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### **SECTION 1: COURSE INFORMATION**

**Format:** Eight weeks.

Course ID: BBUS 4113

Course Title: Workplace Ethics and Social Responsibility

College: College of Unrestricted Education - Department of Business & Leadership

Prerequisites: None

Credit Hours: 3

Instructor: See the online course in MyFIRE for instructor contact information and

availability.

### **Course Description**

This course considers legal, societal and Judeo-Christian principles as applied to ethical decisions in the contemporary workplace. The course discusses the role of social responsibility and stewardship of business. Students prepare and present a case study to a related topic.

#### **Course Overview**

This course considers legal, societal and Judeo-Christian principles as applied to ethical decisions in the contemporary workplace and discusses the role of social responsibility and stewardship of business. Through the use of cases, articles, and other learning resources, the student will apply ethics based tools and techniques to analyze business challenges and promote real-world social responsibility in the business setting.

#### **Course Workload**

Time spent on course assignments will vary by student depending on familiarity with course content, reading rate of speed, writing rate of speed, and other individual factors. Based on averages for most students, it is estimated that the course workload estimate for this course is 36 (4.5 hours per week).

#### **Course Materials**

 No textbook required. Open educational resources will be provided throughout the course.

Required and optional textbooks are accessed and ordered through <u>SEU's</u> bookstore.

**Disclaimer:** The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

### **Course Topics**

## The purpose of this course is to introduce, reinforce, and measure learning on the following topics:

- 1. Ethical philosophies
- 2. Workplace decision-making
- 3. Business ethics
- 4. Code of ethics
- 5. Corporate social responsibility
- 6. Stewardship
- 7. Role of business in society

### **Intended Learning Outcomes**

## As a result of reading, study, and assessments in this course, the student should be able to:

- Explain fundamental ethical philosophies and their implications to workplace decisions
- 2. Adjudicate between alternatives to select biblically based responses to an ethical dilemma
- 3. Recognize ethical concerns inherent in workplace settings and generate proactive solutions
- 4. Integrate Christian thinking into social responsibility and stewardship
- 5. Analyze courses of action and their associate ethical implications
- 6. Describe how business enterprises can contribute to human flourishing
- 7. Analyze a business case to evaluate the relationship between business and society
- 8. Review and present a case study related to a concept in the class

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### **Extra Credit**

None accepted.

### **SECTION 2: SOUTHEASTERN POLICIES**

### **Academic Policies**

View this link to see Southeastern's Policies regarding SEU's Mission and Vision Statements, Title IX Statement, Student Services, Class Participation, Official Email, MyFIRE Use, Technical Difficulties, Technical Support, Disability Statement, Academic Honesty, Course Evaluation, Official Withdrawal, Grading Scale, and Netiquette.

#### **SECTION 3: COURSE SCHEDULE**

The **Course Schedule** provides a listing of your work in this course. The assessments are listed by Module and include the due dates and point values.

**Note:** Assignments are due by 11:59 p.m. EST on the due date, unless otherwise noted.

### AIM, LEARN, AND APPLY DESCRIPTIONS

#### **Aim**

When you see the Aim icon, you will be introduced to topics and ideas that will be covered throughout this module. The AIM will also provide you with a glimpse into your learning objectives and an introduction to this module.

#### Learn

When you see the Learn icon, all of your reading assignments will be listed and may include additional resources that your instructor is providing to help you complete the activities and assessments for the module.

### **Apply**

When you see the Apply Icon, it will be time to demonstrate your learning for the module. The items here are those in which you'll be graded and may include discussions, activities, assignments, quizzes, exams, and projects.

# MODULE 1 XX/XX/XX - XX/XX/XX



- Compare and contrast the concepts of value and values
- Describe different ethical approaches
- Discuss the differences and similarities between the concepts of business ethics and Christian ethics.
- Compare and contrast ethical approaches



Read: online text

Read: online article

### 🖳 Apply

Discussion for Week 1

Due: Thursday, Tuesday

o Points: 30

Assignment for Week 1

Due: Tuesday

o Points: 40

 $\hfill \square$  Key Terms Quiz for Week 1

Due: Tuesday

### MODULE 2: XX/XX/XX - XX/XX/XX



- Identify the place of faith in workplace ethics
- Discuss a Biblical approach to business ethics
- Compare and contrast the positive and negative elements a Biblical approach to business ethics



□ **View**: video

### Apply

Discussion for Week 2

Due: Thursday, Tuesday

o Points: 30

Assignment for Week 2

Due: Tuesday

o Points: 30

Key Terms for Week 2

Due: Tuesday

### MODULE 3: XX/XX/XX - XX/XX/XX



- Explain the concept of workplace ethics
- Describe why workplace ethics are important
- Discuss the relationship between ethics and morals
- Describe relationship between ethical and legal elements of organizational decision making
- Identify the ethics of teamwork (Abilene paradox, group think, etc.)
- Summarize the purpose of a business/organization/firm



Read: online text

□ View: video

### Apply

Discussion for Week 3

o Due: Thursday, Tuesday

o Points: 30

Assignment for Week 3

Due: Tuesday

o Points: 30

Key Terms Quiz for Week 3

Due: Tuesday

### MODULE 4: XX/XX/XX - XX/XX/XX



- Compare and contrast leadership and sustainability
- Identify the impact of affluence, globalization, communication technologies, and brands on the future of CSR
- Identify the relationship between CSR and strategic approaches (e.g., cost-based, differentiation, or focused)
- Discuss the impact of a biblical faith and worldview on corporate social responsibility for an individual in the workplace.



Read: online text

Read: online article

View: video

### Apply

Discussion for Week 4

o Due: Thursday, Tuesday

o Points: 30

Assignment for Week 4

Due: Tuesday

o Points: 30

Key Terms Quiz for Week 4

Due: Tuesday

### MODULE 5: XX/XX/XX - XX/XX/XX



- Explain the purpose of a code of ethics
- Apply a code of ethics to a case
- Identify the role of trust in business ethics
- Discuss how you translate an organization's written code of ethics to ethical behavior that is practiced throughout the organization.



Read: online text

### Apply

- Discussion for Week 5
  - o Due: Thursday, Tuesday
  - o Points: 30
- Assignment for Week 5
  - o Due: Tuesday
  - o Points: 30
- Key Terms Quiz for Week 5
  - Due: Tuesday
  - o Points: 10

### MODULE 6: XX/XX/XX - XX/XX/XX



- Explain the connection between workplace ethics and social responsibility
- Discuss the relationship between the role of leadership and social responsibility
- Articulate the scope and limits of CSR
- Apply the concept of themed alignment
- Interpret Frey and Cruz' (2009) three views of CSR (Corporate Social Responsibility)



Read: online text

Read: online article

### Apply

Discussion for Week 6

o Due: Thursday, Tuesday

o Points: 30

Assignment for Week 6

Due: Tuesday

o Points: 30

Key Terms Quiz for Week 6

Due: Tuesday

### MODULE 7: XX/XX/XX - XX/XX/XX



- Explain why there is a social responsibility on businesses
- Explain the government's role in CSR
- Apply the PESTEL analysis to a case
- Discuss how an organization should present its CSR activities so that the information doesn't appear like green-washing.
- Compare the concepts of CSR and shared value.



Read: online text

Read: online article

### Apply

Discussion for Week 7

Due: Thursday, Tuesday

o Points: 30

Assignment for Week 7

Due: Tuesday

o Points: 30

Key Terms Quiz for Week 7

Due: Tuesday

# MODULE 8: XX/XX/XX - XX/XX/XX



- Discuss concepts related to workplace ethics or social responsibility that were presented and resonate the most with you.
- □ Create case study and apply CSR framework
- Write a corporate code of ethics
- Design a CSR statement



Read: online text

### Apply

Discussion for Week 8

Due: Thursday, Tuesday

o Points: 30

Case Assignment

Due: Tuesday

#### **SECTION 4: ASSESSMENTS**

#### **Discussion Forums**

#### **Description**

Discussions on specific course topics. Initial post due by Thursday at 11.55 p.m. EST. Replies due by Tuesday at 11:55 p.m. EST.

#### **Total Possible Points**

240

#### **Grade Weight**

40%

### **Key Term Quizzes**

### **Description**

A set of quizzes based on terms and definitions.

#### **Total Possible Points**

70

#### **Grade Weight**

12%

### **Case Study**

### **Description**

Written analysis and explanation of a business case study.

#### **Total Possible Points**

60

### **Grade Weight**

10%

#### **Assignments**

#### **Description**

Essay questions of various course topics.

#### **Total Possible Points**

210

### **Grade Weight**

38%