



STEWARDSHIP OF COMPANY ASSETS

Course No: ETH103

Instructor: Mark S. Putnam, M.Ed.

Description: This course provides practical information to help employees protect the company's assets from theft, abuse, waste, and fraud.

Background: Effective use of company assets is critical to the bottom line. Assets can be the tangible equipment, physical property, funds, or intangible things such as intellectual property and patents. Whether an employee drives a company car or manages a large budget, he or she has a responsibility to take good care of what has been entrusted to him/her. The fewer assets the company has to replace or repair, the more profitable it will be. The resources saved provide stability, job growth, and a healthy future. It is a win-win situation for everyone. This course provides the helpful information that employees need to know about in order to protect the company's assets from theft, abuse, waste, and fraud.

Objectives:

- Foster a sense of responsibility for protecting company assets.
- Define and identify types of company assets.
- Know basic ethical principles for using company assets.
- Understand the ways one shows responsibility for physical property.
- Understand the ways one shows responsibility for company funds.
- Understand the ways one shows responsibility for company intellectual property.
- Learn the proper care for protecting company records.

Required Reading:

"The Stuff of Work: Ethics and Assets" by Mark S. Putnam

"Something for Nothing: Behind the Temptation" by Mark S. Putnam

"Company Assets and Occasional Use" by Mark S. Putnam

Course Length: 2 hrs.

Prerequisites: ETH101, Ethical Decision-Making Skills (Recommended)

Points Possible: 222

Passing Score: 75%



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Activities:

Activity: Asset Inventory

Activity: Using and Abusing Property

Activity: Kinds of Property

Content Tests: These tests contain true/false and multiple choice questions based on the Course Content in this section. Before taking these tests, please watch the videos and download the Section Outline handout.

Ethical Decision-Making Skills 1

Ethical Decision-Making Skills 2

Ethical Decision-Making Skills 3

Ethical Decision-Making Skills 4

Ethics and Assets Quiz

Something for Nothing Quiz

Company Assets and Occasional Use Quiz

Scenario Tests: These tests provide scenarios with up to four possible answers. You may receive between 0 and 10 points for each question depending on the appropriateness of your answer. Answers not only require the correct ethical response but also require good judgment, sound reasoning, and a balanced approach to problem solving.

Ethical Decision-Making Skills Scenarios - 1

Ethical Decision-Making Skills Scenarios - 2

Ethical Decision-Making Skills Scenarios - 3

Ethical Decision-Making Skills Scenarios - 4