COURSE DESCRIPTION CARD - SYLLABUS

Course name
Ethics in business and diplomacy [N1Bud1>EwBiD]

Course

Field of study
Civil Engineering

Year/Semester
2/3

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-cycle

Course offered in
polish

Form of study
part-time

Requirements
elective

Number of hours

Lecture
10

Laboratory classes
0

Other (e.g. online)
0

Tutorials
0

Projects/seminars
0

Number of credit points
1,00

Coordinators

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Lecturers

Prerequisites

General knowledge of diplomatic protocol combined with business ethics.

Course objective

Obtaining knowledge in the field of theoretical foundations in ethics, savoir-vivre as well as the course and regularities within social phenomena

Course-related learning outcomes

Knowledge:
Students will have the skill of predicting human behaviour, analyzing the reasons behind them as well as their social (cultural, political, legal and economic) consequencesms in sustainable building engineering, they can notice their systemic and non-technical aspects.

Skills:
1. 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.
2. Student has basic knowledge of ethical codes for construction, he can apply the principles of universal

design - construction without barriers.

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 test

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, discussion

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	10	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	15	0,50