|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Protocol and Social Code of Conduct** | |  | one | 3+0 | 3 | 3 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | This course will provide the student with the knowledge of the protocol in official environments in order to represent the Institution and set an example for other employees, and will gain the ability to exhibit and apply this information as a behavior when working with people and institutions in communication at the appropriate place and time. | | | | | | | Course Learning Outcomes | At the end of this course, the student;   1. Examines the definition and historical development of the protocol. 2. Applies the social behavior protocol. 3. It applies the protocol in institutions and organizations. 4. Implements the protocol at corporate events. 5. He manages his personal image. | | | | | | | Course Content | Fundamentals of Protocol Rules, Interpersonal Relations, Social Behavior Rules, Greeting, Meeting, Handshake, Appearance, Address, Telephone, Personal Care Clothing and Accessories, Protocol in Institutions and Organizations, Office of the Office, Behaviors in Office, Appointment, Invitations, Protocol in Official Correspondence, Cards, Letters, Oral Communication, Effective Speech, Subordinate Relations, Meetings, Institutional Ceremonies. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Fundamentals, Definition and Historical Development of Protocol Rules | | | | | | | 2 | Interpersonal Relations, Protocol in Interpersonal Relations | | | | | | | 3 | Social Code of Conduct | | | | | | | 4 | Social Behavior Rules in Business Life | | | | | | | 5 | Greeting, Meet, Handshake, Appearance, Address, Telephone | | | | | | | 6 | Greeting, Meet, Handshake, Appearance, Address, Telephone | | | | | | | 7 | Personal Care Clothing And Accessories | | | | | | | 8 | Protocol in Institutions and Organizations | | | | | | | 9 | Protocol in Institutions and Organizations | | | | | | | 10 | Office Room, Behaviors in Office, Appointment, Invitations | | | | | | | 11th | Office Room, Behaviors in Office, Appointment, Invitations | | | | | | | 12 | Protocol in Official Correspondence, Cards, Letters, Oral Communication | | | | | | | 13 | Effective Speaking, Subordinate-Supreme Relations, Meetings | | | | | | | 14 | Institutional Ceremonies, Flag, Opening, Celebration, Groundbreaking | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **resources** | | Plane. Hülya (Editor) (2008) Protocol Information, Istanbul: License Publishing.  Ayturk, N. (2004). Protocol Management, Ankara: TODAIE Publications.  Misirli, I. (2004). Protocol Information, Ankara: Detay Publishing. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **WITH PROGRAM LEARNING OUTCOMES**  **COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 4 | - | | 4 | 3 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO2** | 4 | - | | 4 | 3 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO3** | 4 | - | | 4 | 3 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO4** | 4 | - | | 4 | 3 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **LO5** | 4 | - | | 4 | 3 | | 5 | 5 | | - | 5 | | 4 | - | | - | - | | **REVENGE: Learning Outputs OP: Program Outputs** | | | | | | | | | | | | | | | | | | | **Contribution**  **level** | | | **1 Very Low** | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | **Protocol and Social Code of Conduct** | 4 | - | 4 | 3 | 5 | 5 | - | 5 | 4 | - | - | - | |