

SYLLABUS
Vocational School
Court Office Services Program

Course Unit Code	Course Title		Credits	ECTS Value
MBH107	Judicial Correspondence		(2-0-2) 2	5
Prerequisite Courses:	-			
Language of Instruction:	Turkish	Lesson Teaching Style:	Face	
Course Type and Level:	Elective			
Title, Name and Surname of the Instructor of the Course		Course Hours	Office Hours	Communication
Asst. Prof. Yunus Anil AY		Up-to-date program information should be followed on the web page.	Tuesday 11.00-14.00	yunusanilay@cag.edu.tr
Course Coordinator:	Asst. Prof. Yunus Anil AY			
Objectives of the Course				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to:		Relations	
			Program Outcomes	Net Contribution
	1	Explain the general concepts and terms of law.	1,2,3,4	5,5,5,5
	2	Define and classify legal texts in general terms.	1,2,3,4	5,5,5,5
	3	Official correspondence can arrange a document in a formal manner in accordance with the procedure.	1,2,3,4	5,5,5,5
	4	Explain and apply judicial correspondence methods.	1,2,3,4	5,5,5,5
Course Description:	This course consists of official correspondence rules, judicial correspondence, especially correspondence related to judicial and administrative jurisdiction, correspondence of first instance and higher courts and correspondence of enforcement and bankruptcy offices and examples of all these in practice.			
Course Contents: (Weekly Lesson Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	Basic concepts of law	Textbook	Lecture, case analysis, legislation review	
2	Basic concepts of law	Textbook	Lecture, case analysis, legislation review	
3	Petitions	Textbook	Lecture, case analysis, legislation review	
4	Petitions	Textbook	Lecture, case analysis, legislation review	
5	Official correspondence and examples of official correspondence	Textbook	Lecture, case analysis, legislation review	
6	Official correspondence and examples of official correspondence	Textbook	Lecture, case analysis, legislation review	

7	Judicial correspondence and types of judicial writing	Textbook	Lecture, case analysis, legislation review
8	Midterm Exam		
9	Midterm Exam		
10	Minutes	Textbook	Lecture, case analysis, legislation review
11	Warrants	Textbook	Lecture, case analysis, legislation review
12	Examples of correspondence in judicial jurisdiction	Textbook	Lecture, case analysis, legislation review
13	Examples of correspondence in administrative jurisdiction	Textbook	Lecture, case analysis, legislation review
14	Examples of correspondence of higher courts	Textbook	Lecture, case analysis, legislation review
15	Correspondence of enforcement and bankruptcy offices	Textbook	Lecture, case analysis, legislative review negotiation
16	Examples of correspondence of enforcement and bankruptcy offices	Textbook	Lecture, case analysis, legislative review negotiation
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	A. Albayrak / Z. Albayrak Açı: Basic Law Series: Judicial Correspondence, 5th Edition, Seçkin, Ankara 2024.
Recommended Reading:	Mine Akkan, Nedim Meriç, Ramazan Korkmaz: Textbook of Judicial Correspondence, Onikilevha, 2022.

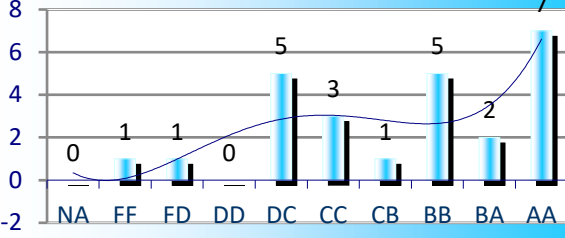
Course Assessment and Evaluation

Events	Number	Contribution	Notes
Midterm Exam	1	40%	It is done in a multiple-choice way.
Project	0		
Homework	0		
Presentation	0		
Participation / In-process activities			
Finale	1	60%	It is done in a multiple-choice way.

ECTS Table

Content	Number	Hour	Sum
Course duration	14	2	28
Out-of-Class Work	14	5	70
Assignments	0		
Presentation	0		
Participation / In-process activities	0		
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	23	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	33	30

Sum:	148
Total of 30:	$148 \div 30 \approx 4,9$
AKTS Credits:	5

Past Achievements																							
2024-2025 GÜZ MBH 107 ADLİ YAZIŞMALAR  <table border="1"><thead><tr><th>Category</th><th>Score</th></tr></thead><tbody><tr><td>NA</td><td>0</td></tr><tr><td>FF</td><td>1</td></tr><tr><td>FD</td><td>1</td></tr><tr><td>DD</td><td>0</td></tr><tr><td>DC</td><td>5</td></tr><tr><td>CC</td><td>3</td></tr><tr><td>CB</td><td>1</td></tr><tr><td>BB</td><td>5</td></tr><tr><td>BA</td><td>2</td></tr><tr><td>AA</td><td>7</td></tr></tbody></table>	Category	Score	NA	0	FF	1	FD	1	DD	0	DC	5	CC	3	CB	1	BB	5	BA	2	AA	7	
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