هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Business Ethics
Course Code:	BA3308
Program:	BA Degree in Business Administration
Department:	Business Administration
College:	College of Business
Institution:	Umm Al-Qura University
Version:	**2**
Last Revision Date:	**28/01/2023**

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NO	Assessment task*	Week Due	Percentage of Assessment
1	Assignments and class activities	Every week	
2	Quizzes	Weeks 4,10	
3	Midterm	Week 5	
4	Project	Week 8	
5	Final exam	Week 12	

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

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A. General information about the course:

Course Identification					
1. Credit hours:	3				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Level 7					
4. Course general Description This course focuses on the ethical dimensions of the personal and professional judgments made by public/private managers, and the reaction from the public in response to those judgments. Cases are used to examine the ethics of organizations and the moral foundation of public policy. Discussion will include addressing managerial challenges as needed to maintain public trust while conducting business in today's pressure-filled environment. The course will discuss the moral foundation of individuals and public policies of organizations.					
5. Pre-requirements for this course (if any):					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) The objective of this course is to produce students who can: • Identify a range of ethical approaches • Understand the complexities of applying administrative ethics in contemporary society • Ask appropriate questions and develop effective inquiries into ethical issues • Model ethical issues in ways that identify core components and interactions.					

1. Teaching mode (**mark all that apply)**

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	40	100%
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	40
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	40

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Demonstrate the role of ethics in society, particularly among those entrusted with administrating the public good or corporate affairs	K1	Formal and Informal lecture-discussion format, with ample time	Assignments, Quizzes, Case studies Probing/Discussion in the class Two-minute papers at the end of class Multiple-choice test on completion of each topic
1.2	Explain how theoretical aspects of ethics proposed by various school of thoughts	K3	Relevant Examples of the pertinent Ethical Issues	Oral during the class, experimenting to identify what students understood
1.3	Explain role of perceptions of improper behavior to public confidence in	K1	Use of audio and audio-visual medium to show the relevant cases	Assignments, Quizzes, Case studies Probing/Discussion in the class

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	government, business and the professions		for increased understanding	Two-minute papers at the end of class Multiple-choice test on completion of each topic
2.0	Skills			
2.1	Articulate the role of ethics in society	S1	Lecture, Lab Demonstration, Lab work	Assessment of group assignment includes component for individual contribution. *Assessment of each group member based on the tasks/project allotted to the group.
2.2	Develop appropriate research questions and methods for creative exploration of administrative ethics	S3	Lecture, Lab Demonstration, Lab work	Assessment of group assignment includes component for individual contribution. *Assessment of each group member based on the tasks/project allotted to the group.
2.3	Engage in insightful debates on the issues surrounding business ethics	S2	Lecture, Lab Demonstration, Lab work	Presentation on the solution of the case allotted randomly to a group member. This ensures that each group member is equally prepared.
3.0	Values, autonomy, and responsibility			
3.1	Work effectively in a group	V2	Divide students in groups and change the leadership of groups each period	Group Presentation Assess each group achievements
...				

C. Course Content

No	List of Topics	Contact Hours
1	Introduction	2
2	Ethics in the World of Business	2
3	Ethical Decision making	4
4	Ethical Theories	4
5	Islamic Ethics in Business	4
6	Whistle blowing	2
7	Midterm	2
8	Trade Secrets and Conflict of Interest	4
9	Privacy	4
10	Discrimination and Affirmative Action	4
11	Employment Rights	4
12	Occupational Health and Safety	4
Total		40

D. Students Assessment Activities

NO	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignments and class activities	Every week	20%
2	Quizzes	Weeks 4,10	10%
3	Midterm	Week 5	20%
4	Project	Week 8	10%
5	Final exam	Week 12	40%

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

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Boatright, John R. 2012. "Ethics and the Conduct of Business", International Ed, Pearson Prentice Hall
Supportive References	• Carroll, A.B., and Buchholtz, A.K. 2009. Business & Society: Ethics and Stakeholder Management, 7th Edition Cengage Learning. • Saudi Gazette. 2013. Labor Ministry 'not protecting whistle-blowers', September 16
Electronic Materials	• Business Ethics Activity Master

	http://nehsfbla.wikispaces.com/file/view/EthicsActivityMasters.PDF http://www.youtube.com/watch?v=GSxiG6U0lyY • Videos
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, lab
Technology equipment (projector, smart board, software)	Data Show, Smart Board , , software
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders Department and quality committee	Open discussions with the students Anonymous surveys
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders Department and quality committee	Review of course portfolios Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders Department and quality committee	Course specifications are periodically reviewed at the departmental level.

Assessment Areas/Issues	Assessor	Assessment Methods
		Courses are updated periodically and compared to the benchmark standards.
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	BA DEPARTMENT
REFERENCE NO.	
DATE	28/01/2023