



Course Specifications

Course Title:	Business Ethics and Corporate Social Responsibility
Course Code:	16011527
Program:	Bachelor in Business Administration
Department:	Department of Business Administration (BA)
College:	College of Business Administration (CBA)
Institution:	AlBaha University (BU)

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A. Course Identification

1. Credit hours: 3 hours
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 5 th Level/ 3 rd year
4. Pre-requisites for this course (if any): None
5. Co-requisites for this course (if any): None

6. Mode of Instruction

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	43	95 %
2	Blended	-	-
3	E-learning	2	5 %
4	Correspondence	-	-
5	Other	-	-

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	45
2	Laboratory/Studio	-
3	Tutorial	-
4	Others	-
	Total	45
Other Learning Hours*		
1	Study	45
2	Assignments	30
3	Library	30
4	Projects/Research Essays/Theses	-
5	Others (specify)	-
	Total	105

B. Course Objectives and Learning Outcomes

1. Course Description:

This course focuses on the practices of ethics, social responsibility, and governance in the field of business organizations. It examines the meaning and the roles of business ethics, SR, and governance at the functional and corporate levels. Topics include, but not limited to, an introduction to business ethics, ethics at strategic level, ethics at a functional level, ethics and corruption, corporate social responsibility, corporate governance.

2. Course Main Objective:

This course is designed to enable students to understand, analyze and describe moral issues in business and ways to deal with such issues. Its main purpose is to enable students to behave

and make business decisions in an ethical manner and act responsibly towards society, At the end of this course the students will be able to acquire essential knowledge related to main concepts of business ethical and corporate social responsibility.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge:	
1.1	Describe the organizational tools, policies, systems, and laws that are important in managing ethical conduct and social responsibility to help in solving business problems.	K.2
1.2	Explain of systems of ethical issues in business functions such as marketing, production, HRM, accounting and finance in the organizations.	K.2
1.3	Recognize the scope of ethical issues in professional practice and CSR to deal with the current environmental developments that influence the business performance.	K.3
2	Skills:	
2.1	Apply ethical tools, policies, and legal frameworks to achieve successful and appropriate business practices and societal values in contemporary business organizations.	S.1
2.1	Implement the appropriate practices of corporate governance and corporate social responsibility in the business organizations.	S.1
3	Competence:	
3.1	Demonstrate the appropriate ethical dimensions in individual or teamwork responsibly and effective communication needed in business professional activities.	C.1
3.2	Integrate ethical values in business and social life.	C.2

C. Course Content

No	List of Topics	Contact Hours
1	Concepts and definition of ethics	6
2	Developing an ethical mindset	6
3	Ethics at strategy level	6
4	Ethics in business functions: marketing and production	6
5	Ethics in business functions: HR, accounting and finance	6
6	Corporate governance	6
7	Social Responsibility	9
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
K	Knowledge		
1.1	Describe the organizational tools, policies, systems, and laws that are important in managing ethical conduct and social responsibility to help in solving business problems.	<ul style="list-style-type: none"> Lectures Self-learning Reading 	<ul style="list-style-type: none"> Quizzes Exercise Exams
1.2	Explain of systems of ethical issues in business functions such as marketing, production, HRM, accounting and finance in the organizations.	<ul style="list-style-type: none"> Lectures Discussions Reading 	<ul style="list-style-type: none"> Quizzes Assignment, Homework. Exams
1.3	Recognize the scope of ethical issues in professional practice and CSR to deal with the current environmental developments that influence the business performance.	<ul style="list-style-type: none"> Lectures Discussions Illustrative Examples 	<ul style="list-style-type: none"> Quizzes Assignment Exams
S	Skills		
2.1	Apply ethical tools, policies, and legal frameworks to achieve successful and appropriate business practices and societal values in contemporary business organizations.	<ul style="list-style-type: none"> Lectures Brainstorming 	<ul style="list-style-type: none"> Exams Direct Questions Case studies
2.1	Implement the appropriate practices of corporate governance and corporate social responsibility in the business organizations.	<ul style="list-style-type: none"> Lectures Discussions Presentations 	<ul style="list-style-type: none"> Exams Direct Questions Assignments
C	Competence		
3.1	Demonstrate the appropriate ethical dimensions in individual or teamwork responsibly and effective communication needed in business professional activities.	<ul style="list-style-type: none"> Active Learning Group discussion Case analysis 	<ul style="list-style-type: none"> Assignments Presentations Case studies
3.2	Integrate ethical values in business and social life.	<ul style="list-style-type: none"> Lectures Discussions 	<ul style="list-style-type: none"> Assignment. Presentations

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz 1	4-5	5%
2	Midterm Examination	7-8	30%
3	Quiz 2	10-12	5%
4	Homework (Assignment and presentation)	3-15	10%
5	Final Examination	17	50%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

The instructor will be available for student consultation and academic advice throughout the week in 9 hours per week as office hours. During this hour, the students are encouraged to visit their instructor for help and clarify difficult concepts. Additional assistance by appointment.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Sidani, Y. (2018), "Business Ethics in the Middle East", Routledge
Essential References Materials	Boatwright , J.R. (2012) "Ethics and the Conduct of Business", Pearson New International Edition, 7/E Fernando, A.C. (2010), "Business Ethics & Corporate Governance", Pearson Learning, 2/E Journal of Business Ethics International Journal of Management – Magazine Business Ethics Quarterly (BEQ) Business and Society Review
Electronic Materials	Business Ethics and Social Responsibility https://managementhelp.org/businessethics/index.htm Business Ethics Moral principles that govern the conduct of businesses https://corporatefinanceinstitute.com/resources/knowledge/other/business-ethics
Other Learning Materials	Basic Computer applications (like MS- office, media player, Google chrome) for enhanced knowledge & learning (Rafid application)


2. Facilities Required

Item	Resources
Accommodation	Classroom can accommodate approximately twenty-five (25) students. The classroom is well equipped to accommodate the required number of students.
Technology Resources	White Board & smart board. In addition, course communication and possible additional readings and links will be provided in Rafid throughout the course.
Other Resources	Internet facilities and projectors. The use of an updated version of Internet Explorer is strongly recommended in order to view Windows Media Player.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	▪ Students	Electronic questionnaire/ Survey (https://jodah.org/) that evaluates the quality of course (Indirect method)
	▪ Faculty	Quiz, Exam, Discussion, presentation, assignment/ Homework. (Direct)
	▪ Independent reviewers, ▪ Employers, ▪ Placement cell, ▪ Alumni Cell	Focus Group Discussions, Group Work , Job Placement Data, Graduates Interviews, Alumni Surveys, and Employer Surveys
Effectiveness of Assessment	▪ Faculty ▪ Curriculum & Assessment Committee ▪ Accreditation Committee	Teacher Feedback Student Feedback Course Reports Annual Program Report (APR) Curriculum and Assessment Matrix
Achievement of Course Learning Outcomes (CLO)	▪ Faculty ▪ Quality Assurance Unit	Use of Curriculum and Assessment Matrix to assess all Course learning outcomes in excel. In Course Report, summary analysis of assessment results for each LO.
Quality of Learning Resources	Students Faculty Program leaders	Electronic questionnaire/ Survey (https://jodah.org/) that evaluates the quality of Learning resources (Indirect method)

H. Specification Approval Data

Program Coordinator	Dr. Abdella Kormie Dinga 
Program Chair	Dr. Saleh Abdullah Alghamdi
Council / Committee	Business Administration Department Board Meeting
Reference No.	2 nd Board Meeting 1441-1442
Date	24/12/2020