



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

<b>Specialty</b>	073 Management
<b>Educational program</b>	Business Administration
<b>Level of education</b>	First (bachelor)
<b>Discipline status</b>	Compulsory
<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 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>Teachers</b>	Blyznyuk Tetyana Pavlivna, Doctor of sciences (Economics), Professor; Abdriichenko Zhanna Olehivna, PhD, Associate Professor
<b>Teacher's contacts</b>	<a href="mailto:blyznyuk.tetyana@gmail.com">blyznyuk.tetyana@gmail.com</a> , <a href="mailto:zhanna.andriichenko@hneu.net">zhanna.andriichenko@hneu.net</a>
<b>Days of the classes</b>	According to the schedule
<b>Consultations</b>	According to the schedule

**The purpose** 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.

### **Prerequisites for learning**

*Socio-economic history of Ukraine, Philosophy*

### **Content of the educational discipline**

#### **Content module 1. Business ethics as a science and a discipline**

**Theme 1.** Business ethics as a science and discipline: object, subject and task

**Theme 2.** Language culture of business conversation

#### **Content module 2. Culture and ways of communication, the image of a businessman**

**Theme 3.** Culture and communication techniques as part of language etiquette

**Theme 4.** Non-verbal power of image ways of communication

**Theme 5.** Power of image

**Theme 6.** Technology of business (commercial) negotiations

**Theme 7.** Ethics of distance communication

### **Material and technical support (software) of the discipline**

*Laptop, Power Point MS Office, Multimedia Projector*

#### **Course page on the Moodle platform (personal training system)**

*Course description, Working plan, Syllabus, Lectures (presentations), Practical (methodical recommendations), Seminars (List of questions), Homeworks; Tests, Additional learning materials.*  
<https://pns.hneu.edu.ua/course/view.php?id=5440>

### **Assessment system of learning outcomes**

*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).*

*More detailed information on assessment is given in the technological card of the discipline.*



<b>Accumulation of rating points in the discipline</b>	
<b>Types of training</b>	<b>Max points</b>
Lectures	<b>12</b>
Practical studies (seminars)	<b>12</b>
Competence-oriented tasks	<b>30</b>
Express Tests	<b>6</b>
Essay	<b>15</b>
Final Written Test	<b>25</b>
<b>Max points</b>	<b>100</b>
<b>Discipline policies</b> <i>Policy of academic integrity, Policy to perform tasks later than the deadline, Absenteeism policy</i>	
<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>	

Syllabus approved at the meeting of the Department Protocol № 13 from 22.06.2021