AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Protocol Management						
Course Code	İKY206		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	Authority to represent and be an example for other employees to gain knowledge of the official protocol environments. To act in accordance with the institutions in which communication is running.						
Course Content	Goal of lesson is students are become successful in society and business life and promote good relations, set necessary social rules and protocol information.						
Work Placement	Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Demonstration, Discussion, Case Study, Individual 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	Lecturers Lesson Notes
2	AYTÜRK, N., Protokol Yönetimi, Türkiye ve Ortadoğu Amme İdaresi Enstitüsü
3	TOPUZ, Ç., Protokol Bilgisi MYO, Gazi Kitapevi
4	MISIRLI, İ., Görgü, Nezaket ve Protokol, Detay Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Examine the protocol and the historical development of definition of protocol
2	Theoretical	Protocol to implement the social behavior
	Preparation Work	Examination of course materials
3	Theoretical	Protocol to implement the social behavior
	Preparation Work	Examination of course materials
4	Theoretical	Protocol to implement the social behavior
	Preparation Work	Examination of course materials
5	Theoretical	Institutions and organizations to implement the protocol
	Preparation Work	Examination of course materials
6	Theoretical	Institutions and organizations to implement the protocol
	Preparation Work	Examination of course materials
7	Theoretical	Institutions and organizations to implement the protocol
	Preparation Work	Examination of course materials
8	Preparation Work	Preparation for midterm exam
	Intermediate Exam	Midterm
9	Theoretical	Corporate activities to implement the protocol
	Preparation Work	Examination of course materials
10	Theoretical	Corporate activities to implement the protocol
	Preparation Work	Examination of course materials
11	Theoretical	Corporate activities to implement the protocol
	Preparation Work	Examination of course materials
12	Theoretical	Personal maintain
	Preparation Work	Examination of course materials
13	Theoretical	Personal maintain
	Preparation Work	Examination of course materials

14	Theoretical	Select clothing and accessories
	Preparation Work	Examination of course materials
15	Theoretical	An overview of the course
	Preparation Work	Semester term preparation
16	Preparation Work	Semester term preparation
	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	14	1	0	14
Midterm Examination	1	5	1	6
Final Examination	1	12	1	13
			Total Workload (Hours)	75
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Students know importance of physical appearance and clothing
2	Students know behaviour rules in society.
3	Students know importance and rules of protocol.
4	Apply the protocol in corporate events.
5	To have the competence to take part in official ceremony organization.

Programme Outcomes *(Human Resources and Management)*

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve nonforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonpofessionals.
6	To benefit from other diciplines which are related to human resources management and be acknowledged about these diciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3
P1	5	5	5
P4			3
P5			4
P6	5	4	5
P9	3	4	3
P11		4	5