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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Hukuk Sekreterliği** | |  | 3 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Alan Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Hukukla ilgili dava dosyalarını hazırlama, takip etme ve icra iflas işlemlerini takip etme becerisi kazandırmak. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1. Hukuk Terimlerini bilir.  2. Dava dilekçelerini hazırlayabilir.  3. Uyap sistemini kullanabilir.  4. İcra- iflas işlemlerini bilir. | | | | | | | Dersin İçeriği | Hukuk dili ve hukuki terimler, UYAP sisteminin tanıtımı, genel dilekçeler, adli dilekçeler, resmi yazışma kuralları, adli yazışma türleri, hukukta süreler ve sürelerin hesaplanması, adli kararlar (hukuk davaları), icra - iflas işlemlerinde belge ve doküman örnekleri, ilanlar ve tebliğ belgeler, sözleşmeler, noter belgeleri. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Hukuk Dili ve hukuki terimler | | | | | | | 2 | UYAP sisteminin tanıtımı | | | | | | | 3 | Genel Dilekçeler | | | | | | | 4 | Adli Dilekçeler | | | | | | | 5 | Resmi Yazışma Kuralları | | | | | | | 6 | Adli Yazışma Türleri | | | | | | | 7 | Hukukta süreler ve sürelerin hesaplanması | | | | | | | 8 | Adli Kararlar (Hukuk Davaları) | | | | | | | 9 | Adli Kararlar (Ceza Davaları) | | | | | | | 10 | İcra - İflas işlemlerinde Belge ve Doküman Örnekleri | | | | | | | 11 | İlanlar ve tebliğ belgeler | | | | | | | 12 | Sözleşmeler | | | | | | | 13 | Sözleşmeler | | | | | | | 14 | Noter Belgeleri | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Gürsoy, H. (2011). Hukuk Dili ve Adli Yazışmalar. Anadolu Üniversitesi Yayınları, Ankara. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | 4 | | 4 | - | | - | 4 | | 4 | - | | 4 | - | | - | 5 | | **ÖÇ2** | 4 | | 4 | - | | - | 4 | | 4 | - | | 4 | - | | - | 5 | | **ÖÇ3** | 4 | | 4 | - | | - | 4 | | 4 | - | | 4 | - | | - | 5 | | **ÖÇ4** | 4 | | 4 | - | | - | 4 | | 4 | - | | 4 | - | | - | 5 | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Hukuk Sekreterliği** | 4 | 4 | - | - | 4 | 4 | - | 4 | - | - | 5 | |