

T.C.
TRABZON UNIVERSITY
Şalpazarı Vocational School

Office Services and Secretariat Department/Court Office Services Curriculum

I. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
	Ataturk's Principles and History of Revolution-I	2	0	2	2	C
	Turkish Language-I	2	0	2	2	C
	Foreign language-I	2	0	2	3	C
	Career Planning	1	0	0	0	C
	Introduction to Law	3	0	3	4	C
	Constitutional Law	3	0	3	4	C
	Office Management	3	0	3	5	C
	Secretarial Information	3	0	3	4	C
	Information Technologies	1	2	2	3	C
	Civil Law	3	0	3	3	C
	TOTAL	23	2	23	30	

II. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
	Ataturk's Principles and History of Revolution-II	2	0	2	2	C
	Turkish Language-II	2	0	2	2	C
	Foreign language-II	2	0	2	3	C
	Legal Language and Judicial Correspondence	3	0	3	4	C
	National Judicial Network Project (UYAP)	2	1	2,5	4	C
	Keyboard Usage-I	1	2	2	3	C
	Law of Obligations	3	0	3	3	C
	Optional Courses-I	2	0	2	3	O
	Optional Courses-II	2	0	2	3	O
	Optional Courses-III	2	0	2	3	O
	TOTAL	21	3	22,5	30	

III. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
	Keyboard Usage - II	1	2	2	3	C
	Filing and Archiving Techniques	3	0	3	4	C
	Administrative law	3	0	3	3	C
	Labor and Social Security Law	3	0	3	3	C
	Internship	0	2	1	5	C

	Optional Courses-I	2	0	2	3	O
	Optional Courses-II	2	0	2	3	O
	Optional Courses-III	2	0	2	3	O
	Optional Courses-IV	2	0	2	3	O
	TOTAL	18	4	20	30	
IV. TERM						
CODE	COURSE TITLE	T	P	C	ECTS	C/O
	Execution and Bankruptcy Law	4	0	4	5	C
	Pen Legislation	3	0	3	5	C
	Notification Law	3	0	3	4	C
	Attorney and Notary Law	3	0	3	4	C
	Optional Courses-I	2	0	2	3	O
	Optional Courses-II	2	0	2	3	O
	Optional Courses-III	2	0	2	3	O
	Optional Courses-IV	2	0	2	3	O
	TOTAL	21	0	21	30	
II. TERM OPTIONAL COURSES						
	Psychology of Justice	2	0	2	3	O
	Environmental Policy	2	0	2	3	O
	Human Resources Management	2	0	2	3	O
	Volunteering Studies	2	0	2	3	O
	Public Relations and Communications	2	0	2	3	O
	Protocol Knowledge and Social Behaviors	2	0	2	3	O
	Fighting Addiction and Addiction	2	0	2	3	O
III. TERM OPTIONAL COURSES						
	Law Of Civil Procedure	2	0	2	3	O
	Public Servant Law	2	0	2	3	O
	Public Administration	2	0	2	3	O
	Occupational Health and Safety Law	2	0	2	3	O
	Financial Law	2	0	2	3	O
	Management and Organization	2	0	2	3	O
	Land Registry and Cadastral Information	2	0	2	3	O
	Commercial Law	2	0	2	3	O
	Technological Literacy	2	0	2	3	O
IV. TERM OPTIONAL COURSES						
	Human Rights and Democracy	2	0	2	3	O

Banking Law	2	0	2	3	O
Justice Profession Ethics	2	0	2	3	O
Law Of Commercial Papers	2	0	2	3	O
Office Technologies and Their Use	2	0	2	3	O
Criminal law	2	0	2	3	O
Consumer Law	2	0	2	3	O
Research Methods and Techniques	2	0	2	3	O
Law of Personal Data Protection	2	0	2	3	O
Administrative Jurisdiction Law	2	0	2	3	O

I. TERM (FIRST GRADE FALL SEMESTER)

ATATURK'S PRINCIPLES and REVOLUTION HISTORY – I

Concepts related to the Revolution and the Revolution. The State and its Elements , Evolution, Reform, the Coup d'état of the Government, the Revolution, the Revolution.; The reasons that prepared the Turkish Revolution. The collapse of the Ottoman State, internal causes, External causes.; The threats faced by the Ottoman State due to its geopolitical situation. Innovation movements in the Ottoman Empire. Reforms before the Tanzimat.; Tanzimat Edict, Reform Edict, I. Constitutional Monarchy, II. Constitutionalism.; Ideas in the last period of the Ottoman Empire (Ottomanism, Islamism, Westernism, Turkism.) The coming to power of the Union and Progress Party. The March 31 event.; Tripoli War, Balkan Wars, the causes of the First World War and the beginning of the war.; Participation of the Ottoman Empire in the War and the Fronts, Fronts and Results.; Treaty of Sharing the Ottoman State (Bosphorus Treaty, London Treaty, Sykes Picot Treaty, St. Jean de Maurienne Treaty.) End of World War I, Armenian events, Armistice of Mudros.; National Struggle period, State of the Nation and Country against the Occupations. Societies and Activities.; Mustafa Kemal Pasha's arrival in Istanbul and his view of the situation, Mustafa Kemal Pasha's departure to Samsun. Activities of Mustafa Kemal Pasha in Havza, Amasya Circular.; Erzurum Congress and its importance, Balıkesir and Alaşehir Congresses. Sivas Congress and its importance, other congresses during the National Struggle; Amasya Meetings, meeting with the commanders in Sivas. Arrival of the Representative Committee to Ankara. Meeting of the last Ottoman Parliament of Deputies, National Pact (National Treaty).; The opening of the Turkish Grand National Assembly, its characteristics. Press in the National Struggle.; Riots against the Turkish Grand National Assembly. Projects to share Turkey.

TURKISH LANGUAGE - I

What is Language? The importance of the place of language in the life of the nation as a social institution.; The place of the Turkic Language among the languages of the world.; Development

and historical periods of the Turkic Language.; Development and historical periods of the Turkic Language.; Reading-comprehension; Reading-comprehension; Expression Disorders; Expression Disorders; Oral Expression (rules of spoken language, correct breathing techniques, articulation disorders); Oral Expression (emphasis, intonation, stop); General information about Write Types; Writing Process; Petition and resume writing; Petition and resume writing.

FOREIGN LANGUAGE -I

Introduction: Information about the Course Book and Course Objectives, Giving Essential Information about the course, Sharing Ideas about Learning a foreign language, A) Speaking: Introducing yourself B) Vocabulary: Occupations C) Grammar: The Present Tense of Be, D) Listening: Introductions, Asking for More Personal Information E) Reading and Writing: Occupations, Writing a letter, A) Speaking: Asking for and Giving Personal Information, Compiling a Directory B) Vocabulary: Personal Information C) Grammar: The Present tense of Be, D) Listening: People Asking for and Giving Personal Information E) Reading and Writing: Personal Details, A) Speaking: Talking about Personal Possessions, Role Play B) Vocabulary: Possessions C) Grammar: Demonstrative Adjectives, D) Listening: Asking and Talking about Photos and Possessions E) Reading and Writing: Personal Possessions, A letter about your partner's personal info, A) Speaking: Expressing likes and dislikes, Role Play B) Vocabulary: Types of Music C) Grammar: The Simple Present Tense (1), D) Listening: Talking about Music and Favourite Types of Music E) Reading and Writing: Likes and Dislikes, A letter about your Friends, A) Speaking: Describing Activities, A Board Game B) Vocabulary: Leisure Activities C) Grammar: The Simple Present Tense (2), D) Listening: Talking about Weekend Activities E) Reading and Writing: What do you do for fun? A Letter about Your Friends, D) Speaking : Talking about Abilities, A Survey on Skills B) Vocabulary: Abilities c) Grammar: Can and Can't, D) Listening: Talking about What They can and can't do E) Reading and Writing: People's abilities, A Letter about Your Friends, Overall Revision of Topics for Final Examination.

CAREER PLANNING

Career journey has started, first stop: Career center, Intelligence and Personality, Personal characteristics, Key to making a difference in career path: Skills, What is a Career?, How Do I Prepare for My Career?, Non-Governmental Organizations – National, Non-Governmental Organizations – International, Sector Days - Public Sector, Sector Days - Private Sector, Industry Days- Academy, Sector Days- Entrepreneurship, Writing a Resume, Course Evaluation.

INTRODUCTION TO LAW

Social Rules and Legal Rules; law Enforcement; Positive Law Resources; Legalization Movements; Legalization Movements in Turkey; Branches of Positive Law; Case Law; Branches of the Public Law and Private Law; Basis of Law, Enforcement of Laws; The Case of Laws Touching the Past; Application of Laws in Terms of Meaning; Legal Affairs and Rights; Types of Rights, holder of right; Legal Actions and Operations, Legal Types of Transactions, Protection of Rights.

CONSTITUTIONAL LAW

Constitutional developments in Turkey and the basic features of these constitutions are explained; Republicanism, unitary state, connected to the nationalism of Atatürk issues of state and the secular the be explained; The establishment of political parties, the activities, the concept of the rule of law, social state principle are the described; Classification of fundamental rights and freedoms, objective and constitutional limits of fundamental rights and freedoms are the explained; Turkish governmental system, the State's legal functions, classification of the separation of powers and functions are described; Legislative function, describes the definition and properties of the legislative authority. Legislative proceedings, making the laws, parliamentary resolutions and house regulations are explained; The structure of the Turkish Grand National Assembly, the election of the deputies, the electoral systems are explained; The internal organization and working order of the Turkish Grand National Assembly are explained. The duties and powers of the Turkish Grand National Assembly are explained; Executive function, guideline, regulation and other regulatory acts of the executive body and the method of their issuance are explained; The election of the President, her duties and powers and the termination of her duty are explained; The duties and powers of the ministers and their working procedures are explained. The political, legal and criminal responsibility of the ministers and the termination of the ministers' duties are explained; Independence and impartiality of the judiciary, the higher judicial bodies are explained. Constitutional judiciary, the establishment and duties of the constitutional court, the subject of constitutionality audit are explained; The nature of the decisions of the Constitutional Court and their entry into force are explained. The making of the constitutions and the methods of changing them are explained.; general review.

OFFICE MANAGEMENT

Management and Office management concepts; Office management; Classical and Contemporary; Office Types and Management; Duties of Office Staff; Responsibilities of Office Staff; Job Analysis and Job Evaluation in Offices; Job Analysis and Job Evaluation in Offices; Planning in Offices; Organization in Offices; Communication in Offices; Human relations and staff selection in offices; Physical Environment of Offices; Ergonomics; Techniques for Increasing Efficiency in the Office.

SECRETARIAL INFORMATION

Concepts of secretary and secretariat; Types of secretariat; Personal characteristics of the secretary; Professional characteristics of the secretary; Secretarial skills; Rules of speaking on the phone; Image management; Office Management and Secretariat; Meeting management; Correspondence rules; Information and document management in the secretariat; Organizational efficiency.

INFORMATION TECHNOLOGIES

Syllabus presentation, information about the course process; Concept and scope of information technologies; Concept and scope of information technologies; Conscious internet use,

information security, encryption; Computer crimes; Virtual reality, artificial intelligence, reflections on daily life; Cloud computing, Google services, Google docs, emailing; Microsoft Windows, task manager, add/remove programs, basic system features, creating shortcuts, save file-save as, drive-folder-file, shortcut keys; MS Word – file extension, interface, ruler, font editing, format painter, paragraph editing, alignment, find and replace features, page color, page border margins, page orientation, dividing the page into columns; MS Word – adding and editing shapes, adding and editing images, hyperlink feature, text box, SmartArt, table of contents; MS Word – adding and editing tables, footer, header, page numbering, file printing, file saving; Preparing an Effective Presentation MS PowerPoint – presentation, slide, adding new slides, changing slide layout, design, transitions, animations; MS PowerPoint – scheduling presentation, adding music, Google Slides; MS Excel – calculation and graphics applications.

CIVIL LAW

The meaning, subject, sources of force and application of Civil Law; The concept of right and its types and the right holder; Acquisition and loss of rights, good faith, honesty and prohibition of abuse of rights; The concept of person, the beginning and end of personality and the person's capacities; Personal right, protection of person, name of persons, kinship and residence; Concept of legal entity, associations and foundations; Introduction to Family Law and engagement (Midterm Exam); General provisions of marriage; Marriage, dissolution of marriage and divorce; Dissolution of marriage and divorce; General provisions of property regime law; General provisions of property regime law; Participation regime in acquired property and optional property regimes; Establishment and provisions of lineage; Guardianship law.

II. TERM (FIRST GRADE SPRING SEMESTER)

ATATURK'S PRINCIPLES and REVOLUTION HISTORY - II

Abolishment of the Sultanate and Lausanne Peace Process.; Elections and II. Opening of the Turkish Grand National Assembly.; Turkish Revolution Movements (Political Revolutions); The First Political Parties of the Republic Period, the Izmir Assassination, the Menemen Incident.; Reforms in Law.; Revolutions in the Field of Education (Unification of Education, Letter Revolution).; Cultural Revolution (Studies in the field of History, Language and Fine Arts).; Cultural Revolution (Studies in the field of History, Language and Fine Arts); Regulations in the Economic Field, Studies for Creating a National Economy; Atatürk era foreign policy of the Republic of Turkey. Foreign Policy Events in the 1923-1932 Period; Foreign Policy Events in the 1932-1939 Period. Characteristics of Atatürk Era Foreign Policy; World War II and Turkey II. Turkey in terms of World War II Results.; Atatürk's Principles (Republicanism, Nationalism.) Atatürk's Principles (Populism, Secularism.) Atatürk's Principles (Statism, Revolutionism.) Atatürk's Complementary Principles; Atatürk's Principles (Republicanism, Nationalism.) Atatürk's Principles (Populism, Secularism.) Atatürk's Principles (Statism, Revolutionism.) Atatürk's Complementary Principles

TURKISH LANGUAGE - II

Spelling and punctuation; Spelling and punctuation; Sounds in Turkish and their classification; Voice features of Turce; What is a paragraph? How to write?; Writing text based on knowledge and thought; What is a report? How to write?; Writing a diary and introducing a diary; What is an experiment? how to write?; biography, autobiography and memoir promotion; story, description writing; novel, theatre; critical thinking, prepared and impromptu speech; critical thinking, prepared and impromptu speech.

FOREIGN LANGUAGE -II

Review: The Present Tense of BE, The Simple Present Tense, CAN / CAN'T (Ability), Speaking: Describing Present Activities, A Guessing Game B) Vocabulary: Clothing C) Grammar: The Present Continuous, D) Listening: Describing oneself and other people E) Reading and Writing: What people are doing, A Text Message, Unit 8) A) Speaking: Describing Your Home and Room B) Vocabulary: Household items C) Grammar: There is and There are, D) Listening: Asking and Talking about where things are located E) Reading and Writing: Describing Rooms, A Text Message, A) Speaking: Giving Directions, Asking Directions in Your Neighborhood B) Vocabulary: Places around Town C) Grammar: Giving Directions, D) Listening: People Preparing Recipes E) Reading and Writing: Directions, A Text Message, A) Speaking: Talking about Food, A Role Play B) Vocabulary: Food and Drink C) Grammar: Count and Non count Nouns / Some and Any, D) Listening: Asking for Directions E) Reading and Writing: Food and Drink, A Letter about A Trip, A) Speaking: Talking about the Past, a Survey about where people were B) Vocabulary: Everyday Places C) Grammar: The Past Tense of BE, D) Listening: Talking about where people were E) Reading and Writing: Past Activities and Places, A Letter about A Trip, A) Speaking: Talking about Past Activities, A Board Game B) Vocabulary: Leisure Activities C) Grammar: The Simple Past, D) Listening: Talking about Weekend E) Reading and Writing: Past Activities, A Letter about A Trip, Overall Revision of Topics for Final Examination.

LEGAL LANGUAGE AND JUDICIAL CORRESPONDENCE

A general introduction; Explaining the legal cases and the decisions related to this case; To make practical studies on the judgments of precedent cases; Expression and explanation of penal cases and decisions related to these criminal cases; Examination of the decisions regarding the sample criminal cases and carrying out practical study on them; Announcement of announcements; Examples of advertisements; enforcement and bankruptcy office procedures; Examples of enforcement and bankruptcy office procedures; notary transactions; Sample works on notary transactions; editing procedures; transactions in the form of confirmation; Method of preparing precedent case file; general review.

NATIONAL JUDICIAL NETWORK PROJECT

History of the National Judicial Network Project, of purpose, of target; Stages of the National Judicial Network Project, [National Judicial Network Project Central Phase (UYAP I) and National Judicial Network Project Rural Phase (UYAP II)], Scope and Benefits; Information

Networks and Hardware Infrastructure, integration structure; Electronic signature, Way e-signing is done in UYAP, e-signature application on case screens, Document management system in UYAP Services; UYAP word processor, e-mail and freelance platform (Virtual Discussion); Internet, extranet and intranet, UYAP information security (Information security, UYAP information security, Internal security, External security, UYAP information security management system (BGYS), Benefits of information security management system, UYAP Data Security Regulations, Password selection and use; Document management system in UYAP (Outgoing document, Outgoing document creation and flow start, Transfer to the system); Incoming Document Registration Processes, Document Approval Processes, Outgoing Document Approval Processes, Review Processes, Document Submission Procedures, Workflow Editing Screen, Workflow Cancellation Screen; Queries (Office Document Query, Files Query, Performance Query); Awaiting Tasks in the Personnel's Work List; Workflow Delegation; UYAP Information Systems: Citizen Information System (Litigation Follow-up); Lawyer Information System (Litigation, file tracking); Lawyer Information System (Hearing follow-up, enforcement proceedings); UYAP SMS Information System and UYAP Legislation Data Bank; Institutional information system and Legal aid portal.

KEYBOARD USAGE- I

Computer and keyboard concepts and the benefits of using a 10 finger keyboard; Preparing to write on a computer and proper seatings; Small tips for the use of Microsoft word writing program; Use of the F keyboard basic sequence keys; Use of the top row keys; Use of the bottom row keys; Use of the punctuation marks on the keyboard; Use of the numbers and symbols on the keyboard; free speed writing studies; Spelling mistakes and speed calculations; Preparing samples of business letter; Writing tables and shaped text; Writing text in a foreign language.

LAW OF OBLIGATIONS

Subject and sources of law of obligations; Debt relationship and responsibility concepts; Legal Transactions; Obligations arising from contracts; Obligations arising from tortious acts; Debt relationships arising from Unjust Enrichment; Fulfillment of the Obligation; Termination of debts; prescription; Joint debts; transfer of claim; Transfer of debt and Private debt relations.

III. TERM (SECOND GRADE FALL SEMESTER)

KEYBOARD USAGE – II

Applications of writing text. Identifying misspelled or forgotten letters; Repetition of basic row keys and applications of basic row sentences; Repetition of top row keys. To consolidate

without looking at the fingers reaching to the top row keys and returning back to their positions again; Performing speed tests with Basic and top row order sentences; Repetition of down row keys. To consolidate without looking at the fingers reaching to the down row keys and returning back to their basic positions again; Applications of sentence writing. Applications of speed tests; Teaching punctuation marks (.) (,) (;) (:) full stop, comma, semicolon, colon; Teaching punctuation marks ((), ()), ("), (') open-parenthesis, close-parenthesis, quotation marks and apostrophe; Teaching punctuation marks (!), (?), (/), (-) Exclamation mark, question mark, slash, fractions and dash mark; Writing texts in which punctuation marks are used; Repetition of keys from Hotkey and speed works; Repetition of punctuation marks from Hotkey and speed works; Speed exercises with regular sentences and text. Teaching dictate writing; Works of speed under pressure.

FILING AND ARCHIVING TECHNIQUES

Management in general – Information and document management – Definition, purpose, Importance; Document management – Definition and meaning of document – Creation and registration procedures – Correspondence – Negotiable instruments Internal and external document flow; Document management – Document processing process – Arrival and receipt – Registration and classification – Sending to units – Document record books; Use of forms in offices – Necessity of forms – Form management – Principles of using forms – Types of forms – Standardization in forms; Filing preparation – File management – Importance of filing – Establishing the filing system – File plan; Filing preparation – Other procedures related to filing – File opening – Leaflet system – Card usage – Creating a directory – Coding – Mailing; Clipping – Definition and importance – Preparation of clippings – Types of clippings; Filing organization – Central organization model – Organization model based on departments – Organization model based on personnel – Mixed model; Filing systems – Alphabetical filing – Numerical filing – Geographic filing – Chronological filing – Filing by subject – Mixed filing – Virtual filing – Tools used in filing; Archiving Techniques – Purpose of archiving – Types – Archive location selection – Index preparation – Virtual and analog archiving; Archiving tools – Microfilms – Microfiches – Harddisks and CDs/DVDs; Coding of archive documents – Coding – Labeling – Archive location features; Computer Use – Computer use in archives – Programs used and their features; Document sorting and destruction in archives – Document sorting – Document destruction process – Documentation processes.

ADMINISTRATIVE LAW

Administrative law as a branch of public law, characteristics of administrative law, sources of administrative law; Hierarchy between administrative processes, administrative regime, administration area; Basic principles affecting the administration; state of law, social state, secular state, State dependent on Atatürk nationalism; The principles that dominate the administrative organization, central administration, decentralization; devolution, signature speed, power of attorney, governing; The principle of the integrity of the administration;

hierarchy, tutelage; Public legal entity ; organization, personnel, powers and privileges , occupational area, be ended , budgets; In general, the central management organization; president and ministers; In general , the central management organization ; ministries, helping organizations; In general, the provincial organization; provincial organization, district organization, sub-district organization, regional organization; In general, decentralization organization; local administrations in terms of local administrations, local administrations in terms of service; The means of activity of the administration; administrative acts, administrative acts; Administrative act concept, features, types, Elements of administrative act, termination of administrative act; Contracts of the administration; Private law contracts of the administration, administrative contracts, the procedure for concluding contracts; the subject of administrative activities ; public service, law enforcement.

LABOR AND SOCIAL SECURITY LAW

Basic principles and concepts of labor law (employee, employer, workplace, etc.) were emphasized; Sources of labor law are examined. The definition of employment contract and types of employment contracts are explained; The establishment of the employment contract, its provisions and termination cases (such as termination, dissolution, expiry of the term) are explained; Working hours, annual paid leaves, breaks, public holidays, overtime and short-time work are explained with examples and practical studies; Emphasis is placed on the parties' obligations arising from the employment contract; Conditions for benefiting from job security and compensation conditions in job security are explained; Conditions for entitlement to severance pay are explained; Union membership, union freedom, activities of unions and confederations are explained; The importance of union representation and management and occupational safety is explained; The establishment of a collective labor agreement, its content and types are discussed, and the debts arising from the collective labor agreement are emphasized. Disputes arising from the collective labor agreement and their solutions are examined; The concept of social security and insured groups (4-a, 4-b and 4-c) are emphasized. While referring to the application area of social insurance; Short-term insurance branches; Work accident and occupational disease insurance, sickness insurance, maternity insurance and their conditions are discussed; Long-term insurance branches and conditions are generally mentioned; General health insurance and private pension system are explained.

INTERNSHIP

Vocational practice; Vocational practice; Vocational practice; Vocational practice.

IV. TERM (SECOND GRADE SPRING SEMESTER)

EXECUTION AND BANKRUPTCY LAW

Basic concepts of Enforcement Law; Duties of enforcement offices; Duties and powers of bailiffs; Notification and deadlines in enforcement proceedings; Complaint; Types of forced enforcement; The distinction between execution with judgment and execution without

judgment; General Seizure Way; General Seizure Way; Pursuit via Seizure Specific to Bills of Exchange; Pursuit via Seizure Specific to Bills of Exchange; Execution by Judgment; Pursuit-Precautionary Seizure by Converting the Pledge into Cash; An overview.

PEN LEGISLATION

Introduction to Pen Legislation; Turkish Judicial Organization; Justice departments pen legislation; Office of the Public Prosecutor and Criminal Courts Pen Works; Execution proceedings; Duties and power in administrative jurisdiction; Criminal record transactions; Criminal record transactions and property and evidence unit; proceedings of Belongings; Enforcement Court and Notification Procedures; judicial fees; Penitentiary institutions and detention houses; Simulation; General review.

NOTIFICATION LAW

General Information on the Law of Notification; Notification (Notification) Definition - Notification Minute; Persons to which Notification can be made; Place of Notification, Periods of Notification; Notification Documents and Expenses, Notification Procedure, Illegal Notification; Notification by Announcement; The Importance of the Law of Notification - Amendments to the Law of Notification No. 7201; Major Problems in Practice and Suggestions for Solutions in Terms of Notification Law; Direct Notification Cases; Being An Adversary of the Person Who Will Notify and Penal Provisions; Notifications and Notification Offenses; General Review.

LAW OF ADVOCACY AND NOTARY

Definition of the attorneyship profession; Characteristics of the attorneyship profession; General information about the attorneyship profession; the rights and powers of the lawyer; Obligations of the lawyer; The importance of the professional rules of attorneyship; Professional rules of the advocacy; Definition, nature and place of notary public in law; Notary public and professional organization; Notary transactions; Rights and obligations of notaries; Obligations arising from notar activities; Supervision of the activity of notary public; Notaries' responsibilities.

II. TERM (FIRST GRADE SPRING SEMESTER) OPTIONAL COURSES

JURISTIC PSYCHOLOGY

Historical Framework of the Psychology of Justice; Subject and Aims of the Psychology of Justice; Relationship of Justice Psychology with Similar Fields; The Method of Justice

Psychology; Scope of Justice Psychology; Felon Psychology; Felon Psychology; Procedural Psychology; Procedural Psychology; defendant psychology, Victim Psychology; Witness Psychology; Convict Psychology; What the Psychology of Justice Can Provides in the Judicial System.

ENVIRONMENTAL POLICY

General content; The emergence and classification of environmental problems; Sources of environmental problems, rapid population growth and urbanization; Environmental problems and industrialization; Economic analysis of environmental problems; Environmental issues and international relations; Climate change and the United Nations climate change environmental convention; Climate change and the Kyoto Protocol; International environmental conventions; Environmental policy instruments, direct controls; Economic and financial instruments; Environmental impact assessment; solid waste management; Institutional structure of environmental management in Turkey.

HUMAN RESOURCES MANAGEMENT

Introduction to human resource management; Business analysis; Human Resources Planning; Human Resources Supply; First Selection Process; Training and Development; Performance evaluation; Career Planning and Management; Career Planning and Management; labour grading; labour grading; Pricing; Pricing; union relations.

VOLUNTEERING STUDIES

The content of the course, the importance of society and the introduction of concepts related to society; Community service practices in our province; The Importance of Participation as a Listener, Speaker or Organizer in Scientific Events such as Panel, Conference, Congress, Symposium; Volunteering in Various Projects within the Framework of Social Responsibility; Taking part in a social project using their knowledge and experience; Examining Successful Volunteering Practices in the World and in Turkey; Examining Successful Volunteering Practices in the World and in Turkey; Students' Volunteering Practices; Students' Volunteering Practices; Students' Volunteering Practices; Students' Volunteering Practices; Students' Volunteering Practices; Students' Volunteering Practices; Students' Volunteering Practices.

PUBLIC RELATIONS AND COMMUNICATIONS

Introduction to Communication; Historical Development of Public Relations and Communication; Communication and Public Opinion in Public Relations; Verbal Communication; Nonverbal Communication; Interpersonal Communication and Group Communication; Organizational Communication in Public Relations; Mass Communication in Public Relations; Online Communication in Public Relations; International and Intercultural

Communication; Media Relations in Public Relations; Planning and Management in Public Relations; Research Methods in Public Relations; Internal Public Relations.

PROTOCOL INFORMATION AND SOCIAL BEHAVIORS

Definition of Protocol Concept, meaning, history, protocol legislation, Etiquette, courtesy, manners and elegance, Protocol lists; Etiquette, courtesy, manners and grace; Protocol lists: State protocol list applied in Ankara, protocol list applied in provinces, protocol list of foreign guest honor hall; Rules regulating social life: Individual-society relationship and social roles in social life, importance of regulatory rules in terms of social peace, protocols applied in public and closed environments; Rules Regulating Business Life: Organizational Hierarchy and Protocol Rules in Business Life, Effects of Rules Regulating Business Life on Job Satisfaction and Work Peace; Rules Regulating Business Life: Organizational Hierarchy and Protocol Rules in Business Life, Effects of Rules Regulating Business Life on Job Satisfaction and Work Peace; Protocol in institutions and organizations: Addresses, acquaintances and acquaintances, greetings, handshakes, etc.; Protocol in written and oral communication: Business card protocol, letter address formats, signature, speaking and listening protocol; Protocol, skin protocol, input and output protocol in vehicles; Protocol rules in opening, ceremony and speeches, flag protocol; meeting protocol; Invitation and visit protocol: Meals, giving gifts, sending flowers, etc.; Invitation and visit protocol: Meals, giving gifts, sending flowers, etc.; Protocol in the manager-officer relationship.

FIGHTING ADDICTION AND ADDICTION

Theoretical Approach to Addiction; Legal Aspects of Addiction; Social Media Addiction; Technology Addiction in Children; National and International Strategies for Combating Technology Addiction; Exercise Addiction; Work Addiction; Smoking Addiction and Social Responsibility Campaigns; Drug Addiction; Alcohol Dependence and Depression; Nutrition-Eating Addiction; Online Shopping Addiction.

III. TERM (SECOND GRADE FALL SEMESTER) OPTIONAL COURSES

LAW OF CIVIL PROCEDURE

Introduction to law of civil procedure; activity of judgment; jurisdiction and Power of the Courts; parties in case; stages of the case; types of case; open of the case; investigation; proof; oral argument; adjudgment; legal avenues; temporary legal protections; Arbitration and Alternative Dispute Resolution Remedy

PUBLIC SERVANT LAW

The Concept of Officer; The basic principles of the civil service profession; Civil servant Entry and appointment procedures; Civil servants' rights and in-service training; Duties and obligations of civil servants; Salary regimes of civil servants; Relocation of civil servants, removal of their cadres; Officer disciplinary investigations; Disciplinary penalties given to civil servants; Officer criminal prosecutions; Officer criminal prosecutions; impeachment of civil servants; termination of being a Civil servant; termination of being a Civil servant.

PUBLIC ADMINISTRATION

Importance and Method of General Public Law; Theories on the Origin of the State; The First State-like Structures in History (Sumerians, Ancient Greece and Rome); The Emergence of Christianity and its Impact on the Western World and the Feudal Social Order; Deep Break in the Concept of Sovereignty: Social Contract Theory; Age of Enlightenment, Secularization Process and Emergence of the Principle of Secularism; Modern State and Civil Society; Concept of Human Rights and Public Freedoms, Classifications of Rights; Historical Development of Human Rights; International Dimension of Human Rights, Universal and Regional Protection of Human Rights; Structure and Trial Procedures of ECHR and ECtHR; Structure and Trial Procedures of ECHR and ECtHR; Multiculturalism; Secularization.

OCCUPATIONAL HEALTH AND SAFETY LAW

Introduction to Occupational Health and Safety Law, Sources of Occupational Health and Safety Law, Scope of Application of Occupational Health and Safety Law, Definition and Elements of Occupational Accident, Definition and Elements of Occupational Disease, Employer's Obligations, Employer's Obligations, Employee's Obligations, Consequences of Employer's Act Against Obligations, Employer's Consequences of Acting Contrary to Obligations, Consequences of Employee Acting Contrary to Obligations, Consequences of Employee Acting Contrary to Obligations, Material Compensation, Non-Pecuniary Compensation, Review of a Supreme Court Decision Regarding Work Accident, Review of a Supreme Court Decision Regarding Occupational Disease.

FINANCIAL LAW

Public Expenditures; Public Goods and Services, Public Revenues; Taxes, Definition and Scope of Tax Law; Principles of authority of taxation; proceeding of Assessment; Characteristics and Effects of the Notification proceeding; Results and Effects of realization of proceeding Accrual; Accordment; Collection; Other Reasons of Ending tax debt; Judicial Correction of Tax Errors; Tax Jurisdiction; Administrative way With Correction of Tax Errors.

MANAGEMENT AND ORGANIZATION

Management and manager concepts, brief historical development of management, characteristics, skills and duties of the manager; Leadership and management, leader manager, characteristics of the leader, differences between leader and manager, concept of organization, elements of the organization, types of organizations, management hierarchy in organizations; Decision making, types of decisions; Definition of plan and planning, differences between them, features of planning, stages of planning, types of plans, importance of plan; General meaning of organization, functions of organizations, organizing activities, organizing process,

organizing principles; Organization as a structure, types of division, organization chart, drawing of organization charts, types of schemes; Schema types, coordination function, definition of coordination, its importance, principles of coordination, coordination techniques, types of coordination; Benefits of coordination, direction function, relationship between direction and organizational environment, organizational culture, elements of direction; Audit (control) function, audit (control) concept, audit factors and stages, audit tools, characteristics of an effective audit (control) process; Employee training and selection; Organizational Motivation and Management; Groups and management of groups in organizations; Organizational conflict and conflict management; Meeting quality management.

LAND REGISTRATION AND CADASTRE INFORMATION

Concept of Cadastre and History of Cadastre; Land Registry and Cadastre Organization and Duties; Land Registry and Cadastre Organization and Duties; Goals Envisaged in the Land Registry and Cadastre Organization; Problems and Suggestions Encountered in Cadastre; Cadastre Principles; Preliminary Preparation for Cadastral Studies; Cadastral Units; Cadastral Records; Deed and Title Deed Types; Principles Governing the Land Registry; Elements of the Land Registry (Main and Subsidiary Registries); Principles to be Observed in Cadastral Production; Procedures to be carried out to keep the cadastre alive, renewal of the cadastre, archive process.

COMMERCIAL LAW

Informations general about Commercial law; commercial enterprise concept and description, patrimony of the commercial enterprise, branches and central of the commercial enterprise, transfer of commercial enterprise, commercial enterprise pledge; commercial affair, interest in commercial affair, commercial clauses; commercial cases and current account; trafficker attribution, natural and legal person traffickers; clause and conclusions of being a trafficker; commercial representative; commercial agent, marketer; broker, commercial agent; arbitrager; unfair competition; misleading advertisements; Overview of commercial companies, ordinary partnership; general partnership, limited partnership.

TECHNOLOGICAL LITERACY

Internet Technologies; Internet Technologies; Internet Technologies; Social Networks; Social Networks; Technology society and human; Technology society and human; Informatics Ethics; Technology and lifelong learning; Technology and lifelong learning; Future Technologies; Future Technologies; General Review; General Review.

IV. TERM (SECOND GRADE SPRING SEMESTER)

HUMAN RIGHTS AND DEMOCRACY

Historical development of human rights: Developments of human rights in the East; Historical development of human rights: Developments of human rights in the West; The emergence of the first written documents on human rights in the West; Feudalism and human rights; 1789 French Revolution and regulations on human rights; The development process of human rights in Turkey; Ottoman Empire Period; Universal Declaration of Human Rights; European Convention on Human Rights; the European Social charter; European Convention Against Torture; Constitutions of the Republic of Turkey and Human rights and freedoms; The concept of democracy and its historical development; Developmental stages of Turkish democracy; types of democracy; liberal democracy, social democracy, socialist democracy.

BANKING LAW

Establishments of banks in general; Activities and inspections; Turkish banking legislation; Conditions required for establishment and operation; Special issues for shareholders in banks; deposit; credit concepts; regulations regarding banks' subsidiaries; regulations regarding commodities and real estate; external audit; Transfer, merger and liquidation of banks; Banking transactions, contracts; Bank organs, books and accounts; BRSA structure and functioning; TMSF structure and functioning.

JUSTICE PROFESSION ETHICS

Conceptual Foundations; History of Moral Philosophy; Theorists of Moral Philosophy, Ethical Justification; Public Ethics; Public Ethics and Human Rights; Individual Ethics; Organizational Ethics; Ethical Legislation; Ethical Behavior Principles; Thinking Ethically; Ethical Action; Work ethic; Business Discipline.

LAW OF COMMERCIAL PAPERS

Bills of Exchange: General Information; Common Features of Commercial Papers; Bonds (Changing Type) of Negotiable Instruments, Cancellation of Negotiable Instruments According to Their Value and Type; Bills of Exchange (Bills of Exchange, Bills, Checks) and other types of negotiable instruments; Policy (General Information, Form Conditions); Policy (Open Policy, Maturity); Concept and Nature of Turnover, Types of Turnover, Functions of Turnover; Policy (Acceptance, Valid, Payment, Right to Apply); Bill of Exchange (General Information, Form Conditions, Applicable Policy Provisions); Check (General Information, Form Conditions); Check (Transfer, Presentation Periods); Check (Right to Apply for Payment); Check (Right to Rectification, Statute of Limitations); General revision before the exam.

OFFICE TECHNOLOGIES AND THEIR USE

Office Environments and Technologies, The Importance of Using Technology in Offices and Its Effect on Productivity; Audio and Video Transmission Devices; Presentation, Teleconferencing, Image Transfer and Multifunctional Office Tools; Writing, Reproduction and Other Office Tools; Data Banking and Cloud Systems on the Internet; Data Banking and Cloud Systems on the Internet; Data Banking and Cloud Systems on the Internet; Use of

Information Technologies in the Office Environment: Hardware; Use of Information Technologies in the Office Environment: Software – Automation; Electronic data base; Points to be considered in the maintenance of office machines and the protection of data; Points to be considered in the maintenance of office machines and the protection of data; Selection and Purchase of Office Tools; Office Ergonomics; The Future of Office Automation Systems; The Future of Office Automation Systems; E-Government Applications.

CRIMINAL LAW

Criminal Law concept, function of Criminal Law, sections, development process, relations with other branches of law; Criminal Law in the Historical Process; Introduction to the basic principles of Criminal Law; The basis of criminal liability, Sources and comment in Criminal Law; Enforcement of criminal laws in terms of place and person; Enforcement of criminal laws in terms of time; restitution of Criminal; Introduction to the general theory of crime and the structural elements of crime; elements of the Offence, typicality from of the material elements of the offence; Reasons for compliance with the law within the scope of the illegality element of the offence; cause compliance with laws continuation, element of culpability of the offence; element of culpability of the offence, wrongful intention and negligence; wrongful intention and negligence, culpability in crimes aggravated by its consequences; Special appearances of crime, attempt, privity and conseil, general review.

CONSUMER LAW

Historical development of consumer law; Constitutional foundations of consumer law; The relationship of consumer law with various branches of law and the place of consumer law in the general legal system; Determining the concepts of consumer, seller/supplier and consumer transactions and the scope of the Law on Consumer Protection; Defective goods and services and the seller's duty of warranty against the defect; Consumer rights due to defective goods or services; Liability for damages caused by defective goods; Consumer protection against unfair contract terms; Installment sales, consumer loans and credit cards; through the door consumer transactions; Distance contracts; Campaign, promotional contracts and subscription agreements; Vacation contracts; Consumer Problems Arbitration Committee, Consumer Courts.

RESEARCH METHODS AND TECHNIQUES

Scientific Approach Knowledge, science, classification of scientific fields, scientific method; Scientific Research Classification of research, stages of research; Research Setup Examination of experimental research setups; Research Mechanisms Examination of relational research mechanisms; Research Mechanisms Descriptive studies and examination of special case mechanisms; Sampling Techniques Determination of sample size with non-probability and probability sampling; Data Collection Techniques Data collection methods; Preparation of survey; Analysis of Data: Making sense of the data with the conditions that determine the analysis of the data; Analysis of Data Two basic statistical measures of the data; examination of central concentration and change measures; Writing Scientific Studies Examining the structure of the research article, writing a research proposal; Presentation of Scientific Research

Scientific congresses, Symposium, Colloquium, Biennial and Seminar; Presentation of Scientific Research Presentation of student works; verbal declarations; Presentation of Scientific Research Presentation of student works; poster presentations; Presentation of Scientific Research and Organizing a Panel by Students.

LAW OF PERSONAL DATA PROTECTION

History of Legal Regulations on the Protection of Personal Data; Scope of the Personal Data Protection Law; Concept of Personal Data; Data Processor and Data Processor Concepts; Basic principles regarding the processing of personal data; Conditions of Processing of Personal Data; Transfer of Personal Data to Third Parties; Transfer of Personal Data Abroad; Rights of the Relevant Person and Obligations of the Data Controller; Joint Liability of Data Processor and Data Controller; Sanctions; Processing of Health Data; Protection of Personal Data in Employee-Employer Relations; Protection of Personal Data in the Banking Sector.

ADMINISTRATIVE JURISDICTION LAW

judicial review of Administration; Judicial Supervision of Administration; Administrative jurisdiction Organization; Duty in the administrative justice system; nullity suit; full remedy action; Duty in administrative jurisdiction; Authority in administrative jurisdiction; Administrative litigation opening shape; periods in administrative jurisdiction; Continuing the issue of periods in administrative jurisdiction; examining of case; examining of cases; Legal remedies in administrative jurisdiction; Legal remedies in administrative jurisdiction.