



## Syllabus of the educational discipline «Ethics of business»

<b>Specialty</b>	073 Management
<b>Educational program</b>	073.040 Business Administration
<b>Level of education</b>	First (bachelor)
<b>Discipline status</b>	Base
<b>Teaching language</b>	English
<b>Course / semester</b>	2 course, 3 semester
<b>Number of credits ECTS</b>	4
<b>Distribution by types of trainings and hours of study</b>	Lectures – 24 hours. Practical studies (seminars) – 24 hours. Laboratory studies – 0 hours. Independent training – 72 hours.
<b>Form of final assessment</b>	Pass
<b>Department</b>	Management and Business Department, 703 (library block), +38 057 702 01 46, <a href="http://www.kmib-hneu.com">www.kmib-hneu.com</a>
<b>Teacher (-s)</b>	Blyznyuk Tetyana Pavlivna, Doctor of sciences (Economics), Associate Professor
<b>Teacher's contacts</b>	<a href="mailto:blyznyuk.tetyana@gmail.com">blyznyuk.tetyana@gmail.com</a>
<b>Days of the classes</b>	Lecture – Saturday; Practical studies – Saturday
<b>Consultations</b>	Wednesday 2 <sup>th</sup> classes: 703 (library block) – offline; in Zoom - online; both individual and in group
<p><b>The purpose</b> of the discipline is assimilation of language culture and language etiquette, business communication techniques, non-verbal means of communication and the image of a businessperson.</p>	
<p style="text-align: center;"><b>Prerequisites for learning</b> <i>Socio-economic history of Ukraine, Philosophy</i></p>	
<p style="text-align: center;"><b>Content of the educational discipline</b></p> <p><b>Content module 1. Business ethics as a science and a discipline</b> <b>Theme 1. Business ethics as a science and discipline: object, subject and task</b> <b>Theme 2. Language culture of business conversation</b> <b>Content module 2. Culture and ways of communication, the image of a businessman</b> <b>Theme 3. Culture and communication techniques as part of language etiquette</b> <b>Theme 4. Non-verbal ways of communication</b> <b>Theme 5. Power of image</b> <b>Theme 6. Technology of business (commercial) negotiations</b> <b>Theme 7. Ethics of distance communication</b></p>	
<p style="text-align: center;"><b>Material and technical support (software) of the discipline</b> <i>Laptop, Power Point MS Office, Multimedia Projector</i></p>	
<b>Course page on the Moodle platform (personal training system)</b>	Course description, Working plan, Syllabus, Lectures (presentations), Practical (methodical recommendations), Seminars (List of questions), Homeworks; Tests, Additional learning materials. <a href="https://pns.hneu.edu.ua/course/view.php?id=5440">https://pns.hneu.edu.ua/course/view.php?id=5440</a>
<p style="text-align: center;"><b>Recommended literature</b></p> <p><i>Main:</i></p> <ol style="list-style-type: none"><li>1. yars S.M. <i>Business Ethics</i> / S.M. Byars. – Open stax, Houston : 2018. – 377 p.</li><li>2. Cruz-Cruz J. A. <i>Ethics of business</i> / J. A. Cruz-Cruz, W. Frey. – Hong Kong : 2011. – 348</li></ol>	



<p><i>p.</i> Additional</p> <p>3. Buchholz A. R. <i>Business Ethics – The Pragmatic Path beyond Principles to Process</i> / A. R. Buchholz, B. S. Rosenthal. - Prentice Hall, New York : 1998. – 350 p.</p>			
<p><b>Assessment system of learning outcomes</b></p>			
<p><i>The total score of the discipline consists of class attendance, current control, final control (the maximum amount is 100 points, the minimum amount that taking as a pass of discipline – 60 points).</i></p> <p><i>More detailed information on assessment is given in the technological card of the discipline.</i></p>			
<p><b>Accumulation of rating points in the discipline</b></p>			
<p><b>Types of training</b></p>			<p><b>Max points</b></p>
Lectures			12
Practical studies (seminars)			12
Competence-oriented tasks			30
Express Tests			6
Essay			15
Final Written Test			25
<p><b>Max points</b></p>			<p><b>100</b></p>
<p><b>Transference of Simon Kuznets KHNUE Characteristics of Students' Progress into the System of the ECTS Scale</b></p>			
<p>Total score on a 100-point scale</p>	<p>ECTS assessment scale</p>	<p>Assessment on the national scale</p>	
		<p>for exam, differentiated test, course project (work), practice, training</p>	<p>for pass</p>
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	not pass
35 – 59	FX		
1 – 34	F		
<p><b>Discipline policies</b></p> <p><i>Policy of academic integrity,</i> <i>Absenteeism policy.</i></p>			
<p><i>More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline <a href="https://pns.hneu.edu.ua/course/view.php?id=5440">https://pns.hneu.edu.ua/course/view.php?id=5440</a></i></p>			

Syllabus approved at the meeting of the Department Protocol № 2 from 27.08.2020