



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Ethics in business and diplomacy [N1Trans1>EwBiD]

### Course

Field of study

Transport

Year/Semester

1/2

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

9

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

mgr Michał Brzóska

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### Lecturers

### 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

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:

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

### Course topics

none

### Teaching methods

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	24	1,00
Classes requiring direct contact with the teacher	9	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	15	0,50