

COURSE SYLLABUS

DIVISION: Workforce Services

Revised: January 2015

CURRICULA IN WHICH COURSE IS TAUGHT: Manufacturing Technician Career Studies Certificate and Nurse Aide Program

COURSE NUMBER AND TITLE: BUS 149 – Workplace Ethics (1 Crs)

CREDITS: 1

HOURS/WEEK LECTURE: 1

HOURS/WEEK LAB: 0

LECTURE/LAB COMBINATION: 1 (1)

I. CATALOG DESCRIPTION:

Provides a broad overview of ethics in the modern day business world including workforce skill building and self-awareness through group discussions. Discusses workplace topics such as diversity, substance abuse, hiring and firing and workplace practices, appropriate dress, communication, business ethics, and interviewing .Lecture 1 hour per week.1 credits

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES IN WHICH IT IS TAUGHT: Required in Career Studies Certificate programs.

III. REQUIRED BACKGROUND: None

IV. COURSE CONTENT:

- I. Overview of Ethics**
 - a. Ethics in the modern day business world
- II. Understanding and Awareness of Ethical Dilemmas**
 - a. Discussion of ethical dilemmas
- III. Methods of Resolutions to Ethical Dilemmas**

V. LEARNER OUTCOMES:

VI. EVALUATION

<p>Have a understanding of Ethics</p> <p>Have an understanding and awareness of ethical dilemmas</p> <p>Be able to provide methods of resolving ethical dilemmas</p>	<p>Combination of attendance, in-class participation and discussion, assignments and test.</p>
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The course supports the following competencies and objectives:

DCC Educational Objectives

- 1. Communication
- 2. Critical Thinking
- 3. Interpersonal Skills and Human Relations
- 4. Understanding Culture and Society