Advanced Diploma in Human Resource Management (631) – Ethics in Management

Prerequisites: Knowledge of human resource activities.	Corequisites: A pass or higher in Diploma in Human Resource Management or equivalence.
Aim: The primary aim of the course is to deepen candidates' awareness of ethical and social issues and provide them with the critical knowledge how business practices can be improved with business ethics. It will enhance candidates' understanding of the social, economic, legal and ethical responsibilities of corporations, government and non-governmental organisations. It will improve their decision making skills and encourage their sensitivity to socio-cultural issues of the business world. The course will also help them to develop critical and analytical skills as well as apply them in different business contexts. The aim is to examine the concepts and issues of business ethics. This course is intended to help people further develop their abilities to understand and to participate in business. This course draws together three areas of inquiry and their literatures: corporate culture and organisational behaviour; business ethics and business philosophy and philosophical ethics. The course provides a multidisciplinary approach to business ethics by integrating moral philosophy, applied ethics, management, political economy, and political theory. It combines theoretical achievements in the field of ethics and encourages critical reflection on organisational practices. The first part of the course focuses on the main theories of applied ethics as well as the main moral principles, issues and dilemmas of the business world. The candidates are encouraged critically to reflect on the corporate practices of the business world and equip them with knowledge and skill to identify and analyse ethical, environmental, and social issues. In addition, the course aims to provide the candidates with the knowledge how business ethics function in an international context, how organisations can manage risks in the global market and how corporate ethical responsibility can be formed and sustained.	
Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Lecture notes and tutor extra reading recommendations.
Special Requirements: The course requires a combination of lectures, demonstrations and discussions.	

Intended Learning Outcomes:	Assessment Criteria:
1 Define ethics. Explain "The Golden Rule." Understand the process for resolving an ethical dilemma.	1.1 Define ethical relativism . 1.2 Define applied ethics . 1.3 Recognise an ethical dilemma.
2 Explain the term business ethics. Identify an organisation's stakeholders.	2.1 Understand the purpose of a Code of Ethics. 2.2 Identify an ethical dilemma in your work environment. 2.3 Understand how to go about seeking advice when facing an ethical dilemma. 2.4 Be prepared to resolve an ethical dilemma.
3 Understand the significance of an organisation's ethical culture.	3.1 Demonstrate the ethical challenges facing the following departments: research and development (R&D), manufacturing, marketing, and finance. 3.2 Demonstrate the key responsibilities of the finance function within an organisation. 3.3 Demonstrate the ethical challenges presented by generally accepted accounting principles (GAAP). 3.4 Recognise potential conflicts of interest within any organisational function.

		3.5	Identify the key elements of an organisation's ethical culture.
4	Define corporate social responsibility (CSR).	4.1	Distinguish between the instrumental and social contract approaches to corporate management.
		4.2	Be able to summarise the driving forces behind CSR.
		4.3	Distinguish between the different types of CSR.
		4.4	Identify the key components of a successful CSR initiative.
5	Explain the term corporate governance.	5.1	Explain the roles of the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Chief Operating Officer (COO).
		5.2	Describe the roles and responsibilities of the Board of Directors.
		5.3	Identify the different responsibilities of the following committees: Audit Committee, Compensation Committee, and Corporate Governance Committee
		5.4	Illustrate the differences between the following governance methodologies: "comply or explain" and "comply or else."
		5.5	Identify an appropriate corporate governance model for an organisation.
6	Identify the key pieces of legislation designed to discourage, if not prevent, illegal conduct within organisations.	6.1	Describe the purpose and significance of the Serious Fraud Office (SFO) UK and Foreign Corrupt Practices Act (FCPA) US.
		6.2	Describe the key principles of the Defense Industry Initiatives (DII).
		6.3	Describe how monetary fines are calculated.
		6.4	Define the advantages and disadvantages of the Sarbanes-Oxley Act (Sox).
7	Explain the term whistleblower . Explain the difference between internal and external whistle-blowing.	7.1	Describe the different motivations of a whistleblower.
		7.2	Describe the possible consequences of ignoring the concerns of a whistleblower.
		7.3	Describe how to build internal policies to address the needs of whistleblowers.
8	Understand the ethical ramifications of recent technological advances.	8.1	Explain the employer and employee view of privacy at work.
		8.2	Distinguish between thin and thick consent.
		8.3	Describe the concept of vicarious liability.
		8.4	Identify the top categories of litigation related to Internet communications.
9	Understand the ethical issues arising in global business.	9.1	Explain the issue of ethical relativism in a global environment.
		9.2	Demonstrate ethical challenges in developed and developing economies.
		9.3	Explain the challenges in developing a

			global code of ethics.
10 Develop the key components of an ethics policy.		10.1	Describe the key components of a job description for an ethics officer.
		10.2	Be able to reward ethical behavior within your department/organisation.
		10.3	Be able to promote an organisation's ethics policy to stakeholders.
		10.4	Be able to monitor ethical behavior in departments.
		10.5	Illustrate the difference between reactive and proactive ethical policies.

Recommended Learning Resources: Ethics in Management

Text Books	• Business Ethics: Managing Corporate Citizenship and Sustainability in the Age of Globalisation by Andrew Crane, Dirk Matten. ISBN-10: 0199284997 • Ethics and the Conduct of Business by John R. Boatright. ISBN-10: 0130991597 • Understanding Business Ethics by Peter Stanwick and Sarah Stanwick. ISBN-10: 013173542X
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	None