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:	none
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr.Gör. ARZU MELTEM DİNLER SAKARYALI
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	meltemdinler@uludag.edu.tr
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:	
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 importent, 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 and midterm exam	
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	
22	Textbooks, References and/or Other Materials:	
23	Assesment	

Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical	0	0.00	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self-study and preperation	1	60.00	1.00	14.00
Homeworks		0	0.00	0.00
Contribution of Term (Year) Learning Activities to Success Grade	40.00		0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams	60.00		6.00	6.00
Others		0	0.00	0.00
Final Exam	1	10.00	10.00	10.00
Total Work Load				58.00
Total work load/ 30 hr				1.93
ECTS Credit of the Course				3.00

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	0	5	1	0	1	0	1	0	0	0	0
ÖK2		4	0	1	0	1	1	4	4	3	1	1	1	0	0	0	0
ÖK3		5	2	3	1	1	0	5	1	0	0	0	3	0	0	0	0
ÖK4		5	2	3	1	1	0	5	1	0	0	0	3	0	0	0	0

ÖK5	5	2	3	1	1	0	5	1	0	0	0	4	0	0	0	0
ÖK6	4	2	5	1	1	0	5	1	0	0	0	2	0	0	0	0
ÖK7	2	2	2	1	1	0	2	1	0	0	0	2	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

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