VOCATIONAL SCHOOL

DEPARTMENT OF LAW   **COURT OFFICE SERVICES**   **PROGRAM OF**
2024-25 FALL UNDERGRADUATE CURRICULUM

Semester 1

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
ATA101	Atatürk Principles and The History of Turkish Revolution I	2	0	2	2	Compulsory	
MING151	Basic English I	3	0	3	4	Compulsory	
MMBH 102	Constitutional Law	3	0	3	5	Compulsory	
MMBH 101	Introduction to Law	3	0	3	5	Compulsory	
MMBH 105	Introduction to Civil Law	3	0	3	5	Compulsory	
MMBH 103	Legal Correspondence and UYAP	2	0	2	3	Compulsory	
MMBH 104	Basic Keyboard Usage I	1	1	2	5	Compulsory	
KYP001.09	İş Yaşamına Hazırlık	0	2	1	1	Compulsory	
	Total Credit			**19**	**30**		

Semester 2

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
ATA102	Atatürk Principles and The History of Turkish Revolution II	2	0	2	2	Compulsory	
MING152	Basic English II	3	0	3	4	Compulsory	
MMBH 109	Civil Procedure Law	3	0	3	5	Compulsory	
MMBH 108	Introduction to Administrative Law	3	0	3	5	Compulsory	
MMBH 106	Judicial Organization	3	0	3	5	Compulsory	
MMBH 110	Basic Keyboard Usage II	1	1	2	5	Compulsory	
MMBH 107	Notification Law	3	0	3	5	Compulsory	
MMBH 116	Attorneyship and Notary Legislation	2	0	2	3	Compulsory	
	Total Credit			**21**	**34**		

Semester 3

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
MTRD101	Turkish Language I	2	0	2	2	Compulsory	
MMBH 111	Regulatory Assets and Operations	3	0	3	5	Compulsory	
MMBH 112	Office Management	3	0	3	5	Compulsory	
MMBH 114	Introduction to Criminal Law and CMK	3	0	3	5	Compulsory	
MMBH 113	File and Archiving Techniques	2	0	2	3	Compulsory	
MMBH 115	Keyboard Techniques I	1	1	2	5	Compulsory	
SECGNL3YY	Elective Course I (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
SECGNL3YY	Elective Course II (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
	Total Credit			**21**	**35**		

Semester 4

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
MTRD102	Turkish Language II	2	0	2	2	Compulsory	
MMBH 119	Protocol Information and Social Behavior	2	0	2	3	Compulsory	
MMBH 117	Execution and Bankruptcy Law Information	3	0	3	5	Compulsory	
MMBH 118	Prison Administration and Execution Law	3	0	3	5	Compulsory	
MMBH 120	Keyboard Techniques II	1	1	2	5	Compulsory	
MMBH121	Legal Profession and Ethics	3	0	3	5	Compulsory	
SECGNL4Y	Elective Course III (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
SECGNL4Y	Elective Course IV (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
MSTJ122	Internship	0	0	0	5	Compulsory	
	Total Credit			**21**	**40**		

Semester 5

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

Semester 6

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

Semester 7

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

Semester 8

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

TOTAL CREDIT	**82**
TOTAL ECTS	**139**

Abbreviations: T=Weekly hours: theoretical; A=Weekly hours: application; C=Credits in Turkish System; ECTS= European Credit Transfer System

ELECTIVE COURSES

Semester 1

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
MMBH123	Basic Computer Use	3	0	3	5	Elective	
MMBH124	Psychology of Law	3	0	3	5	Elective	
MMBH125	Civil Servant Law	3	0	3	5	Elective	
MMBH126	Consumer Law	3	0	3	5	Elective	
MMBH127	Sociology of Law	3	0	3	5	Elective	
MMBH128	Human Rights Law	3	0	3	5	Elective	
	FACULTY ELECTIVE						
MGRS201	Practices of Entrepreneurship	3	0	3	5	Elective	
MGSA202	Fine Arts	3	0	3	5	Elective	
MISG218	Principles of Occupational Health and Safe	3	0	3	5	Elective	
MMSE201	Occupational Ethics	3	0	3	5	Elective	
MISL223	General Business	3	0	3	5	Elective	
MBLP241	Computer Literacy	3	0	3	5	Elective	
MING253	English III	3	0	3	5	Elective	
MMAT105	General Mathematics	3	0	3	5	Elective	
MIKA242	Fundamentals of Effective Communication	3	0	3	5	Elective	
	UNIVERSITY ELECTIVE						

Semester 2

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
MMBH123	Basic Computer Use	3	0	3	5	Elective	
MMBH124	Psychology of Law	3	0	3	5	Elective	
MMBH125	Civil Servant Law	3	0	3	5	Elective	
MMBH126	Consumer Law	3	0	3	5	Elective	
MMBH127	Sociology of Law	3	0	3	5	Elective	
MMBH128	Human Rights Law	3	0	3	5	Elective	
	FACULTY ELECTIVE						
MGRS201	Practices of Entrepreneurship	3	0	3	5	Elective	
MGSA202	Fine Arts	3	0	3	5	Elective	
MISG218	Principles of Occupational Health and Safety	3	0	3	5	Elective	
MMSE201	Occupational Ethics	3	0	3	5	Elective	
MISL223	General Business	3	0	3	5	Elective	
MBLP241	Computer Literacy	3	0	3	5	Elective	
MING254	English IV	3	0	3	5	Elective	
MMAT105	General Mathematics	3	0	3	5	Elective	
MIKA242	Fundamentals of Effective Communication Techn	3	0	3	5	Elective	
	UNIVERSITY ELECTIVE						

Semester 3

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
	FACULTY ELECTIVE						
	UNIVERSITY ELECTIVE						

Semester 4

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
	FACULTY ELECTIVE						
	UNIVERSITY ELECTIVE						

Semester 5

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
	FACULTY ELECTIVE						
	UNIVERSITY ELECTIVE						

Semester 6

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						
	FACULTY ELECTIVE						
	UNIVERSITY ELECTIVE						

Semester 7

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						

Semester 8

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	SECOND FOREIGN LANGUAGE						
	DEPARTMENTAL ELECTIVE						

FACULTY ELECTIVE							
UNIVERSITY ELECTIVE							

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