

T.C.
KASTAMONU UNIVERSITY
CIDE RIFAT ILGAZ VOCATIONAL SCHOOL
OFFICE SERVICES AND SECRETARIAT DEPARTMENT
COURT OFFICE SERVICES PROGRAM
COURSE CONTENTS
(2024 CURRICULUM)

1ST SEMESTER COURSES

(Theory +Practice)ECTS

AIITOL101 ATATURK'S PRINCIPLES AND HISTORY OF THE REVOLUTION-I

(C) (2+0) 2

Industrial Revolution and French Revolution,
Dissolution of the Ottoman Empire (XIX. Century),
Tanzimat and Reform Edict,
I. and II. Constitutional Monarchy, Tripoli and Balkan Wars,
World War I, Armistice of Mudros,
Wilson Principles, Paris Conference,
M. Kemal's Landing in Samsun and the Situation in Anatolia, Amasya Circular, National Congresses,
Opening of the Parliamentary Assembly,
Establishment of the Turkish Grand National Assembly and Internal Rebellions,
Basic Organization Law,
Establishment of the Regular Army,
I. İnönü, II. İnönü, Kütahya-Eskişehir, Sakarya Battle and the Great Offensive,
Treaties during the War of Independence, Treaty of Lausanne, Abolition of the Sultanate

TDOL103 TURKISH LANGUAGE-I (C) (2+0) 2

Definition of language, its features,
Language-nation-language-thought and language-culture relationship,
Languages in the world, the place of the Turkish language among these languages and its historical development,
Atatürk's language revolution, his understanding, his works,
sounds in Turkish,
Phonetic features and phonetic events of the Turkish language ,
Writing rules and application,
Punctuation marks and their application,
vocabulary,
Turkish vocabulary

YDOL105 FOREIGN LANGUAGE-I (C) (2+0)2

English grammar and vocabulary knowledge from beginner to intermediate level,
Exercises related to the application of this information,

MBH101 BASIC LAW (C)**(4+0)6**

The relationship of legal rules with other rules of social order,
Law of your rules Features ,
of law Sources ,
of law branches ,
of law Basis concepts ,
Right concept ,
Driving licence ,
Judgment Organization And of law Implementation

MBH102 CONSTITUTIONAL LAW (C)**(3+0)6**

Constitution Types,
State Concept,
Democracy,
Government Systems,
Constitutional Developments,
State Organs According to the 1982 Constitution,
Duties and Powers of State Organs,
Constitutional Judiciary

MBH103 INFORMATION AND COMMUNICATION TECHNOLOGY (C) (2+2)6

Internet and Internet Browser,
Electronic Mail Management,
News Groups / Forums,
Personal Website Preparation,
Electronic trade,
Resume in Word Processing Program,
Internet and Career,
Preparation for a Job Interview,
Transaction Table,
Formulas and Functions,
Graphics,
Presentation Preparation,
Preparing Promotional Material

OSD JOINT ELECTIVE COURSE (E)**(2+0)3**

Common elective courses; These are elective courses opened by the Joint Elective Courses Coordinatorship of our University in order to contribute to students being more active and enterprising, to enable students to benefit more efficiently from the knowledge of faculty members who are distinguished in different fields, and to access basic, useful information about the fields they find close to them.

MS-I MBH107 JUDICIAL ORGANIZATION (VE)**(3 +0)3**

Establishment of Courts Responsible for Performing Judicial Duties,

Duties of the Courts, Their Functioning and Their Relations with Each Other,
Trial Principles,
Legal Rules Determining the Duties and Powers of Those Participating in the Trial Process,

MS-II MBH108 LAW OF OBLIGATIONS (VE) (3+0)3

Legal Transactions as a Source of Debt,
contracts,
Performance of Debt,
Failure to Perform, Termination of Debt,
Unfair Acts,
Unjust Enrichment,
Special Debt Relationships,
Assignment of Receivable,
Transfer of Debt

2nd SEMESTER COURSES

AITOL102 ATATURK'S PRINCIPLES AND HISTORY OF THE REVOLUTION-II

(C) (2+0)2

Revolutions of the Ataturk Era
Foreign Policy of the Republic of Turkey during the Atatürk Era
Ataturk's Principles

TDOL104 TURKISH LANGUAGE-II (C) (2+0)2

Types of Written and Oral Expression
Punctuation and Spelling Rules
Expression Disorders

YDOL106 FOREIGN LANGUAGE-II (C) (2+0)2

Speech
Listening-Comprehension
Don't write
Reading and understanding

MBH104 ADMINISTRATIVE LAW (C) (3+0)6

Concept of Administration,
Development and Characteristics of Administrative Law,
Principles Governing the Turkish Administrative Organization
Structure of Administrative Organization; Centralized Management Organization,
Decentralized Management Organization,
Public Personnel Law in General; Public Officials and Civil Servants,
Duties and Responsibilities of Civil Servants, Disciplinary Regime,
Types of Administrative Transactions and Characteristics of Administrative Transactions,

Administrative Contract Criteria and Types

MBH105 NOTIFICATION LAW (C)

(4+0)6

Notification Concept
Authorities Authorized to Notify
Persons Who Can Be Notified
Notification Procedure
Periods to be complied with for notification
Electronic Notification and Advertised Notification
Irregular Notification
Notification to Turks and Foreigners in Foreign Countries
Notification Crimes

MBH106 CIVIL LAW (C)

(4+0)6

Concept of Rights
Preliminary Provisions of the Civil Code
Person and the Concept of Personality, The Beginning of Personality and Qualifications of Personality,
Termination of Personality in Real Persons,
Legal Entities, Types of Legal Entities, Acquisition of Competence of Rights and Competency to Act, Termination of Legal Entity
Family Law Concepts, Engagement,
Marriage License and Obstacles,
Divorce,
Property Regimes Between Spouses
The Concept of Real Rights, Its Types,
The Concept of Property and Its Types,
Subject, Acquisition and Loss of Real Estate Ownership,
Subject, Acquisition and Loss of Movable Property,
Generally Limited Real Rights,
The Concept and Types of Possession, Elements of Possession, Provisions of Possession;
Protection of Possession, Protection of Rights Due to Possession,
of Possession ,
Land Registry, Principles Governing the Land Registry, Land Registry Procedures,
Registration , Annotations, Declarations, Conditions of Registration and Cancellation,
Concept of Illegal Registration,
Basic Concepts of Inheritance Law,
Legal Heirs
The Concept of Death-related Savings and Its Types, Capacity to Make Death-related Savings,
Forms of Savings Due to Death; Will, Inheritance Contract, Concept of Reserved Share,
Protection of Heirs with Reserved Share,
Opening and Sharing the Inheritance

S-1 MBH111 JUSTICE PSYCHOLOGY (E)

(3+0)3

Psychology-Law Relationship,
Psychological Science within the Justice System,

The Element of Caste in Criminal Law: Concepts of Consciousness and Will,
Classification of Criminals,
Defendant Psychology,
Causes that Disturb Spiritual Balance; Mental Disorders (Psychopathology), Brain Damage
and Crime Relationship,
Alcohol, Substance Use, Addiction,
Exercise of Civil Rights: Dementia , Mental Retardation, Mental Illness,
Child Abuse, Sexual Crimes and Sexual Perversions,
Children Driven to Crime and Criminal Responsibility,
Principles of Creating a Criminal Profile,
Victim Psychology, Victim Interview Techniques,
Witness Psychology,
Judge's Decision Making Process

S-II MBH112 PERSONAL RIGHTS AND PROTECTION (E) (3+0)3

Concept and Subject of Personality Rights
Subject of Protection (Material and Spiritual Values)
Personal Rights in the Constitution and International Agreements
Protection of Material Values
Protection of Spiritual Values
Protection of a Person's Private Life
Ways to Protect Personality Rights Against Mass Communication Rights

MS-III MBH109 HUMAN RIGHTS AND DEMOCRACY (VE) (3+0)3

The Source, Philosophical Foundations and Development Process of Human Rights,
Scope of Human Rights,
Classification of Human Rights,
Globalization of Human Rights,
Human Rights Protection Regimes,
Concept of Democracy,
Development Processes of the Concept of Democracy,
Democracy Theories and Models,
Nation State,
Globalization and Democratization Process

MS-IV MBH110 LABOR LAW (VE) (3+0)3

Concept of Labor Law and Resources of Labor Law,
Basic Concepts (Employer, Employee , Workplace and Employer Representative, Principal
Employer, Subcontractor)
Types of Employment Contract Concepts,
Concept of Job Security, Termination and Notification Procedure,
Termination for Valid Reason,
Reinstatement of the Worker,
Wage and Payment of Wages, Minimum Wage and Overtime Wage,
Organizing the Work,
Occupational health and Safety,
Basic Concepts Regarding the Right to Union,

The Right and Concept of Collective Bargaining Agreement,
Right to Strike and Lockout,

3rd SEMESTER COURSES

(Theory +Practice)ECTS

MBH201 CRIMINAL LAW (C) (4+0)6

Principles Governing Criminal Law,
Material and Spiritual Elements of Crime,
Concept of Flaw, Reasons That Remove and Reduce Flaws,
Reasons That Remove or Reduce Criminal Responsibility,
Attempted Crime, Participation in Crime, Participation in Crimes,
Penalties, Security Measures, Confiscation,
Recidivism and Special Dangerous Criminals,
Determination and Individualization of Punishment,

MBH202 KEYBOARD USAGE I (C) (2+2)5

F Necessity of Keyboard Learning
Ease of Use of F Keyboard Compared to Other Keyboards
F Sitting Position When Using the Keyboard
Techniques for Hand Posture and Correct Use of Letter Keys
Working on Basic Row Keys
Using the Computer Keyboard Fast and Efficiently with the Ten-Finger Method
F Keyboard Teaching to your system Suitable Aspect Letter of keys To use aimed at Practical Studies

MBH203 CIVIL PROCEDURE LAW (C) (3+0)5

Judgment concept, Civil Method of law Purpose And Sources,
Trial activity, of the courts independence, Impartiality/Judge's to the cause looking at
Forbidden to be Judge's Responsibility for Rejection,
Parties/Case Intervention,
Governing Principles of Civil Procedure of the courts Duty and Powers
Case And in the case Regarding the Parties Case Conditions,
Conditions Regarding the Court Case and the Subject of the Case ,
Case varieties,
Opening of the Case, Exchange of Petitions ,
Front Review, Investigation,
Proof ,

MBH200 INTERNSHIP (C) (0+2)8

students theoretic And applied in lessons acquired is information And skills study to reinforce their skills with practices in their daily lives, improve their skills and work to your life to prepare for contribute to be found for the purpose of 30 (thirty) work day during made is the application.

S-III MBH211 LAWYER AND NOTARY LAW (S)

(3+0)3

Lawyer and Lawyer Concept,
The Importance of Lawyer Service in Legal Practice,
Rights, Powers, Obligations and Responsibilities of Lawyers
Notary Public and Notary Rights, Obligations and Responsibilities within the Framework of
Notary Legislation Provisions,
Notary Procedures,
Notary Organization and Execution of Notary Services.

S-IV MBH212 MEDIATION AND CONCILIATION (S)

(3+0)3

Disputes Suitable and Not Suitable for Mediation,
Application to Mediation and Appointment of the Mediator Process, Location and Negotiation
of the Mediation Meeting,
Authority and Duties of the Mediator in the Mediation Process, Responsibility of the Mediator,
Representation of the Parties in the Mediation Process, Effect of the Mediation Process on the
Statute of Limitations and Forfeiture Periods,
Ethical Rules in Mediation, Confidentiality in the Mediation Process,
Legal Consequences of One of the Parties' Failure to Participate in the Mediation Process,
Termination of the Mediation Process,
Preparation of Mediation Agreement Document and Final Report,
Legal Nature of the Agreement Made at the End of the Mediation Process,

MS-V MBH209 SPORTS LAW (MS)

(3+0)3

Fundamental Human Rights and Sports
Sports Law Resources
Sports Structure in the World and in Turkey
Management and Organization in Sports
Athlete-Club, Club-Federation, Athlete Federation Relations
Fighting Doping in Sports
Preventing Violence and Indiscipline in Sports Competitions
Sports Contracts
Legal Liability in Sports

MS-VI MBH210 CYBER CRIMES (MS)

(3+0)3

Information System and Basic Concepts,
Cyber Crime Terminology and Definition,
Information Technologies Used to Commit Crimes,
Basic Security Measures and Forensics,
Concept of Direct and Indirect Computer Crime,
Investigation and Prosecution Phases,
Application Examples

4TH SEMESTER COURSES

MBH204 KEYBOARD USAGE II (C)**(2+2)5**

F Keyboard using to the keyboard And to the screen regardless of to the technique suitable with ten fingers letter And number keys fast And without error using ,
Punctuation signs with Helper keys Fast And error free Do not use ,
periodical Text Don't write ,
Speed Increment-Error reduction ,
Read / Listened text Don't write Studies ,

MBH205 CRIMINAL PROCEDURE LAW (C)**(3+0)5**

Punishment reasoning of law Definition ,
History And Sources .
Punishment reasoning of your rules Comment ,
Application area,
Punishment your reasoning principles ,
Punishment reasoning Subjects ,
Investigation phase ,
Punishment reasoning transactions ,
Punishment In his reasoning Proof ,
Proof Tools-Evidence ,
of evidence collection And preservation ,
of evidence Evaluation
Protection measures ,
Prosecution phase ,
Hearing Preparation
of evidence emerge Putting And discussing ,
Objection ,
appeal Provision Giving ,
Law Ways (Definition , Purpose , Duration , Conditions)

MBH206 FORENSIC CORRESPONDENCE TECHNIQUES AND COURT LEGISLATION (C)**(4+0)4**

of the courts Duties with regard to this legislation ,
File Preparation ,
UYAP,
Official Correspondence procedure And Law , Criminal And Republic Chief Public Prosecutor's Office Study principles ,
Law of your tongue Using ,
Judicial And General petitions ,
Case And Executive Bankruptcy to the law Related petitions ,
Judicial Your correspondence General principles ,
Executive Follow up Related Documents ,
Contracts And Notary Documents Subjects About General Information Giving ,

MBH207 COMMERCIAL LAW (C)**(3+0)5**

Commercial Business Concept and Elements,

Transfer and Pledge of Commercial Enterprise ,
Results of Commercial Business Concept and Commercial Business Characterization,
Commercial Provisions, Merchant, Acquisition and Loss of Merchant Title
Consequences Associated with Being a Trader,
Registration in the Trade Registry and its Functions,
Trade Name and Business Name,
Unfair Competition and Its Consequences in General,
Commercial Book Types, Keeping Principles and Evidence, Types, Protection,
Types of Trading Companies,
General Provisions Applicable to Commercial Companies,
Establishment and Basic Principles of Commercial Companies in General
Negotiable Document Term,
Characteristics of Negotiable Documents,
Characteristics of Negotiable Instruments Issued to Name, Order and Bearer,
Term Bill of Exchange,
General Rules Applicable to Bills of Exchange,
Types of Bills of Exchange; Bills, Checks and Policies with General Scope

MBH208 EXECUTIVE AND BANKRUPTCY LAW (C)

(3+0)5

Introduction to Stalking Law
Executive Bodies,
Complaint ,
Execution Fees and Expenses,
Notification and Periods, Holidays and Suspensions
Pursuit via General Seizure,
Foreclosure, Sale , Distribution of Money,
Pursuit through Seizure for Bills of Exchange,
Evacuation of Leased Real Estate through Execution Without Judgment,
Pursuit Through Execution Without Judgment Based on Subscription Agreement,
Pursuit by Converting the Pledge into Cash,
Execution by Judgment,
Bankruptcy,

S-V MBH215 CONSUMER LAW (E)

(3+0)3

Consumer Concept,
Determination of Consumer Transactions within the Scope of the Law on Consumer
Protection, Reasons That Require Consumer Protection,
General Principles of Consumer Law,
Unfair Conditions in General Transaction Conditions and Consumer Contracts,
Consumer Protection Against Deceptive Advertisements,
Concept of Defective Goods,
Consumer Rights in Case of Defects,
Legal Nature of Optional Rights,
Consumer Protection in Consumer Loans,

S-VI MBH216 HEALTH LAW (E)

(3+0)3

Historical development of the right to health
Patient-Physician Rights
Patient-Physician Obligations, Legality Conditions of Medical Intervention
The Patient's Right to Determine His Own Future,
Concept of Informed Consent, Physician's Obligation to Inform and Criteria
Legality Conditions of Medical Intervention,
Crimes of Experimentation and Testing on Human Beings,
Organ or Tissue Trafficking Crime
Crime of Making or Selling Medicine in a Way That Endangers People's Life and Health, Crime
of Failure to Report a Crime by a Public Official,
Criminal Liability Arising from Medical Intervention,

MS-VII MBH213 NATIONAL JUDICIAL NETWORK PROJECT TRAINING (VE)

(3+0)3

Definition and Objective of the National Judicial Network Project (UYAP),
Hardware Infrastructure, Integration Structure, Electronic Signature,
Transactions That Can Be Done with Electronic Signature,
Document Management System (DYS), Editor, Open Forum,
Uyap Information Systems; Citizen Portal , Lawyer Portal, Institution Portal,
on Portals ,
SMS Information Systems and Benefits,
Civil Court Practices,
Criminal Court Practices, Penal and Detention House Practices,
Prosecution Practices,
Administrative Judicial Procedures,
Forensic Medicine Institute Procedures,
Scope of Integrations with Other E-Government Applications

MS-VIII MBH214 EXECUTION LAW (VE)

(3+0)3

Execution and Execution Law Concepts, Purpose,
Application of Execution Law Rules in Terms of Time,
Basic Principles Regarding Execution,
Subject and Conditions of Execution, Competent Authority for the Execution of Judgments,
Execution of Criminal Judgments Binding on Freedom and Time Period ,
Execution Systems, Types of Execution Institutions,
Administration of Execution Institutions and Execution Personnel,
Postponement of Execution of the Sentence,
Procedures for Registration of Convicts to the Execution Institution,
Classification of Convicts and Execution of Sentences, Planning of Execution,
Rights and Obligations of the Convict,
Order and Security in Penal Institutions, Disciplinary Penalties and Measures, Rewarding,
Transfer of Convicts, Preparation for Release,
Special Execution Forms,
Execution Trial and Supervision of Execution