



The University of Jordan

Aqaba Branch

**Faculty of Management and Finance – Department of Business
Management**

Accreditation & Quality Assurance Center

COURSE Syllabus

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| 1 | Course title | Business Ethics & Corporate Social Responsibility |
| 2 | Course number | 5201433 |
| 3 | Credit hours (theory, practical) | 3 (theory) |
| | Contact hours (theory, practical) | |
| 4 | Prerequisites/corequisites | 5201101 |
| 5 | Program title | |
| 6 | Program code | |
| 7 | Awarding institution | The University of Jordan |
| 8 | Faculty | Faculty of Management and Finance |
| 9 | Department | Department of Business Management |
| 10 | Level of course | second year |
| 11 | Year of study and semester (s) | 2014/2015 Second Semester |
| 12 | Final Qualification | Bachelor |
| 13 | Other department (s) involved in teaching the course | N/A |
| 14 | Language of Instruction | English |
| 15 | Date of production/revision | Sep 2014 / Jan 2015 |

16. Course Coordinator:

Office numbers: 379
Office hours: Sunday, Tuesday Thursday 10:00 – 11:00
Monday Wednesday 13:00 – 14:00
Phone numbers:
Email addresses : e_malkawi@ju.edu.jo

17. Other instructors:

As the course coordinator

18. Course Description:

Every day news headlines highlight the most recent business ethics scandals and dilemmas. The globalization of business along with greater advances in technology has increased the complexity of ethical decision making in business. An understanding of business ethics has thus become a crucial element in the organizational environment. The purpose of this course is to help students improve their ability to make ethical decisions in business by providing them with a framework that they can use to identify, analyze, and resolve ethical issues in business decision making. In addition to individual identify, analyze, and resolve ethical issues in business decision making. In addition to individual decision making, business ethics and social responsibility are important parts of a firm's business strategy. Issues such as conflicts between personal values and organizational goals; the role of sustainability in business strategy; and the importance of stakeholder relationships, corporate governance, and the development of ethics programs and an ethical culture in an

organization will be discussed.

19. Course aims and outcomes:

A- Aims:

- Understand how ethics can be incorporated into key business decisions
- Learn to identify common ethical issues in business
- Identify, analyze, and understand how businesspeople make ethical decisions and handle ethical issues

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...

- Learn about specific measures companies can take to build effective ethics programs
- Understand major global ethics issues taking place in international business
- Become familiar with how firms evaluate social responsibility activities.
- Learn the importance of fostering sustainability efforts and integrating a “green” mission into corporate strategy.

20. Topic Outline and Schedule:

| Topic | Week | Instructor | Achieved ILOs | Evaluation Methods | Reference |
|--|---|--------------|--|--|------------------------|
| Chapter 1: The foundation of ethical thoughts | 1 st week | Eman Malkawi | identify common ethical issues in business | Lectures/ Open discussion | Stanwik & Stanwik,2014 |
| Chapter2 : Contemporary issues in business ethics | 2 nd and 3 rd weeks | Eman Malkawi | -identify the most important contemporary issues in business ethics | Lectures / /Short Exam | Stanwik & Stanwik,2014 |
| Chapter 3: Stakeholders & corporate social responsibility | 4 th and 5 th weeks | Eman Malkawi | --Understand how stakeholders affect & affected by ethical issues of an organization -identify the main components of corporate social responsibility | Lectures/ Open discussion/ Classwork-Case Study | Stanwik & Stanwik,2014 |
| Chapter 4: Corporate | 6 th & 7 th weeks | Eman Malkawi | -Understand how ethics can be | Lectures / Short exam | Stanwik & Stanwik,2014 |

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|---|--|--------------|--|---------------------------------|------------------------|
| governance & corporate compliance | | | incorporated into key business decisions -understand how corporate governance achieve the balance between economic & social goals & between individual & communal goals | | |
| Chapter5 : Ethics & environment | 8 th & 9 th weeks | Eman Malkawi | -understand the importance of treating the natural environment as a stakeholder & how to achieve that | Lectures / Discussion Questions | Stanwik & Stanwik,2014 |
| Chapter 9: Ethics & financial reporting | 10 th &11 th weeks | Eman Malkawi | -know the role of creative accounting -understand how investors and other interested parties of a firm affected by financial report | Lectures / /Short Exam | Stanwik & Stanwik,2014 |
| Chapter10 : Establishing code of ethics & ethical guideline | 12 th , &13 th weeks | Eman Malkawi | -identify the role of code of ethics -understand how code of ethics allows firm to declare it's ethical vision to all stakeholders | Lectures | Stanwik & Stanwik,2014 |
| Final Examination | &14 th weeks | Eman Malkawi | Final examination | Lectures/ Problem Solving | |

21. Teaching Methods and Assignments:

Development of ILOs promoted through the following teaching and learning methods:

- Lectures
- Class Work
- Discussion
- Case Study

22. Evaluation Methods and Course Requirements:

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| Evaluation Tool | Grading % |
|---------------------------------|------------------|
| Mid-term Examination | 25% |
| Participation | 5% |
| Homework/ Case Study/ Classwork | 10% |
| Short Exam | 10% |
| Total | 100% |

23. Course Policies:

A- Attendance policies:

Students are expected to attend class. Students may not receive credit for a course if they do not attend 85 % of the class meetings

B- Absences from exams and handing in assignments on time:

- All students are expected to attend all exams. Student cannot retake the exams without an excuse within three days of the exam date and the instructor has the right to accept or refuse it according to the university rules.
- All students must submit home works on time otherwise the instructor will not accept it.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

- All the assignments and work submitted by the student should be his or her own.
- All actions of academic dishonesty including cheating, plagiarism or helping other students in such actions will be deal with strictly according to the university regulations

E- Grading policy:

- According to the Letter grading system at the University of Jordan

F- Available university services that support achievement in the course:

24. Required equipment:

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25. References:

A- Required book (s), assigned reading and audio-visuals:

Main textbook:

Title: UnderStanding Business Ethics, Copyright 2014,Second edition

Authors: Peter Stanwik , Sarah Stanwik

Publisher: Sage Publication , inc

Additional readings:

B- Recommended books, materials, and media:

Additional readings from journals and periodicals may be assigned during the course.

26. Additional information:

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----

Copy to:

Head of Department
Assistant Dean for Quality Assurance
Course File