

|        | I. CLASS FALL SEMESTER            |    |   |    |      |  |
|--------|-----------------------------------|----|---|----|------|--|
| COURSE | COURSE                            | T  | P | C  | ECTS |  |
| CODE   | NAME                              |    |   |    |      |  |
| OD 101 | ATATURK PRINCIPLES AND HISTORY OF | 2  | 0 | 2  | 2    |  |
|        | REVOLUTION I                      |    |   |    |      |  |
| OD 103 | TURKISH I                         | 2  | 0 | 2  | 2    |  |
| OD 105 | FOREIGN LANGUAGE I                | 2  | 0 | 2  | 2    |  |
| OD 107 | CAREER PLANNING                   | 1  | 0 | 1  | 2    |  |
| AD 101 | CONSTITUTIONAL LAW                | 3  | 0 | 3  | 5    |  |
| AD 103 | FUNDAMENTALS OF LAW               | 2  | 0 | 2  | 4    |  |
| AD 105 | CIVIL LAW                         | 3  | 0 | 3  | 5    |  |
| AD 107 | KEYBOARD EDUCATION I              | 1  | 2 | 2  | 4    |  |
| AD 109 | GENERAL ACCOUNTING                | 3  | 0 | 3  | 4    |  |
|        | TOTAL                             | 19 | 2 | 20 | 30   |  |

| I. CLASS SPRING SEMESTER |   |    |   |     |      |  |
|--------------------------|---|----|---|-----|------|--|
| COURSE<br>CODE           | COURSE<br>NAME                                  | Т  | P | С   | ECTS |  |
| OD 102                   | ATATURK PRINCIPLES AND HISTORY OF REVOLUTION II | 2  | 0 | 2   | 2    |  |
| OD 104                   | TURKISH II                                      | 2  | 0 | 2   | 2    |  |
| OD 106                   | FOREIGN LANGUAGE II                             | 2  | 0 | 2   | 2    |  |
| BP 104                   | OFFICE SOFTWARES                                | 3  | 1 | 3,5 | 6    |  |
| AD 102                   | LAW OF OBLIGATIONS                              | 3  | 0 | 3   | 4    |  |
| AD 104                   | ADMINISTRATIVE LAW                              | 3  | 0 | 3   | 4    |  |
| AD 106                   | KEYBOARD EDUCATION II                           | 1  | 2 | 2   | 4    |  |
| AD 108                   | CRIMINAL LAW                                    | 3  | 0 | 3   | 4    |  |
| AD 110                   | LEGAL LANGUAGE AND WRITING                      | 1  | 1 | 1,5 | 2    |  |
|                          | TOTAL   | 20 | 4 | 22  | 30   |  |

| II. CLASS FALL SEMESTER |                                      |    |   |    |      |
|-------------------------|--------------------------------------|----|---|----|------|
| COURSE<br>CODE          | COURSE<br>NAME                       | Т  | P | С  | ECTS |
| AD 201                  | LAW OF CRIMINAL PROCEDURE            | 3  | 0 | 3  | 4    |
| AD 203                  | COMMERCIAL LAW                       | 3  | 0 | 3  | 4    |
| AD 205                  | LAW OF CIVIL PROCEDURE               | 3  | 0 | 3  | 5    |
| AD 207                  | LAW OF THE OFFICE OF THE COURT CLERK | 2  | 0 | 2  | 3    |
| AD 209                  | KEYBOARD EDUCATION III               | 1  | 2 | 2  | 4    |
| -                       | VOCATIONAL ELECTIVE I                | 3  | 0 | 3  | 4    |
| -                       | VOCATIONAL ELECTIVE II               | 3  | 0 | 3  | 4    |
| -                       | GENERAL ELECTIVE I                   | 2  | 0 | 2  | 2    |
|                         | TOTAL                                | 20 | 2 | 21 | 30   |

|                | II. CLASS SPRING SEMESTER                       |   |   |     |      |  |  |
|----------------|---|---|---|-----|------|--|--|
| COURSE<br>CODE | COURSE<br>NAME                                  | Т | P | С   | ECTS |  |  |
| AD 202         | NOTIFICATION LAW                                | 3 | 0 | 3   | 3    |  |  |
| AD 204         | LAW ON CRIMINAL EXECUTION                       | 3 | 0 | 3   | 4    |  |  |
| AD 206         | LAW OF ENFORCEMENT AND INSOLVENCY               | 3 | 0 | 3   | 5    |  |  |
| AD 208         | KEYBOARD EDUCATION IV                           | 1 | 2 | 2   | 4    |  |  |
| AD 210         | NATIONAL JUDICIARY INFORMATICS<br>SYSTEM (NJIS) | 2 | 1 | 2,5 | 4    |  |  |
| -              | VOCATIONAL ELECTIVE III                         | 3 | 0 | 3   | 4    |  |  |
| -              | VOCATIONAL ELECTIVE IV                          | 3 | 0 | 3   | 4    |  |  |



| = | GENERAL ELECTIVE II | 2  | 0 | 2    | 2  |
|---|---------------------|----|---|------|----|
|   | TOTAL               | 20 | 3 | 21,5 | 30 |



|              | VOCATIONAL<br>ELECTIVE I          |   |   |   |          |  |
|--------------|-----------------------------------|---|---|---|----------|--|
| DERS<br>KODU | COURSE<br>NAME                    | T | P | С | ECT<br>S |  |
| AD 221       | BUSINESS                          | 3 | 0 | 3 | 4        |  |
| AD 223       | MANAGEMENT OF CRISES AND STRESS   | 3 | 0 | 3 | 4        |  |
| AD 225       | CRIMINOLOGY                       | 3 | 0 | 3 | 4        |  |
|              | VOCATIONAL<br>ELECTIVE II         |   |   |   |          |  |
| DERS<br>KODU | COURSE<br>NAME                    | T | P | С | ECT<br>S |  |
| AD 227       | LABOUR AND SOCIAL SECURITY LAW    | 3 | 0 | 3 | 4        |  |
| AD 229       | LAW OF TRANSPORT                  | 3 | 0 | 3 | 4        |  |
| AD 231       | NEGOTIABLE INSTRUMENTS LAW        | 3 | 0 | 3 | 4        |  |
|              | VOCATIONAL<br>ELECTIVE III        |   |   |   |          |  |
| DERS<br>KODU | COURSE<br>NAME                    | T | P | С | ECT<br>S |  |
| AD 222       | PSYCHOLOGY                        | 3 | 0 | 3 | 4        |  |
| AD 224       | INSURANCE LAW                     | 3 | 0 | 3 | 4        |  |
|              | VOCATIONAL<br>ELECTIVE IV         |   |   |   |          |  |
| DERS<br>KODU | COURSE<br>NAME                    | T | P | С | ECT<br>S |  |
| AD 226       | MANAGEMENT OF BUREAU AND DOCUMENT | 3 | 0 | 3 | 4        |  |
| AD 228       | JUDICIAL COUNCIL                  | 3 | 0 | 3 | 4        |  |

<sup>•</sup> At least one course must be taken in the Vocational Elective I and Vocational Elective II course groups for I. Year Fall Semester.

ullet At least one course must be taken in the Vocational Elective III and Vocational Elective IV course groups for II. Year Spring Semester.



| GENERAL<br>ELECTIVE I |                                |   |   |   |     |
|-----------------------|--------------------------------|---|---|---|-----|
| COURSE                | COURSE                         | T | P | C | ECT |
| CODE                  | NAME                           |   |   |   | S   |
| GS 201                | ACADEMIC TURKISH               | 2 | 0 | 2 | 2   |
| GS 203                | ENVIRONMENTAL PROTECTION       | 2 | 0 | 2 | 2   |
| GS 207                | EFFECTIVE SPEAKING             | 2 | 0 | 2 | 2   |
| GS 209                | FINANCIAL LITERACY             | 2 | 0 | 2 | 2   |
| GS 211                | ENTREPRENEURSHIP I             | 2 | 0 | 2 | 2   |
| GS 213                | COMMUNICATION                  | 2 | 0 | 2 | 2   |
| GS 215                | FIRST AID                      | 2 | 0 | 2 | 2   |
| GS 219                | OCCUPATIONAL HEALTH AND SAFETY | 2 | 0 | 2 | 2   |
| GS 221                | QUALITY MANAGEMENT SYSTEMS     | 2 | 0 | 2 | 2   |
| GS 223                | ENTERPRISE RESOURCE PLANNING I | 2 | 0 | 2 | 2   |
| GS 225                | VOLUNTEERING                   | 2 | 0 | 2 | 2   |

| GENERAL<br>ELECTIVE II |                                     |   |   |   |     |
|------------------------|-------------------------------------|---|---|---|-----|
| COURSE                 | COURSE                              | T | P | C | ECT |
| CODE                   | NAME                                |   |   |   | S   |
| GS 202                 | E-COMMERCE                          | 2 | 0 | 2 | 2   |
| GS 204                 | PHOTOGRAPHY                         | 2 | 0 | 2 | 2   |
| GS 206                 | ENTREPRENEURSHIP II                 | 2 | 0 | 2 | 2   |
| GS 208                 | CURRENT ECONOMIC ISSUES             | 2 | 0 | 2 | 2   |
| GS 210                 | PUBLIC RELATIONS                    | 2 | 0 | 2 | 2   |
| GS 212                 | SERVICE MARKETING                   | 2 | 0 | 2 | 2   |
| GS 214                 | HUMAN RESOURCES MANAGEMENT          | 2 | 0 | 2 | 2   |
| GS 218                 | ENTERPRISE RESOURCE PLANNING II     | 2 | 0 | 2 | 2   |
| GS 220                 | PROTOCOL AND SOCIAL BEHAVIOUR RULES | 2 | 0 | 2 | 2   |
| GS 222                 | HEALTHY AND ACTIVE AGEING           | 2 | 0 | 2 | 2   |
| GS 224                 | SALES TECHNIQUES                    | 2 | 0 | 2 | 2   |
| GS 226                 | CREATIVE DRAMA AND IMPROVISATION    | 2 | 0 | 2 | 2   |
| GS 228                 | VOLUNTEERING                        | 2 | 0 | 2 | 2   |

<sup>•</sup> At least one course must be taken in the General Elective I course group for II. Year Fall Semester. At least one course must be taken in the General Elective II course group for II. Year Spring Semester

