



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Protocol Information							
Course Code		YY158		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	73 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The students will learn how to behave in a society, to set a stature, and to conduct properly.							
Course Content		Lecturing, foreign press, foreign publications, newspapers and magazine clippings. On field trips to observe and identify the principles of etiquette and good manners.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	• Ünlütürk, Alptekin. Sosyal Davranış Kuralları ve Protokol, İstanbul: Dost Yayınları, 2002.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Attire men-women
	Preparation Work	
2	Theoretical	Home decoration, styles of furniture, color coordination
	Preparation Work	
3	Theoretical	Receptions, types of receptions
	Preparation Work	
4	Theoretical	Table settings and manners
	Preparation Work	
5	Theoretical	Table seating arrangements in official dinners and ceremonies
	Preparation Work	
6	Theoretical	Social conducts and protocol codes on lectured subjects
	Preparation Work	
7	Theoretical	Social conducts and protocol codes on lectured subjects
	Preparation Work	
8	Theoretical	Official Ceremonies
	Preparation Work	
9	Intermediate Exam	Midterm exam
10	Theoretical	Official, semi-official and casual invitation cards
	Preparation Work	
11	Theoretical	Conferences, how to organize and how to attend one
	Preparation Work	
12	Theoretical	Religious Ceremonies
	Preparation Work	
13	Theoretical	Ceremonies (birth, circumcisions, baptism, engagements, weddings, divorce, death and funerals)
	Preparation Work	
14	Theoretical	General review
	Preparation Work	
15	Final Exam	Final exam



**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	14	0.5	14.5
Final Examination	1	16	1	17
Total Workload (Hours)				73
[Total Workload (Hours) / 25*] = <b>ECTS</b>				3

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	importance of social conduct; Ability of interpretation of social conduct rules
2	Ability of expanding the content of the course into the real life
3	Ability of application of the theory in everyday life.
4	learn the effects of protocol information on social behavior
5	State and protocol relationship will be learned

**Programme Outcomes (Local Authorities)**

1	They can be informed in the field of management and follow up improvements in Turkey and the world in the field of local government.
2	They have qualification of solving problems in the local level with following economic and social events up.
3	They will have basic theoretical knowledge to comment with following Turkey's and The World's' current political problems up.
4	They will gain the ability of research independently and presenting in the field of Local Government with have basic information about research methods.
5	They will understand the relevant legal texts, interpret, and set up the relationship problems
6	They will be informed about constitution, fundamental rights and freedom, civil service law, public law legislation and professional ethic.
7	They will use information technologies, documents management, archiving and reporting.

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

	L1	L2	L3	L4	L5
P1	4	4	4	2	2
P2	2	2	2	1	1
P3	2	2	2	2	3
P4	1	1	2	1	1
P5	2	2	2	2	1
P6	2	2	2	4	4
P7	2	2	2	3	2

