



**INSTRUCTIONAL
PACKAGE**

BUS 220

Business Ethics

2018-2019

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2018-2019 Academic Year

COURSE PREFIX: BUS 220

COURSE TITLE: Business Ethics

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course explores the relationships between business and various stakeholders allowing the student to gain a thorough understanding of competing forces existing in the business environment and to be better prepared to ethically respond to those forces.

COURSE DESCRIPTION:

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

PREREQUISITES:

((COMPASS Reading 65 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or SAT Critical Reading 380 or ACT Reading 14 or ACT English 12 or Multiple Measures English 1 or Credit level ENG 100 Minimum Grade of C* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 101 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of TC)) and (On-Line Orientation 1)

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials. WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Netiquette: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module 1

Materials Covered: Chapters 1-5

***Assessment(s):** Discussion 1 & 2
Assignments 1 and 2
Exam #1

Learning Outcomes:

1. List corporation market and non-market stakeholders.
2. Evaluate public issues and their significance to the modern corporation.
3. Compare strategies used to build collaborative stakeholder relationships.
4. Compare the critical arguments for and against corporate responsibility.
5. Identify why ethical problems occur in business.

Module 2

Materials Covered: Chapters 6-9

***Assessment(s):** Discussions
Assignments
Exam #2

Learning Outcomes:

1. Analyzing the benefits and costs of the globalization of business.
2. Identify how the multiple dimensions of corporate citizenship progress through a series of stages.
3. Identify the major types of government regulation of business.
4. Recognize the arguments for and against business participation in the political process.

Module 3

Materials Covered: Chapters 10 – 13

***Assessment(s):** Discussions
Assignments
Exam #3

Learning Outcomes:

1. Define sustainable development.
2. Recognize the main features of environmental laws in the United States.
3. Define technology and its characteristics.
4. Identify the roles and responsibilities of the organization's chief information officer.

Module 4

Materials Covered: Chapters 14 – 19

***Assessment(s):** Discussions
Assignments
Exam #4

Learning Outcomes:

1. Identify different kinds of stockholders and understanding their objectives and legal rights.
2. Identify the five major rights of consumers.
3. Recognize workers' right to organize unions and bargain collectively.
4. Identify ways the workforce of the US is diverse.

**Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.*

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Assignments	20%
In-Class Discussion	20%
Unit Exams	40%
Final Exam	<u>20%</u>
	100%

**Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.*

TESTING: Exams will be at the end of each unit. Please refer to your Instructor Information Sheet for information regarding make-up exam policy.

ASSIGNMENTS:

There will be assignments assigned as appropriate. Please see the class instructor’s Instructional Sheet for specific details.

All assignment completions can be handed in during class or submitted via the Drop Box submission system in D2L in a MS Word readable format (.doc or .docx extension). It is important that you keep up with the assignments. The due date for each case assignment will be posted in D2L and announced in class along with being in the drop box due date.

I have found that responding to these types of questions helps in many ways. In addition to providing an opportunity to enhance your overall grade, it also has proven to be beneficial in preparation for the exams since many of the questions will be covered in some type of exam question format.

Late assignments will not be accepted! It is very important that you stay ahead and get your work in on time.

IN-CLASS DISCUSSIONS: There will be discussions of the reading and specific cases in class as appropriate. Please see the class instructor’s Instructional Sheet for specific details.

GRADING SYSTEM:

The Business Department has a seven-day grading policy. This means that grades for all assignments, discussion board posts, quizzes, and tests will be posted within seven days of the assignment due date in D2L.

The Business Department adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

PART IV: ATTENDANCE

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
 - Test administered in writing on paper
 - Test administered through Publisher Platforms
- Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:

<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>