

## 1st Semester Courses

Code	Lesson	Z/S	T Hour	P Hour	Credit	ECTS
AIT101	History of Atatürk's Principles and Revolutions-I	Z	2	0	2	2
TRD101	Turkish Language-I	Z	2	0	2	2
YDİ101	English-I	Z	2	0	2	2
BLG101	Information Technologies-I	Z	2	1	2.5	2
HBYZ101	Secretarial Information	Z	2	0	2	3
HBYZ102	General business	Z	3	0	3	4
HBYZ103	General Economy	Z	3	0	3	4
HBYZ104	Keyboard Techniques I	Z	2	1	2	4
HBYZ105	General Legal Information	Z	2	0	2	2
HBYZ106	Protocol and Social Code of Conduct	Z	2	0	2	3
HBYZ107	Maths	Z	2	0	2	2
Total			24	2	24.5	30

## 2nd Semester Courses

Code	Lesson	Z/S	T Hour	P Hour	Credit	ECTS
AIT202	History of Atatürk's Principles and Revolutions-II	Z	2	0	2	2
TRD202	Turkish Language-II	Z	2	0	2	2
YDİ202	English-II	Z	2	0	2	2
BLG202	Information Technologies-II	Z	2	1	2.5	2
HBYZ201	constitutional law	Z	3	0	3	3
HBYZ202	Filing and Archiving Techniques	Z	2	0	2	3
HBYZ203	National Judicial Network Project (UYAP)	Z	2	0	2	3
HBYZ204	General Contact	Z	3	0	3	4
HBYZ205	management and organization	Z	3	0	3	4
HBYZ206	Keyboard Techniques II	Z	2	1	2	4
HBYZ207	Professional Correspondence	Z	2	1	3	3
Total			25	3	26.5	32

## 3rd Semester Courses

Code	Lesson	Z/S	T Hour	P Hour	Credit	ECTS
HBYZ301	office management	Z	2	0	2	3
HBYZ302	General accounting	Z	2	0	2	3
HBYZ303	commercial law	Z	3	0	3	3
HBYZ304	Human Resources Management	Z	3	0	3	3
HBYZ305	Criminal law	Z	3	0	3	3
HBYZ306	Proceedings Law (Execution)	Z	3	0	3	3
STJ301	Internship	Z	0	0	0	3
Compulsory Courses						21
HBYS301	Total quality Management	S	2	0	2	2
HBYS302	Administrative law	S	3	0	3	3
HBYS303	Insurance Law	S	2	0	3	3
HBYS304	Behavioral sciences	S	2	0	2	2
CSD301	Research Methods and Techniques	S	2	0	2	3
CSD302	Entrepreneurship -I	S	2	0	2	3
KPDY111	Career planning	S	2	0	2	3
Note: A minimum of 12 ECTS worth of elective courses will be selected.			Total	31	0	32
						39

## 4th Semester Courses

Code	Lesson	Z/S	T Hour	P Hour	Credit	ECTS
HBYZ401	Legal Secretariat	Z	2	0	2	4
HBYZ402	Public relations	Z	3	0	3	4
HBYZ403	civil law	Z	4	0	4	4
HBYZ404	Law of Obligations	Z	3	0	3	3
HBYZ405	Labor and Social Security Law	Z	3	0	3	4
Compulsory Courses						
HBYS401	Work Psychology	S	2	0	2	3
HBYS402	Negotiable Instruments Law	S	3	0	3	3
HBYS403	Customer relations management	S	3	0	3	2
HBYS404	justice psychology	S	3	0	3	4
HBYS405	Human Rights Law	S	3	0	3	3
CSD401	Entrepreneurship-II	S	2	0	2	3
CSD402	Effective and Beautiful Speech	S	2	0	2	2
CSD403	Project management	S	0	2	1	2
SEND101	Volunteering Activities	S	1	2	2	4
Note: A minimum of 13 ECTS worth of elective courses will be selected.			Total	34	4	37
						43

MUNZUR UNIVERSITY
ÇEMİŞGEZEK VOCATIONAL SCHOOL
OFFICE SERVICES AND SECRETARIAT DEPARTMENT
LAW OFFICE MANAGEMENT AND SECRETARIAT PROGRAM COURSE CONTENTS

I. PERIOD					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Ataturk's Principles and History of Revolution-I</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Definition of the Revolution and the Reasons Leading to the Revolution, Efforts to Save the Ottoman Empire, Tripoli, I. and II. Balkan Wars, World War I and the Fall of the Ottoman Empire, Armistice of Mudros and the Occupation of Izmir, Mustafa Kemal's Landing in Samsun, Preparatory Period of the War of Independence and Congresses, Opening of the Turkish Grand National Assembly, Revolts against the Turkish Grand National Assembly, Treaty of Sevres , Fronts in the War of Independence, Wars on the Western Front (I. İnönü, Kütahya-Eskişehir, Sakarya, Great Offensive), Mudanya Armistice Agreement and Its Results, Lausanne Peace Treaty, Abolition of the Sultanate, Abolition of the Caliphate and Proclamation of the Republic.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Turkish Language-I</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
To be able to understand that language is the product of the human mind, to be able to understand the structural features and richness of the Turkish language, to be able to understand the historical development stages of the Turkish language, to be able to understand the language-culture-nation relationship, to be able to understand the theories of the birth of languages, to be able to understand the place of Turkish among the world languages, to be able to learn general information about composition, to be able to understand composition. planning and implementation, understanding the ways to be successful in written expression, and improving research, reading and information skills.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>English-I</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Greetings, names, and ages; Numbers; Days, months and seasons; simple tense structure.This is ..., that is ...; What time is it; Action in Progress, Who ... ?, What ... ?, Where; Talking about present habits, ideas, opinions; Propositions of time: at, on, in; Talking about schedules and calendars; Abilities and disabilities: can, can't; A family tree; Possessive Pronouns; Family members; Obligations prohibitions and lack of necessity: must, mustn't; Obligations prohibitions and lack of necessity: don't/ doesn't have to.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Information Technologies-I</b>	<b>Z</b>	<b>2</b>	<b>1</b>	<b>2.5</b>	<b>2</b>
History of the computer, Basic functions of operating systems, Types of operating systems, Network technologies, Internet use, External hardware and internal hardware of the computer, Peripheral components of the computer.					

<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Secretarial Information</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
The historical development, meaning and types of the secretarial profession, the role of the secretary in the organization, the personal and professional qualities of the executive secretary, the contribution of the executive secretary to managerial functions, the role of the executive secretary in effective management and communication, the organization and management of office services and office tools are discussed.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>General business</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Business, enterprise, entrepreneur concepts. Relationships of business science with other branches of science. Purposes of the business. Business types and classification. Structural and functional analysis of businesses. Relationships and responsibilities of businesses with the environment. Initial establishment studies of businesses (establishment analysis and planning studies). Establishment location and selection. Business size and capacity types. Legal structures of businesses.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>General Economy</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Definition and subject of economics. Causes and characteristics of economic activities. Basic economic concepts. Economic systems. The functioning of the price mechanism. Fundamentals of supply and demand. Price, price formation, market movements, employment, national income, money, credit, cyclical movements, foreign payments balance, international trade, inflation, devaluation, deflation, reveal and Turkish economy.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Keyboard Techniques I</b>	<b>Z</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>4</b>
Introduction of F and Q keyboard. Information about the F keyboard, ten-finger usage technique. Ten-finger program level studies (basic row keys, upper and lower row keys, capital letters, punctuation marks and symbols, foreign language letters, error-free and fast writing of mixed texts at beginner, intermediate and advanced levels). Simple tables editing, in-house and corporate external correspondence, multi-page letters. Writing and reproducing shapeless texts by shaping them.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>General Legal Information</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Concept of Law / The Basis of the Modern Legal System / General Principles of Law / Sources of Law: Written Sources, Customs, Court Decisions and Scientific Case Laws / Legal Transactions / Rights and Sources of Rights / Branches of Law: Private Law, Public Law.					

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Protocol and Social Code of Conduct</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
The place and importance of protocol in social life and business environment. Protocol types and features applied in institutions and organizations. Protocol rules to be applied at corporate events. Protocol rules to be applied by the Secretary in his own work and in his duty to represent the institution. Invitations, table layouts and seating styles, table top arrangements, buffet dinner invitations, duties of the invitees, what is expected from the guests, ways of thanking the guests. Doing personal care, choosing clothes and accessories.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Maths</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Numbers (Natural numbers, Integers, Rational numbers and Decimal numbers), Exponents, Radical Numbers, Algebraic Expressions, Identities, Factorization and Rational Expressions, Functions, First Degree Equations, Quadratic Equations and Inequalities, Quadratic Functions and Their Graphs, Trigonometry , Trigonometric Expressions in Triangles, Logarithms, Solution of Exponential Equations.					

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II. PERIOD					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Ataturk's Principles and History of Revolution-II</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Revolutions Made in the Political Field, Political Parties and Attempts at Transition to Multi-Party Life, Revolutions Made in the Field of Law, Revolutions Made in the Social Field, Revolutions Made in the Economic Field, Turkish Foreign Policy Between 1923-1938, Turkish Foreign Policy After Atatürk, Atatürk's Principles and Integral Principles.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Turkish Language-II</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
To be able to recognize the types of written expression in daily life, to learn spelling rules, to understand the importance of punctuation in written expression, to understand the importance of correct expression in personal and social communication, to learn expression disorders, to understand petition-resume writing, to apply research, reading and information skills.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>English-II</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Simple present tense, present continuous tense, past tense, irregular verbs, future tense, present perfect tense, for..just..since.., past continuous tense, past perfect tense, future continuous tense, past perfect continuous tense.passive voice , comparative and superlatives.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Information Technologies-II</b>	<b>Z</b>	<b>2</b>	<b>1</b>	<b>2.5</b>	<b>2</b>
Office Programs and their types, Word processing programs, Calculation, tabulation and graphics programs, Presentation preparation programs. Computer networks and the Internet, Internet browsers, internet use, E-mail use, Safe internet use.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>constitutional law</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>
Constitutional order and different political systems in terms of state organization, conceptual analysis of the constitution, acts of the parliament, laws, parliamentary motions, decree laws, statutes, regulations, theocratic and democratic sovereignty, state forms according to the structure and use of sovereignty, electoral systems, features of the parliamentary regime. , presidential and semi-presidential systems are examined. In addition to the doctrinal approach to the subjects, the lessons are also supported by the analysis of sample cases heard in the Constitutional Court.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Filing and Archiving Techniques</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
It provides information about the features of an effective filing system, the documents subject to filing, the filing process and stages, the points to be considered in filing, and the filing methods. Archiving; It gives information about its purpose and importance, the concept and history of archive, the archiving process, the points to be considered in archiving, filing and archiving equipment.					

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>National Judicial Network Project (UYAP)</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
In this course , the introduction , general aims and necessity of the UYAP program are explained . At the same time Gaining the ability to use UYAP in all units within the Ministry of Justice but he was angry .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>General Contact</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Definition and meaning of the concept of communication, ways of communicating, obstacles and problems, methods of establishing individual, social and organizational communication through verbal, written, non-verbal and information technologies, communication types and models, innovations and contributions of communication models to communication science, the meaning and meaning of organizational communication. Covers function topics.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>management and organization</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Management, Definition of the concept of manager, Qualifications and characteristics, Duties and interpersonal roles of managers, Levels of management, Relationship of management science with other social sciences, Organization, Definition and nature of the concept of organization, Management rules of managers, Management functions: Planning, organizing, directing, coordination, control Audit, Latest developments in management: Management by objectives, Quality and total quality management.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Keyboard Techniques II</b>	<b>Z</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>
documents formatting rules , horizontal and vertical centering , correction marks , office The importance of documents being error - free and clean , writing from a draft , writing skills, the ability to pay attention , arranging simple tables . Topics such as internal and external correspondence , preparation of articles according to Turkish standards , writing in different languages and multi - page letters will be covered .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Professional Correspondence</b>	<b>Z</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>
Correspondence and its types. Commercial, official and private correspondence (business letters, official letters and private letters). Business letter; definition, qualities and parts. Business letter formats. Types of business letters. Other business articles. Procedures for sending and receiving business letters. Official correspondence. Qualifications, types, sections and general principles of official correspondence. Rules to be followed in terms of form in official writing. Private letters.					



III. PERIOD					
Course name	Z/S	Theory	Practical	Credit	ECTS
office management	Z	2	0	2	3
Management. Executive. Office definition, types, features. Office management. Office services. The importance of office services in business. Office work and activities. Planning office work, work schedules. Organization of the office (organization of office work and activities, personnel and office environment, organizational function and position charts).					
Course name	Z/S	Theory	Practical	Credit	ECTS
General accounting	Z	2	0	2	3
Definition, purpose, basic concepts and principles of accounting, legal books used in accounting, account concept and operating rules, balance sheet, its types and arrangement of balance sheet, concept of capital and finding capital, VAT and its features, its scope, showing in accounts, balance sheet accounts and its functioning.					
Course name	Z/S	Theory	Practical	Credit	ECTS
Human Resources Management	Z	3	0	3	3
Theoretical developments in the field of organizational learning and human resources development; identifying, analyzing and developing effective human resources; designing training programs to develop human resources for different environments; developing policies and processes for educational program preparation from an organizational perspective; needs analysis, determination of educational goals, content determination and editing; Methods of creating teaching and assessment strategies.					
Course name	Z/S	Theory	Practical	Credit	ECTS
Criminal law	Z	3	0	3	3
Development of criminal law , purpose , qualities and types of punishment , theories of punishment , theory of atonement and justice , theory of prevention and deterrence , conciliatory theories , classical doctrine, positivist doctrine and social defense doctrine, Turkish Penal Code systematics , material and moral elements of crime , attempted crime , personal criminal liability , participation in crime , classification of crime ; crime , crime and misdemeanor, general provisions of the Turkish Penal Code , application of the law in terms of place , time and person , extradition of criminals , international judicial assistance Spelling is the subject of this course . .					
Course name	Z/S	Theory	Practical	Credit	ECTS
commercial law	Z	3	0	3	3
Basic principles of commercial law, the concept of merchant , commercial enterprise , trade name , the use of trade name					

Protection of commercial transactions, commercial transactions, the importance of commercial books , their functions and the possibility of presenting them as evidence , unfair competition , current account, ordinary profit and total profit are the subjects of this course . Additionally , negotiable instruments such as promissory notes, checks , policies and bills are also examined in the course. Negotiable instruments also include issues such as form conditions, payment time , non - acceptance and non - payment protest.

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Proceedings Law (Execution)</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>

The coercive enforcement phase , which constitutes the narrowest and most troublesome phase between the creditor and the debtor , is only possible between the parties .  
not in terms of the fulfillment of an individual right , but the extent to which this fulfillment will be subject. terms and conditions

It is also important in terms of shapes . emerging as a part of social and economic policy

Understanding the purposes and principles of enforcement law , the structure and follow - up of the institutions that constitute the enforcement bodies .

Roads constitute the subject of the course .

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Internship</b>	<b>Z</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

The aim of the students studying at vocational schools within the vocational and technical education regions is to reinforce the theoretical knowledge and experience they have gained during their education, to improve the skills and experiences they have acquired in theory, and to ensure that they get to know their responsibilities, relationships, organization and production processes and new technologies in the workplaces where they will work.

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Total quality Management</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>

Quality and quality management concepts. Historical development process and stages of this process. Basic concepts. Features and elements of total quality management as a management system. Basic approaches of total quality management. Basic tools and techniques used in total quality management application. Practices related to total quality management in Turkey, difficulties encountered in these practices and solution suggestions.

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Administrative law</b>	<b>S</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>

Sources of Administrative Law , the concept of state , the place of administrative law within public law , management ,  
centralized management and decentralization organization , public service and public benefit , independent administrative organizations , Capital Markets Board , Radio and Television Supreme Institution , Competition Authority , Banking k Regulation and Supervision Agency, administrative tutelage and hierarchical control , administrative hierarchy , legal status of civil servants , public property , legal regime applied to public areas , expropriation procedure and customization procedure are covered within the scope of the course .

Course name	Z/S	Theory	Practical	Credit	ECTS
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<b>Insurance Law</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>
Institutions engaged in insurance , state control of insurance companies , insurance intermediaries , Definition of the insurance contract , its establishment and types , duration , provisions of the insurance contract , insurance debts of the owner , the insurance protection act of the insurer , the scope of the protection , its termination and The legal succession of the insurer is explained .					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Behavioral sciences</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
Determining the reasons for human behavior and the factors affecting them, which is one of the most important elements in businesses, is the most important key to understanding and managing people. In this course, people are tried to be understood and ways to direct them positively are taught.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Research Methods and Techniques</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
Data Collection and Analysis According to Scientific Research Principles; Reporting Research Results in Accordance with Report Writing Principles; Presentation of Research Topics, Datashow, Slide Maker, Internet (Web Page), etc. Use of Devices and Technologies; Getting to Know Business Life; Ability to Follow Developments by Researching Innovations in the Field of Computers; Developing a Sense of Self-Confidence by Expressing Yourself in Public.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Entrepreneurship-I</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
Concepts Related to Entrepreneurship; Importance and Development of Entrepreneurship; Characteristics of Entrepreneurs; Internal and Foreign Entrepreneurship; Motivation in Entrepreneurship; Creativity and Innovation in Entrepreneurship; Protection of Inventions, Trademarks and Designs; Business Ideas in Entrepreneurship; Preparing a Business Plan and Turning it into a Document; Management, Marketing, Finance and Production Plans within the Business Plan; Entrepreneurship Stories.					
<b>Course name</b>	<b>Z/S</b>	<b>Theory</b>	<b>Practical</b>	<b>Credit</b>	<b>ECTS</b>
<b>Career planning</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
This lesson; Career Concept, Career Planning, The Relationship between Career Planning and Vocational Counseling, Individual Career Development, CV types and CV preparation, Job Interview, Career planning process, Evaluation of the Turkish education system in line with career planning, Applicability of career planning in schools I, Applicability of career planning in schools II, Life Lifelong career planning I, Lifelong career planning II, career planning, Topic review and feedback; Includes topics.					

IV. PERIOD					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Legal Secretariat</b>	<b>Z</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>
Information Age Organizations and Management, Law and Legal Secretariat in the Information Age, Characteristics of the Legal Secretary, Legal Secretary Skills and Abilities, Organizational Duties of the Legal Secretary, Human Recognition and Management Skills, Legal Secretariat and Human Resources Management, Organizational Behavior Management, Morale and Motivation, Productivity and Event Management, Reputation and Image Management in Legal Secretariat.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Public relations</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
What is public relations? public relations and its historical development, public relations and similar concepts, concepts confused with public relations, tools used in public relations, target audience and its importance in public relations, effective communication techniques in public relations, public relations practices in businesses and organizations, public relations management, sample public relations studies. Contains elements.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>civil law</b>	<b>Z</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>
Preamble provisions of the Civil Code ; Apart from the in-depth analysis of the concept of right , the sources of civil law , its application in terms of place , time and meaning , and the subjective and objective rules of good faith , the course will also cover In addition , the concept of person and personality , which are the subject of personal law , real and legal persons , rights and capacity to act , protection of personality , name , residence and Name , personal situation are examined in detail . .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Law of Obligations</b>	<b>Z</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>
General principles constituting the law of obligations , especially contracts , conclusion of the contract , offer and acceptance, capacity to make a contract , fundamental and non-fundamental mistake , fraud , threat , omission , obligations arising from the contract , the freedom to make a contract . freedom , limitation of this freedom in the face of public order and mandatory provisions , the concept of debt , full debt and incomplete debt , assignment of the right to receivable and transfer of the debt, cases of impossibility , unilateral or bilateral termination of the contract , termination and cancellation are the first part of the course . It is the subject of the product .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Customer relations management</b>	<b>S</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>
Developing Customer Relations: Concept and characteristics of customer relations; New Dimensions of Customer Relations: Total quality management in sales and marketing, Creating value for the customer; Communication with Customers: Communication model and elements, Communication styles with customers; Customer Service: Customer service quality and system; Gaining and Retaining Customers; Measurement of Customer Relationships: Focus group discussions, Advisory panels, Critical incident technique, Customer relationship survey,					

Benchmarking; Organizational Culture and Change: Creating a customer-oriented culture, Obstacles in cultural change.

Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Work Psychology</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
To study the scope and development of work psychology, motivational behavior and work motivation, job satisfaction and dissatisfaction, work stress and job burnout, work monotony and alienation, fatigue and its impact on work accidents.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Negotiable Instruments Law</b>	<b>S</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>
Perceives the differences between negotiable instruments and partnership types and relates them to these concepts . the concept of check from bills of exchange and its application in commercial life . Detects commodity bills and understands their usage areas . Legal dimensions , provisions and details of negotiable instruments understands its consequences .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Labor and Social Security Law</b>	<b>Z.</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
No. 4857 Within the framework of the Labor Law ; workers ' rights , employment contracts and termination of these contracts , Addressing issues such as working conditions of workers , compensation within the scope of employment contracts , and workers ' wages . It is the lesson learned .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Psychology of Justice</b>	<b>S</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
The psychology of justice course aims to provide students with a perspective that can evaluate the events within the judicial system in a multifaceted and healthy way with a multidisciplinary approach .					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Human Rights Law</b>	<b>S</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>
In this study, the birth of the concept of human rights, its historical process and its transition to positive law are examined. Within the framework of this review, the protection of human rights in the international arena, especially within the framework of the European Convention on Human Rights, is discussed in detail.					
Course name	Z/S	Theory	Practical	Credit	ECTS
<b>Entrepreneurship-II</b>	<b>S</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>
It is the transfer of theoretical knowledge obtained in the Entrepreneurship 1 course into practice					

under the supervision of an advisor. Within the scope of the course, students are expected to mature the innovative ideas they have developed for production, service and disadvantaged groups of society within the axis of a business plan. In this way, students' ability to mature their creative ideas and express them in a structured way will be improved. An applied business plan will be made.

Course name	Z/S	Theory	Practical	Credit	ECTS
Effective and Beautiful Speech	S	2	0	2	2

Correct breathing techniques, pronunciation, emphasis and intonation, basic principles of beautiful and effective speech, technical and psychological preparations of the speech, forms of speech that will influence the listener, body language in business meetings, basic steps and practices of speaking effectively and beautifully to the audience, group, individual. , presentations for self-expression.

Course name	Z/S	Theory	Practical	Credit	ECTS
Project management	S	0	2	one	2

Project definition, classification, project organization, project structure plans, programming techniques, time-resource-cost planning, project risk analysis, project documentation, computer-aided project planning (MS Project).

Course name	Z/S	Theory	Practical	Credit	ECTS
Volunteering Activities	S	one	2	2	4

Management and Organization Concepts; Concept of Volunteering and Volunteer Management; Basic Volunteering Fields (Disaster and Emergency, Environment, Education and Culture, Sports, Health and Social Services, etc.); Project Development Related to Voluntary Work and Participation in Voluntary Work in the Field; Ethical, Moral, Religious, Traditional Values and Principles in Voluntary Work; Participation in Voluntary Work in Public Institutions, Local Governments and Non-Governmental Organizations (NGOs); Risk Groups and Volunteering in Society; Immigrants and Volunteering.

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