

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr. sc. Željka Zavišić	
The name of the college	Ethics in Business and Management	
Study program	Professional Undergraduate Study – Finance and Business Law	
Status of the College	Elective course	
Year	3 rd Year	
Point value and method of teaching	ECTS coefficient of student workload	5
	Number of hours (P+V+S)	30+15+0

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p>Students are expected to develop:</p> <p>(a) General competencies</p> <ul style="list-style-type: none"> Identify the key concepts systematically and meaningfully argue points of view Written and oral expression <p>(a) Specific competencies.</p> <ul style="list-style-type: none"> connect the theoretical framework of business ethics and business practice Recognize moral and ethical principles.

<ul style="list-style-type: none"> • develop a code of ethical conduct • critically assess the specific case and make an appropriate decision
1.2. <i>Requirements for enrolment in the course</i>
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1.3. <i>Expected learning outcomes for the course</i>
<p>Students should be able to:</p> <ol style="list-style-type: none"> 1. To get to know the theoretical approaches to the study of business ethics and to understand the importance of business and managerial ethics 2. To connect theoretical knowledge in the field of business ethics with business practice and to explain the criteria of ethical decision-making 3. Know the legal rules, codes and customs in business and explain the mechanisms of business ethics management 4. Analyze and analyze universal business rules, the nature of complexity, and the types of managerial ethics. 5. Set up solutions in selected business situations in accordance with the rules and principles of behavior in different cultures and analyze the prerequisites for successful business ethics management 6. To build a system of critical thinking and judgment in the application of business ethics at different organizational levels
1.4. <i>Course content</i>
<ul style="list-style-type: none"> • Introduction to Business Ethics and Defining Basic Concepts in Ethics • Subjects in Business Ethics • Basic Determinants of Ethics and Ethical Behavior • Business ethics with respect to the virtues of behavior • Business Rules and Business Principles • Codes of conduct • Ethics and Social Responsibility • Informal and unwritten rules

<p>1.5. Types of teaching (put X)</p>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching	<input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
<p>1.6. Student obligations</p>		
<p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</i></p> <p><i>ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;</i></p> <ul style="list-style-type: none"> <i>Full-time students must attend at least 70% of the total number of classes to be eligible to sign.</i> <i>Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.</i> <p><i>PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.</i></p> <p><i>*FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.</i></p> <p>WRITTEN EXAM: <i>the student is obliged to take a written exam that verifies the acquisition of theoretical knowledge related to the course. The questions also test the ability to identify, explain and relate key concepts and to make appropriate arguments. The written exam also includes tasks that check the student's acquisition of the material through analytical frameworks.</i></p>		

**CONTINUOUS EXAMINATION: In order to make students progress more efficiently in class, continuous examinations are carried out (2 intermediate exams). In this way, students acquire smaller teaching units and master the subject material more easily.*

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project		Continuous Assessment*		Report		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam

Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.

Allocation of points according to the forms of student work monitoring:



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	<i>Attending classes</i>	<i>Written exam</i>	<i>Project</i>	<i>Seminar paper</i>	<i>Practical work</i>	<i>Altogether</i>
<i>I1</i>		16				16
<i>I2</i>		16				16
<i>I3</i>		16				16
<i>I4</i>		16				16
<i>I5</i>		16				16
<i>I6</i>		16				16
<i>OUT OF OUTCOME</i>	4					4
<i>ALTOGETHER</i>	4	96				100

Linking learning outcomes, teaching methods and knowledge assessment methods:

Linking learning outcomes, teaching methods and knowledge assessment methods:				
FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	KNOWLEDGE ASSESSMENT METHOD	Maximum number of points
Written exam	OUTCOME 1 1. To get to know the theoretical approaches to the study of business ethics and to understand the importance of business and managerial ethics	lecture	Simple recall tasks to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation. They may include problem questions and tasks that need to be argued.	48
		Asking questions discussion		
	OUTCOME 2 2. To connect theoretical knowledge in the field of business ethics with business practice and to explain the criteria of ethical decision-making	lecture	Simple recall tasks to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation. They may include problem questions and tasks that need to be argued.	
		Asking questions discussion		



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		<p><i>OUTCOME 3</i></p> <p>3. <i>Know the legal rules, codes and customs in business and explain the mechanisms of business ethics management</i></p>	<p><i>lecture</i></p>	<p><i>Simple recall tasks to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation. They may include problem questions and tasks that need to be argued.</i></p>	
			<p><i>Asking questions discussion</i></p>		
		<p><i>OUTCOME 4</i></p> <p>4. <i>Analyze and analyze universal business rules, the nature of complexity, and the types of managerial ethics.</i></p>	<p><i>lecture</i></p>	<p><i>Simple recall tasks to which an answer is sought, demonstrating the identification and definition of key concepts, their connection and corresponding arguments of a higher degree of complexity. They may include problem questions and tasks that need to be argued.</i></p>	
			<p><i>Asking questions discussion</i></p>		
		<p><i>OUTCOME 5</i></p> <p>5. <i>Set up solutions in selected business situations in accordance with the rules and principles</i></p>	<p><i>lectures</i></p>	<p><i>Simple recall tasks to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation. They may include problem questions and tasks that need to be argued.</i></p>	
			<p><i>Asking questions discussion</i></p>		
	Written exam				48



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	<i>of behavior in different cultures and analyze the prerequisites for successful business ethics management</i>			
	OUTCOME 6 <i>To build a system of critical thinking and judgment in the application of business ethics at different organizational levels</i>	<i>lecture</i>	<i>Essay-problem questions to which an answer is sought, which demonstrates the identification and definition of key terms, their connection and appropriate argumentation of a higher degree of complexity. They may include problem questions and tasks that need to be argued.</i>	
		<i>Asking questions discussion</i>		
<i>Attending classes</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
	<i>TOTAL POINTS</i>			<i>100</i>

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
<i>Attending contact classes</i>	<i>45</i>	<i>1,5</i>
<i>Field Trips/Visits Outside the College</i>	<i>0</i>	<i>0</i>
<i>Independent study/research</i>	<i>30</i>	<i>1</i>
<i>Out-of-classroom preparation and preparation of seminars/presentations</i>		
<i>Work on an out-of-classroom project assignment</i>		
<i>Independent preparation for exams and exam time</i>	<i>60.0</i>	<i>2.0</i>
<i>Consultation activities</i>	<i>15</i>	<i>0.5</i>
<i>Other</i>		
<i>TOTAL ECTS credits</i>	<i>150</i>	<i>5</i>

ASSESSMENT:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes. A student may receive an additional four points if (i) attends classes more than 80% for full-time students and (ii) attends classes more than 55% for part-time students.

Grades are calculated based on the following distribution of points:

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course

Title	Number of copies	Number of students
1. <i>Bebek, B., Kolumbić, A. (2001). Business Ethics, Zagreb, Synergy</i>	5* *students receive compulsory literature in permanent ownership	100

1.10. Supplementary literature

1. *Vujić, V., Ivaniš, M., Bojić, B. (2012). Business Ethics and Multiculturalism, University of Rijeka*
2. *Klose, A. (1996). Entrepreneurial Ethics, Zagreb, Školska knjiga*
3. *Shaw, W.H. (2014). Business ethics, Wadsworth Cengage Learning, Boston*
4. *Atkinson, J. (2014). Education, values and ethics in international heritage: Learning to respect, Elsevier B.V.,*

1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies

- *statistical processing and analysis of exam results (checking the Gaussian curve – normal distribution of success, comparing and monitoring the results of exams of different generations, analysis of understanding of individual modules/questions on the exam, etc.),*
- *conducting a survey among students,*
- *evaluation and self-evaluation of teachers,*
- *achieved results, level of understanding and knowledge during the preparation of the seminar paper,*
- *achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course),*
- *analysis of the report of the Head of the Quality Centre, and*
- *Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.*