

Information sheet for the course Protocolo Social

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Department of Political Science</i>	
Course unit code: <i>PLTPV20</i>	Course unit title: <i>Protocolo Social</i>
Type of course unit: <i>compulsorily optional</i>	
Planned types, learning activities and teaching methods: <i>Seminar: 2 hours weekly/26 hours per semester of study; face to face</i> <i>Methods: interpretative, illustrative, participative and problem solving, case studies</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>the 5th semester in the 3rd year (full-time)</i> <i>the 5th semester in the 3rd year (part-time)</i>	
Degree of study: <i>I. (Bachelor's)</i>	
Course prerequisites: <i>none</i>	
Assessment methods: <i>Active participation in seminars (independent preparation on discussions according to instructions of lecturer and participation in discussions). Continuous assessment: active participation (not more than 2 allowed absences) and short presentation 20%. Final exam in form of written test: 80%.</i>	
Learning outcomes of the course unit: <i>By completing the course student has knowledge about theoretical basics of social protocol and its realization in practice. He/she recognizes the consequences of human behavior in society and also the importance of knowledge of its dimension and need of good human relations. He is familiarized with the social protocol in different situations and he/she uses it as a tool which helps to develop social skills in the realm of communication.</i>	
Course contents: <i>1. Introduction to the subject, assessment methods and goal of the subject.</i> <i>2. Culture and protocol. Social and public relations.</i> <i>3. Introduction, compellation and salutation. „Small talk“.</i> <i>4. Social meetings. Visiting cards. International relations.</i> <i>5. Verbal communication. Written and oral, writing system. Making a call.</i> <i>6. Non-verbal communication and culture.</i> <i>7. Presents and courtesy, flowers.</i> <i>8. Etiquette and non-etiquette. New Technologies.</i> <i>9. Image. First impression.</i> <i>10. Foreign policy of the Slovak republic.</i> <i>11. Dining and behaviour by the table. Culture of drinking. Smoking.</i> <i>12. Organization of events. Work in groups.</i> <i>13. Written Test</i>	
Recommended of required reading: <i>ŠPAČEK, L. : Nová veľká kniha etikety. Vyd. Mladá fronta, 2009.</i> <i>BRÁZDOVÁ, D.: Pravidlá spoločenského správania. Vyd. Iri, 1992.</i> <i>HRADISKÁ, E., ČERTÍKOVÁ, H., HUDÍKOVÁ, Z.: Praktikum sociálnej komunikácie. Vyd. Eurokódex, 2013.</i> <i>BOREC, T.: Manažéri na cudzom parkete. Vyd. Neopublic Porter Novelli, 2009.</i> <i>ŠRONĚK, I.: Diplomatický protokol a praktické otázky spoločenské etikety. UK Praha, 2002.</i> <i>TÓTH, L. Protokol a etiketa v diplomacii a obchode. Tlačiarenská a vydavateľská spoločnosť,</i>	

Bratislava, 1994.

CASTRO MAESTRE, M^a DEL MAR.. Protocolo social. Ediciones protocolo. Madrid, 2009.

Language: *Slovak and Spanish*

Remarks: *The course is provided only in the case it is chosen by at least 16 students.*

Evaluation history:

It is a new subject in the study program.

A	B	C	D	E	FX
0	0	0	0	0	0

Lecturers: *PhDr. Elena Delgadová, PhD.*

Last modification: *June 30, 2014*

Supervisor: *doc. PhDr. PaedDr. Karol Janas, PhD. – guarantor of the study program
“Political Science”*