



Chandaria
School of
Business

SEMESTER :

BUS 4070D: BUSINESS VALUES AND ETHICS - COURSE OUTLINE

DAY/TIME:

LECTURER: CONTACT E-mail:

CREDITS: 3 UNITS

1.0 COURSE DESCRIPTION

This course is an introduction to ethical decision making in business. There is an examination of individual, organizational and macro-level issues in business ethics. The philosophy of this course is that business ethics in organizations requires support and leadership from top management, purposeful actions that include planning and implementation of standards of appropriate conduct, as well as openness and continuous efforts to improve the organization's ethical performance. The course does not determine correct ethical information; it is designed to assist you as a potential businessperson to make more informed ethical decisions on a daily basis.

To accomplish this objective, both descriptive and normative models of unethical and ethical decision making in business are analysed. Keep in mind that there are no absolute solutions in most situations. Although personal values are important in ethical decision-making, they are only one of the components that guide the decisions, actions and policies of organisations. Dilemmas, real life situations and cases provide an opportunity for you to use concepts in the assignments and to resolve ethical issues. Since there is no universal agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

Prerequisite: BUS 1010.

2.0 LEARNING OUTCOME LINKAGES

2.1 Link to the University Mission Outcomes

This course is expected to help the students to develop intermediate higher order thinking, global thinking and understanding, and multicultural perspective. It is also expected to develop proficiency in literacy and prepare the learners for future business careers so that they can serve the community in which they live and work better.

2.2 Link to School Of Business Outcomes

This course is designed to develop and make students ready for the challenges faced in the business world. It is expected to make students analyze and use business information to make managerial and ethical decisions, demonstrate leadership skills and communicate effectively. It is also expected to instil proficiency, team playing, and reinforce problem solving abilities among the participants.

2.3 Link to Business Program Outcomes

- This course will enhance student's capabilities to analyze and use information learned in making ethical, managerial and business decisions in an international business environment
- It will also enable students to identify opportunities and interpret business needs in an ethical environment and the accompanying engagements
- The students will demonstrate written and communication skills concerning international ethical and managerial issues.

3.0 EXPECTED LEARNING OUTCOMES

The course aims to meet the following objectives:

- ❖ To study the business ethics issues and definitions, concepts, principles and theoretical frameworks important to practical decision-making.
- ❖ To identify and recognize ethical issues in business generally, and in students' local sense in particular.
- ❖ To understand the inter-relationship of ethics and social responsibility
- ❖ To relate the significant issues of an ethical controversy in business to moral philosophy, work group influence, corporate culture and social responsibility.
- ❖ To choose and defend choices in making ethical judgements in business.
- ❖ Examine the consequences of unethical and ethical decision-making.
- ❖ Expose students to the individual reasoning processes of others when resolving ethical dilemmas.

4.0 COURSE CONTENT

4.1 WEEKS 1 & 2: Overview of Business Values and Ethics

Learning Outcomes:

At the end of this session, students should be able to:

- ❖ Know the scope and purpose of Business Values and Ethics
- ❖ Explain the history of business ethics

Topics:

- ❖ Scope and purpose of business value and ethics
- ❖ The history of business ethics

Assignment:

- ❖ Chapter 1, OC Ferrell, J Fraedrich and L Ferrell (2005). *Business Ethics: Ethical Decision Making and Cases* (2nd ed). Houghton Mifflin Co Boston
- ❖ Chapters 1-2, M. Guy (1990). *Ethical Decision Making in Everyday Work Situations* (2nd ed). Quorum Books New York

Additional reading

- ❖ Chapter 2, E Steinberg (1994). *Just Business: Business Ethics in Action*. Little Brown London
- ❖ Chapter 1, L Nash (1993). *Good Intentions Aside: A Manager's Guide To Resolving Ethical Problems*. Harvard Business School Press Boston
- ❖ Chapter 1, GD Chryssides and J Kaler (1993). *An Introduction to Business Ethics*. Chapman and Hall London

- ❖ Chapter 1, MG Velasquez (1992). *Business Ethics: Concepts and Cases*. Prentice Hall New Jersey
- ❖ Chapter 1, JW Weiss (1994). *Business Ethics: A Managerial, Stakeholder Approach*. Wadsworth Publishing California
- ❖ Chapter 1, LR Hosmer (1994). *The Ethics of Management*, Hosmer LaRue T Aurobindo Ashram Press Pondicherry
- ❖ Chapters 1-2, RR Sims (1994). *Ethics and Organizational Decision Making: A Call For Renewal*. Quorum Books Connecticut

Practical Exercises

- ❖ A real life situation (end of chapter 1)
- ❖ Case 1

4.2 WEEK 3: Ethical Issues in Business

Learning Outcomes:

At the end of this session students should be able to:

- ❖ Analyze and explain foundations of ethical conflict
- ❖ Explain and identify classification of ethical issues
- ❖ Describe ethical issues related to participants & functional areas of business
- ❖ Identify and recognize ethical issue

Topics:

- ❖ Foundations of ethical conflict
- ❖ Classification of ethical issues
- ❖ Ethical issues related to participants & functional areas of business
- ❖ Recognising an ethical issue

Assignment:

- ❖ Chapters 2, *Business Ethics: Ethical Decision Making and Cases*
- ❖ Chapters 4-5, *Ethical Decision Making in Everyday Work Situations*

Practical Exercise

- ❖ A real life situation (end of chapter 2)
- ❖ Case 2

4.3 WEEK 4: Applying Moral Philosophies to Business Ethics

Learning Outcomes:

At the end of this session, the students will able to:

- ❖ Analyze and define moral philosophies
- ❖ Distinguish between perspectives on moral philosophies

Topics:

- ❖ Moral philosophies definitions
- ❖ Perspectives on moral philosophies

Assignment:

- ❖ Chapter 5, *Business Ethics: Ethical Decision Making and Cases*

Recommended reading

- ❖ Chapter 2, RS Pfeiffer and RP Forsberg (1992). *Ethics on the Job: Cases and Strategies*. Belmont Publishing California.
- ❖ Chapters 2-3, JR Boatright (1997). *Ethics and Conduct of Business* 2nd ed. Prentice Hall New Jersey
- ❖ Chapter 3, NE Bowle and RF Duska (1990). *Business Ethics* 2nd ed. Prentice Hall New Jersey
- ❖ Chapter 2, W Shaw and V Barry (1995). *Moral Issues in Business* 6th ed. Wadsworth Publishing Belmont California
- ❖ Chapter 4, WD Hitt (1990). *Ethics and Leadership: Putting Theory into Practice*. Bettelle Press Columbus
- ❖ Chapter 2, RE Narramore and NE Bowie Ethical (1997). *Theory and Business*. Prentice Hall Upper Saddle River

Practical Exercise

- ❖ A real life situation (end of chapter 3)

4.4 WEEK 5: Social Responsibility

Learning outcomes:

At the end of this session students will be able to:

- ❖ Explain the legal dimension
- ❖ Explain the ethical dimension
- ❖ Analyze and describe the economic dimension
- ❖ Analyze and describe the philanthropic dimension
- ❖ Show an understanding of good citizenship

Topics:

- ❖ The legal dimension
- ❖ The ethical dimension
- ❖ The economic dimension
- ❖ The philanthropic dimension
- ❖ Good citizenship

Assignment:

- ❖ Chapter 3, *Business Ethics: Ethical Decision Making and Cases*
- ❖ Chapter 6, *Ethical Decision Making in Everyday Work Situations*

Recommended reading

- ❖ Chapter 9, R McGee (1992). *Business Ethics and Common Sense* Quorum Books London
- ❖ *Business Horizons* Vol. 34 (1991) Selected Articles

Practical Exercise

- ❖ A real life situation (end of chapter 4)
- ❖ Case study 5

4.5 WEEK 6: Organizational Culture and Ethical Decision-making

Learning outcomes:

At the end of this session students will be able to:

- ❖ Explain organizational structure and business ethics
- ❖ Describe the role of corporate culture in ethical decision making
- ❖ Analyze and show an understanding of leadership behavior
- ❖ Analyze group dimensions of organizational structure and culture
- ❖ Identify various conflicts of interest
- ❖ Show an understanding of the implications of organizational relationships for ethical decisions
- ❖ Explain the meaning of adapting to company norms
- ❖ Explain the improvement of ethical decision making in business

Topics:

- ❖ Organizational structure and business ethics
- ❖ Role of corporate culture in ethical decision making
- ❖ Leadership
- ❖ Group dimensions of organizational structure and culture
- ❖ Conflicts of interest
- ❖ Implications of organizational relationships for ethical decisions
- ❖ Adapting to company norms
- ❖ Improving ethical decision making in business

Assignment:

- ❖ Chapter 6-7, *Business Ethics: Ethical Decision Making and Cases*
- ❖ Chapters 7, *Ethical Decision Making in Everyday Work Situations*

Recommended reading

- ❖ Chapter 3, RS Pfeiffer and RP Forsberg (1992). *Ethics on the Job: Cases and Strategies*. Wadsworth Publishing California
- ❖ Chapters 6, 8, 10, RR Sims (1994). *Ethics and Organizational Decision Making: A Call For Renewal*. Quorum Books Connecticut
- ❖ Chapter 2, L Nash (1993). *Good Intentions Aside: A Manager's Guide To Resolving Ethical Problems*. Harvard Business School Press Boston
- ❖ Chapters 1 & 2, WD Hitt (1990). *Ethics and Leadership: Putting Theory into Practice*. Bettelle Press Columbus

Practical Exercise

- ❖ A real life situation (end of chapters 6 & 7)
- ❖ Case studies 6 & 7

4.6 WEEK 7: Mid Semester Examination

4.7 WEEK 8 & 9: Business Ethics in a Global Economy

Learning Outcomes:

At the end of this session, students will be able to:

- ❖ Explain ethical perceptions and international business
- ❖ Demonstrate and show that culture is a factor in business
- ❖ Describe adapting ethical systems to a global framework
- ❖ Identify and analyze multinational corporations
- ❖ Identify ethical issues around the globe

Topics:

- ❖ **Ethical perceptions and international business**
- ❖ **Culture as a factor in business**
- ❖ Adapting ethical systems to a global framework
- ❖ Multinational corporations
- ❖ Ethical issues around the globe

Assignment:

- ❖ Chapter 10, *Business Ethics: Ethical Decision Making and Cases*
- ❖ Chapter 7, *Ethical Decision Making in Everyday Work Situations*

Additional reading

- ❖ Chapter 15, JR Boatright (1997). *Ethics and Conduct of Business* (2nd ed. Prentice Hall New Jersey
- ❖ Chapter 17, RA Larmer (1996). *Ethics in the Workplace*. West Publishing Minneapolis
- ❖ Chapter 8, T Beauchamp and NE Bowie (1997). *Ethical Theory and Business* 5th ed. Prentice Hall New Jersey
- ❖ Chapter 14, JR DesJardins and JJ McCall (1996). *Contemporary Issues in Business Ethics* (3rd ed. Wadsworth California
- ❖ Chapters 18-20, RT De George (1995). *Business Ethics* 4 ed. Prentice Hall New Jersey
- ❖ Chapter 12, M Hoffman and R Frederick (1995). *Business Ethics: Readings and Cases in Corporate Morality* (3rd ed. McGraw-Hill New York

Practical exercise

- ❖ A real life situation (end of chapter 9)
- ❖ Case study 9

4.8 WEEK 10: Introduction to Corporate Governance

Learning Outcomes:

At the end of this topic the students will be able to:

- ❖ Describe views of corporate governance
- ❖ Identify and analyze elements of corporate governance related to ethical decision making

Topics:

- ❖ Views of corporate governance
- ❖ Elements of corporate governance related to ethical decision making

Assignment:

- ❖ Chapter 4, *Business Ethics: Ethical Decision Making and Cases*

Additional Reading:

Chapter 4, JR DesJardins and JJ McCall (1996). *Contemporary Issues in Business Ethics* 3rd ed. Wadsworth California

Chapter 8, E Steinberg (1996). *Just Business: Business Ethics in Action* Little Brown London

Chapter 14, JR Boatright (1997). *Ethics and Conduct of Business*. 2nd ed. Prentice Hall New Jersey

Chapter 12, RA Larmer (1996). *Ethics in the Workplace*. West Publishing Minneapolis

4.9 WEEK 11: Introduction to Corporate Social Responsibility

Learning Outcomes:

- ❖ Distinguish between the complementary concepts of social responsibility and business ethics
- ❖ Appreciate and explain business ethics as a dimension of social responsibility

Topics:

- ❖ Concepts of social responsibility and business ethics
- ❖ Business ethics as a dimension of social responsibility

Assignment:

- ❖ Chapter 3, *Business Ethics: Ethical Decision making and cases*

Additional Readings

- ❖ Chapters 3, 5, M Hoffman and R Frederick (1995). *Business Ethics: Readings and Cases in Corporate Morality* (3rd ed. McGraw-Hill New York
- ❖ Chapter 2, T Beauchamp and NE Bowie (1997). *Ethical Theory and Business*. 5th ed. Prentice Hall New Jersey
- ❖ Chapter 2, WC Frederick and J Post and K Davis (1996). *Business and Society: Corporate Strategy Public Policy Ethics*. 7th ed. McGraw-Hill New York

4.10 WEEK 12 & 13: Overview of the Course & Final Presentations

4.11 WEEK 14: FINAL EXAM

5.0 TEACHING METHODOLOGY

- Formal lecture and class discussion
- Group presentation
- Examinations

In addition, simulations, role-plays and active processes shall be used. This requires students to read widely on their own, and come to class prepared for discussions. Students should not expect to be 'spoon fed' with material. Sufficient guidance will be given concerning each week's topics and readings. Please note that students will be expected to both universalise and localize business ethical discourses. Also note that mere attendance does not constitute participation in this course.

6.0 COURSE TEXTS

Ferrell, O.C. & Fraedrich, J. (2005). *Business Ethics: Ethical Decision Making and Cases*, 6th Ed.
Boston, MA: Houghton Mifflin Co

Guy, M. E. (1990). *Ethical Decision Making in Everyday Work Situations*, 2nd Edition. New York,
NY: Quorum Books

Ferrell, O.C. (2002), *Business Ethics: Ethical Decision Making and Cases*, 5th Ed

6.1 ADDITIONAL RECOMMENDED TEXTS

- E Steinberg *Just Business: Business Ethics in Action* (Little Brown London 1994)
- L Nash *Good Intentions Aside: A Manager's Guide To Resolving Ethical Problems* (Harvard Business School Press Boston 1993)
- GD Chryssides and J Kaler *An Introduction to Business Ethics* (Chapman and Hall London 1993)
- MG Velasquez *Business Ethics: Concepts and Cases* (Prentice Hall New Jersey 1992)
- JW Weiss *Business Ethics: A Managerial, Stakeholder Approach* (Wadsworth Publishing California 1994)
- LR Hosmer *The Ethics of Management*, Hosmer, LaRue T (Aurobindo Ashram Press Pondicherry 1991)
- RR Sims *Ethics and Organizational Decision Making: A Call For Renewal* (Quorum Books Connecticut 1994)
- PH Werhane and R Freeman (eds) *The Blackwell Encyclopedic Dictionary of Business Ethics* (Blackwell Oxford 1997)
- PH Werhane and R Freeman (eds) *Ethical Issues in Business: A Philosophical Approach* (Prentice Hall New Jersey 1996)
- LK Trevino KA Nelson *Managing Business Ethics: Straight Talk About How To Do It Right* (John Wiley New York 1995)
- NE Boyle and RF Duska *Business Ethics* (2nd edn Prentice Hall New Jersey 1990)
- RT De George *Business Ethics* (4 edn Prentice Hall New Jersey 1995)
- JR Boatright *Ethics and Conduct of Business* (2nd edn Prentice Hall New Jersey 1997)
- RA Larmer *Ethics in the Workplace* (West Publishing Minneapolis 1996)
- T Beauchamp and NE Bowie *Ethical Theory and Business* (5th edn Prentice Hall New Jersey 1997)
- JR DesJardins and JJ McCall *Contemporary Issues in Business Ethics* (3rd edn Wadsworth California 1996)
- M Hoffman and R Frederick *Business Ethics: Readings and Cases in Corporate Morality* (3rd edn McGraw-Hill New York 1995)
- WC Frederick and J Post and K Davis *Business and Society: Corporate Strategy Public Policy Ethics* (7th edn McGraw-Hill New York 1996)
- RS Pfeiffer and RP Forsberg *Ethics on the Job: Cases and Strategies* (Wadsworth Publishing California 1992)
- NE Bowle and RF Duska *Business Ethics* (2nd edn Prentice Hall New Jersey 1990)
- W Shaw and V Barry *Moral Issues in Business* (6th edn Wadsworth Publishing Belmont California 1995)
- WD Hitt *Ethics and Leadership: Putting Theory into Practice* (Bettelle Press Columbus 1990)
- RE Narramore and NE Bowie *Ethical Theory and Business* (Prentice Hall Upper Saddle River 1997)

6.3 INTERNET RESOURCES

(1) Ferrell/Fraedrich/ Ferrell Business Ethics Learning Centre Web site

- Go to <http://www.hmco.com/college/>
- Go to “Business”.
- Select “Text Web Sites”
- Select Ferrell /Fraedrich/ Ferrell BUSINESS ETHICS

(2) www.e-businessethics.com

(3) www.ebscohost.com

6.4 READING FROM BUSINESS ETHICS JOURNALS

- Journal of Business Ethics
- Harvard Business Review
- Business Ethics Quarterly
- Business and Society Review
- Business Horizons

7.0 COURSE EVALUATION

What follows is the scheme of assessment that will be applicable for the course:

| | |
|--|-----|
| Assessment 1: Class attendance & participation | 10% |
| Assessment 2: Mid Semester Exam | 20% |
| Assessment 3: Group Assignment | 20% |
| Assessment 4: Individual Term paper | 20% |
| Assessment 5: Final Exam | 30% |

7.1 GRADING

What follows is the general marking band that shall be applied in accordance with the University regulations

| | |
|----|-------------|
| A | 90-100% |
| A- | 87-89% |
| B+ | 84-86% |
| B | 80-83% |
| B- | 77-79% |
| C+ | 74-76% |
| C | 70-73% |
| C- | 67-69% |
| D+ | 64-66% |
| D | 62-63% |
| D- | 60-61% |
| F | 59% - Below |

8.0 INDIVIDUAL TERM PAPER

Besides group work, students should write individual term papers of about 15 pages using APA style. Details can be determined by the class lecturer in case of any changes and need. Some of the topics that can be used for the individual term papers are:

- 1) Relationship between values, ethics and morality
- 2) History of business ethics
- 3) Classification of business issues
- 4) Conflict of interest
- 5) Perspectives of moral philosophies
- 6) Ethical dilemma
- 7) Culture as a factor in business
- 8) Organizational culture and decision making process
- 9) Importance of ethical decision making in business
- 10) Leadership and decision making in business
- 11) Adapting to company norms
- 12) Analyzing multinational companies in a business setting
- 13) Ethical issues around the globe
- 14) Ethical perception and international business
- 15) Corporate governance

The list is not comprehensive and students can decide on a topic so long as it is within the course frame work.