



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Protocol Management And Rules Of Social Behavior							
Course Code		BK222		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	2	Workload	55 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course being a model student and other employees on behalf of the Authority to represent the knowledge of the protocol to gain formal situations, in which this information to contact the appropriate place and time as the display and behavior of people and agencies trying to give skills to practice.							
Course Content		Description of Protocol, historical development of the protocol.-Protocol to implement the social behavior-Agencies and organizations to implement the protocol-Select clothing and accessories-Maintaining personal-Corporate activities to implement the protocol							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	1. Protokol Yönetimi, Kamusal Yaşamada Protokol Kralları, Nihat AYTÜRK, Ankara, Şubat 2009, 5. Baskı, 406s.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Description of Protocol and the main rules of protocol
2	Theoretical	Protocol types and sequence patterns
3	Theoretical	The rules of authorities Protocol and flag protocol
4	Theoretical	The rules of vehicles and meeting protocol
5	Theoretical	The rules of ceremony protocol
6	Theoretical	The rules of speaking protocol
7	Theoretical	The rules of official correspondence protocol and the protocol writings
8	Theoretical	Midterm exam
9	Theoretical	The rules of managerial behavior protocol
10	Theoretical	The rules of public-relationship protocol
11	Theoretical	The rules of guests and visiting protocol
12	Theoretical	The rules of invite and banquet protocol
13	Theoretical	The rules of clothing, dressing protocol
14	Theoretical	The rules of social behavior protocol
15	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	12	1	13
Final Examination	1	13	1	14
Total Workload (Hours)				55
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	concepts of Office Management and Secretarial and will have the information
2	PÇ 02 The Student can describe the basic knowledge and skills acquired related to Office Management and Secretarial.
3	PO 03 The Student can make the practice of basic concepts in the field of Office Management and Secretarial.



4	PO 04 The student has ability to use theoretical and practical knowledge gained in the field of Office Management and Secretarial.
5	PO 05 The student can explain, review and evaluate basic knowledge and concepts of Office Management and Secretarial.
6	PO 06 The student can define basic knowledge and use skills the problems in the field
7	PO 07 The student can analyze the problems faced in the field and develop propose solutions.
8	PO 08 The student can explain designs and practices of Office Management and Secretarial to subordinate position and his superiors
9	PO 09 The student can work independently the basic level on issues related to the field and take responsibility.
10	PO 10 The student can transfer the basic knowledge and skills related to the field with oral and written communication.
11	PO 11 The student can critically evaluate their knowledge and determine the educational requirements.
12	PO 12 The student can move further to a level with following the developments in the field of occupational
13	PO 13 The student knows foreign language level A1-A2 (English), and communicate in foreign languages relevant to the profession.
14	PO 14 The student knows basic level of computer operating systems, office applications and use of the keyboard.
15	PO 15 The student communicates effectively in written and oral accordance with the rules of the Turkish language.
16	PO 16 The student has sufficient awareness of the principles and reforms of Atatürk.
17	PO 17 The student has professional, ethics, scientific and social values.
18	PO 18 The students are aware of its about occupational health, safety and environmental values

#### Programme Outcomes (Dairy Technology)

1	Having sufficient infrastructure in basic sciences and engineering subjects and ability to use the theoretical and applied info instantly in this field.
2	Determining the modern techniques, tools and information technologies required for applications related with his field and ability to use them efficiently
3	Ability for planning, projecting, and designing, following up, analyzing and finding target-driven solutions related with his field
4	Ability to have professional ethic and awareness.
5	Ability to work, decide, express opinions orally and in written individually
6	Ability to participate team studies, taking responsibility, making leadership.
7	Ability to conceive Atatürk's principles and reforms, to communicate in Turkish and foreign language.
8	Ability to comprehend the necessity to learn for a life time, to monitor developments in science and technology and continuously renew himself.
9	Having sufficient level of information about production and quality control of milk and dairy products and also product development, increasing product quality and food security fields.
10	Ability to detect, define, solve problems related with his field and to select and apply suitable methods and modeling techniques for this purpose.
11	To be conscious about workplace applications, worker health, work security and environment subjects, to have knowledge about legal results of the engineering applications related with his subject.

#### Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	L15	L16	L17	L18
P4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
P6	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
P7	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
P8	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
P11	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4

