



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Protocol And Social Behavior Principles							
Course Code		BYY107		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		This course will gain the knowledge of the protocol in the formal environment in order to represent the student institution and to be an example to the other employees and will gain the ability to exhibit and implement this information as behaviors while working with people and institutions that are in communication with the appropriate place and time.							
Course Content		To examine the definition and historical development of the protocol-To implement the social behavior protocol-To implement the protocol in institutions and organizations-To implement the protocol in corporate events-To do personal care-To choose clothes and accessories.							
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	Protocol Information, Nihat AYTÜRK, Nobel Publishing House.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The definition of protocol
2	Theoretical	The protocol of social behaviour
3	Theoretical	The protocol of social behaviour
4	Theoretical	The protocol of social behaviour
5	Theoretical	The protocol of in institutions and organizations
6	Theoretical	The protocol of in institutions and organizations
7	Theoretical	The protocol of in institutions and organizations
8	Intermediate Exam	Midterm Exam
9	Theoretical	The protocol of corporate events
10	Theoretical	The protocol of corporate events
11	Theoretical	The protocol of corporate events
12	Theoretical	The protocol of visit
13	Theoretical	The protocol of guest
14	Theoretical	The protocol of vehicle
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	15	0	1	15
Term Project	10	0	1	10
Midterm Examination	1	0	10	10
Final Examination	1	0	12	12
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Apply protocol rules.
2	Manage your personal image.
3	To know the Social Code of Conduct.
4	To learn the State Protocol.
5	To learn the Institution and Institution Protocol.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisciplinary team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5	5	3	3
P2	3	3	3	3	3
P4	4	3	3	5	5
P5	2	1	2	5	5
P6	4	3	3	4	5
P7	4	4	4	5	4
P8	4	4	4	5	5
P9	4	4	4	5	5
P10	5	5	5	5	5

