

MI Code Official Ethics and Professional Development

3HR CE Course #17777

Course Description

Ethics is the study and practice of making judgments about what is right and wrong. The decision to create a formal Code of Ethics or Conduct will influence the overall culture of the company, as well help bring significant benefits to the success of the company itself. A Code of Ethics/Conduct establishes an understanding among employers and employees regarding conduct in the course of day to day business. It can hopefully prevent unfortunate issues of stealing, lying, misrepresentation and harassment.

Having a reputation for straight forward business practices can only help your business. In the current environment of corporate malfeasance, customers will welcome and value a company that promotes a culture of trust and respect. What should potential customers know about your company? Is reliable customer service and forthright dialogue of value to you as an owner? This three hour video course will provide an overview of ethical theory and application that will help you establish and maintain hard earned business relationships.

After completing this course participants will be able to:

- Identify the fundamental theories of ethics and their respective weaknesses.
- Describe how to effectively apply a Code of Ethics to the current policies, rules and guidelines governing an organization.
- Summarize the components of a well designed Code of Conduct, including standards, obligations and consequences for non-compliance.
- Create a Code of Conduct that embodies the ethics that accurately reflect the company core values and principles.

- Accurately distinguish the difference between contract and independent labor and the correct use of the 1099 Form.
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Course Syllabus

Ethics and Professional Development

Lesson One: The Basics of Ethical Theory

***Learning Objectives:** 1) Understand what is expected from an ethical company or entity. 2) Identify the three main ethical theories. 3) Understand the difference between Internal and External Stake Holders. 4) Understand how unethical behavior can hurt a company or entity.

1. Expectations
2. Ethics, Values and Your Business
3. Three Theories
 - a. Duty Based Ethics
 - b. Consequence Based Ethics
 - c. Virtue Based Ethics
4. Moral Values vs. Ethical Issues in Business

Assessment

Lesson Two: Moral Values and Code of Ethics

***Learning Objectives:** 1) Be able to identify six moral values. 2) Be able to apply moral values when dealing with an ethical dilemma. 3) Understand why a company or entity may need a code of ethics. 4) Understand the role that a code of ethics plays in a company or entity.

1. Six Moral Values: Integrity, Respect for Persons, Justice, Compassion, Beneficence and Non-Maleficence, Responsibility
2. Code of Ethics

3. CMAA Code of Professional Ethics

Assessment

Lesson Three: Code of Conduct

***Learning Objectives:** 1) Understand the difference between a code of ethics and code of conduct. 2) Be able to identify and define a code of conduct. 3) Be able to define the separate sections of a code of conduct. 4) Understand why a code of conduct is important for your company or entity.

1. Code of Ethics vs. Code of Conduct
2. Code of Conduct
 - a. Statement of Policy
 - b. Definitions
 - c. Standard of Conduct
 - d. Obligation to Report Violations and Cooperation
 - e. Consequences of Violations

Assessment

Lesson Four: Applying Ethics

***Learning Objectives:** 1) Know what the Sarbanes-Oxley act is and who it is for. 2) Understand the relationship between ethics and conscientious work. 3) Understand how ethics applies to financial responsibility. 4) Be able to define commingling of funds.

1. Sarbanes-Oxley Act
2. Industry Concerns
3. Commingling of Funds
4. Remedies
5. Conscientious Work

Assessment

Lesson Five: Ethical Dilemma Application

***Learning Objectives:** 1) Understand what an ethical dilemma is. 2) Be able to understand ethical dilemmas using all three ethical theories. 3) Be able to relate morals and values to ethical dilemmas. 4) Use critical thinking to decide the best option when faced with an ethical dilemma.

1. Case Study: "Smoothing " Company Accounts
 - a. Consequentialist Ethical Theory
 - b. Duty Based Ethical Theory
 - c. Virtue Ethical Theory
2. Theoretical Questions

Assessment

Tax Fraud and Abuse

Lesson One: Ethical Implications

***Learning Objectives:** 1) Explore the ethical implications of illegal tax reporting.

1. Gaming the System
2. Rigged Bids
3. Why Does it Matter?
 - a. Lost Revenue
 - b. Inflated Insurance/Taxes
 - c. Underground Economy

Assessment

Lesson Two: Employee vs. Contractor

***Learning Objectives:** 1) Differentiate between contract and independent labor

1. Twenty Factor Test
2. Who is Responsible?
3. Economic Reality Test

Assessment

Course instructors will be available by email or telephone between 9am and 5pm Eastern Standard Time. They will assist you with questions regarding course content.

If you have any questions, please call us at 1-800-727-7104 or send an email to info@licensetobuild.com. Email responses will usually be returned promptly, but guaranteed within one business day.

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