POZNAN UNIVERSITY OF TECHNOLOGY

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Savoir-vivre and diplomatic [S1Lot1>EwBiD]

Course

Field of study
Aviation

Year/Semester
4/7

Area of study (specialization)
Aircraft Piloting

Profile of study
general academic

Level of study
first-cycle

Course offered in
polish

Form of study
full-time

Requirements
compulsory

Number of hours

Lecture
0

Laboratory classes
0

Other (e.g. online)
0

Tutorials
15

Projects/seminars
0

Number of credit points

1,00

Coordinators

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Lecturers

Prerequisites

General knowledge in the field of sociology, ethics, cooperation in a group.

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:
1. has a basic knowledge of the mechanisms and laws governing human behavior and psyche

Skills:
1. is able to organize, cooperate and work in a group, assuming various roles in it, and is able to properly define priorities for the implementation of a task set by himself or others
2. is able to plan and implement the process of own permanent learning and knows the possibilities of further education (2nd and 3rd degree studies, postgraduate studies, courses and exams conducted by universities, companies and professional organizations)

Social competences:
1. can think and act in an entrepreneurial way, incl. finding commercial applications for the created system, bearing in mind not only the business benefits, but also the social benefits of the conducted activity

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:
Oral credit or test. Correct answers to the questions asked will be assessed according to the following criteria:
> 50 % - 2.0
≤ 50%; 60% ≥ 3.0,
< 60%; 70%> 3.5,
≤70%, 80% ≥ 4.0,
< 80%, 90 > 4.5,
≤90%, 100%≥ 5.0.

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

Lecture with the use of multimedia presentation

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	25	1,00
Classes requiring direct contact with the teacher	15	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	10	0,50