



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Savoir-vivre and diplomatic protocol - academic customs

### Course

Field of study

Electrical engineering

Area of study (specialization)

-

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

### Number of hours

Lecture

18

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

0

### Number of credit points

### Lecturers

Responsible for the course/lecturer:

Michal Brzoska

Responsible for the course/lecturer:

### Prerequisites

General knowledge about diplomatic protocol in connection with business ethics.

### Course objective

Gaining knowledge of theoretical principles of ethics, savoir-vivre as well as processes and regularities within social phenomena.

### Course-related learning outcomes

Knowledge

Student will have the knowledge of human being as the creator of business and culture, especially as the entity constituting social structures and their rules, being an active part of those structures.

Skills

Students will have the skill of predicting human behaviour, analyzing the reasons behind them as well as their social (cultural, political, legal and economic) consequences.

Social competences

Student will be ready to actively participate in groups (teams) and organizations accomplishing social



goals (political, economic and civic). Student will have awareness of the importance of their professional and ethical behaviour.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Oral exam

### Programme content

1. Savoir-vivre, ethics - the historical outline
2. Savoire-vivre in public places
3. Creating your own image - is savoir-vivre necessary?
4. Behaviour in academic environment - rules
5. Formal and informal correspondence - basic rules
6. E-correspondence
7. Introducing yourself, greeting, shaking hands
8. Dress code
9. Verbal and non-verbal communication. The meaning of interpersonal skills
10. Job interview
11. Business cards
12. The principles of precedence
13. Savoir-vivre during receptions
14. The principles of organizing receptions and banquets
15. Ethics in business - rules
16. Business vs Ethics

### Teaching methods

Lectures, presentations, online classes on zoom.us

### Bibliography

Basic

1. Modrzyńska J., Protokół dyplomatyczny, etykieta i zasady savoir-vivre'u, Warszawa 2014.
2. Orłowski T., Protokół dyplomatyczny. Ceremoniał i etykieta, Warszawa 2010.



3. Pietkiewicz E., Etykieta Menedżera, Warszawa 1998.

#### Additional

1. Bortnowski A. W., Protokół dyplomatyczny i savoir-vivre dla każdego, Ciechanów 2003.
2. Savoir-Vivre, Poradnik dobrego wychowania, Warszawa 2012.
3. Kuspys P. Savoir-Vivre, Poznań 2012.
4. Pietkiewicz E., Protokół dyplomatyczny, Warszawa 1998
5. Witt U. Savoir-Vivre przy stole, Warszawa 2009.
6. Bonneau. E., Wielka księga dobrych manier, Warszawa 2010

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	30	
Classes requiring direct contact with the teacher	30	
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>		

<sup>1</sup> delete or add other activities as appropriate