Course Syllabus

Code - Course Title	**SEK123 - Basics of Protocol**
Course Type	IV. SEMESTER
Laboratory + Practice	2+0
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	PROF. DR. NURAN ÖZTÜRK BAŞPINAR

Mode of Delivery	face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Recommended Resources	Sosyal Davranış ve Protokol. Eskişehir: Anadolu Üniversitesi Yayınıİş Ortamında Protokol ve Davranış Kuralları, Eskişehir: Anadolu Üniversitesi Yayını
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Definition of protocol and rules at protocol, ıts historical development,	
Week - 2		Rules of good manners	
Week - 3		Lists of protocol, VIP list.	
Week - 4		The rules of commity life, social rolles, its importance, application of protocol in various places	
Week - 5		The rules in the business life,organisation hierarchy and protocol rules, its job satisfaction and working-peace	
Week - 6		The rules in the business life,organisation hierarchy and protocol rules, its job satisfaction and working-peace	
Week - 7		The protocol in establishment, addressing, introduction, greeting, hand shakeng in the introduce	
Week - 8		The protocol in oral and writting communication: calling card, adresssing the letter, speaking and listening protocol	
Week - 9		Protocol rules in the cars, appearance protocol, in the welcoming and leaving protocol	
Week - 10		Protokol rules in ceremonies and speeches. protocol of flag	
Week - 11		Meeting protocol	
Week - 12		Invitation and visiting protocol: giving present, sending flower in banquets.	
Week - 13		Invitation and visiting protocol: giving present, sending flower in banquets.	
Week - 14		The protocol rules between secretary and superior.	

Learning Outcomes

#	Learning Outcome
1	explains protocol and good manners
2	applies basic protocol rules and good manners
3	applies protocol rules and good manners during speaking and writing periods
4	applies protocol rules and good manners in various places

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.