



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Rules of Prototocoland Social Conduct							
Course Code		BYP111		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	53 ( <i>Hours</i> )	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The rules of the institution and the authority represented by the official and social protocol to protect the reputation and credibility with the rules of courtesy and behavior rules to teach the official protocol.							
Course Content		Description of Protocol and examine the historical development of protocol-To implement the social behavior of protocol –In institutions and organizations to implement the protocol–To make the personal care -Select clothing and accessories- To implement the protocol in Corporate activities							
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	60

### Recommended or Required Reading

1	Protokol Bilgisi, Nihat AYTÜRK
---	--------------------------------

Week	Weekly Detailed Course Contents	
1	Theoretical	Description of Protocol and examine the historical development of protocol.
2	Theoretical	To implement the social behavior of protocol
3	Theoretical	To implement the social behavior of protocol
4	Theoretical	To implement the social behavior of protocol
5	Theoretical	To implement the social behavior of protocol
6	Theoretical	To implement the protocol in agencies and organizations
7	Theoretical	To implement the protocol in agencies and organizations
8	Intermediate Exam	Midterm exam
9	Theoretical	To implement the protocol in corporate activities
10	Theoretical	To implement the protocol in corporate activities
11	Theoretical	To implement the protocol in corporate activities
12	Theoretical	To make the personal care
13	Theoretical	To make the personal care
14	Theoretical	Select clothing and accessories
15	Theoretical	Select clothing and accessories

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	11	1	12
Final Examination	1	12	1	13
Total Workload (Hours)				53
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To be able to apply the rules of protocol
2	To be able to manage personal image

