

SYLLABUS
Vocational School

Course Unit Code	Course Title		Credits	ECTS Value
MBH202	UYAP Information System		2-0-2	5
Prerequisite Courses:	-			
Language of Instruction:	Turkish	Lesson Teaching Style:	Online	
Course Type and Level:	Elective Course/2. Year Spring Semester			
Title, Name and Surname of the Instructor of the Course		Course Hours	Office Hours	Communication
Lecturer Dilara Çıplak		Friday 13:20-15:10	Thursday 09.00-16.30	dilaraciplak@cag.edu.tr
Course Coordinator:				
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	Explains the objectives and basic components of the UYAP system	2,4,6,7,9,10,11	5, 5, 5, 5, 5, 5, 5
	2	It explains and compares correspondence, official transactions between citizens, members of the judiciary and official institutions.	2,4,6,7,9,10,11	5, 5, 5, 5, 5, 5, 5
	3	Applies electronic signature effectively.	2,4,6,7,9,10,11	5, 5, 5, 5, 5, 5, 5
	4	Implements official correspondence.	2,4,6,7,9,10,11	5, 5, 5, 5, 5, 5, 5
	5	Explains and implements the objectives and basic components of the UYAP system.	2,4,6,7,9,10,11	5, 5, 5, 5, 5, 5, 5
Course Description:	It covers the components of the UYAP System.			
Course Contents: (Weekly Lesson Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	Basic Information About UYAP	Required	Lecture and Discussion	
2	Electronic Signature and Document Management System	Reading/Research	Lecture and Discussion	
3	UYAP Editor, Virtual Discussion, Internet, Extranet and Intranet	Reading/Research	Lecture and Discussion	
4	Security and Help Desk at UYAP	Reading/Research	Lecture and Discussion	
5	UYAP Information Systems (Portals)	Reading/Research	Lecture and Discussion	
6	Provisions of Laws and Regulations Related to UYAP	Reading/Research	Lecture and Discussion	
7	Provisions of Laws and Regulations Related to UYAP	Reading/Research	Lecture and Discussion	
8	Midterm Exam			
9	Midterm Exam			

10	Chief Public Prosecutor's Office and Criminal Court Proceedings (Module-Sub-Module Screens)	Reading/Research	Lecture and Discussion
11	Union of Turkish Bar Associations Online Training	Reading/Research	Lecture and Discussion
12	Union of Turkish Bar Associations Online Training	Reading/Research	Lecture and Discussion
13	Union of Turkish Bar Associations Online Training	Reading/Research	Lecture and Discussion
14	Union of Turkish Bar Associations Online Training	Reading/Research	Lecture and Discussion
15	General Operations - Work List	Reading/Research	Lecture and Discussion
16	General Evaluation and Observation of Students' Development	Reading/Research	Lecture and Discussion, Question and Answer
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:	National Judiciary Network Project -I, Anıl UYSAL, Editor: Assoc. Prof. Dr. Ahmet KARAKOCALI, Anadolu University Open Education Faculty Publications, Eskişehir, 2018.
Recommended Reading:	Union of Turkish Bar Associations Online Trainings202, YouTube

Course Assessment and Evaluation

Events	Number	Contribution	Notes
Midterm Exam	1	30%	It is a practice course and no exam is held. It includes file delivery. Evaluation criteria are specified in the internship file.
Project			
Homework			
Presentation			
Participation / In-process activities	1	10%	Active participation in discussions, group work, and classroom activities
Finale	1	60%	It is a practice course and no exam is held. It includes oral presentation. The presentation evaluation criteria are specified in the rubric

ECTS Table

Content	Number	Hour	Sum
Course duration	14	2	28
Out-of-Class Work	14	4	46
Assignments			
Presentation			
Participation / In-process activities	14	1	14
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	10	18
Final Exam (Final Exam Duration + Final Exam Preparation)	1	20	20
Sum:			126
Total of 30:			126÷ 30 ≈4.2
AKTS Credits:			5

Past Achievements
