

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
Business Administration (English)

Course Information

PROTOCOL MANAGEMENT					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
MAN224	Spring	3	0	3	5

Prerequisites and co-requisites	
Language of instruction	English
Type	Elective
Level of Course	Bachelor's
Lecturer	Assoc.Prof. Mert AKTAŞ
Mode of Delivery	Face to Face
Suggested Subject	
Professional practise (internship)	None
Objectives of the Course	To teach the rules of Protocol, the courtesy and etiquette competencies for use in business and social life.
Contents of the Course	

Learning Outcomes of Course

#	Learning Outcomes
1	Understanding the meaning and importance of the protocol
2	To learn protocol principles and protocol order patterns
3	Learning the protocol, meeting and briefing protocol
4	Learning the flag and vehicle protocol
5	Comprehension of official correspondence protocol and protocol writings
6	Learning the ceremony and guest protocol
7	Understanding the invitation and banquet protocol
8	Learning clothes and behavior protocol

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	The meaning and importance of the protocol	
2	Protocol principles and protocol order schemes	
3	Authority protocol	
4	Meeting and briefing protocol	
5	Meeting and briefing protocol	
6	Flag and vehicle protocol	
7	Official correspondence protocol and protocol writings	
8	Midterm Exam	
9	Official correspondence protocol and protocol writings	
10	Ceremony protocol	

11	Guest Protocol	
12	Invitation and banquet protocol	
13	Invitation and banquet protocol	
14	Clothing protocol	
15	Behavior protocol	
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Protokol ve Görgü Kuralları, MESEP Ders Notları, Ankara, 2007		

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Understanding the meaning and importance of the protocol		
2	To learn protocol principles and protocol order patterns		
3	Learning the protocol, meeting and briefing protocol		
4	Learning the flag and vehicle protocol		
5	Comprehension of official correspondence protocol and protocol writings		
6	Learning the ceremony and guest protocol		
7	Understanding the invitation and banquet protocol		
8	Learning clothes and behavior protocol		

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	3	42
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	3	8	24
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	20	20
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0

13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	20	20
16	Final Exam	1	1	1
				150