



**COURSE OUTLINE**  
**Palo Verde College**  
**One College Drive, Blythe, CA 92225**  
**(760) 921-5500**

Course Control Number: CCC000449323

Latest Revision: 12/8/09

Board Approval: 1/26/10

**1. Course Information. Course Initiator: Doretha Jones**

Subject Area and Course Number: <b>ABE 019</b>		Course Title: <b>Foundation Essentials: Values and Ethics®</b>	
New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/>		Static ID <b>C01903A</b>	<b>TOP Code 060600</b>
Classification Code <b>L=Not Applicable</b>		Credit Status Request <b>N=Noncredit</b>	
SAM Code <b>C=Clearly occupational</b>		Course prior to college level <b>Y=Not applicable</b>	
Noncredit category <b>I=Short-term vocational</b>		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Transfer request <b>C=Non-transferable</b>		Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills <b>N=Not a Basic Skills Course</b>		Funding Agency <b>Y=Not Applicable</b>	
Co-Op Status <b>N=Not Part of a Co-Op Program</b>		Course Program Status <b>2=Stand-alone</b>	
Special Class Status <b>N=Course is Not a Special Class</b>			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes ☐ No ☒  
If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes ☐ No ☒  
If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes ☐ No ☒  
If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 12/17/09

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
Approval Pending		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

**CATALOG DESCRIPTION:**

This course is designed to introduce the student to the importance of ethics and values in the workplace. Emphasis will be placed on how values influence actions and developing a personal ethical philosophy.

**UNITS:**

FACE TO FACE: Hours Per Week: Lecture: 8 Laboratory: Clinic/Field:

**DISTANCE EDUCATION:**

**ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:**

None

**OBJECTIVES and LEARNING OUTCOMES:****Upon successful completion of the course the student will be able to:**

1. Examine values and how they influence our actions
2. Explain her/his values and describe how those values will affect his/her performing a job.
3. Test the three-step checklist to evaluate his/her ethical behavior.
4. Summarize why people participate in unethical behavior.
5. Assess how consistent his/her value within his/her organization.
6. Set a good example for others.

**COURSE OUTLINE AND SCOPE:****1. Outline of Topics or Content:**

- I. Why are ethics important in the workplace?
- II. How to evaluate your ethical behavior
  - A. Make a commitment to yourself and your job
  - B. Take responsibility for yourself
  - C. Prevent harm to yourself and others
  - D. Rely on your good judgment
  - E. Evaluate your own performance
  - F. Set a good example for others
- III. Principles of ethical power
  - A. Three step checklist
    1. Is it legal?
    2. Is it a win-win situation?
    3. Would you do the same thing if a loved one, boss or friend was watching?
    4. How does this apply to your workplace?
    5. Experiential learning activity
  - B. Purpose
  - C. Pride
  - D. Patience
  - E. Persistence
  - F. Perspective
- IV. Where do our values come from?
  - A. Family
  - B. Society
  - C. Education
  - D. Peers
- V. Why do people participate in unethical behavior?
  - A. Character reasons
  - B. Information related reasons
  - C. Expectation related reasons
  - D. Judgment related reasons
  - E. Pressure
    1. Financial
    2. Career
    3. Family
    4. Social
  - F. How are these reasons for unethical behavior manifested in your workplace?
- VI. How consistent are values within his/her organization?

**2. If a course contains laboratory or clinic/field hours, list activities or topics:****3 Examples of Reading Assignments:**

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials distributed in class by instructor

**4. Examples of Writing Assignments:**

Written case analysis

**5. Appropriate Assignments to be completed outside of class:**

1. Analyze case problems.
2. Obtain articles from outside publications.

**6. Appropriate Assignments that demonstrate critical thinking:**

1. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions.
2. Utilize problem solving techniques in dealing with supervisory situations.

**7. Other Assignments:****8. Indicate any assignments that are unique to the Distance Education mode of delivery:****METHOD OF EVALUATION—FACE TO FACE:**

1. Oral and/or written case analysis
2. Oral and/or written action plan
3. Class participation

**METHOD OF EVALUATION—DISTANCE EDUCATION:****METHOD OF INSTRUCTION—FACE TO FACE:**

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations

**METHOD OF INSTRUCTION—DISTANCE EDUCATION:****REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:**

**This section shall include author(s), title, and current publication date of all representative materials.**

Maddux, Ethics in Business, A Guide for Managers, Crips Publishing Company.  
Handouts by instructor

**SIGNATURES:**

**COURSE INITIATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LIBRARY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHAIR OF CURRICULUM COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERINTENDENT/PRESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_