

T.C.
TRABZON UNIVERSITY
Şalpazarı Vocational School
Law Department/Court Office Services Curriculum

I. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
AITB1001	Ataturk's Principles and History of Revolution-I	2	0	2	2	C
TDB1001	Turkish Language-I	2	0	2	2	C
YDB1001	Foreign language-I	2	0	2	3	C
KAR1001	Career Planning	1	0	0	0	C
MBH101	Introduction to Law	3	0	3	4	C
MBH103	Constitutional Law	3	0	3	4	C
MBH105	Office Management	3	0	3	5	C
MBH107	Secretarial Information	3	0	3	4	C
MBH109	Information Technologies	1	2	2	3	C
MBH111	Civil Law	3	0	3	3	C
	TOTAL	23	2	23	30	

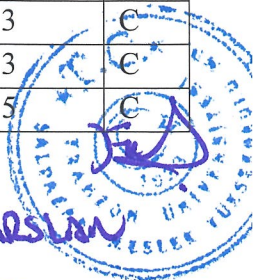
II. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
AITB1002	Ataturk's Principles and History of Revolution-II	2	0	2	2	C
TDB1002	Turkish Language-II	2	0	2	2	C
YDB1002	Foreign language-II	2	0	2	3	C
MBH100	Legal Language and Judicial Correspondence	3	0	3	4	C
MBH102	National Judicial Network Project (UYAP)	2	1	2,5	4	C
MBH104	Keyboard Usage-I	1	2	2	3	C
MBH106	Law of Obligations	3	0	3	3	C
SMHB -	Optional Courses-I	2	0	2	3	O
SMHB -	Optional Courses-II	2	0	2	3	O
SMHB -	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
MBH201	Keyboard Usage - II	1	2	2	3	C
MBH203	Filing and Archiving Techniques	3	0	3	4	C
MBH205	Administrative law	3	0	3	3	C
MBH207	Labor and Social Security Law	3	0	3	3	C
MBH209	Internship	0	2	1	5	C

Öğr. Gör. Dr. Fatih ARSLAN
Bölüm Başkanı



SMHB -	Optional Courses-I	2	0	2	3	O
SMHB -	Optional Courses-II	2	0	2	3	O
SMHB -	Optional Courses-III	2	0	2	3	O
SMHB -	Optional Courses-IV	2	0	2	3	O
	TOTAL	18	4	20	30	

IV. TERM

CODE	COURSE TITLE	T	P	C	ECTS	C/O
MBH200	Execution and Bankruptcy Law	4	0	4	5	C
MBH202	Pen Legislation	3	0	3	5	C
MBH204	Notification Law	3	0	3	4	C
MBH206	Attorney and Notary Law	3	0	3	4	C
SMHB -	Optional Courses-I	2	0	2	3	O
SMHB -	Optional Courses-II	2	0	2	3	O
SMHB -	Optional Courses-III	2	0	2	3	O
SMHB -	Optional Courses-IV	2	0	2	3	O
	TOTAL	21	0	21	30	

II. TERM OPTIONAL COURSES

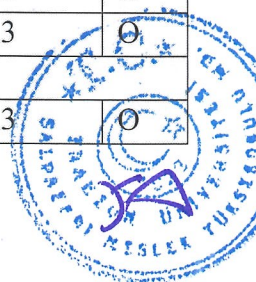
SMHB100	Psychology of Justice	2	0	2	3	O
SMHB104	Environmental Policy	2	0	2	3	O
SMHB106	Human Resources Management	2	0	2	3	O
SMHB108	Volunteering Studies	2	0	2	3	O
SMHB110	Public Relations and Communications	2	0	2	3	O
SMHB112	Protocol Knowledge and Social Behaviors	2	0	2	3	O
SMHB114	Fighting Addiction and Addiction	2	0	2	3	O

III. TERM OPTIONAL COURSES

SMHB201	Law Of Civil Procedure	2	0	2	3	O
SMHB203	Public Servant Law	2	0	2	3	O
SMHB205	Public Administration	2	0	2	3	O
SMHB207	Occupational Health and Safety Law	2	0	2	3	O
SMHB209	Financial Law	2	0	2	3	O
SMHB211	Management and Organization	2	0	2	3	O
SMHB213	Land Registry and Cadastral Information	2	0	2	3	O
SMHB215	Commercial Law	2	0	2	3	O
SMHB217	Technological Literacy	2	0	2	3	O

IV. TERM OPTIONAL COURSES

SMHB200	Human Rights and Democracy	2	0	2	3	O
---------	----------------------------	---	---	---	---	---

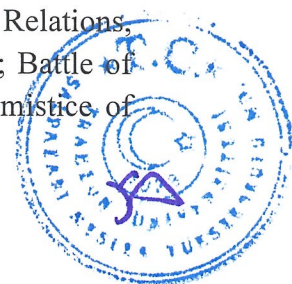


SMHB202	Banking Law	2	0	2	3	O
SMHB204	Justice Profession Ethics	2	0	2	3	O
SMHB206	Law Of Commercial Papers	2	0	2	3	O
SMHB208	Office Technologies and Their Use	2	0	2	3	O
SMHB210	Criminal law	2	0	2	3	O
SMHB212	Consumer Law	2	0	2	3	O
SMHB214	Research Methods and Techniques	2	0	2	3	O
SMHB216	Law of Personal Data Protection	2	0	2	3	O
SMHB218	Administrative Jurisdiction Law	2	0	2	3	O

I. TERM (FIRST GRADE FALL SEMESTER)

ATATURK'S PRINCIPLES and REVOLUTION HISTORY – I

Introduction to the Course and Conceptual Analysis; Causes of the Turkish Revolution and the Internal and External Causes of the Collapse of the Ottoman Empire; Reform Movements in the Ottoman Empire, Tanzimat Edict, Reform Edict, First Constitutional Era, Second Constitutional Era; Intellectual Movements in the Ottoman Empire (Ottomanism, Islamism, Westernism, Turkism.) The Coming to Power of the Committee of Union and Progress. The 31 March Incident, Tripolitanian War, Balkan Wars; Causes of the First World War and the Outbreak of the War, the Ottoman Empire's Entry into the War, Fronts and Their Consequences; Agreements on the Partition of the Ottoman Empire (Straits, London, Sykes-Picot, St. Jean de Maurienne Agreements.) The End of the First World War, Armenian Events, Armistice of Mudros; The Period of the National Struggle, the Situation of the Nation and the Country in the Face of the Occupations, Societies and Their Activities, Mustafa Kemal Pasha's Arrival in Istanbul and His Assessment of the Situation; Mustafa Kemal Pasha's Landing in Samsun. Mustafa Kemal Pasha's Activities in Havza, Amasya Circular, Erzurum Congress and Its Importance; Balıkesir and Alaşehir Congresses. Sivas Congress and Its Importance, Other Congresses during the Period of the National Struggle. Amasya Protocols, Meeting Held with the Commanders in Sivas. Arrival of the Representative Committee in Ankara. Convening of the Last Ottoman Chamber of Deputies, National Pact; Opening of the T.B.M.M., Its Characteristics. The Press during the National Struggle, Uprisings against the T.B.M.M. Plans for the Partition of Turkey; Establishment of the National Army (National Forces, Regular Army), Southern and Southeastern Front, Eastern Front (T.B.M.M. - Soviet Russia Relations); Armenian Question, Wars Fought against the Armenians, T.B.M.M. - Georgia Relations, Western Front (First and Second Battles of İnönü, Battle of Kütahya - Eskişehir); Battle of Sakarya, Great Offensive, Armistice of Mudanya, Abolition of the Sultanate; Armistice of Mudanya and Treaty of Lausanne.

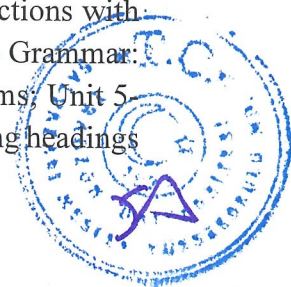


TURKISH LANGUAGE - I

Spelling and punctuation; spelling and punctuation; Sounds in Turkish and their classification; Phonetic characteristics of Turkish; What is a paragraph? How is it written?; Writing texts based on information and thought; What is a report? How is it written?; Diary writing and introduction to diaries; what is an essay? how is it written?; introduction to biography, autobiography and memoir; story, descriptive writing; novel, theatre; critical thinking, prepared and impromptu speaking; critical thinking, prepared and impromptu speaking.

FOREIGN LANGUAGE -I

Introduction: General information about the course; Unit 1- Self Unit Sections: We're Famous For..-I'm a Rising Star Skills: Reading: Identifying nouns and pronouns Listening: Understanding content words and speech Speaking: Giving personal information Writing: Checking spelling: Capitalization Grammar: the verb to be: affirmative and negative -subject pronouns- forming questions with the verb be; Self Unit Sections: Who's Who?- Nice to Meet You!-All About Me Skills: Reading: Identifying nouns and pronouns Listening: Understanding content words and speech Speaking: Giving personal information Writing: Checking spelling: Capitalization Grammar: the verb to be: affirmative and negative -subject pronouns- forming questions with the verb be; Unit 2 -Things Unit Sections: Great Gifts!-You Need This! Skills: Reading: Identifying numbers in a text Listening: Understanding numbers Speaking: Asking and answering questions Writing: Checking written text- Basic spelling Grammar: Singular and plural nouns- Demonstrative adjectives and pronouns- Possessive endings and possessive adjectives; Unit 2 Things Unit Sections: What's in Your Bag?- Excuse Me...-Is It for Me? Skills: Reading: Identifying numbers in a text Listening: Understanding numbers Speaking: Asking and answering questions Writing: Checking written text- Basic spelling Grammar: Singular and plural nouns- Demonstrative adjectives and pronouns- Possessive endings and possessive adjectives; Places Unit Sections: Welcome to Headquarters!- Tips for Travelers Skills: Reading: Identifying and understanding proper nouns Listening: Understanding why you are listening Speaking: Asking where places are Writing: Checking your work for subject-verb agreement Grammar: There is... and There are...- Imperatives (commands) There is/There are: Yes/No questions and negative statements; Unit 3- Places Unit Sections: A Place to Stay- Take a Right!- What a Great Place! Skills: Reading: Identifying and understanding proper nouns Listening: Understanding why you are listening Speaking: Asking where places are Writing: Checking your work for subject-verb agreement Grammar: There is... and There are...- Imperatives (commands) There is/There are: Yes/No questions and negative statements; Units 1-2-3 General Review Quiz and Workbook Activities; Unit 4- Life Unit Sections: My Famous Family- How Happy Are You? Skills: Reading: Identifying key words: Nouns, verbs, adjectives Listening: Contractions with be (short forms) Speaking: Describing habits or routines Writing: Using also and too Grammar: Present tense- Present tense: Yes/no questions- Simple present tense: Negative forms; Life Unit Sections: Be Successful'- 4 Time to Go!- A day in the Life Skills: Reading: Identifying key words: Nouns, verbs, adjectives Listening: Contractions with be (short forms) Speaking: Describing habits or routines Writing: Using also and too Grammar: Present tense- Present tense: Yes/no questions- Simple present tense: Negative forms; Unit 5- Travel Unit Sections: By Train or by Plane- Hate Driving Here! Skills: Reading: Using headings



Listening: Listening for specific information Speaking: Buying a ticket Writing: Using for example Grammar: Adverbs of frequency- using like/love/hate + a verb in the -ing form- Simple present tense: wh questions; Unit 5- Travel Unit Sections: Do you Share?- Huh? What?- A Ticket to Somewhere Skills: Reading: Using headings Listening: Listening for specific information Speaking: Buying a ticket Writing: Using for example Grammar: Adverbs of frequency- using like/love/hate + a verb in the -ing form- Simple present tense: wh questions; Unit 6- Skills Unit Sections: What's Your Superpower?- Amira Online Skills: Reading: Taking notes using important words Listening: Recognizing question expressions Speaking: Talking about abilities Writing: Checking written text for word order Grammar: can/can't for ability – adverbs of manner - yes/no questions with can; Unit 6- Skills Unit Sections: Skills: Are You a Polymath?- How About You?- I Can Do That! Reading: Taking notes using important words Listening: Recognizing question expressions Speaking: Talking about abilities Writing: Checking written text for word order Grammar: can/can't for ability – adverbs of manner - yes/no questions with can.

CAREER PLANNING

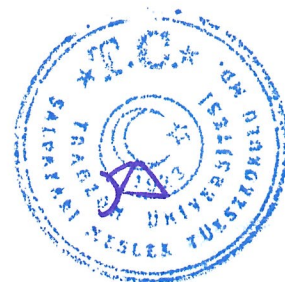
Fundamental Concepts; Basic Concepts: Knowledge, Skills, and Personality; Intelligence, Aptitude, and Affective Characteristics; Goal Setting (SMART, SWOT, and GROW Models); Introduction to Career Planning; Career Development; Career Plateau and Career Anchor; Career Management; Student Exchange Programs I: Mevlana; Student Exchange Programs II: Farabi; Student Exchange Program: Erasmus; Basic Communication Skills; Résumé (CV) Preparation and Job Interviews; Final Examination Preparation.

INTRODUCTION TO LAW

Law and Other Rules Regulating Social Life; Limits of the Application of Legal Rules; Application of Legal Rules to Concrete Cases; Concept and Elements of the State; Natural Persons in Turkish Law; Legal Persons in Turkish Law; Legal Event, Legal Act and Legal Transaction; Rights in the Field of Public Law; Rights in the Field of Private Law, Sanctions in Law; Concept and Types of Lawsuits; Administrative Jurisdiction, Constitutional Jurisdiction and the European Court of Human Rights; Judicial Jurisdiction and Jurisdictional Disputes; Fundamental Principles of Law.

CONSTITUTIONAL LAW

The Concept, Definition and Classification of the Constitution, Constitutionalism Movements; Sources of Constitutional Law; Review of the Constitutionality of Laws, Procedures for Making and Amending Constitutions; The State, Forms of State, Unitary and Composite States; Systems of Government; Democracy; Elections; Ottoman-Turkish Constitutional Developments; The 1982 Constitution and Its Fundamental Characteristics; Fundamental Rights and Freedoms; Legislative Body; Working Procedures, Duties and Powers of the Grand National Assembly of Türkiye; Executive; Judicial Body, Amendment of the Constitution.



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

Definition and Historical Development of Secretarial Work; Types of Secretarial Work; Duties and Responsibilities of Secretarial Work; Personal and Professional Characteristics of Secretarial Work; Ergonomic Design of Secretarial Offices; Image Management in Secretarial Work; Secretarial Work and Document Management; Meeting and Travel Organizations; Protocol Management and Rules of Social Conduct; Office Management and Organization in Secretarial Work; Time Management in Secretarial Work; Work Ethics in Secretarial Work; The Secretarial Profession and Stress Management.

INFORMATION TECHNOLOGIES

Syllabus Presentation, Information on the Course Process; Basic Concepts of Information Technologies; Word Processors; Presentation Applications; Spreadsheets; Internet Technologies; Mobile Technologies; Communication Tools and Social Networks; Operating Systems; Information Security and Ethics; Cybercrimes; Cloud Technologies; Technologies of the Future; Technology, Society and Human.

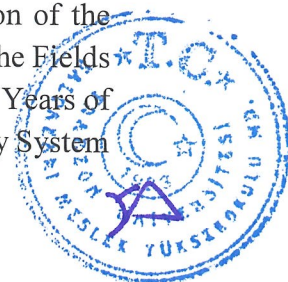
CIVIL LAW

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

Formation of the Second Grand National Assembly of Türkiye and the Proclamation of the Republic; Reforms in the Political Sphere; Reforms in the Social Sphere; Reforms in the Fields of Education and Culture; Reforms in the Field of Law; Economic Policy in the Early Years of the Republic and the İzmir Economic Congress; Attempts to Transition to a Multi-Party System



during the Atatürk Period (Progressive Republican Party, Sheikh Said Rebellion, Assassination Attempt against Atatürk); Attempts to Transition to a Multi-Party System during the Atatürk Period (Liberal Republican Party, Menemen Incident); Turkish Foreign Policy during the Atatürk Period (Population Exchange, League of Nations and International Pacts); Turkish Foreign Policy during the Atatürk Period (Montreux Convention Regarding the Regime of the Straits, Incorporation of Hatay into the Motherland); Atatürk's Principles; Türkiye during the Second World War; Transition to a Multi-Party System and the Democratic Party Period; Foreign Policy during the Democratic Party Period.

TURKISH LANGUAGE - II

Studies for Developing Listening/Viewing Skills(Listening skills-techniques-note-taking-factors that hinder and enhance the efficiency of listening); The Importance of Speaking-Methods and Techniques Used in Developing Accurate and Effective Speaking Skills(Correct breathing exercises-Voice training-Studies for Improving Voice Quality); Using Body Language in Speech(Gestures-facial expressions-space-choice of clothing-colors-distances-posture etc.); Distinction between the Rules of Written and Spoken Language in Turkish; Providing Information with Examples on Speech and Voice Defects and Correction Exercises; Demonstration of the Concepts of Stress-Intonation and Pause through Sample Sentences and Practice; Text Vocalization Exercises-Poetry Reading Techniques; Preparing a Speech Text in Accordance with the Stages of Prepared Speech(Before Taking the Podium-pauses-Control of Excitement-Elements That Make Speech Effective-Speaking Methods); Types of Speech(conversations-dialogue, interview); Speeches Delivered before an Audience(Oration (speech),conference); In-Class Activities(Story(event)narration,book presentation,joke telling,introduction,presentation and introducing someone,dramatization); Discussion-Based Speeches(Discussion,debate); Discussion-Based Speeches(Open session,panel,Forum,Symposium); Correct Use of Words-Meaning and Expression Errors.

FOREIGN LANGUAGE –II

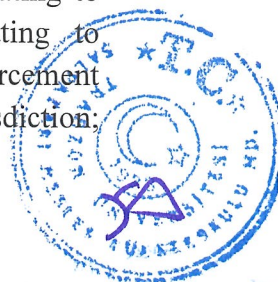
Unit 7: Reasons Unit Sections: Come Rain or Shine- Famous First Skills: Reading: Understanding the conjunctions “and” and “but” Listening: Listening for the beginnings and endings of sentences Speaking: Giving reasons Writing Adding information: using “because” Grammar: Past tense nominal sentences Questions Past tense: Regular verbs; 2 Unit 7: Reasons Unit Sections: Around the World -Oops! My Mistake!- Excuses, Excuses! Skills: Reading: Understanding the conjunctions “and” and “but” Listening: Listening for the beginnings and endings of sentences Speaking: Giving reasons Writing: Adding information: using “because” Grammar: Past tense nominal sentences Questions Past tense: Regular verbs; Unit 8: History Unit Sections: A ritzy Business - Bank Clerk to Photographer Skills: Reading: Scanning for specific information Listening: Using visuals for comprehension Speaking: Talking about dates Writing: Using sequencing words Grammar: Past tense: Irregular verbs Past tense: Negative form; Unit 8: History Unit Sections: A ritzy Business - Bank Clerk to Photographer Skills: Reading: Scanning for specific information Listening: Using visuals for comprehension Speaking: Talking about dates Writing: Using sequencing words Grammar: Past tense: Irregular verbs Past tense: Negative form • using expressions related to shopping (What sort do you



want?). • reading/understanding a text and answering the related questions; Unit 9: Comforts Unit Sections: Comfort Food - Let's Go "Glamping"! Skills: Reading: Understanding the flow of a text: Topic sentences Listening: Listening for details Speaking food and drinks Writing ideas with "but" Grammar: Countable and uncountable nouns Quantifiers: "much/many/a lot" Would like and offers; Unit 9: Comforts Unit Sections: Comfort Food - Let's Go "Glamping"! Skills: Reading: Understanding the flow of a text: Topic sentences Listening: Listening for details Speaking food and drinks Writing ideas with "but" Grammar: Countable and uncountable nouns Quantifiers: "much/many/a lot" Would like and offers; Unit 10 Adventure Unit Sections: Top Four Travel Spots- Underground Adventures Skills: Reading: Recognizing and understanding subject-verb-object sentences Listening: Listening to the words in a sentence one by one Speaking : Making comparisons Writing: Using adjectives to make writing more interesting Grammar: Object pronouns Comparative adjectives: Short forms Comparative adjectives: Long and irregular forms; Unit 10 Adventure Unit Sections: Top Four Travel Spots- Underground Adventures Skills: Reading: Recognizing and understanding subject-verb-object sentences Listening: Listening to the words in a sentence one by one Speaking : Making comparisons Writing: Using adjectives to make writing more interesting Grammar: Object pronouns Comparative adjectives: Short forms Comparative adjectives: Long and irregular forms; Unit 11 Learning Unit Sections: Not All Fun and Games-Improve Your Learning Skills: Reading Listening the structure of a conversation or radio program Speaking: Asking and answering personal questions Writing: Writing informally using contractions Grammar: Present continuous tense. affirmative and negative Using the -ing form as the subject Present continuous tense: Questions; Unit 11 Learning Unit Sections: Making a Change- How about You? -Nice to See You! Skills: Reading Listening the structure of a conversation or radio program Speaking: Asking and answering personal questions Writing: Writing informally using contractions Grammar: Present continuous tense. affirmative and negative Using the -ing form as the subject Present continuous tense: Questions; Unit 12 Activities Unit Sections: What's Your Circus Maximus? - It's Party Time! Skills: Reading: Guessing meaning from context Listening: Understanding different voices Speaking: Describing plans Writing: Giving details using time expressions Grammar: Superlative adjectives Going to: Future plans Going to: Questions; Unit 12 Activities Unit Sections: What's Your Circus Maximus? - It's Party Time! Skills: Reading: Guessing meaning from context Listening: Understanding different voices Speaking: Describing plans Writing: Giving details using time expressions Grammar: Superlative adjectives Going to: Future plans Going to: Questions; Units 7-8-9 General review Workbook exercises Online activities Quiz; Units 10-11-12 General Review Workbook exercises Online activities Quiz.

LEGAL LANGUAGE AND JUDICIAL CORRESPONDENCE

Basic Information on Judicial Correspondence; Types of Judicial Documents and Correspondence; Documents and Correspondence Relating to Civil Cases; Correspondence Relating to Provisional Legal Protection in Civil Proceedings; Correspondence Relating to Legal Remedies in Civil Proceedings; Documents and Correspondence Relating to Enforcement and Bankruptcy Law I; Documents and Correspondence Relating to Enforcement and Bankruptcy Law II; Petition for Filing a Lawsuit in Administrative Jurisdiction;



Correspondence Relating to Actions for Annulment and Full Remedy Actions; Petitions Relating to Legal Remedies in Administrative Procedure; Samples of Correspondence Relating to the Prosecution Stage; Samples of Correspondence Relating to the Investigation Stage; Correspondence Relating to Legal Remedies in Criminal Proceedings; Individual Application in Turkish Law.

NATIONAL JUDICIAL NETWORK PROJECT

General Information about UYAP (Its History, Objectives, Benefits); UYAP Information Systems (Portals); Other Services Available in UYAP (SEGBİS(Audio and Video Information System), UYAP, SMS Information System, UYAP Academy); Signature and Electronic Signature via the UYAP Portal; Document Management System and Document Editor in UYAP; Chief Public Prosecutor's Office Procedures I- Incoming/Outgoing Document Procedures (Document Scanning System, Case Document Registration Procedures, Document Search); Chief Public Prosecutor's Office Procedures II- Investigation Procedures (Opening an Investigation, Opening a New Investigation File, Party Procedures, Adding a Party to the File); Chief Public Prosecutor's Office Procedures III- Taking Statements and Preparing Documents (Preparing a Statement Record, Creating Documents for Investigation Procedures); Chief Public Prosecutor's Office Procedures IV- Instruction-Service of Process Procedures; Chief Public Prosecutor's Office Procedures IV- Instruction-Service of Process Procedures; Chief Public Prosecutor's Office Procedures V- Detention, Apprehension, Expert-Assignment Procedures; Chief Public Prosecutor's Office Procedures VI- Decision Procedures (Non-Prosecution Decision Procedures); Criminal Court Screens I- Evaluation of the Indictment and Preparatory Procedures; Criminal Court Screens II- Hearing and Decision Procedures (Preparing/Viewing the Case List, Preparing the Hearing Record, Recording the Final Decision on a Defendant Basis, Drafting the Reasoned Decision); Criminal Court Screens II- Hearing and Decision Procedures (Preparing/Viewing the Case List, Preparing the Hearing Record, Recording the Final Decision on a Defendant Basis, Drafting the Reasoned Decision).

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. General review.

LAW OF OBLIGATIONS

Subject Matter and Sources of the Law of Obligations; Principles Governing the Law of Obligations; Concepts of Obligation and Obligational Relationship, Sources of Obligational Relationships; Legal Transactions and Especially Contracts; Obligational Relationships Arising from Contracts; Obligational Relationships Arising from Torts, Types of Tort Liability; Consequences of Tort Liability; Obligational Relationships Arising from Unjust Enrichment:



Performance of Obligations; Non-Performance of Obligations; Termination of Obligations; Termination of Obligations; Special Obligational Relationships (Types of Contracts); Special Obligational Relationships (Types of Contracts).

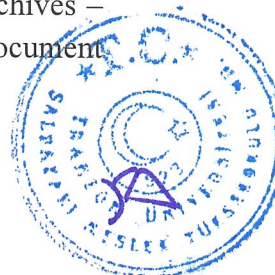
III. TERM (SECOND GRADE FALL SEMESTER)

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-paranthesis, close-paranthesis, quotation marks and apostrophe; Teaching punctuation marks (!), (?), (/), (-) Exclamation mark, question mark, fraction, 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

Scope, Characteristics and Sources of Administrative Law and the Principles Governing Administrative Law; Principles Governing Administrative Organization; Structure of Administrative Organization; Decentralized Administration; Administrative Acts I; Administrative Acts II; Public Service; Administrative Police; Public Property; Methods of Property Acquisition by the Administration; Expropriation; Public Officials; Disciplinary Investigation of Civil Servants; Liability of the Administration.

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.

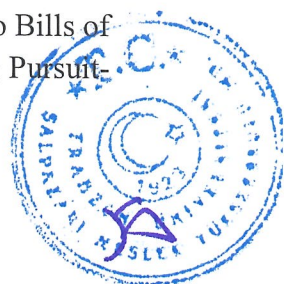
INTERNSHIP

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.

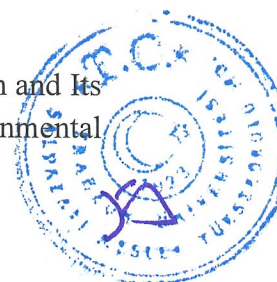
II. TERM (FIRST GRADE SPRING SEMESTER) OPTIONAL COURSES

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: Environment, Ecology and Basic Concepts; Environmental Pollution and Its Consequences; Basic Environmental Problems and Their Causes; Global Environmental



Problems; Environmental Problems in Türkiye; Environment-Economic Growth Relationship
Energy Problem; Environmental Protection in the World and in Türkiye; Environmental
Management and Environmental Legislation in Türkiye; Environmental Law and the Right to
Environment; Environmental Policies and Implementation Tools; Environmental Policies and
Implementation Tools; International Environmental Policies; Türkiye's Environmental
Policies; International Dimension of the Environment and Environmental Ethics.

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

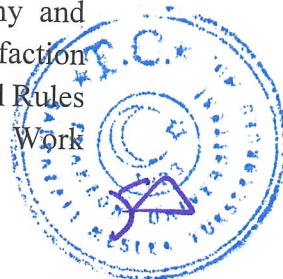
The content of the course, the importance of society and the introduction of concepts related to
society; Community service practices in our province; The Importance of Participation as a
Listener, Speaker or Organizer in Scientific Events such as Panel, Conference, Congress,
Symposium; Volunteering 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

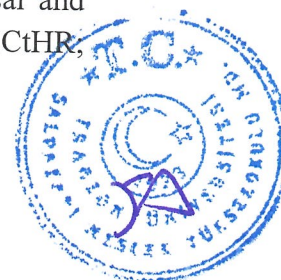
Introduction to law of civil procedure; activity of judgment; jurisdiction and Power of the Courts; parties in case; stages of the case; types of case; open of the case; investigation; proof; oral argument; adjudgment; legal avenues; temporary legal protections; Arbitration and Alternative Dispute Resolution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

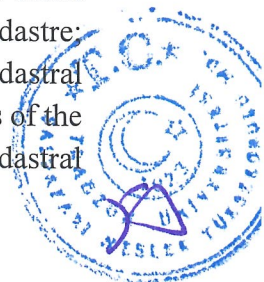
Public Expenditures; Public Goods and Services, Public Revenues; Taxes, Definition and Scope of Tax Law; Principles of authority of taxation; proceeding of Assessment; Characteristics and Effects of the Notification proceeding; Results and Effects of realization of proceeding Accrual; Accordment; Collection; 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

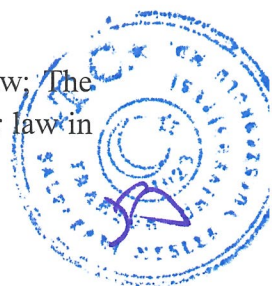
Office Environments and Technologies, The Importance of Using Technology in Offices and Its Effect on Productivity; Audio and Video Transmission Devices; Presentation, Teleconferencing, Image Transfer and Multifunctional Office Tools; Writing, Reproduction and Other Office Tools; Data Banking and Cloud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

Öğr. Gör. Dr. Fatih ARSLAN
Bölüm Başkanı

