



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Business Ethics

### Course Specifications

**Course Number:** AXO84–111 | **Course Length:** 1 (6 hours 15 min.) | **Prerequisites:** None

**Description:** This ILT Series course introduces students to the fundamentals of business ethics. Students learn about the decision–making process to solve ethical dilemmas, understanding barriers and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates' ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, students will learn how to develop a code of ethics and execute an internal ethical audit. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

## Topic-Level Outline

### Unit 1: Ethical Decisions

**Topic A:** Basics of business ethics

A–1: Discussing business ethics

A–2: Balancing personal and organizational ethics

A–3: Identifying common ethical dilemmas

**Topic B:** Making ethical decisions

B–1: Discussing ethical decision–making

B–2: Overcoming barriers in the decision–making process

### Unit 2: Whistle–Blowing

**Topic A:** Whistle–blowing criteria and risks

A–1: Discussing whistle–blowing

**Topic B:** The whistle–blowing process

B–1: Recognizing when to blow the whistle

B–2: Identifying whistle–blowing guidelines

B–3: Blowing the whistle legally

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### Unit 3: Managerial Ethics

**Topic A:** Ethical management

A–1: Identifying the characteristics of ethical managers

A–2: Discussing ethical management

A–3: Discussing human resource issues

**Topic B:** Subordinates' ethical issues

B–1: Ensuring ethical behavior

B–2: Handling ethical dilemmas brought by subordinates

### Unit 4: Unethical Behavior

**Topic A:** Recognizing unethical behavior

A–1: Identifying sources of unethical behavior

A–2: Preventing unethical behavior

**Topic B:** Ending unethical behavior

B–1: Conducting an intervention meeting

B–2: Promoting ethical behavior

### Unit 5: Organizational Ethics

**Topic A:** Organizational ethics basics

A–1: Discussing the need for organizational ethics

A–2: Discussing functional area ethics

**Topic B:** Ethical principles

B–1: Discussing ethical principles of organizations

B–2: Upholding ethical principles

**Topic C:** Ethical safeguards

C–1: Developing a corporate code of ethics

C–2: Performing an internal ethical audit

**Topic D:** Corporate social responsibilities

D–1: Identifying types of social responsibilities

D–2: Handling conflicting social responsibilities

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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