RULES OF PROTOCOL AND SOCIAL CONDUCT

1	Course Title:	RULES OF PROTOCOL AND SOCIAL CONDUCT
2	Course Code:	BYAZ213
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	3
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	3.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	----
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr. Gör. ERCAN KOÇOĞLU
15	Course Lecturers:	MYO'ların Yönetim Kurullarının Görevlendirdiği Öğretim Elemanları
16	Contact information of the Course Coordinator:	Öğr. Gör. Ercan KOÇOĞLU ekocoglu@uludag.edu.tr Tel:02242942686 Dahili:62432
17	Website:	
18	Objective of the Course:	The aim of the course to be successful in business and society and to develop good relations and protocol information needed to provide students with the rules of social behavior.
19	Contribution of the Course to Professional Development:	Temsil edilen kurumun ve makamın resmi ve sosyal protokol kurallarına göre saygınlığını ve itibarını korumak için resmi protokol kuralları ile nezaket ve davranış kurallarını öğrenere kuralların bir bütün içerisinde kullanımının kazanılmasını sağlamaktır.
20	Learning Outcomes:	

	1	to explain protocol and good manners
	2	tells legal arrangements about protocol
	3	to apply basic protocol rules and good manners
	4	to apply protocol rules and good manners during speaking and writing periods
	5	to apply protocol rules and good manners in various places
	6	explains protocol rules and good manners in meetings
	7	explains protocol rules and good manners in banquets
	8	
	9	
	10	

21	Course Content:	

Course Content:	

Week	Theoretical	Practice
1	Protocol and rules at protocal, historical development,	
2	Rules of good manners	
3	Lists of protocol, VIP list	

4	The rules of commity life, social rolles, its important, the protocol usage in the various place	
5	The rules in the business life,organisation hierarchy and protocol rules, its job satisfaction and working-peace	
6	The protocol in establishment, addressing, introduction, greeting, hand shakeng in the introduce	
7	The protocol in oral and writting communication: calling card, adresssing the letter, speaking and listening protocol	
8	Repeating courses	
9	Protocol rules in the cars, appearance protocol, in the welcoming and leaving protocol	
10	Protocol rules in the welcoming and leaving protocol	
11	Opening, in ceremany speaking protocol, protocol of flag	
12	Meeting protocol	
13	invitation and visiting protocol: giving a present, in the banquet sending the flower.	
14	The relationship between secretary with superior	

Activites		Number	Duration (hour)	Total Work Load (hour)
TERM LEARNING ACTIVITIES	NUMBER	WEIGHT		
Theoretical		14	3.00	42.00
Practicals/Labs		0	0.00	0.00
Self-study and preperation	0	0.00	2.00	28.00
Quiz		14		
Homeworks		0	0.00	0.00
Projects		0	0.00	0.00
Final Exam	1	60.00		
Field Studies		0	0.00	0.00
Midterm exams		1	10.00	10.00
Contribution of Term (Year) Learning Activities to	40.00			
Others		0	0.00	0.00
Contribution of Final Exam to Success Grade	60	100	10.00	10.00
Final Exam				
Total Work Load				90.00
Total work load/ 30-hr				3.00
Measurement and Evaluation Techniques Used in the	Measurement and evaluation is carried out according to Undergraduate Education Regulation.			
ECTS Credit of the Course				3.00

24	**ECTS / WORK LOAD TABLE**

25	**CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS**

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	5	2	3	1	1	2	5	1	2	1	4	1	2	4	1	3
ÖK2	4	3	2	3	2	1	1	3	3	1	1	1	3	2	1	4
ÖK3	5	2	3	1	1	2	5	1	2	1	5	3	3	4	5	5
ÖK4	5	2	3	1	1	2	5	1	3	3	2	3	4	2	2	2

ÖK5	5	2	3	1	1	3	5	1	4	3	2	4	1	4	2	1
ÖK6	4	2	5	1	1	2	5	1	4	2	2	2	4	2	1	2
ÖK7	2	2	2	1	1	3	2	1	2	2	2	2	2	4	1	1

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High