Ethical Situations in Business
Course of Study for EST1

Description
This course of study outlines the sequence of learning activities to help you demonstrate competence in the subject area of Ethical Situations in Business. Your competence will be assessed as you complete a series of performance tasks (EST1). Depending on your educational background and work experience, this course of study can take up to four weeks. Following this document sequentially is an important part of your assessment preparation. This tool is designed to help you become an independent learner by providing multiple learning methods. These steps may be completed more quickly than shown below as determined in consultation with your mentor.

Introduction
Welcome to the Ethical Situations in Business Course of Study! Certainly in today’s business environment we see a real need for better understanding of ethics in business, and how to deal with ethical situations in business – which is just what we are going to explore. My name is Rian Williams, and I will serve as your academic mentor as you work with this course of study in preparation for the EST1 Performance Assessment. I have worked in the Utah Governor’s Office and taught at the college level for several years. I did my undergraduate work at Utah State University, and earned my Master’s Degree from the University of Utah. I am here to support your learning through this course of study, and I look forward to working with you.

I am here to answer questions, provide guidance, and help solve problems, so don’t hesitate to contact me during office hours.

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Telephone ......................... 1-866-895-9660, x1842
Office Hours ....................... Monday, 7:00 am – 3:00 pm, Pacific Time
                               Tuesday, 7:00 am – 3:00 pm, Pacific Time
                               Wednesday, 7:00 am – 3:00 pm, Pacific Time
                               Thursday, 7:00 am – 3:00 pm, Pacific Time
                               Friday, 7:00 am – 3:00 pm, Pacific Time

Why Ethics?
Is there any question that there has been a major breakdown in corporate ethics in today’s business world? The results of what we see as a blatant disregard of ethics is all around us—from the Bernie Madoff scandal, to the AIG collapse, to the failure to heed the call of whistleblowers with Bear Stearns. So, the study of business ethics takes on relevance and immediacy that requires our attention and best efforts to create an ethical environment that is good for businesses, employees, and the country as a whole.

This course of study is designed to prepare you for the EST1, a performance assessment consisting of two separate sections, each with specific performance tasks to be completed. The first section requires a determination of ethically and socially responsible courses of action in a given business setting; the second section requires the development of an ethics program in a given specific business situation. Once you’ve successfully completed this course of study, you should be able to determine ethical and socially responsible courses of action in a given business situation and be able to develop an appropriate and comprehensive ethics program for a given business venture.
Each of you has developed your own personal ethical model of behavior, and you have a wealth of personal experience that can serve you well in this study. Now you can “test” that personal model of ethics against business standards in the development of ethics programs and in analyzing ethical situations in business. And, perhaps, you can refine and enhance your own views on these issues. Once you complete this course of study you will have the demonstrated a level of competence that you can immediately use in your work and career experience.

**PLEASE NOTE:** This course of study is a dynamic document that is updated on a regular basis. As you work through the course of study, make certain you check to make sure you are using the most current version of the document found by clicking on the “Start Here” button on the AAP Learning Resources.

**Competencies**

There are two major academic competencies associated with this course of study:

**Competency 310.2.1 – Ethical Issues in Business**
The graduate can determine ethical and socially responsible courses of action in a given business situation.

**Competency 310.2.3 – Ethics Programs**
The graduate can develop an appropriate and comprehensive ethics program for a given business venture.

**Required Learning Resources**

Skillsoft/Skillport Library

Business Law & Ethics Learning Community

[Click here for a list of Frequently Asked Questions (FAQs)]

**Week 1**

**Preparing for Success**

In order to successfully complete EST1, you need the appropriate resources to support your learning. The various learning resources included in this COS are essential of your success as they will provide the necessary knowledge to complete the required EST1 tasks.

**Acquire Learning Resources**

Arrange to obtain or enroll in the learning resources listed below so there will be no delays in your studies. These items are essential for you as the COS will guide you week-by-week in the use of these resources.

**Order the Textbook**

This commonly used college-level business ethics textbook includes chapter questions, glossaries, and case studies to use to check your understanding as you progress through the material.
The WGU Bookstore has this book available for immediate purchase and delivery. You may shop at other online bookstores, but be sure to order early and use the correct ISBN to get the correct edition.

☐ **Access the Skillsoft/Skillport Library**

The SkillSoft Library contains a module that will assist you in preparing for the assessment: this is listed below and is also included in Week 2. New students are automatically enrolled in SkillSoft during EWB. All students will use their WGU student portal login and password to access SkillSoft at: [http://wgu.skillport.com/](http://wgu.skillport.com/). Talk to your mentor if you need additional information regarding your SkillSoft account. For additional information on using your SkillSoft account, read the “Using Your SkillSoft Account” document at: [https://web5.wgu.edu/aap/content/Using%20the%20Skillsoft%20Library%20(2).doc](https://web5.wgu.edu/aap/content/Using%20the%20Skillsoft%20Library%20(2).doc)

**Logging on to Skillsoft:** Log into SkillSoft and access the following modules, which are listed in this course of study:

- **pd_02_a04_bs_enus**, Corporate Social Responsibility
- **pd_02_a02_bs_enus**, Managerial Business Ethics

1. Log into SkillSoft: [http://wgu.skillport.com](http://wgu.skillport.com)
2. Enter the module number listed in the various sections of this GLT in the “Search For” box.
3. Click on the course
4. Read the SkillSoft lesson overview.
5. Take the SkillSoft course pre-test for each section where available.
6. Complete the modules where your pre-test scores are low.
7. Take the post tests after completing all of the modules.
8. For additional information, review the SkillBriefs, job aids and Books24x7 associated with each module.

☐ **Join the Business Law & Ethics Community**

Learning communities are an integral part of the WGU learning experience. The Business Law & Ethics Learning Community provides opportunities to learn through communication with the facilitator and other students. Any time you have a question about the content in this course of study, contact the community facilitator for assistance. Community facilitators and other students will not provide answers, but will engage you in discussion to help you clarify and extend your understanding of important concepts. And you will find specific assignments in this course of study that direct you to the Business Law & Ethics Learning Community. Check with your mentor that you have been enrolled in the community.

**Enroll in the Community:** Request your mentor to enroll you in the Business Law & Ethics Community.

Some Frequently Asked Questions about the Business Law & Ethics Community can be found in the [FAQ Document](https://web5.wgu.edu/aap/content/Using%20the%20Skillsoft%20Library%20(2).doc):

☐ **Discuss TaskStream Enrollment with Your Mentor**

Midway and at the end of this course of study, you will need to complete performance assessments in TaskStream to demonstrate your competence. In order to obtain the
instructions for each task and to submit your work, you will need to be enrolled in TaskStream. Students who finish EWB in any month and successfully matriculate will have their TaskStream accounts created by the 15th of the following month. TaskStream will automatically send an email to you with your account information. This email will also include log in information. Additional information on TaskStream can be found in the Student Portal on the “Resources” tab at the bottom of the page. Look for the “TaskStream Help” link. Contact your mentor to go over these TaskStream processes and requirements.

Here is a link to the “TaskStream Help” document:
http://www.wgu.edu/wgu/student/taskstream_documents.asp

Social Responsibility in Business (Part I)
The activities for Weeks 1–2 will introduce you to the concepts associated with social responsibility in business.

Background Information
The term “social responsibility” is a concept which encompasses the actions, activities, and attitudes of business and the impact business has on the community within which it operates—trying to maximize a positive impact and minimize any negative impact. Corporate social responsibility is often described as an “obligation” to be fair and to do good. Issues of corporate social responsibility span a wide range of ethical and social issues, including environmental protection, working conditions, stakeholder rights, consumer protections, fair competition, community support, etc.

Competency 310.2.1: Ethical Issues in Business
The graduate can determine ethical and socially responsible courses of action in a given business situation.

Concepts of Social Responsibility
Objectives: When you have completed Week 1 you will be able to:

• Describe, define, and explain business ethics from an organizational perspective.
• Describe the historical foundations and evolution of business ethics.
• List the ways in which ethical value systems support business performance.
• Identify courses of action in a given business situation that are socially responsible for that situation.
• Explain stakeholder orientation and perspective in corporate social responsibility, and identify the roles of stakeholders in business ethics.
• Define and identify ethical issues, and delineate types of behavior as business ethics issues.

Instruction: Just look at the news today and you’ll see that the importance of business ethics is now at the forefront of the country’s concerns over the financial crisis. This is your opportunity to develop not only your understanding of this topic, but also your competence in applying these principles to a variety of business settings, including your own career and employment.

Your study of social responsibility includes resources from your textbook, Skillsoft/Skillport, and the Business Law & Ethics Learning Community. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need to master in order to pass the EST1 performance assessment.
Understanding the Importance of Business Ethics
Read Chapter 1 of your textbook and answer the “Questions – Exercises” at the end of the chapter.

After reading the chapter you should be able to answer the following:
• How would you define business ethics?
• How has business ethics developed over time?
• What is involved in developing an ethical culture in an organization?
• What are three benefits to business of a clear ethical framework?

Connecting Terms: When learning terms, it is often helpful to connect the term to the concept. Think about the key terms listed at the end of the Chapter 1. Prepare a set of review/flash cards, one for each term, and identify the term, its definition, and a short statement of how that term relates to social responsibility concepts.

Identifying, Understanding, and Defining Stakeholder Relationships, Social Responsibility, and Corporate Governance
Read Chapter 2, “Stakeholder Relationships, Social Responsibility, and Corporate Governance” and answer the “Questions – Exercises” at the end of the chapter.

After reading the chapter you should be able to answer the following:
• What are various stakeholder roles in business ethics?
• What is an accepted definition of social responsibility?
• Describe relationships between stakeholder orientation and social responsibility.
• What should be the role of corporate governance in structuring ethics and social responsibility in business?
• List the steps involved in implementing a stakeholder perspective in social responsibility and business ethics.

Connecting Terms: When learning terms, it is often helpful to connect the term to the concept. Think about the key terms listed at the end of the Chapter 2. Prepare a set of review/flash card, one for each term, and identify the term, its definition, and a short statement of how that term relates to social responsibility concepts.

Check Your EQ (Ethics Quotient): Complete the “Check Your EQ” exercise (pp. 53). Ask a family member or a friend to take the “Check Your EQ” and compare answers. Explain any concepts or terms the family member or friend does not understand to test your own understanding. Check your answers against the answer provided at the bottom of the exercise. Go back and review concepts in the chapter as needed.

Identify Emerging Business Ethics Issues
Read Chapter 3, “Emerging Business Ethics Issues” and answer the “Questions – Exercises” at the end of the chapter.

After reading the chapter you should be able to answer the following:
• Describe ethical issues in the context of organizational ethics.
• How do ethical issues relate to basic values of honesty, fairness, and integrity?
• Delineate and identify unethical behaviors as business ethics issues.
• What are three challenges of determining an ethical issue in business?
Connecting Terms: Review the list of end of chapter terms (pp. 85) for Chapter 3, and prepare a review/flash card for any term you have difficulty defining. On each card list the term and its definition as it relates to concepts of social responsibility.

Check Your EQ (Ethics Quotient): Complete the “Check Your EQ” exercise (pp. 87). Check your answer with the answers provided at the bottom of the exercise. Go back and review concepts in the chapter as needed.

Week 2
Social Responsibility in Business (Part II)
The activities for Week 2 will complete your work with the concepts associated with social responsibility in business, and prepare you to submit your first EST1 task in TaskStream.

Background Information
The term “social responsibility” is a concept which encompasses the actions, activities, and attitudes of business and the impact business has on the community within which it operates—trying to maximize a positive impact and minimize any negative impact. Corporate social responsibility is often described as an “obligation” to be fair and to do good. Issues of corporate social responsibility span a wide range of ethical and social issues, including environmental protection, working conditions, stakeholder rights, consumer protections, fair competition, community support, etc.

Competency 310.2.1: Ethical Issues in Business
The graduate can determine ethical and socially responsible courses of action in a given business situation.

Concepts of Social Responsibility
Objectives: When you have completed Week 2 you will be able to:

• Identify issues of social responsibility within an organization’s operations, and develop recommendations for action to improve that organization’s level of social responsibility.

Instruction: Now is your opportunity to demonstrate the competence you have developed in applying these concepts of social responsibility to real world business situations. This is just the type of application you will encounter today in businesses of every size and shape.

At this point, focus on review and confirm your mastery of those concepts in preparation to submit your work in TaskStream for grading. Your work in Skillsoft, study of terminology in the textbook chapters, “Questions – Exercises” at the end of each chapter, and involvement in the Business Law & Ethics Community will be useful as you prepare for your EST1 assessment.

☐ Determine Levels of Corporate Social Responsibility
  Complete Skillsoft Module pd_02_a04_bs_enus, “Corporate Social Responsibility.”

☐ Study Tip: Mastering Concepts
  Review chapters 1, 2, and 3 in the textbook, focusing on important terminology.

To learn information, you need to do more than just read about it in a textbook. You need to transform the thoughts and ideas into language that makes sense for you. You need to assimilate the information or make it your own.
Review - Terms: Go back to the review/flash cards you prepared for Chapters 1, 2 and 3, and review.

Questions/Exercises: It is important that you understand the elements of theory and concept and can apply those to practical situations. As a study/review tool, answer the “Questions – Exercises” for the cases found at the ends of Chapters 1, 2 and 3. If you have difficulty with any of the questions go to the Business Law & Ethics Learning Community and post a question to get input from your peers.

Business Law & Ethics Community
URL: http://community.wgu.edu/clearspace/community/business_law_and_ethics_learning_community
Visit the Business Law & Ethics Learning Community. Look for the discussion thread labeled: “Social Responsibility: How Business Responds.” Every business has a connection to the community within which it operates, and to the larger world that it impacts. What are the social responsibilities of a business to its community? To the larger world? Who determines those responsibilities? How is business doing today with being socially responsible? Post your initial thoughts, and read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Mid-way Review
Congratulations! You have successfully completed the first section of the EST1 Course of Study. You have mastered the concepts of social responsibility and how those concepts can be found in particular business settings. The responsibility of business to be a “good citizen” is not only important from the social perspective, but it is good business as well.

Background Information
Now that you have completed your study of the social responsibility concepts, it is time to for you to apply your knowledge by drafting your recommendations required in Task 310.2.1-05 of EST1. Carefully read the given information for the task in the TaskStream Instructions: these are the relevant facts you need to consider as you develop your recommendations and prepare your essay. Draft your essay for the task. Be sure to include the following in your essay:

- A logical evaluation of Company Q’s attitude toward social responsibility
- An appropriate recommendation for three areas that could be improved regarding the company’s attitude toward social responsibility

Review of Major Points
At this mid-way mark in your work on the course of study, you should have developed competency in “determining ethical and socially responsible courses of action in a given business situation”, including:

1. Understanding the concept of social responsibility in business.
2. Recognizing the range of issues that fall under corporate social responsibility.
3. Identifying socially responsible courses of action in given business situations.
4. Identifying stakeholders involved in creating corporate social responsibility.

Finalize Your Document
1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document with the following naming convention: student number last name EST1 Task #. (For example, 55455 Smith EST1 Task 310.2.1-05).

Self check:
- You completely, thoroughly, and logically evaluated Company Q’s attitude toward social responsibility.
- You provided three clear recommendations for areas that could be improved regarding the Company Q’s attitude toward social responsibility.
- Your work contains generally effective sentence structure, solid vocabulary, and accurate word choice.
- Your work contains no minor or major errors (run spell- and grammar-check).
- Your work is extremely clear and easy to follow.

Self score your task using the scoring rubrics in TaskStream. In TaskStream, each task has a posted scoring rubric. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set out by the scoring rubric.

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the Course of Study Academic Mentor for assistance.

Week 3
Developing an Ethics Program (Part I)
The activities for Week 3–4 will introduce you to the concepts associated with developing an ethics program for a business.

Background Information
“Developing an Ethics Program” focuses on development of an ethics program to foster ethical decision-making for business directors, officers, and employees. Effective ethics programs provide the opportunity for management to establish a culture that establishes ethical behavior, both inside and outside of the organization, as the business strives to eliminate unethical conduct. Your study will include factors that must be considered as essential parts of an ethical program: codes of conduct, ethics officers and delegation of authority, training, monitoring, compliance, and improvement reviews.

Competency 310.2.3: Ethical Issues in Business
The graduate can develop an appropriate and comprehensive ethics program for a given business venture.

Developing an Ethics Program
Objectives: When you have completed Week 3 you will be able to:
- Describe the rationale for why businesses need to develop ethics programs
- List the minimum requirements of an ethics program
• Describe the role of codes of ethics in identifying key risk areas for an organization
• Identify keys to successful ethics training
• Explain how ethical standards are monitored, audited, and enforced

**Instruction:** Would the collapse of Enron, the breakup of Bears Sterns, or the disintegration of AIG have occurred if there had been strong and clearly enforced ethics programs in those companies? It’s hard to say, but the absence of ethical direction certainly is clear, and the catastrophic results well documented.

Your study of the development of ethics programs includes resources from your textbook, Skillsoft/Skillport, and the Business Law & Ethics Learning Community. Be sure to utilize each of these resources as they provide a broad range of viewpoints on the topics you will need to master in order to pass the EST1 performance assessment.

**Developing an Effective Ethics Program**
Read Chapter 8, “Developing an Effective Ethics Program” and answer the “Questions – Exercises” at the end of the chapter.

After reading the chapter you should be able to answer the following:
• What is the responsibility of the corporation to be a moral agent?
• Why does a business need to develop an ethics program?
• What are the minimum requirements for an ethics program?
• What is the role of a code of ethics in identifying key risk areas for an organization?
• What are the keys to successful ethics training, including program types and goals?
• Describe ways that ethical standards are monitored, audited and enforced.
• Why is it important for continuous improvement with an ethics program?

**Connecting Terms:** Review the list of end of chapter terms (pp. 227) for Chapter 8, and prepare a review/flash card for each term. On each card list the term and a definition as it relates to concepts of social responsibility.

**Check Your EQ (Ethics Quotient):** Complete the “Check Your EQ” exercise (pp. 229). Compare your results with the answers provided at the bottom of the page.

**Implementing and Auditing Ethics Programs**
Read Chapter 9, “Implementing and Auditing Ethics Programs” and answer the “Questions – Exercises” at the end of the chapter.

After reading the chapter you should be able to answer the following:
• What is ethics auditing and how is it performed?
• What are the benefits and limitations of ethics auditing?
• What are the challenges of measuring nonfinancial performance in an organization?
• What are the stages of an ethics auditing process?
• What is the strategic role that the ethics audit can play?

**Check Your EQ (Ethics Quotient):** Complete the “Check Your EQ” exercise (pp. 259). Have a family member or friend take the “Check Your EQ” exercise as well, and compare your results. Answer questions from your family member or friend about the exercise answers and topics included in the exercise based on your study of Chapter 9.
Week 4

Developing an Ethics Program (Part II)

The activities for Week 4 will complete your work with the concepts associated with developing an ethics program in business, and prepare you to submit the next EST1 task in TaskStream.

Background Information

“Developing an Ethics Program” focuses on development of an ethics program to foster ethical decision-making for business directors, officers, and employees. Effective ethics programs provide the opportunity for management to establish a culture that establishes ethical behavior, both inside and outside of the organization, as the business strives to eliminate unethical conduct. Your study will include factors that must be considered as essential parts of an ethical program: codes of conduct, ethics officers and delegation of authority, training, monitoring, compliance, and improvement reviews.

Competency 310.2.3: Ethical Issues in Business

The graduate can develop an appropriate and comprehensive ethics program for a given business venture.

Developing an Ethics Program

Objectives: When you have completed Week 4 you will be able to:

- Develop an effective ethics program for an organization, including codes of conduct, ethics officers and their roles, ethics training, program monitoring, program auditing, and improvement systems.

Instruction: Now is your opportunity to demonstrate the competence you have developed in developing ethics programs for business in real world settings. Potential employees who not only understand the significance of creating effective ethics programs, but are also able to monitor, audit, and improve those programs, will become sought after in the workplace as the ethical environment in business continues to change.

As you complete your study of the concepts related to developing an ethics program, it is time to focus on review and confirming your mastery of those concepts in preparation to submit your work in TaskStream for grading. Your work in Skillsoft, study of terminology in the textbook chapters, “Questions – Exercises” at the end of each chapter, and involvement in the Business Law & Ethics Community will be useful as you prepare for your EST1 assessment.

☐ Skillsoft Module

Complete Skillsoft Module pd_02_a02_bs_enus, Managerial Business Ethics.

☐ Study Tip: Mastering Concepts

Review chapters 8 and 9 in the textbook, focusing on important terminology.

Description: To learn information you need to do more than just read about it in a textbook. You need to transform the thoughts and ideas into language that makes sense for you. You need to assimilate the information and make it your own.

Connecting Terms to Concepts: When learning terms, it is often helpful to connect the term to the concept. Think about the key terms listed at the end of chapters 8 and 9 in the Business Ethics textbook. How do these terms relate to concepts important in developing an ethics program? Go over each term and review any concepts that you have difficulty with, referring back to chapters 8 and 9.
Questions/Exercises: It is important that you understand the elements of theory and concept and can apply those to practical situations. As a study/review tool, answer the “Questions – Exercises” for the cases found at the ends of chapters 8 and 9. If you have difficulty with any of the questions go to the Business Law & Ethics Learning Community and post a question to get input from your peers.

Business Law & Ethics Community
URL: http://community.wgu.edu/clearspacex/community/business_law_and_ethics_learning_community

Visit the Business Law & Ethics Learning Community. Look for the discussion thread labeled: “Ethics Programs in Business: Effective or Not?” We have all read of recent business scandals, from Enron, to Wall Street and the financial market collapse, to a meatpacking plant in Iowa employing child labor. What could an effective, enforced ethics program do in the face of such massive instances of unethical corporate behavior? Could such ethical programs protect investors, employees, and customers? What elements need to be in place for an effective ethics program?

Post your initial thoughts, and read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Conclusion
You have successfully completed the second section of the course of study. You have mastered the concepts of developing an ethics program, and how those concepts can be utilized in particular business settings. The concept of ethical programs is not only important from the ethical perspective, but it is good business as well.

Background Information
Now that you have completed your study of concepts necessary to understand in order to develop an ethics program, it is time to see if you can apply your knowledge by developing your own ethics program for Task 310.2.3-08. Carefully read the given information for the task, as this contains the relevant facts you need to consider as you develop your ethics program for this company. Draft your ethics program for the task. Be sure to include the following in your ethics program document:

- An appropriate standards and procedures section, such as a code of ethics.
- A section that has a plan for an appropriate ethics training program.
- A section that discusses systems to monitor, audit, and report misconduct.
- A section that has a plan to review and improve the ethics program over time.

Review of Major Points
As you prepare to complete your work with EST1 and ethical issues in business, and as you complete this course of study, you should have developed competency in “developing an appropriate and comprehensive ethics program for a given business venture,” including:

1. Explaining why businesses need ethics programs, and the benefits from those programs
2. Listing minimum requirements for an ethics program
3. Understanding what is required for successful ethics training
4. Understanding how to monitor, audit and improve ethical standards and programs in business

☐ Finalize Your Document
1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document with the following naming convention: student number last name EST1 Task #. (For example, 55455 Smith EST1 Task 310.2.1-05).

Self check:
• You include a written standards and procedures section that is appropriate to the given company. This may be in paragraph form or bulleted list format.
• You clearly describe an ethics training program that is appropriate to the given company. This should be in paragraph format.
• You include a clear and thorough section that discusses systems to monitor, audit, and report misconduct that is appropriate to the given company. This should be in paragraph format.
• You include a plan to review and improve the ethics program that is appropriate to the given company. This should be in paragraph format.
• Your work is extremely clear and easy to follow.
• You work contains generally effective sentence structure, solid vocabulary, and accurate word choice.
• You work contains no minor or major errors (run spell and grammar check).

Self score your task using the scoring rubrics in TaskStream. In TaskStream, each task has a posted scoring rubric. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set out by the scoring rubric.

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the Course of Study Academic Mentor for assistance.

Congratulations
You have now successfully completed the EST1 Course of Study. You have mastered the concepts related to social responsibility and involved in creating ethics programs, and how those concepts interact with each other to create a clear and complete ethical environment in a business. An effective ethics program, as we can see from the scandals and business collapses permeating our economy today, is not only important for the individual business and its employees, but is also crucial for the good of the country as well. So you are well on your way to being an effective force for ethical responsibility in the business world today.

☐ NOW, SOME NEXT STEPS
You have now completed the EST1 and are ready to begin your study for the LWC1 Fundamentals of Business Law & Ethics objective exam. This exam combines your work with the LIT1 performance assessment area and this work in the EST1 you have just
finished. While the EST1 is good preparation for the LWC1, it is not all you will need. Be sure to follow the LWC1 Course of Study carefully, as it will cover several topic areas not included in either the LIT1 or EST1.

Consider working in the WGU Library, with its ERIC database and Academic Search Premier, to locate current periodicals and articles that deal with these same topics you have been exploring in this course of study. Once you are fully engaged in your business career you will be engaged in life-long learning to stay abreast of the latest developments crucial for your company or organization. So start now, and you will have a wealth of knowledge and background you can bring to your employer or potential employer.

Feedback
If you wish to provide feedback on this Course of Study, please contact Gary Gentry at ggentry@wgu.edu.