

1st YEAR FALL SEMESTER

COURSE CODE	COURSE NAME	T	U	K	ECTS
OD 101	ATATURK PRINCIPLES AND HISTORY OF REVOLUTION I	2	0	2	2
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

1st YEAR SPRING SEMESTER

COURSE CODE	COURSE NAME	T	U	K	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

2nd YEAR FALL SEMESTER

COURSE CODE	COURSE NAME	T	U	K	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

2nd YEAR SPRING SEMESTER

COURSE CODE	COURSE NAME	T	U	K	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 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

TECHNICAL ELECTIVE I

COURSE CODE	COURSE NAME	T	U	K	ECTS
AD 221	BUSINESS	3	0	3	4
AD 223	CRISIS AND STRESS MANAGEMENT	3	0	3	4
AD 225	CRIMINOLOGY	3	0	3	4

TECHNICAL ELECTIVE II

COURSE CODE	COURSE NAME	T	U	K	ECTS
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

TECHNICAL ELECTIVE III

COURSE CODE	COURSE NAME	T	U	K	ECTS
AD 222	PSYCHOLOGY	3	0	3	4
AD 224	INSURANCE LAW	3	0	3	4

TECHNICAL ELECTIVE IV

COURSE CODE	COURSE NAME	T	U	K	ECTS
AD 226	MANAGEMENT OF BUREAU AND DOCUMENT	3	0	3	4
AD 228	JUDICIAL COUNCIL	3	0	3	4

GENERAL ELECTIVE I

COURSE CODE	COURSE NAME	T	U	K	ECTS
GS 001	RESEARCH METHODS	2	0	2	3
GS 003	TECHNICAL COMMUNICATION	2	0	2	3
GS 005	STRESS AND TIME MANAGEMENT	2	0	2	3
GS 007	OCCUPATIONAL HEALTH AND SAFETY	2	0	2	3
GS 009	PUBLIC ADMINISTRATION	2	0	2	3
GS 011	VOLUNTEERING	2	0	2	3
GS 013	ACADEMIC TURKISH	2	0	2	3
GS 015	CREATIVE DRAMA AND IMPROVISION	2	0	2	3
GS 017	HUMAN RESOURCES MANAGEMENT	2	0	2	3
GS 019	FIRST AID	2	0	2	3
GS 021	EMPLOYMENT LAW	2	0	2	3
GS 023	ENTERPRISE RESOURCE PLANNING	2	0	2	3
GS 025	HUMAN RIGHTS	2	0	2	3
GS 027	ENTREPRENEURSHIP	2	0	2	3
GS 029	ENGINEERING ETHICS	2	0	2	3
GS 031	HISTORY OF SCIENCE	2	0	2	3
GS 033	SOCIAL PSYCHOLOGY	2	0	2	3
GS 035	COMMUNICATION	2	0	2	3
GS 037	FINANCIAL LITERACY	2	0	2	3
GS 039	SIGN LANGUAGE	2	0	2	3
GS 041	DISASTER AND CRISIS MANAGEMENT	2	0	2	3
GS 043	CITY AND SOCIETY	2	0	2	3
GS 045	ENVIRONMENTAL PROTECTION	2	0	2	3
GS 047	BEHAVIOR SCIENCE	2	0	2	3

GENERAL ELECTIVE II

COURSE CODE	COURSE NAME	T	U	K	ECTS
GS 002	MEDIA AND COMMUNICATION	2	0	2	3
GS 004	DICTION AND EFFECTIVE SPEAKING	2	0	2	3
GS 006	BUSINESS ETHICS	2	0	2	3
GS 008	KNOWLEDGE PROTOCOL	2	0	2	3
GS 010	PRODUCTION MANAGEMENT	2	0	2	3
GS 012	SOCIAL RESPONSIBILITY	2	0	2	3
GS 014	ACADEMIC TURKISH II	2	0	2	3
GS 016	CREATIVE DRAMA AND IMPROVISION	2	0	2	3
GS 018	HUMAN RESOURCE MANAGEMENT	2	0	2	3
GS 020	FIRST AID	2	0	2	3
GS 022	EMPLOYMENT LAW	2	0	2	3
GS 024	POLITICAL SCIENCES	2	0	2	3
GS 026	SUSTAINABILITY	2	0	2	3
GS 028	PROBLEM SOLVING AND DECISION MAKING	2	0	2	3
GS 030	TECHNOLOGY ADDICTION	2	0	2	3
GS 032	BUSINESS ADMINISTRATION	2	0	2	3
GS 034	FACTORY ORGANIZATION	2	0	2	3



VOCATIONAL SCHOOL
JUSTICE

TARSIUS					
GS 036	QUALITY MANAGEMENT SYSTEMS	2	0	2	3
GS 038	TECHNOLOGY MANAGEMENT AND R&D	2	0	2	3
GS 040	MARKETING	2	0	2	3
GS 042	SERVICE MARKETING	2	0	2	3
GS 044	E-COMMERCE	2	0	2	3
GS 046	CURRENT ECONOMIC ISSUES	2	0	2	3
GS 048	PUBLIC RELATIONS	2	0	2	3
GS 050	SOCIOLOGY	2	0	2	3
GS 052	GLOBALIZATION READINGS	2	0	2	3
GS 054	PHOTOGRAPHY	2	0	2	3
GS 056	PROJECT MANAGEMENT	2	0	2	3
GS 058	INTRODUCTION TO BUSINESS SCIENCE	2	0	2	3
GS 060	HEALTHY AND ACTIVE AGEING	2	0	2	3
GS 062	SALES TECHNIQUES	2	0	2	3