

Course Title	Savoir Vivre				
Course Code	CDPA-210				
Course Type	Required				
Level	Diploma				
Year / Semester of Study	2 nd Year/1 st Semester				
Lecturer's Name	TBA				
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: • being properly attired, • knowing how to stand/sit, • conduct oneself in conversation, • learn the importance of dress and personal appearance • learn good manners • learn the art of conversation • how to dine and speak and write • learn how to react when things go wrong				
Prerequisites	NONE	Corequisites	NONE		
Course Content	Take care of your own image Dress code verbal expression and corporal expression The art of greeting and introducing Around the table Business Etiquette Seating Etiquette Passing Food Etiquette				

	Upbringing children The art of Conversation and communication Dos and Dont's		
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
		0 – 40 %	Mid –Term / Tests / Quizzes
		0 – 30 %	Assignments / Projects
		0 – 20 %	Homework
		0 – 10 %	Class Attendance & Participation
Language	ENGLISH		