



## Syllabus of the course «Business Ethics»

<b>Specialty</b>	<i>D3 Management</i>
<b>Study Programme</b>	<i>Business Administration</i>
<b>Study cycle (Bachelor, Master, PhD)</b>	<i>the first (Bachelor) level of higher education</i>
<b>Course status</b>	<i>Mandatory</i>
<b>Language</b>	<i>English</i>
<b>Term</b>	<i>first year, second semester</i>
<b>ECTS credits</b>	<i>4</i>
<b>Workload</b>	<i>Lectures – 20 hours</i>
	<i>Practical (seminars) – 28 hours</i>
	<i>Self-study – 72 hours</i>
<b>Assessment system</b>	<i>Grading</i>
<b>Department</b>	<i>Department of Management, Business and Administration, room 210 of the main building website: <a href="https://www.kmib.hneu.edu.ua">https://www.kmib.hneu.edu.ua</a></i>
<b>Teaching staff</b>	<i>Iastremska Olesia, Cand.Sc. (Economic), Associate Professor</i>
<b>Contacts</b>	<i>Iastremska Olesia: <a href="mailto:iastremska.o@gmail.com">iastremska.o@gmail.com</a></i>
<b>Course schedule</b>	<i>Lectures: due to timetable Practical studies: due to timetable</i>
<b>Consultations</b>	<i>At the Department of Management, Business and Administration, offline, according to the schedule, individual, PNS chat.</i>
<b>The purpose of the course</b>	
is assimilation of language culture and language etiquette, business communication techniques, non-verbal means of communication and the image of a businessperson.	
<b>Structural and logical scheme of the course</b>	
Prerequisites	Postrequisites
Theory of organization	Management
	Management 2
	Communication and Social Responsibility
<b>Course content</b>	
<b>Content module 1. Business ethics as a science and a discipline</b>	
<b>Topic 1. Business ethics as a science and discipline: object, subject and task</b>	
<b>Topic 2. Language culture of business conversation</b>	
<b>Topic 3. Non-verbal ways of communication</b>	
<b>Content module 2. Culture and ways of communication, the image of a businessman</b>	
<b>Topic 4. Ethics of language etiquette in the communication system</b>	
<b>Topic 5. Technologies of business negotiations</b>	
<b>Topic 6. The power of the image</b>	
<b>Topic 7. Ethics of distance communication</b>	
<b>Teaching environment (software)</b>	
<i>Multimedia projector, S. Kuznets PNS, Corporate Zoom system</i>	
<b>Assessment system</b>	
Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.	





Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.

The maximum amount during the semester – 100 points; the minimum amount required is 60 points.

Current control includes the following assessment methods: performance of individual tasks; current tests; self-study works.

***More detailed information on assessment and grading system is given in the technological card of the course.***

#### **Course policies**

Teaching of the course is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

***More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Program of the course.***