

TOROS ÜNİVERSİTESİ

Vocational School
Justice

Course Information

PROTOCOL INFORMATION AND SOCIAL BEHAVIOR					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ADL232	Spring	2	0	2	2

Prerequisites and co-requisites	none
Language of instruction	Turkish
Type	Elective
Level of Course	Associate
Lecturer	Lec. NEvzat EROL
Mode of Delivery	Face to Face
Suggested Subject	none
Professional practise (internship)	None
Objectives of the Course	The rules of the institution and the authority represented by the official and social protocol to protect the reputation and credibility with the rules of courtesy and behavior rules to teach the official protocol.
Contents of the Course	Course introduction of Social Behaviour Protocol, Protocol type, Protocol hierarchies, Personal Protocol, Flag Protocol, Transport Protocol.

Learning Outcomes of Course

#	Learning Outcomes
1	He has the concept of protocol.
2	Use protocol rules in business life.
3	He controls protocol rules in official business.
4	He dominates social behavior rules in social and professional life.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	The definition and the history of protocol	Lecture, discussion, sampling
2	Management and protocol management concepts	Lecture, discussion, sampling
3	Good manners and etiquette	Lecture, discussion, sampling
4	Protocol in public life	Lecture, discussion, sampling
5	Protocol order of precedence	Lecture, discussion, sampling
6	Seating orders and official ceremonies	Lecture, discussion, sampling
7	Official correspondences and duty handover ceremonies	Lecture, discussion, sampling
8	midterm	Exam
9	Instatement and inauguration ceremonies	Lecture, discussion, sampling
10	Flag raising ceremony	Lecture, discussion, sampling
11	Employment interviewing	Lecture, discussion, sampling
12	Protocols concerning vehicles, protocol & official entertainments	Lecture, discussion, sampling

13	Service rules and honoring guests	Lecture, discussion, sampling
14	Table manners and etiquette	Lecture, discussion, sampling
15	General Assessment	Lecture, discussion, sampling
16	Final Exam	Exam

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
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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	He has the concept of protocol.	1,9,11	1,2
2	Use protocol rules in business life.	1,9,11	1,2
3	He controls protocol rules in official business.	1,9,11	1,2
4	He dominates social behavior rules in social and professional life.	1,9,12	1,2

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	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	0	0	0
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	2	2
16	Final Exam	1	1	1
				60