



## **“BUSINESS ETHICS” SYLLABUS**

<b>Basic data of the subject</b>	
<b>Academic Unit:</b>	Economic Faculty
<b>Course title:</b>	Business Ethics
<b>Program:</b>	Business Administration
<b>Level:</b>	Bachelor
<b>Course status:</b>	Optional
<b>Study year:</b>	II – semester IV
<b>Number of hours per week:</b>	2+2
<b>Credit value – ECTS:</b>	4 ECTS
<b>Time / location:</b>	Wednesday: 10-11:30 Lectures: Exercise: 11:45-13:15; 13:30-15:00
<b>Lecturer:</b>	Prof.Ass.Dr.Venet SHALA
<b>Contact details:</b>	E-mail: venet.shala@uni-prizren.com
<b>Course description:</b>	The aims of the course are: student acquaintance with content, norms, values, basic ethical standards, codes of ethical behavior during the economic and business activities of different subjects, participation in operations, activities, transactions and responsibilities. The course provides general knowledge and basic law, regulation and definition of business ethics.
<b>Course objectives:</b>	This course gives students the opportunity to develop knowledge on the role and the way in which their ethics work. Considerations will be given to practical ethical activities in general. A more detailed analysis will also be devoted to the codes, laws, acts, economic-legal regulations on which ethics work. The subject is designed to help students improve their personal context within the business administration field, in Kosovo and beyond. Ethical behaviors in business, communication, business and legal circles, as well as opportunities for their application to actors and other relevant economic factors. Importance will also be given to socio-economic and legal problems. The way of regulating the subject in terms of business administration.
<b>Learning outcomes:</b>	<p>Upon completion of this course, the student is expected to be able to: acquire basic knowledge about the usefulness of ethical behaviors in business, social responsibilities, communication and economic, business and legal turnover, and responsible behavior social and corporate, cultivating ethical and positive behaviors, corporate culture in business, and other relevant actors and factors.</p> <ul style="list-style-type: none"><li>• To understand basic principles of ethic in business;</li><li>• To clarify the position and role of this subject now and in the future in our country, over the inefficiency of this subject;</li><li>• To criticize and debate the current issues of the case and to argue its position based on ethical principles and rules,</li><li>• To increase student skills to understand the weight of business ethics,</li><li>• To increase the student's ability to understand the proper business management skills.</li></ul> <p>To increase the student's ability in the personal and professional aspect of the subject in the European and global trend.</p>



Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Practice work	1	2	2
Contact with lecturer/consultations	1	2	2
Field exercises	2	1	2
Mid-terms, seminars	2	1	4
Homework	2	2	4
Individual time spent studying (at the library or home)	5	4	20
Final preparation for the exam	5	2	10
Time spent in evaluation (tests, quiz, final exam)	2	7	14
Projects, presentations, etc.	1	2	2
Total			120 hours (4 ECTS)
Teaching methods :	Interactive lectures, seminar papers, discussions etc.		
Evaluation methods:	Students are evaluated through testing, whereas the final grade consists of four components: - Attendance and activity classes: 0-10 points - First colloquium: 0 – 45 points - Working seminar: 0 – 10 points - Second colloquium: 0- 45 points  Exam: 100 points		
Literature			
Basic Literature:	<ul style="list-style-type: none"><li>Managing business ethics: Making ethical decisions:Alfred Markus, Timothy J. Hargrave, 2020</li><li>Organizational Ethics - A practical approach: Craig, E.Johnson, 2021</li><li>Etika dhe Biznesi -Hyrje: Kevin Gibson, 2011</li></ul>		
Additional Literature:	<ul style="list-style-type: none"><li>Ethics and Business: An Introduction BUSINESS ETHICS, 2011 Marianne M. Jennings, South- Estern Cengage Learning, USA, 2009</li></ul>		



Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Introduction Ethic one more factor for decision.	Introduction/ Syllabus overview
<i>Second week:</i>	Ethics and moral reasoning	Team work
<i>Third week:</i>	Main principles of ethics in business	Brainstorming
<i>Fourth week:</i>	Market and Ethics	Case study
<i>Fifth week:</i>	Production ethics for consume and advertise	Team work
<i>Sixth week:</i>	Discrimination in work and ethic access	Brainstorm
<i>Seventh week:</i>	Corporate ethics	Preparation for test 1
<i>Eighth week:</i>	Test 1/ mid-term evaluation	Test 1
<i>Ninth week:</i>	Programs of ethic management	Group exercise
<i>Tenth week:</i>	Ethics in business and communications	Team work
<i>Eleventh week:</i>	Report and ethic social auditation	Brainstorming
<i>Twelfth week:</i>	Roles and moral responsibilities of corporate	Case study
<i>Thirteenth week:</i>	Ethic dilemma and their choice	Case study
<i>Fourteenth week:</i>	Auditation process and ethic framework	Group exercise
<i>Fifteenth week:</i>	Test 2/ Mid-term evaluation	Student's presentation
Academic policies and rules of conduct:		
<ul style="list-style-type: none"><li>• Students must be aware and respect the rules of the institution</li><li>• Must respect the schedule of lectures, exercises and be attentive in class</li><li>• They must have their ID card with them</li><li>• During the drafting of the papers, the student must adhere to the instructions given by the teachers</li><li>• The use of mobile phones is not allowed during the test hours</li></ul>		