

UNDERGRADUATE CURRICULUM

	VOCATIONAL SCHOOL DEPARTMENT OF OFFICE SERVICES AND SECRETERIAT PROGRAM OF COURT OFFICE SERVICES 2026-2027 FALL UNDERGRADUATE CURRICULUM	Document Code:
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VOCATIONAL SCHOOL
DEPARTMENT OF OFFICE SERVICES AND SECRETERIAT PROGRAM OF COURT OFFICE SERVICES
2026-2027 FALL UNDERGRADUATE CURRICULUM

Semester 1

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
ATA101	Atatürk Principles and The History of Turkish Revolution I	2	0	2	2	Compulsory	
MING151	Basic English I	3	0	3	4	Compulsory	
MMBH 102	Constitutional Law	3	0	3	4	Compulsory	
MMBH 101	Introduction to Law	3	0	3	4	Compulsory	
MMBH 105	Introduction to Civil Law	3	0	3	4	Compulsory	
MMBH 103	UYAP	2	0	2	3	Compulsory	
MMBH 104	Basic Keyboard Usage I	1	1	2	5	Compulsory	
KYP001.09	İş Yaşamına Hazırlık	0	2	1	1	Compulsory	
MMBH 112	Office Management	3	0	3	4	Compulsory	
	Total Credit	22			31		

Semester 2

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
ATA102	Atatürk Principles and The History of Turkish Revolution II	2	0	2	2	Compulsory	
MING152	Basic English II	3	0	3	4	Compulsory	
MMBH 109	Civil Procedure Law	3	0	3	4	Compulsory	
MMBH 108	Law	3	0	3	4	Compulsory	
MMBH 106	Judicial Organization	3	0	3	4	Compulsory	
MMBH 110	Basic Keyboard Usage II	1	1	2	5	Compulsory	
MMBH 107	Notification Law	3	0	3	4	Compulsory	
MMBH 116	Legislation	2	0	2	3	Compulsory	
MMBH 119	Behavior	2	0	2	3	Compulsory	
	Total Credit	23			33		

Semester 3

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
MTRD101	Turkish Language I	2	0	2	2	Compulsory	

Semester 4

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
MTRD102	Turkish Language II	2	0	2	2	Compulsory	

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MMBH 111	Regulatory Assets and Operations	3	0	3	4	Compulsory	
MMBH 117	Execution and Bankruptcy Law Information	3	0	3	4	Compulsory	
MMBH 114	Introduction to Criminal Law and CMK	3	0	3	4	Compulsory	
MMBH 113	File and Archiving Techniques	2	0	2	3	Compulsory	
MMBH 118	Execution Law	3	0	3	4	Compulsory	
MMBH121	Legal Profession and Ethics	3	0	3	4	Compulsory	
	Total Credit	24	32				

SECGNL4Y	Elective Course I (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	4	Elective	
SECGNL4Y	Elective Course II (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	4	Elective	
SECGNL4Y	Elective Course III (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	4	Elective	
SECGNL3Y	Elective Course IV (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	4	Elective	
MMBH 129	Graduation Project	3	0	3	9	Compulsory	
	Total Credit	17	27				

Semester 5

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

Semester 6

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

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Semester 7

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

TOTAL CREDIT	86
TOTAL ECTS	123

Abbreviations: T=Weekly hours: theoretical; A=Weekly hours: application; C=Credits in Turkish System; ECTS= European Credit Transfer System



ELECTIVE COURSES

Semester 1

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
SECOND FOREIGN LANGUAGE							

Semester 8

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
	Total Credit						

Semester 2

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
SECOND FOREIGN LANGUAGE							

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DEPARTMENTAL ELECTIVE							
FACULTY ELECTIVE							
UNIVERSITY ELECTIVE							

Semester 3							
Code	Course Title	T	A	C	ECTS	Status	Prerequisite
SECOND FOREIGN LANGUAGE							

DEPARTMENTAL ELECTIVE							
FACULTY ELECTIVE							
UNIVERSITY ELECTIVE							

Semester 4							
Code	Course Title	T	A	C	ECTS	Status	Prerequisite
SECOND FOREIGN LANGUAGE							

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DEPARTMENTAL ELECTIVE						
FACULTY ELECTIVE						
UNIVERSITY ELECTIVE						

Semester 5						
Code	Course Title	T	A	C	ECTS	Status
SECOND FOREIGN LANGUAGE						

DEPARTMENTAL ELECTIVE						
MMBH124	Psychology of Law	3	0	3	4	Elective
MMBH125	Civil Servant Law	3	0	3	4	Elective
MMBH126	Consumer Law	3	0	3	4	Elective
MMBH127	Sociology of Law	3	0	3	4	Elective
MMBH128	Human Rights Law	3	0	3	4	Elective
MMBH130	Workplace Application I	0	6	3	4	Elective
MMBH131	Workplace Application II	0	6	3	4	Elective
MMBH132	Workplace Application III	0	6	3	4	Elective
MMBH133	Workplace Application IV	0	6	3	4	Elective
FACULTY ELECTIVE						
MGRS201	Practices of Entrepreneurship	3	0	3	5	Elective
MGSA202	Fine Arts	3	0	3	5	Elective
MISG218	Principles of Occupational Health	3	0	3	5	Elective
MMSE201	Occupational Ethics	3	0	3	5	Elective
MISL223	General Business	3	0	3	5	Elective
MBLP241	Computer Literacy	3	0	3	5	Elective
MING254	English IV	3	0	3	5	Elective
MMAT105	General Mathematics	3	0	3	5	Elective
MIKA242	Fundamentals of Effective Commu	3	0	3	5	Elective
MELK237	Sustainability and Environment	3	0	3	5	Elective
MYZO101	Introduction to Artificial Inte	3	0	3	5	Elective
MMBH134	Profesional English	2	02	2	3	Elective
UNIVERSITY ELECTIVE						

Semester 6						
Code	Course Title	T	A	C	ECTS	Status

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DEPARTMENTAL ELECTIVE						
FACULTY ELECTIVE						
UNIVERSITY ELECTIVE						

Semester 7

Code	Course Title	T	A	C	S	Status	Prerequisite
SECOND FOREIGN LANGUAGE							
DEPARTMENTAL ELECTIVE							
FACULTY ELECTIVE							

SECOND FOREIGN LANGUAGE							
DEPARTMENTAL ELECTIVE							
FACULTY ELECTIVE							
UNIVERSITY ELECTIVE							

Semester 8

Code	Course Title	T	A	C	S	Status	Prerequisite
SECOND FOREIGN LANGUAGE							
DEPARTMENTAL ELECTIVE							
FACULTY ELECTIVE							

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UNIVERSITY ELECTIVE						

UNIVERSITY ELECTIVE						