Course Syllabus

Code - Course Title	**SOS130 - Social Behavior and Protocol**
Course Type	II. SEMESTER
Laboratory + Practice	2+0
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	ÖĞR. GÖR. LEMAN DÖNMEZ

Mode of Delivery	Face to face
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no course suggested for students taking (will take) this course.
Recommended Resources	Aytürk, Nihat (2013). (Ed. Aytürk, Nihat ve Bahçe, A. Sadık) Sosyal Davranış ve Protokol, Anadolu Üniversitesi Yayınları, No:2871, Ankara.
Work Placement	Not applicable.
Aims of the Course	The aim of this course is to provide students with the knowledge and skills regarding etiquette, principles of courtesy, and protocol practices applicable in social life and the professional environment. It is intended that students adopt appropriate behavioral patterns in interpersonal communication, official and social settings, meetings, and written and oral communication, and develop competence in corporate representation, professional appearance, and effective communication.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Rules of Social Behaviors: Components; Law, Ethics etc.	
Week - 2		Rules of Social and Institutional Behaviors: Respect in Social Life, Manners and Courtesy Rules:	
Week - 3		Social Ceromonies and Celebrations: Social and Institutional Visits and Gifts:Visitation rules	
Week - 4		Rules of Visits; Official and personal/social visits	
Week - 5		Presenting gift and flower	
Week - 6		Invitations and Feasts: Types of the invitation letters	
Week - 7		Public and Insstitutonal Protocol: Definition and types I	
Week - 8		Public and insstitutonal protocol types II: Turkish and Foreign Protocole	
Week - 9		Basic protocol rules; Public and institutional protocol practices: Meetings	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 10		Basic protocol rules; Public and institutional protocol practices: Meetings	
Week - 11		National and official celebrations	
Week - 12		Institutional ceremonies; the Practices of VIP	
Week - 13		Protocol of Institutional Behaviour: Subordinate-superior relations; Relations with customers	
Week - 14		Basic rules in human relations	

Learning Outcomes

#	Learning Outcome
1	Explains accepted and expected social behaviour rules to be practiced.
2	Lists components and factors constituting social behaviour.
3	Explains the rules of respect, good manner and courtesy in work life and social life.
4	Explains and applies the rules that should be applied in social environments such as parties and feasts.
5	Explains the concept of protocol and the basic rules of the protocol.
6	1. Explains the rules of etiquette, courtesy, and protocol applicable in social life and professional environments. 2. Applies appropriate forms of address, greeting, introduction, and communication in interpersonal interactions. 3. Explains the fundamental protocol rules applicable in official meetings, ceremonies, and corporate settings. 4. Applies rules of professional appearance, body language, and behavior in professional life. 5. Acts in accordance with the principles of courtesy, respect, and ethics in written and oral communication. 6. Evaluates appropriate behavioral patterns in different social and cultural environments. 7. Develops appropriate solutions for communication and behavioral problems that may be encountered in professional and social relationships.

Sustainable Development Goals

✓ Quality Education

Course Theme

✓ Society, Law and Communication

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

AKTS Workload

Activity	Duration (Hour)	Count	Workload
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

✓ Open-Ended Test