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Date reviewed: August 25, 2014
C &GE Approved: September 8, 2014
Board Approved: October 8, 2014
Semester Effective: Fall 2015

Management (MGMT) 1510 Values and Ethics (0.5 Unit) CSU
[formerly Management 12]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.

Type of Class/Course: Degree Credit

Text: Maddux, R. and Maddux, D. *Ethics in Business: Manage with Authority and Fairness*. 2nd ed.
Boston: Thompson, 2010. Print.

Course Objectives:

By the end of the course, a student will be able to:

1. examine values and how they influence our actions,
2. explain her/his own values and understand how those values will affect her/his carrying out the required duties,
3. test the three-step checklist to evaluate his/her ethical behavior,
4. evaluate where his/her values come from,
5. examine why people participate in unethical behavior,
6. assess how consistent his/her value with his/her organization,
7. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
8. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content:

Unit I	Values
	A. Where do our values come from?
	1. Family
	2. Society
	3. Education
	4. Peers
	B. How consistent are your values with your organizations?
Unit II	Ethics

- A. Why are ethics important in the workplace?
 - 1. What are the effects of poor ethical decisions in your workplace?

- B. How to evaluate your ethical behavior
 - 1. Make a commitment to yourself and your job
 - 2. Take responsibility for yourself
 - 3. Prevent harm to yourself and others
 - 4. Rely on your good judgment
 - 5. Evaluate your own performance
 - 6. Set a good example for others

- C. Principles of ethical power
 - 1. Purpose
 - 2. Pride
 - 3. Patience
 - 4. Persistence
 - 5. Perspective

- D. Why do people participate in unethical behavior?
 - 1. Character reasons
 - 2. Information related reasons
 - 3. Expectation related reasons
 - 4. Judgment related reasons
 - 5. Pressure
 - a. Financial
 - b. Career
 - c. Family
 - d. Social
 - 6. How are these reasons for unethical behavior manifested in your workplace?
 - 7. Experiential learning activity

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

- 1. Analyze case problems
- 2. Obtain articles from outside publications
- 3. Critical thinking
 - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
 - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

- 1. Lecture
- 2. Individual and group problem solving

3. Class analysis
4. Class discussion and participation
5. Role playing and classroom simulations
6. Group explorations

Methods of Evaluation:

1. Writing assignments, including
 - a. written homework from chapters
 - b. group reports
 - c. chapter critical analysis reflections
 - d. case studies
2. Oral and/or written case analysis
3. Oral and/or written action plan
4. Class participation
5. Skill demonstrations, including:
 - a. class performance
 - b. performance exams
 - c. performance in business scenarios
 - d. role-playing and group activities
 - e. oral presentations and demonstrations
 - f. discussion responses

Supplemental Data:

T.O.P. Code:	050630 Management Development and Supervision
Sam Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special Class
Basic Skills Status:	Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program



West Kern Community College District

Eligible for Credit by Exam:	No
Eligible for Pass/No Pass	Yes