of the college administration, a student who fails to attend regularly may be asked to withdraw from the college. A record of absence is kept by the instructor. For further information, please refer to the Casper College attendance policy. Attendance includes being on time to class and remaining in class for the duration of the class time.
- Exams will be given on pre-announced dates. If a student is going to be absent on the day a test is to be given, arrangements must be made with the instructor **before** the absence. Test may not be made up if the student has not made arrangements with the instructor before the absence.

- Assignments/projects/papers/quizzes are due on the specified date/time. No assignments/projects/papers/quizzes will be accepted after the due date unless arrangements are made prior to the due date. Technical malfunctions are not a valid excuse for handing in late work.
- The last day to audit or drop the class is November 12, 2015.
- Electronic devices must be shut off or put on silent and placed in a purse or backpack.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Schedule: Subject to change

Week of	Tuesday	Thursday
8/24	Welcome and introductions/class overview	Chapter 1
8/31	Chapter 2	Chapter 2
9/7	Case discussion (Case TBA)	Chapter 3
9/14	Case discussion (Case TBA)	Exam 1
9/21	Chapter 4	Chapter 4
9/28	Case discussion (Case TBA)	Chapter 5
10/5	Discuss (assign) Paper, Presentation, & Debate	Chapter 6
10/12	Case discussion (Case TBA)	Chapter 7
10/19	Fall Break - No Class	Exam 2
10/26	Chapter 8	Chapter 9
11/2	Chapter 9	Case discussion (Case TBA)
11/9	Case discussion (Case TBA)	Chapter 10
11/16	Chapter 10	Exam 3
11/23	Presentations	Thanksgiving Break - No Class
11/30	Presentations	Presentations
12/7	Presentations	Presentations
12/14	Final Exams TBA	Final Exams TBA