POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name

Ethics in business and diplomacy

Course

Field of study	Year/Semester
Transport	1/2
Area of study (specialization)	Profile of study
-	general academic
Level of study	Course offered in
First-cycle studies	Polish
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
15	0	0
Tutorials	Projects/seminars	
0	0	

Number of credit points

1

Lecturers

Responsible for the course/lecturer:

Michał Brzóska

michal.brzoska@put.poznan.pl

Sekretariat Prorektorów

Responsible for the course/lecturer:

Prerequisites

General knowledge of the diplomatic protocol combined with ethics in business.

Course objective

Acquiring knowledge of the theoretical foundations of ethics, savoir-vivre as well as the course of social phenomena

Course-related learning outcomes

Knowledge

The student has knowledge of ethical codes regarding transport engineering, is aware of the dangers related to environmental protection and understands the specificity of mission-critical systems

Skills

The student 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

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Social competences

The student can think and act in an entrepreneurial way, incl. finding commercial applications for the created system, taking into account not only business benefits, but also social benefits of the conducted activity

The student is aware of the social role of a technical university graduate, in particular, he/she understands the need to formulate and transfer to the society, in an appropriate style, information and opinions on engineering activities, technological achievements, as well as the achievements and traditions of the transport engineer profession

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The assessment based on oral test.

Programme content

1. Savoir-vivre, ethics - historical outline

2. Savoir-vivre in public space

3. Building your own image - is Savoir -Vivre needed?

4. Principles of behavior in the academic environment

5. Basic rules of official, unofficial correspondence

6. Electronic correspondence

7. Introducing yourself, saying hello, shaking hands

8. Dress code

9. Verbal and non-verbal communication. The importance of interpersonal skills

10. Interview

11. Business cards

12. Rules of precedence

13. Savoir-vivre during receptions

14. Principles of organizing parties and banquets

15. Principles of ethics in business

16. Business and ethics

Teaching methods

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Lecture with a multimedia presentation, online classes on the zoom.us platform

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	1,0
Classes requiring direct contact with the teacher	15	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	15	0,5

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[1] delete or add other activities as appropriate