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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Legal Secretariat** |  | 3 | 2+0 | 2 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Field Elective |
| Course Coordinator |   |
| Instructor |   |
| Course Assistants |   |
| The aim of lesson | To gain the ability to prepare and follow legal case files and to follow the execution and bankruptcy proceedings. |
| Course Learning Outcomes | At the end of this course, the student;1. Knows Legal Terms.2. Can prepare lawsuit petitions.3. Can use the Uyap system.4. Knows the enforcement-bankruptcy procedures. |
| Course Content | Legal Language and legal terms, Introduction of the UYAP system, General Petitions, Judicial Petitions, Official Correspondence Rules, Legal Correspondence Types, Calculation of deadlines and deadlines in law, Judicial Decisions (Legal Cases), Documents and Document Samples in Enforcement - Bankruptcy proceedings, Announcements and notification documents , Contracts, Notary Documents. |
| **Weeks** | **Topics** |
| one | Legal Language and legal terms |
| 2 | Introduction of the UYAP system |
| 3 | General Petitions |
| 4 | Judicial Petitions |
| 5 | Official Correspondence Rules |
| 6 | Types of Legal Correspondence |
| 7 | Calculation of deadlines and deadlines in law |
| 8 | Judicial Decisions (Civil Litigation) |
| 9 | Judicial Decisions (Criminal Cases) |
| 10 | Document and Document Samples in Enforcement - Bankruptcy proceedings |
| 11th | Announcements and notification documents |
| 12 | S contracts |
| 13 | Contracts |
| 14 | Notary Documents |

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| **General Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **resources** |
| Gursoy, H. (2011). Legal Language and Legal Correspondence. Anadolu University Press, Ankara. |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | - |
| **LO2** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | - |
| **LO3** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | - |
| **LO4** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | - |
| **REVENGE: Learning Outputs OP: Program Outputs** |
| **Contribution****level** | **1 Very Low** | **2 Low** | **3 Medium** | **4 High** | **5 Very High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **Legal Secretariat** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | - |

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