COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1130: Ethics in the Workplace

A. CATALOG DESCRIPTION
1. Credits: 1
2. Hours/Week: 1
3. Prerequisites (Course discipline/number): None
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course will provide students with strategies and skills to effectively deal with ethical issues supervisors are faced with at work. Key areas include leadership, motivation, confidentiality, and organizational and individual behavior as they relate to issues such as sexual harassment, workplace violence, employee theft, and customer relationships. Students will learn and demonstrate skills while participating in team activities and projects in class and at work. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B. DATE LAST REVISED (Month, year): November, 2001

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Ethical issues in supervision
2. Ethical decision making
3. Ethical workplace problems
4. Ethical guidelines and policies
5. Elements of an ethical work environment
6. Personal ethics planning

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Identify key areas supervisors are faced with.
2. Identify supervisory ethical issues.
3. Discuss ethical workplace problems.
4. Assess ethical situations.
5. Demonstrate the ability to use ethical guidelines and policies to make ethical decisions.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Tests
2. Oral Presentations
3. Workbook/text assignments.
4. Group Activities
5. Individual Projects
6. Worksheets
7. Application Papers

G. SPECIAL INFORMATION (if any): None