

**T. C.**  
**KARABUK UNIVERSITY**  
**VOCATIONAL SCHOOL OF JUSTICE**  
**ASSOCIATE JUSTICE PROGRAM**  
**COURSES**

**FIRST SEMESTER**

**TURKISH LANGUAGE I (2+0)**

The language, the culture of language, the classification of world languages and the place of Turkish; the development and present situation of Turkish; Turkish phonetic; the writing, punctuation and application rules of Turkish; Turkish morfoloji (derivational and inflectional suffix); general principles on writing, genres and its application; the use of other rules of grammar in Turkish.

**ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION**

The reasons of the decline of the Ottoman Empire and the reasons of the World War I are discussed. why the Ottoman Empire was in this war and what the results of the occupations, Amasya Circular, Erzurum and Sivas Congresses, the occupation of İstanbul, the end of the Ottoman Assembly, the opening of the National Assembly in Ankara, Mudanya Armistice, Lozan Peace Treaty are the topics of the first semester.

**ENGLISH – I (2+0)**

The aim is to teach a few simple tenses, enable students to understand simple spoken English and simple reading passages and speak current English and also teach some terms in the field of law.

**INFORMATION AND COMMUNICATION TECHNOLOGIES (1+2)**

Personal Computer Operating System, History Of Computers, Terminology and basics of computer, Computer Hardware, Software basics, Drivers, Programming Languages, Application Programs, Operating Systems, Operating Systems, Personal Operating System, Network Computer Systems, OS Basics, Opening and Closing a Computer, Directory and File System, Making, Using , Opening , Saving, Copying, Moving, Executing, Closing File.

### **CONSTITUTIONAL LAW (3+0)**

The course covers, types of state,types of constitution,human rights,pluralism and political participation; totalitarian, authoritarian and democratic systems; political parties and electoral systems,the separation of power, governmental systems.

### **INTRODUCTION TO CIVIL LAW (3+0)**

The sources and the general principles of Civil Law are explored in the Introduction. In the part of Law of Persons; topics such as personality status, associations, charitable and natural persons are studied.

### **JUDGEMENT ORGANIZATION (2+0)**

Concepts of judgement function and court, classification of judgement, the principles of judgement, court officials, arbitration and the organization of bankruptcy are studied.

### **USE KEYBOARD I (1+2)**

This course is for practical usage more than theoretical knowledge. After the system studyings about teaching Turkish keyboard ,students will be good at typing. Students are brought to do practice within the specific criteria.

### **GENERAL ACCOUNTING (2+0)**

This course examines topics such as basic accounting concepts, generally accepted accounting principles, the role of accounting in business operations, accounting, law profession, basic financial statements, the basic accounting equation, double entry system, recording methods, and accounting cycle.

### **BASIC LAW (3+0)**

The course covers, the role of law in human societies, basic concepts and institutions of law, theories of legal interpretations, the main branches of law, hierarchy of norms-laws and comparison of legal rules with others.

### **JUSTICE PROFESSIONAL ETHICS (2+0) (ELECTIVE)**

Introduce the concepts and principles of professional ethics and the ethical attitude of justice personnel, are the scope of this course .

### **HUMAN RIGHTS LAW (2+0) (ELECTIVE)**

The concept of human rights and the importance of the relationship of domination with the concept of human rights, the protection of human rights in domestic law procedures, Turkish law and human rights, the protection of human rights in the international arena are discussed in this course.

## **COMMUNICATION (2+0) (ELECTIVE)**

The course is to inform about the basic concepts of communication and communication sciences. It covers definition and meaning of communication, communication paths, obstacles and problems, individual, social, and organizational communication, verbal, in writing, through the establishment of non-verbal methods and information technologies, communication types and models, communication models, innovations and contributions to the science of communication, the meaning and the function of organizational communication.

## **MANAGEMENT SCIENCE (2+0) (ELECTIVE)**

The definition of the science of management, inspection, basic approaches and the development of closer relations disciplines. In terms of the objectives and methods of public administration and business management differences and similarities. Examination of the state administration in general, this course is the subject of a variety of management processes.

## **Second Semester**

## **TURKISH LANGUAGE II (2+0)**

Sentences and sentence elements, sentence types and solutions, general information about the composition, composition, presentation, and application forms, applications, and rhetorical analysis of literary works, written composition and application of the rules to be applied in the preparation of scientific papers are considered within the scope of this course.

## **ATATÜRK'S PRINCIPLES AND HISTORY OF REVOLUTION II (2+0)**

Carried out under the leadership of Ataturk's legal, political, social, educational, cultural, and economic reforms in the field, Principles of Ataturk and Inonu Period of Turkish foreign policy in the Republican era finally, II. World War and Turkey, the Democratic Party is dealt with in the course period.

## **ENGLISH – II (2+0)**

The purpose of this course, students' reading, writing, speaking and listening skills, and give you the opportunity to develop language skills by focusing on issues of specific items at each stage, as well as reading, writing, speaking and listening capabilities .

## **USE KEYBOARD II (1+2)**

The aim of this course is the habit of writing by giving 10 fingers on the keyboard, will use the system is to make professional life. This course is for practical usage more than theoretical knowledge. After the system studyings about teaching Turkish keyboard ,students will be good at typing. Students are brought to do practice within the specific criteria.

## **ADMINISTRATIVE LAW(2+0)**

Directors, management, law, public service, and descriptions of similar concepts, management, law and historical resources, particularly in constitutional and administrative law, including laws on the basic principles and rules of governance, rule of law, the relationship between the management and the management powers, duties and operations, the management of financial responsibility In addition to basic topics such as Turkey, administrative agency under the central government agencies and local governments are discussed and helpful. In addition, detailed information is given about public officials and civil servant

### **LAW INFORMATION (3+0)**

In this course, the general provisions of the law of obligations under the loan relationship, the creditor, as well as some concepts terrüt basic information is being transmitted.

### **CIVIL PROCEDURE LAW (3+0)**

The organization of the courts, the duties, powers, division of labor, the opening of the case, in the case of the file removal process, the parties transactions that ended the proceedings, judgments, legal remedies are discussed in this course.

### **INTERNSHIP**

Students of vocational high school of Justice do intership for 6 weeks (30 weekday) in summer of the first year so that they can observe what duties of which they are going to be responsible in regard to law enforcement in the service of public and private sector.

### **OFFICE MANAGEMENT (3+0) (ELECTIVE)**

Office management and ergonomics lesson the student, office management objectives and management information system in place, the implementation of the management office of the principles of organization, organization, physical and psycho - social structure, office costs, office budgeting, office reporting and ergonomics, the definition and purpose of the placement ergonomics, working factors that affect the ergonomic conditions, office automation, ergonomic elements aim to provide basic information about contemporary office design.

### **PUBLIC RELATIONS (3+0) (ELECTIVE)**

What is public relations, public relations, and historical development, public relations and similar concepts, confused concepts of public relations, public relations tools used, the target audience and the importance of public relations, public relations, effective communication techniques, business and public relations practices in organizations, public relations, management, examples include elements of public relations work.

### **DIRECTED STUDY (3+0) (ELECTIVE)**

The aim of this course is to give students the ability to perform a public speaking and presentation, and provide them with group work. Course subjects determined by the competent teacher, student groups, distributed, both individually and as a group. Preparation of oral and written presentations of the course content.

### **LEGALESE AND LEGAL CORRESPONDENCE (3+0) (ELECTIVE)**

The aim of this course is to define the distinction between legal language and Daily language, and to teach the students linguistic performance of legalese.

### **LABOR LAW (3+0) (ELECTIVE)**

This course aims at introducing the rules governing business life and related legal arrangements.

## **Third Semester**

### **CRIMINAL LAW (3+0)**

In this course, the concept of crime, elements of crime, extradition, criminal concept and

types of penalties, fines individualizing, arbitrary reasons to reduce the punishment, suspension, release, discusses results of conviction.

### **LAW ENFORCEMENT (4+0)**

In this course the basic principles of the Executive Law, law enforcement agency, the Executive fees and expenses, postponing tracking paths, ways of proceeding without judgment, garnishment, liens, foreclosures, and the rights of receivables and receivables are analyzed.

### **ADVANCED USE KEYBOARD I (1+2)**

Documents Page Arrangements: Horizontal-vertical average, Document shaping, accurate and able to clean out the importance of work life, the importance of Page embodiment, errors correction, manuscript writing table to edit, add text within a table, spreadsheet programs, correspondence, internal and external standards , fast and accurate writing in a foreign language, foreign language writing standards, multi-page letters, Numbering.

### **COMMERCIAL LAW (2+0)**

Definition of commercial establishment, structure and legal nature, commercial enterprise and branch office concepts, transfer and pledge of commercial enterprise, the concept of commercial work, commercial work connected to the results to be counted, especially the joint liability and commercial jobs of interest, commercial work, and the order provisions applicable to the commercial court commercial, and in this context is considered to determine the absolute and relative commercial litigation cases, the merchant and the merchant, the provisions being, merchant acquisition and loss of the title, being a merchant, the terms and results of the historical development of the concept of partnership and the Turkish legal system, partnerships and their classifications, the general trading companies provisions and other basic information about them.



### **EDITORIAL AND NOTICE LAW (2+0)**

This course aims at introducing the secretariat legislation, the content of civil and commercial editorial legislation, technical information in relation to this legal regulations, what and how the editorial process works.

### **TAX LAW (2+0)**

The aim of this course is to teach students what the concept of tax and its differences from other financial obligations, the place of tax law in legal order, its constitutional essentials, and the sources in relation to tax law. Moreover, the students are expected to learn the scope of tax law, its practice and legal term along with tax crime and penalty.

### **JUDICIAL ADMINISTRATIVE LAW (2+0)**

The rule of law and judicial control, control of the judiciary, the two major systems development and characteristics of the administrative judiciary in Turkey, administrative, judicial institutions, the judiciary distribution of tasks and task management disputes, the types of cases, administrative proceedings method (duties and powers, the principles, the parties, the case opening times, litigation procedures, the results of opening the case), the law is dealt with in the course of ways

### **UYAP BASIC TRAINING (2+2)**

UYAP system, history and general information, menus, content, and usage patterns in UYAP system are discussed in this course

### **CONTENTIOUS JURISDICTION WORKS (3+0) (ELECTIVE)**

Contentious as the concept of judicial affairs, judicial states Contentious examples: accidental age of consent, be allowed to marry, shortening the duration of marriage, name change, guardianship, and interdiction work, approved the establishment of joint stock companies, the cancellation of a negotiable instrument is the subject of this course.

### **HUMAN RESOURCE MANAGEMENT (3+0) (ELECTIVE)**

Human resources management definition, importance and scope of the organization of personnel management to human resources management transition human resources department, the basic principles of human resource management, human resources, and the importance of the definition, purpose and scope of human resources planning, human resources planning factors, human resource planning, analysis methods , the numerical techniques used in the planning of human resources is addressed in this course.

### **CRIMINOLOGY (3+0) (ELECTIVE)**

The Historical Development of the Concept of Criminology, Criminology of the Concept, The Methods Used; Crime, Criminal Behavior Factors: Biological factors and crime, and crime physiological factors, psychological factors and crime, social environment and social conditions and the guilty, guilt, and socio-cultural data, the political regime, the Administration and crime, social crisis and crime, Economy and crime, drugs, alcohol and crime, crime and Criminal Types of Science of Execution are the subject of this course.

### **LOCAL ADMINISTRATIONS (3+0) (ELECTIVE)**

This course provides students with the knowledge of the concept of local

administrations, historical development process of local administrations, local administration in the world and Turkey, its management systems, administrative supervision, the concept of democratic local administration and income sources of local administration.

## **Last Semester**

### **CRIMINAL PROCEDURE LAW (3+0)**

Muhakemesi criminal law concept and scope for application of the Turkish Criminal Procedure Law, the basic principles of criminal law, criminal law, evidence, proof-criminal muhakemesi measures, the law is the subject of this course paths.

### **BANKRUPTCY LAW (4+0)**

Organization bankruptcy, bankruptcy paths (generally through bankruptcy and bankruptcy bills of exchange through specific follow-up), of record bankruptcy, bankruptcy, postponing the legal consequences of bankruptcy, liquidation bankruptcy, closure and removal of the definition and types of arrangement with creditors will be discussed.

### **ADVANCED USE KEYBOARD II (1+2)**

Create a document in the fastest possible way to use the keyboard completely learners and regulations are performed for the practical work

### **NOTARY LAW AND LEGISLATION (2+0)**

Lawyer associated with the business owner and the special position of the State of problems that need to happen in order to accept the terms profession, Law internship, the monopoly of lawyers, lawyer's professional obligations, Agency Agreement, the

termination of the trial mandate, the legal responsibility of the lawyer, legal aid, notaries  
1) Establishment, jurisdiction, Notary Chambers tasks and Duties of Notaries Union of Turkey, notaries classification, profession Kabul, Notary Office and the staff of the prohibitions and obligations of Notaries, Notary tasks (Public and private), the procedures to be followed in the notary public figures to prove the power of notary transactions belgelendirdikleri and the notary's legal responsibilities given.

### **UYAP VOCATIONAL TRAINING (1+2)**

UYAP law courses in the curricula of colleges in relation to the application system are discussed in this course

### **PRISON ADMINISTRATION AND LAW ENFORCEMENT (2+0)**

Duties of the public prosecutor, the judicial police, the general principles of execution, execution and implementation of the law, the disappearance of punishment, prisons, institutions, and law enforcement institutions of the criminal organization; prison supervision, the psychology of prisoners and detainees; finalized provision of a conviction, depending on what the sanctions imposed on persons the execution will be examined. In this context, life imprisonment, life imprisonment, imprisonment, criminal fines, and security measures are examined. Enforcement agencies also detailed information about the course content is located in Turkey.

### **LAW OF COMMERCIAL PAPERS ( 3+0)**

This course aims to give the knowledge of the concept of commercial papers ,basic qualifications and classifications of commercial papers, theories of commercial papers, specifications of commercial papers prepared to the registered, to promissory, to bearer. The students are also expected to learn diminution and nullity of commercial papers, bills of exchange; policy and its form, sighting of a bill of exchange, assignment, oval, payment of bill, unjust enrichment, lapse of time, note (promissory note), terms of policy, promissory note ; bill of exchange, its form, transfer, oval, payment, right of petition of the bearer in case of refusal of payment, lapse of time, forged and altered

check; arrangements of check payments and the Essentials of the law in regard to protecting check holder, and especially in regard to bad check.

### **COURT FILING AND ARCHIVING SYSTEMS(2+0) (ELECTIVE)**

How to create files and books held in the courts located in Turkey and its contents are covered in this course, how the UYAP system integration.

### **LAW OF PUBLIC RECEIVABLES (2+0) (ELECTIVE)**

The aim of this course is to teach students the concept of debt and loan of administration, mode of collection of public receivables, protection measures of public receivables, assurance, provisional accrual, provisional attachment and other protection measures. Students are also given information about the collection of public receivables, order of payment, appeal to the order of payment, seizure, selling.

### **TURKISH TAX SYSTEM (2+0)( ELECTIVE)**

In this course students are expected to study the basic concepts of taxation, sources of tax law, principles of taxation, parties in tax law, taxation process, rights and obligations of tax payer, tax payer control, tax offences and penalties, tax inequality and its solutions.

### **STAMP DUTY AND INFORMATION OF FEES (2+0) (ELECTIVE)**

The aim of this course is to give general information about stamp tax law, and act of fees.