

COMPULSORY COURSES

0102101 Atatürk's Principles and the History of his Reforms-I

Weakening reasons of Ottoman Empire and Improvement attempts, Wars that caused collapse of Ottoman Empire, Armistice Agreement of Mondros and occupations, Organisation of the independence War and battles, Armistice Agreement and Treaty

0101101 Turkish Language-I

Language and Its Features, Culture (Language & Culture Relationship, Types of Culture), Its Dynamism (Dynamism of Language from Smallest to the Biggest Unit), World Languages and Place of Turkish among World Languages (Birth of Languages, Types of Languages, Classification of Languages, Historical Eras and Development of Turkish Language), Current Status and Expansion Areas of Turkish Language, Linguistics and Its Units (Phonetics, Morphology), Foreign Elements Borrowed by Turkey's Turkish, Spelling Rules and Applying of the Rules, Application regarding Punctuation

0103101 English-I

Basic English use, basic grammar of English, basic speaking, listening, reading and writing skills.

5201101 Basic Law

Legal Systems of the Turkish Legal System, Law Departments and the Resources of the Turkish judicial system, Judicial System and Litigation Types, Legal Affairs, relationships and operations; Personality Concept; Persons Classification: Real and legal persons; Persons License: Rights license, the actual driver's license; Kinship, Residence; Heritage concept and the legal heirs; Rights and Special Rights Investigation; Rights Acquisition and Goodwill Rules: loss of rights, protection of rights and the burden of proof; Property Rights, Scope and Types Contract Concept and Types of Debt, Independent Accountants and Public Accounting Legislation.

5201103 Civil Law-I

The content of this course is teaching the aim of Civil Law, sources of Civil law, rights, the source of rights at the general provisions and the meaning of Law of Persons, real persons and legal persons in the law of persons section. at law of family the scope of family law under engagement, marriage, guardianship, divorce and property regimes

5201105 Keyboard Usage-I

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

5201107 Constitutional Law

The emergence and development of constitutionalism, fundamental rights and freedoms, sovereignty, comparative constitutional systems (parliament, presidential and traditional), Legislative, executive and judicial powers, political parties, elections, constitution and constitutional amendments, basic definitions and basic institutions of the Turkish constitutional system recent developments related to development within the framework of the constitution and the basic concepts of the constitutional movement in Turkey.

5201109 Organization of the Judiciary

State of Law and Judiciary, Independence of the Judiciary, Judges, Prosecutors, Judicial Organization, Administrative Judiciary Organization, Military Criminal Justice, Clerks, Administrative Bodies Related to the Judiciary Organization and Other Professions, Classification of Courts and Diagram of the Turkish Judicial Organization, Administrative Judiciary Organization, Judgment of Accounts, Court of Conflicts, High Council of Judges and Prosecutors, Organization of the Ministry of Justice constitute the course content.

0102102 Atatürk's Principles and the History of his Reforms-II

Proclamation of Republic, Constitution activities, important internal political affairs, Reforms in law, political, economic, educational, cultural and social issues, Foreign policy issues, Principles of Atatürk

0101102 Turkish Language-I

Syntax, Word Groups, Sentence and Sentence Bring to the square of the Elements, Sentence Types, Sentence Analysis, Sentence Review Samples, Composition (in composition, Subject, Thought and Main Ideas, Themes, Dreams, Paragraph), Lecture Formats, Creative, Fictional Writings, Thoughts Knowledge Transfer and the Writings, Official (Formal) Entries (Record, Proceedings, Reports, Business Letters, CV), in the wrong language (spelling and punctuation of the wrong sign, Lecture Disorders, Voice-Based Fiction), Conference, Scientific Research.

0103102 English-II

Basic English use, basic grammar of English, basic speaking, listening, reading and writing skills.

5201102 Law of Obligations

The occurrence of debt, the exhaustion of debt, and special situations of debt Course Content

5201104 Civil Law-II

Inheritance Law: Basic Concepts of Inheritance Law, Heirs, Legal Heirs, Group System and Principles Dominating the Family System, Adoption and Inheritance of the Down Line, Right Inheritance of Remaining Spouse, Appointed Heirs, Testamentary Dispositions. Property Law: Property Subject of Law, Concept and Elements of Real Rights, Definition and Types of Goods, Real Rights Principles Governing Rights, Possession, Land Registry, Ownership, Immovable Ownership, Scope and Restrictions of Immovable Ownership, Flat Ownership, Movable Ownership, Easement Rights, Immovable Cargo, Immovable Pledge, Movable Pledge

5201106 Keyboard Usage-II

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

5201108 Administrative Law

Administration Concepts, Administrative and Related Constitutional Principles, Administrative Structure Overview, center and, Decentralization, deconcentration, and the Administration's Integrity Policy, Public tasking and Officer

concept, the civil rights and duties, discipline Criminal and disciplinary investigation, dismissal, Officer of the Financial Responsibility , Officer of the Last Day, and Pensions, Public Goods, Administration of the goods acquisition, Public Service, Administrative Law enforcement, the Administration Process, Action, and the Administration Agreements, Administrative Responsibility, Administrative Law and the Facilities, Administrative Lawsuit Types, Laws Road

0112100 Digital Literacy

web analysis, search network, social media, video content, internet Technologies

5201201 Commercial Law

Commercial Business Law: Merchant, commercial business, commercial terms, and its commercial mortgage business, the independent merchant assistants, trademark, unfair competition, commercial books will be discussed within the scope of the current account of commercial business course

5201203 Enforcement Law

The place of enforcement and bankruptcy law in the Turkish legal order, the purpose and sources of enforcement law, enforcement organization, enforcement proceedings in general, enforcement with judgment, execution without judgment through general attachment, initiation of enforcement proceedings, follow-up request, payment order and finalization, objection to payment order, objection Annulment lawsuit and removal of objection, negative clearance and debt relief lawsuits, finalization of the follow-up, lien phase, conversion into money, distribution of money, follow-up through foreclosure specific to bills of exchange, special provisions on rents, follow-up by way of turning the pledge into money are the subjects that will be covered in this course. . The aim of the course is to enable students to be successful both in their professional life and in the Executive Directorate exams that they will take after graduation.

5201205 Civil Proceture Law

Duties and powers of the Civil Courts, division of duties and labor between the courts, auxiliary organs and the court clerk, filing the case and reply, investigation phase, languages, secondary intervention, trial phase.

5201207 Administrative Law

Control mechanisms to which the administration is subject and practical work on administrative proceedings, administrative jurisdictions, durations of filing lawsuits in administrative jurisdiction, classification of courts to be applied in administrative jurisdiction according to the nature of the administrative act, the duties and jurisdiction of these courts, types of cases in administrative jurisdiction, implementation of court decisions, principles of responsibility. ordinary and extraordinary legal remedies.

5201209

General information on judicial pen, judicial pen legislation, court courts, judicial pen services, powers and duties of judicial pen staff and personnel, recording and filing of documents, file order of documents and documents created in the physical environment, file order in civil and criminal cases, official correspondence, judicial correspondence, official correspondence environments, procedures and rules to be followed in the official letter, the duties and powers of the civil courts of first instance, the parties in the civil courts of the civil jurisdiction, the filing of the case and the distribution proceedings, the records to be kept in the civil courts of the civil jurisdiction. Preparation of various petitions in civil, civil and criminal cases, drafting of court decisions and other

correspondence samples and procedures

5201211 Criminal Law

Criminal law function, departments, development process, relationship between other branches of law, the historical process of punishment law, the introduction of the basic principles of criminal law, the merits of the criminal liability, the sources of criminal law and interpretation, the principles of the application of criminal law, the return of criminals, the introduction of the general theory of crime and this in the context of the elements of the crime outside the elements, the elements of the crime; juridical element of the crime, the violation of the crime, the reasons of the crime of compliance with the crime, the element of imperfection types of caste and installment

5201213 Keyboard Usage-III

Quickly and correctly, using the 10-finger F Keyboard without looking at the screen and the keyboard.

5201202 Notification Law

Definition of Notification (Notification) - Notification Minute, Persons to which Notification can be made, Place to which Notification can be made, Notification Periods, Notification Documents and Expenses, Notification Procedure, Unlawful Notification, Notification by Announcement, Importance of Notification Law - Amendment of the Notification Law in the Notification Law No. 7201 Major Issues and Suggestions for Solution, Direct Notification Cases, Enemy of the Notification Person and Penal Provisions, Notification Cases, Notification Offenses.

5201204 Bankruptcy Law

Within the scope of this course, the definition of bankruptcy, bankruptcy organs, who is subject to bankruptcy, bankruptcy proceedings, bankruptcy proceedings, direct bankruptcy cases, abolition of bankruptcy, legal consequences of bankruptcy, liquidation of bankruptcy and concordat are explained. The aim of the course is for the student to have the minimum necessary knowledge in his professional life and to be successful in the Executive Directorate exams that he will take after graduation.

5201206 civil procedure law

Within the scope of this course, decision making, control mechanism of decisions, legal remedies, appeal, decision correction, arbitral awards and implementation of arbitral awards.

5201208 Administration of Penitentiary Institutions and Law of Execution

Within the scope of the Law of Enforcement course, the basic concepts of the law of execution, the principles of the law of execution, the legal order of the law of execution and its place in international law, the execution of the sentence and the systems of execution, the concept of punishment, its qualities, types and execution, admission in the prison, the planning of the execution and the effect of the execution on the convict. , the rights and obligations of the convict, the regime to be applied in the penitentiary institutions, the order and security in the penitentiary institutions, the transfer of the convicts, the loosening of the execution, the preparation for release and post-execution, the organizational structure of the prisons, the administration and control of the penitentiary institutions, the execution personnel, the suspension and execution of the sentence At the end of the course, the students will be able to criticize the modern penal execution regime within the framework of different penal policies, and also examine the positive and negative aspects of punishment types within the

framework of the purpose of punishment and execution. It is aimed to raise students to be able to evaluate the prison environment, to determine the differences and relations between various types and methods of execution, to transform theoretical knowledge into practice in terms of execution law, to observe the prison environment and to comprehend the working style.

5201210 National Judicial Network Information System

Within the scope of the course, students are aware of the structure of the courts in Turkey, the duties and authorities of those who will continue their professional life as clerk personnel, how the files and books kept in these courts are created and their contents and UYAP. It is aimed that they have a minimum level of knowledge about how the integration to the The history and general information of the UYAP system, the contents and usage of the menus in the UYAP system are covered in this course. Within the scope of this course, it is aimed to teach the use of UYAP by explaining the theory in detail, to learn the use of UYAP in practice through the Ministry of Justice system through audio, video and applied, and to assimilate what is taught through the applications made through the internship.

5201212 Law of Criminal Procedure

The purpose of the execution law, execution institutions, penalties, suspension, repetition, conditional release, rights and obligations of convicts, disciplinary penalties, probation

ELECTIVE COURSES

0104101 Physical Education-I

Purpose of physical education and sports lesson; history, the place and importance of sports in society, types of sports, sports sociology and leisure education, preparation of the organism for sports; warm-up athlete health, physical education and sport in different settings.

0105101 Music-I

Definition of music, its importance in social life, formation and history of music, orchestra instruments, western music genres, western music composers and concerts, to sing sample songs from different types of music.

5201010 Speed Reading Techniques

Within the scope of the course, evaluation of your current reading habits, goal setting, quick scope of reading techniques, reading brakes and ways to get rid of them, practical reading tips, 80/20 rule and quick comprehension, reading, eye and brain relationship, left brain/right brain relationship, speed reading eye exercises, block reading exercises, hardware development understanding exercises by preparing the mind for reading and by focusing reading with high motivation and concentration, assessment is included. To increase the speed of reading, comprehension and comprehension at the end of the lesson, By educating students with increased attention and concentration, both while studying and fast in daily life while reading a book or in the exams (DGS, KPSS) for entry to the profession. can save time with reading techniques, read more concentrated, effective and productive individuals who assimilate, evaluate, and retain better intended to train.

5201011 Office Programs-I

Microsoft Word and Powerpoint Programs with details and their effective use

5201012 Office Management and Public Relations

With the office management and ergonomics course, the aims of office management and management knowledge are given to the student. its place in the system, the application of

organizational principles to office management, physical and psycho-social structure of the organization, office costs, office budgeting, office reporting, ergonomics, definition and purpose, layout ergonomics, working conditions ergonomic factors, ergonomic elements in office automation, contemporary office designs. It is aimed to gain basic knowledge on the subject. What is public relations; with the public relations and its historical development, public relations and similar concepts, mixed with public relations concepts, tools used in public relations, target audience and its importance in public relations, public relations effective communication techniques in relations, public relations practices in businesses and organizations, public Relationship management includes elements of exemplary public relations work.

5201013 Justice Professional Ethics

To examine the concepts of ethics and morality, to examine ethical systems, to play a role in the formation of morality. examining the playing factors, examining professional ethics, professional corruption and profession To examine the consequences of unethical behaviors in his life, to examine the concept of social responsibility. to examine, to grasp the understanding of justice.

5201014 Legal Language

In order to understand and correctly interpret legal sources, legal terms and expressions are explained.

0104102 Physical education-II

Effects of physical education and sports on human organism, health of athletes; nutrition, first assistance and rehabilitation, health and training, training principles, sports law, sports philosophy, life-long sports and practices

0105102 Music II

Western music genres, western music composers and their concerts, examples of music genres to sing songs.

5201020 Judicial Law Enforcement

The concept of general security and law enforcement, types of law enforcement, the structure of the police organization and general administration teaching the legislation about the role and powers of the police, the role of the gendarmerie its structure and its place in the general administration.

5201021 Office Programs-II

Microsoft Excel Program with details and its effective use

5201022 Human Rights and Public Freedoms

Historical development of human rights law, basic classical texts, international resources, nationally established fundamental rights protection mechanisms and international Judicial or non-judicial protection mechanisms operating at the highest level, their functioning.

5201023 Sociology of Law

Fundamentals of society, social inequalities, social institutions, social change issues

5201024 Effective Communication Techniques

Opportunity to learn the practical principles of interpersonal communication and apply them to daily life offers. Provide students with communication in both their personal and professional lives. A wide variety of strategies and techniques are introduced to enable them to develop lesson, students to ensure that they are aware of the importance of order, clarity and details in their communications. will help them become aware of the pitfalls in verbal, non-verbal and written communication. offers activities. The course also includes

different methods of business communication and various types of business communication. Provides practical information about tools.

5201030 Police and Private Security Law

Law enforcement and police in general, law enforcement types and services, ranks in the police and hierarchical relations, law enforcement law, law enforcement structure and management system, police organization according to service area, organization of police according to service type, authority concept and the use of authority of the police, the duties of the police in general, the duty and authority of the police. Law, the police's duty and preventive duties and powers arising from the Law of Authority. powers, the constitution, the Turkish penal code, the code of criminal procedure, the law enforcement regulation, arrest, detention and expression regulation, forensic and prevention searches regulation, criminal goods, regulation, misdemeanors law, anti-terrorism law, firearms and knives law, child protection law and regulation, assembly and demonstration law, identification law, private security services law, security organization disciplinary statute, police discipline, on his role in ceremonies and communities, and on the organization of police stations and their duties. instruction, law enforcement ethical principles

5201031 Advocacy and Notary Law

Definition of the profession of lawyer, Characteristics of the profession of lawyer, About the profession of lawyer general information, Lawyer's rights and powers, Lawyer's obligations, Lawyer's profession the importance of the rules of law, the professional rules of attorneyship, the definition, nature and place of the notary public, Notary public and professional organization, Notary public's transactions, Notary public's rights and obligations, Obligations arising from the activity of the notary public, Audit of the activity of the notary public, responsibilities.

5201032 Mediation and Arbitration

The concept of arbitration and the legal nature and types of the institution, the place of arbitration and the procedure and principles. determination of applicable law, arbitration agreement, substitution of litigation in arbitration procedure and response to the case and its results, duration of arbitration, arbitral award and its types, arbitrator control and execution of decisions, the concept of mediation and the legal nature of the institution. Types of disputes suitable for mediation, arrangement of mediation agreement and legal results, negotiation techniques in mediation

5201033 Taxes and Fees

Within the scope of the course, the Subject of Tax Law, Its Place in the Legal System, Resources, Sources of tax, Application of Tax Subject, Basic Concept of Tax Law and Institutions (Parties, Subject, Taxable Event, Exemption, Exception and Discounts, etc.), Withdrawal of Tax Claims, Periods, Tax Crimes and Penalties, Tax Judgment, Turkish General Principles Regarding Basic Taxes in the Tax System and Fees No. 4492 Law, fees, expenses, responsible for the fee, court fees, liability issues is processed.

5201034 Public Finance

Definition, subject, development and financial events of public finance, importance of public expenditures, types and distinction, importance of public revenues, types and distinction, budget, Turkish budget system, government debt, fiscal policy.

5201035 Judicial Procedures and Practices

Students' Civil Law-I, Civil Law-II, Law of Obligations and Civil

Procedure-I, Case studies of the theoretical issues they have studied in the Civil Procedure Law-II courses forms the subject of the lesson. The aim of the course is to put the acquired theoretical knowledge into practice. providing reinforcement. Labor and Social Security Law Historical Development, Concepts, Sources and Application Area of Business Law, Individual Business Law, Collective Labor Law, Social Security Law and Turkish Social Security System Application.

5201040 Labor and Social Security Law

Historical Development, Concepts, Sources and Application Area of Labor Law, Individual Business Law, Collective Labor Law, Social Security Law and Turkish Social Security System Application.

5201041 Probation Measures and Application

Amendments to the Law on Aid and Assistance Centers and Protection Boards, in particular the Law on Probation Services Law No. 5402, Law No. 6291 on the Execution of Penalties and Security Measures, Law on Probation and Probation Services Regulation, within the scope of the probation course. In accordance with the other legislation in which probation is included, what probation is, in which cases, the matters to be considered in its implementation, who can undertake the probation duty, the rights and duties of probation officers are covered. and practical analysis of judicial decisions. Since probation is a concept that finds its own field, students will be taught criminal law, criminal law, procedural law and enforcement law with a holistic perspective. It is aimed to have information about the evaluation of the law and the implementation of the aforementioned legal legislation.

5201042 Criminology

Crime, criminal, delinquency, victim and social control bodies within the scope of criminology course, adult delinquency, juvenile delinquency and social deviance, negative social behaviors social problems such as drug and alcohol use, unemployment, homelessness, prostitution, and victims of crime. The place of the victimology subjects, which is a teaching, in criminology, the crime phenomenon in the country, detecting and creating methods of dealing with it.

5201043 Consumer Law

Within the scope of the course; The concept of consumer transaction and elements of consumer transaction types of contracts regulated in the law on the protection of consumer organizations, consumer jurisdiction of the courts and consumer issues, arbitration committee issues are covered.

5201044 Negotiable Documents Law

In the scope of the Negotiable Documents Law course, the following topics are explained: Negotiable documents concept, its basic qualities and its limitation in various aspects, to name, order and bearer characteristics of the securities issued; loss and cancellation of valuable papers; bills of exchange; policy, form conditions of the policy, acceptance of the policy, transfer, bill of sale, payment of the policy, statute of limitations; promissory note (promissory note), form conditions, policy provisions to be applied to the bill, promissory note promise of payment; check, form conditions, transfer, bill of exchange, payment, in case of avoidance of payment recourse rights, statute of limitations, forged and falsified checks;

Arranging Payments by Check and the principles of the Law on the Protection of the Check Holder, and especially on bad checks and provisions

5201045 Forensic Medicine

Within the scope of Forensic Medicine course, the following topics are covered: Identification, signs of death and causes, injuries and firearms, the usual periods of obstruction, effective against persons acts, life threatening, fixed artifact on face, inhibition death, caution when writing report issues, abortion and killing of the aborted child, drugs, adult criminal capacity, guardianship, age determination, difference and appeal ability, hearing impaired criminal liability of children, rape and other derogatory acts, autopsy video.