



Level 5 Diploma in Business Administration & Computer Systems (501) 145 Credits






Unit: Business Ethics	Guided Learning Hours: 220
Exam Paper No.: 5	Number of Credits: 22
Prerequisites: Basic knowledge of office procedures.	Corequisites: A Pass or better in Certificate in Business Studies or equivalence.
<p>Aim: The unit focuses on the application and evaluation case studies, and real-life ethical dilemmas using an ethical decision-making model. Learners will evaluate personal value systems; individual, leadership driven, organisational, and community ethical issues; and the social responsibilities of global organisations. The unit examines the role and importance of ethics in a complex business environment, as well as the relationships and social responsibilities of individuals, organizations and communities. Learners will also discuss ethical philosophy and apply an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace. The focus is on how we act as individuals and how we contribute to group accountability. Learners are provided with a framework to explore everyday ethical thinking.</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: None	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> Understand how through awareness of ethics, enterprises desist from engaging in business practices that lead to loss of human life and human rights, compromise the environment or bring about gain at the unfair expense of other businesses, employees, consumers. The ethical responsibilities of employees and other third parties; the challenges of operating with integrity. Different ethical theories; the role of ethical theories in ethical reasoning and behaviour within organisations. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> Describe the importance of business ethics Evaluate the complex relationship between business, individuals, organizations and other segments of society Explain the role of ethics in entrepreneurship. Describe how good ethical behaviour can also help entrepreneurs Analyse the role ethics play in business. Present the ethical responsibilities of employees Investigate the type of business decisions managers make Explain public and social issues faced by businesses Explain the different kinds of ethical dilemmas businesses face Demonstrate professional code of conduct Describe how businesses can improve their ethical performance Analyse the connection between business and political decision making Compare and contrast theological and philosophical ethics Distinguish between moral and legal rights Analyse and identify whether businesses should be involved in politics Describe the relationship between international businesses and

<p>4. The impact and implications of corporate culture and the types of corporate cultures including their internal cultures to the demands of the external environment.</p>	<p>governments</p> <p>4.1 Describe the relevance of corporate culture</p> <p>4.2 Explain the role of leadership in corporate culture</p> <p>4.3 Describe interdependencies between organisation and communities</p> <p>4.4 Explain relationship between vision and values</p>
<p>5. Corporate social responsibility; how it impacts businesses on the wider world and how to use this impact in a positive way.</p>	<p>5.1 Define corporate social responsibility</p> <p>5.2 Describe the principles of corporate social responsibility</p> <p>5.3 Evaluate socially responsive management criterias</p> <p>5.4 Justify corporate conscience awards</p> <p>5.5 Describe good governance</p>
<p>6. The rights and responsibilities of employers and employees and the areas related to these rights and responsibilities.</p>	<p>6.1 Explain employer responsibilities</p> <p>6.2 Explain the benefits and challenges of diversity in the workplace</p> <p>6.3 Describe employee duties and rights</p> <p>6.4 Describe employers' health and safety responsibilities</p> <p>6.5 Examine and review the rights and responsibilities at work and attitudes and values in relation to work in general</p>
<p>7. The role played by technology; ethical challenges posed by technology; disruptive, emerging ethical dilemmas and policy issues in technology.</p>	<p>7.1 Describe the importance of technology</p> <p>7.2 Describe eCommerce</p> <p>7.3 Assess how secure information is in today's world</p> <p>7.4 Investigate the economic, ecological, political and privacy rights</p> <p>7.5 Describe privacy and privacy rights</p> <p>7.6 Describe the concept of privacy, the influence of technology and the challenges these ethical problems pose</p>
<p>8. Business issues from producing safe products to marketing concepts; including risks, innovation and sustainability.</p>	<p>8.1 Explain the balance between safeguarding the consumer and supplying them with goods and services</p> <p>8.2 Explain the influence of media industry</p> <p>8.3 Describe Business issues facing private companies</p> <p>8.4 Describe Business issues facing Governments</p> <p>8.5 Explain business and management issues within the IT industry</p>
<p>9. Environmental issues affecting business operations and environmental issues relevant to businesses.</p>	<p>9.1 Describe environmental responsibilities of businesses</p> <p>9.2 Explain the ecological challenges</p> <p>9.3 Analyse UK environmental laws</p> <p>9.4 Evaluate your countries' ecological foot print</p> <p>9.5 Describe internal and external business environmental issues</p>

<p>10. The role of Corporate Governance in Business; corporate governance framework, principles, policies and procedures.</p> <p>11. Understand legal, cultural, and ethical challenges that organisations face in Global Business.</p>	<p>10.1 Define corporate governance</p> <p>10.2 Describe the legal duties of board members</p> <p>10.3 Describe shareholders, their goals and legal rights</p> <p>10.4 Describe current corporate governance news</p> <p>10.5 Describe the role of government in implementing principles, policies and procedures</p> <p>10.6 Be able to produce a corporate governance document.</p> <p>11.1 Describe advantages and disadvantages of globalisation</p> <p>11.2 Describe anti-trust laws, mergers and global competition</p> <p>11.3 Explain international business issues like child labour and human rights</p> <p>11.4 Explain global issues and challenges</p> <p>11.5 Describe ethical issues confronting international business</p>
<p>Methods of Evaluation: A 2½-hour essay written examination paper with 5 questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business Ethics with a weighting of 100%.</p>	

Recommended Learning Resources: Business Ethics

<p>Text Books</p>	<ul style="list-style-type: none"> • Ethics in Practice by Kenneth Andrews ISBN-10: 0875842070 • Perspectives in Business Ethics by Laura Pincus Hartman ISBN-10: 007253852X • Business Ethics by Milton Snoeyenbos ISBN-10: 1573929034
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>