



COURSE SYLLABUS **«BUSINESS ETHICS»**

Degree of higher education - Bachelor
Specialty 073 Management
Academic program “Management”
Academic year 4, **semester** 8
Form of study full-time, part-time
Number of ECTS credits: 6
Language of training: Ukrainian, English

Lecturer of the course:

Krystyna Dramaretska, PhD in Economics, Associate Professor,
Associate Professor of the Department of Management named after
Professor J. S. Zavadskyi

Contact information of the lecturer

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Course page on eLearn

<https://elearn.nubip.edu.ua/course/view.php?id=2871>

COURSE DESCRIPTION

The purpose of the discipline is to form in future specialists modern managerial thinking and a system of theoretical knowledge and practical skills in the field of business management in general and business ethics in particular. Tasks of the discipline: theoretical and practical training of higher education applicants in understanding the essence of the concepts and categories of business ethics; formation of a system of values, views, norms of behaviour of business people that allow them to successfully adapt to the environment for professional growth during study, at work, in different teams, in the process of managing people; application of modern scientific concepts, approaches, methods and technologies to improve the efficiency of business management through the proper use of various managers.

Program competencies:

Integral competence (IC): the ability to solve complex specialized tasks and practical problems characterized by complexity and uncertainty of conditions in the field of management or in the educational process, which involves the application of theories and methods of social and behavioral sciences.

General competencies (GC):

GC 1. The ability to exercise one's rights and responsibilities as a member of society, to be aware of the values of civil (democratic) society and the need for its sustainable development, the rule of law, and the rights and freedoms of a man and citizen in Ukraine.

GC 13. Appreciation and respect for diversity and multiculturalism.

GC 15. The ability to act based on ethical considerations (motives).

GC 16. The ability to make decisions and act in accordance with the principle of non-acceptance of corruption and any other manifestations of dishonesty.

Special (professional) competencies (SC):

SC 6. The ability to act socially responsibly and consciously.

SC 11. Ability to create and organize effective communications in the management process.

SC 14. To understand the principles of psychology and use them in professional activities.

Program learning outcomes of the academic discipline:

PLO 1. Know your rights and responsibilities as a member of society, be aware of the values of civil society, the rule of law, human and citizen rights and freedoms in Ukraine.
PLO 11. Demonstrate skills in situation analysis and carrying out of communication in various areas of the organization's activities.

PLO 12. Assess the legal, social and economic consequences of the organization's operations.

PLO 15. Demonstrate the ability to act socially responsible and socially conscious based on ethical considerations (motives), respect for diversity and interculturality.

COURSE STRUCTURE

Topic	Hours (lectures/ practical classes)	Learning outcomes	Tasks	Assessment
8 semester				
Module 1.				
Topic 1. Ethics is the foundation of modern business	2/4	Understand the moral foundations of human relations, the essence of ethics as a regulator of human behaviour, the concept of philosophy of life; ethical principles of entrepreneurship; problems of applying moral principles in business activities; types and social consequences of violations of business ethics (unfair competition, corruption, fraud, conflict of interest, discrimination, mobbing, ethical issues of intellectual property); global issues of our time (interaction of nature and society, social relations, human development and ensuring. To be able to distinguish and establish interdependence between the main blocks of ethical problems: moral consciousness; moral relations; moral activity; to identify the relationship between material and spiritual factors in determining the goals and means of entrepreneurial activity; to demonstrate ethical problems of management and business; to form a code of ethics of the organisation, to determine the ethical principles of corporate behaviour; To know the peculiarities of development and modern ethical theories, the essence of the main categories of business ethics: object and subject of relations in business, etc.	Preparation of reports and presentations for the seminar. Performing practical tasks, independent work in elearn	10
Topic 2. Business ethics: evolution of development, concepts and significance	2/4			15
Topic 3. Ethical issues and violations of business ethics in the modern world	2/4			15
Topic 4. Administrative and corporate ethics	2/4			15
Topic 5. Ethics of relations with external business partners	4/2			15
Module test 1				30
Total for module 1				100
Module 2.				
Topic 6. Business ethics of the organisation. Business etiquette: the essence and rules	4/4	Understand the importance of corporate culture and the ethical climate of the organization; the content of unethical behavior of the manager and its consequences; the attitude of the organization's management personnel to the employee; the importance of patronage; modern business protocol and etiquette, in particular business etiquette as an important component of corporate culture; the essence and importance of communication in the professional activities of a manager; the culture of business	Preparation of reports and presentations for the seminar. Performing practical tasks, independent work in elearn	15
Topic 7. Style, manners and image of a business person	2/4			15
Topic 8. Ethical norms of business communication. Culture of public speaking	2/4			15
Topic 9. Organising and conducting business communication events	2/4			15
Topic 10. Academic integrity as a manifestation of business ethics	2/2			10

		<p>communication as an important condition for the professionalism of a businessman; applied aspects of communicative activities as the basis of business interaction; the relationship between the Code of Honor and academic integrity.</p> <p>Be able to determine the motivational factors and values of a person; form ethical norms: rules and use in the management sphere; form the mission and principles of the organization, unit and employees; build a map of conflicts, determine the functional responsibilities of an employee on the basis of business ethics; carry out visual psychodiagnostics; use effective communication techniques; possess tools for preventing and combating academic dishonesty. Know the principles of corporate culture and criteria for assessing its manifestation; classification of leadership styles; methods of moral influence of the manager on the organization's employees; the essence of conflict: types, stages, style of behavior; methods of conflict resolution; ethical norms in relations with business partners, competitors; basic concepts of etiquette, historical aspects of its development, types of etiquette, differences and features of business etiquette as a type of etiquette, the most common mistakes in the field of business etiquette; basic rules and requirements for forming a positive image; characteristics of communication styles, communication barriers and ways to overcome them; rules of etiquette for business meetings; the essence and basic concepts of academic integrity, the content of academic integrity according to the Law of Ukraine "On Higher Education".</p>		
Module test 2				30
Total for module 2				100
Total for the educational work	$R_{ew} = \frac{0,7 \cdot (R_{M1} + R_{M2})}{2}$			70
Exam				30
Total for the course	$R_{course} = R_{edw} + R_{ex}$			100

ASSESSMENT POLICY

<i>Policy regarding deadlines and resits:</i>	Assignments submitted after the deadline without valid reasons will be graded lower. Resitting of modules will be allowed with the permission from the lecturer and in the presence of valid reasons (e.g. medical reasons).
<i>Academic honesty policy:</i>	Cheating during tests and exams is strictly prohibited (including the use of mobile devices). Coursework and research papers must contain correct citations for all sources used.
<i>Attendance policy:</i>	Class attendance is mandatory. In case of objective reasons (such as illness or international internships), individual learning may be allowed (in online format by the approval of the dean of the faculty).

SCALE OF ASSESSMENT OF KNOWLEDGE OF STUDENT KNOWLEDGE

Rating of higher education applicants, points	National grade for exam results
90-100	excellent
74-89	good
60-73	satisfactorily
0-59	unsatisfactory

RECOMMENDED SOURCES OF INFORMATION

1. Менеджмент: навчальний посібник / Балановська Т. І., Гоголюя О. П., Троян А. В., Сотник В. В. Вид. 2-ге, переробл. і доп. Київ: ЦП «КОМПРИНТ», 2024. 606 с.

2. Управління бізнесом: навчальний посібник / Балановська Т. І., Троян А. В., Гавриш О. М., Восколупов В. В. Вид. 2-ге, переробл. і доп. Київ: ЦП «КОМПРИНТ», 2024. 303 с.

3. Балджи М. Д. Етика бізнесу: навчальний посібник. Київ: ФОП Гуляєва В. М., 2021. 332 с.

4. Балановська Т. І., Гоголюя О. П., Кубіцький С. О., Михайліченко М. В., Троян А. В. Управління організацією: навчальний посібник. Київ: ФОП Ямчинський О.В., 2021. 464 с.

5. Дученко М. М., Шевчук О. А. Бізнес-етика: навч. посіб. для студ. спеціальності 051 «Економіка» освітньою програмою «Управління персоналом та економіка праці», Київ: КПІ ім. Ігоря Сікорського, 2020. 56 с.

6. Сушик І. В., Сушик О. Г., Мартинюк Я. М., Вісин В. В. Етика бізнесу: навч. посіб. Луцьк: РВВ Луцький НТУ, 2019. 268 с.

7. Електронний навчальний курс:

<https://elearn.nubip.edu.ua/course/view.php?id=2871>