



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Protocol							
Course Code		HAT257		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Aim of this course is to help students to gain informations about protocol for their future life both in proffesional and social environments. In this manner, they are going to learn how to execute proper behaviors in the right place at the right time.							
Course Content		Formation and Historical Development of the Code of Social Conduct, Definition of the Protocol and the Rules of the Main Protocol to be Followed in Any Relationship, Clothing and Personal Care. State, Military, Diplomatic, Capital and Provincial, District Protocols (Priority Sequences), Rules Regulating Social Life, Rules Regulating Business Life.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Aydan BAŞÇALIŞKAN DEVLİ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Aytürk, Nihat (2018); Protokol ve Sosyal Davranış Kuralları, Nobel Akademik Yayıncılık.
2	Altınöz, Mehmet; Tutar, Hasan ve Bayraktar, Kadir (2006) Protokol Bilgisi, Nobel Yayınları.

Week	Weekly Detailed Course Contents	
1	Theoretical	Concept Protocol, the Protocol Definition of Concept, Importance and Scope, in the world and in Turkey Protocol History
2	Theoretical	Rules of Decency, Courtesy, Etiquette and Grace
3	Theoretical	Protocol Lists: State Protocol List Applied in Ankara, Protocol List Applied in Provinces, Protocol List of Honor Hall of Foreign Guests
4	Theoretical	Rules Regulating Social Life: Individual Society Relationship and Social Roles in Social Life, Importance of Regulatory Rules in terms of Social Peace, Protocol Applied in Public and Closed Environments
5	Theoretical	Rules Regulating Business Life: Organizational Hierarchy and Protocol Rules in Business Life, Effects of Rules Regulating Business Life on Job Satisfaction and Labor Peace
6	Theoretical	Protocol in Institutions and Organizations: Greetings, Meetings and Meetings, Greetings, Handshake Etc.
7	Theoretical	Protocol in Written and Oral Communication: Business Card Protocol, Forms of Address in Letters, Signature, Speech and Listening Protocol
8	Intermediate Exam	Midterm Exam
9	Theoretical	Relationship between Personal Image Management and Protocol
10	Theoretical	Protocol in Communication: Business Card Protocol, Forms of Address in Letters, Signature, Speech and Listening Protocol
11	Theoretical	Protocol on Vehicles, Exterior Protocol, Starting and Leaving Protocol
12	Theoretical	Opening, Protocol Rules in Ceremonies and Speeches, Flag Protocol
13	Theoretical	Meeting Protocol
14	Theoretical	Invitation and Visit Protocol: Meals, Gifts, Flowers, etc.
15	Theoretical	Protocol in the Relationship between Manager and Secretary
16	Final Exam	Final Exam



17	Final Exam	Final Exam
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Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Midterm Examination	1	8	1	9
Final Examination	1	9	1	10
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes	
1	To be able to implement protocol requirements.
2	To be able to manage personal image.
3	To be able to interpret effects of protocol rules on social behaviors.
4	To be able to analyze relationship between state and protocol rules.
5	To have the competence to take part in official ceremony organization.

Programme Outcomes (Cattle and Small Animal Breeding)	
1	To be able to learn the basic science subjects for cattle and ovine production.
2	To be able to learn genetics and breeding in animal husbandry.
3	To be able to learn and apply feed production, feed analysis and evaluation and ration preparation techniques.
4	To be able to learn and apply large and small animal production techniques.
5	To learn animal diseases and health protection methods in animal husbandry.
6	o have knowledge about the tools and methods to be used in adopting new agricultural technologies to the producers.
7	Animal species and breeds and to recognize the basic features.
8	To be able to care the animal in pre-operative and post-operative periods with asepsis and antisepsis
9	To be able to help the veterinarian in the studies to be done for the prevention and control of parasite infestations and infectious diseases
10	To be able to assist the Veterinarian during the examination, imaging and surgical applications and to be able to carry out all kinds of applications planned by the Veterinary Surgeon

