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| Course Title | Savoir Vivre | | | | | | |
| Course Code | CDPA-210 | | | | | | |
| Course Type | Required | | | | | | |
| Level | Diploma | | | | | | |
| Year / Semester of Study | 2nd Year/1st Semester | | | | | | |
| Lecturer’s Name | Mr. Evelthon Iakovides/Mr. Pavlos Metaxas | | | | | | |
| ECTS | 6 | Lectures/Week | | 3 hours per week | Laboratories/ Week | | N/A |
| Course Aim | The aim of this course is to transmit to the students the rules of French savoir-vivre, the universal rules of behavior in order to enable them to feel more comfortable in all circumstances. | | | | | | |
| Learning Outcomes | After the completion of this course the students will:   * Be properly attired, * Be taught good manners * Gain knowledge regarding the art of conversation * learn how to use proper appearance to inspire trust in and respect for oneself | | | | | | |
| Prerequisites | NONE | | Corequisites | | | NONE | |
| Course Content | 1. Take care of your own image 2. Dress code 3. Verbal expression and corporal expression 4. The art of greeting and introducing 5. Around the table 6. Business Etiquette 7. Seating Etiquette 8. Passing Food Etiquette 9. Upbringing children 10. The art of Conversation and communication 11. Dos and Dont’s 12. React when things go wrong | | | | | | |
| Lecturing Methodology | The course is delivered through lectures, discussion, assignments, presentations, case studies and laboratory applications. | | | | | | |
| **Bibliography** | **Required:**  Seitel, F., Practice of Public Relations, Prentice Hall,  (2016, 13th ed. ISBN: 9780134170114)  Savoir-Vivre in the 21st Century  Nadine Rotchschild  Littlefox Press  2015  ISBN-10: 099255621X | | | | | | |
| Assessment Policy | |  |  | | --- | --- | | 50 % | Final Exam | | 20 % | Mid –Term | | 20 % | Assignments / Projects/  Homework | | 10 % | Class Attendance & Participation | | | | | | | |
| Language | ENGLISH | | | | | | |