

VOCATIONAL SCHOOL UNDERGRADERABEMENT OF LUMW PROGRAM OF COURT OFFICE SERVICES 2024-25 FALL UNDERGRADUATE CURRICULUM

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DEPARTMENT OF LAW

VOCATIONAL SCHOOL

PROGRAM OF

COURT OFFICE SERVICES 2024-25 FALL UNDERGRADUATE CURRICULUM

Semester 1								Semester 2	1
Code	Course Title	Т	A	C	ECTS	Status	Prerequisite	Code	Course Title
	Atatürk Principles and The History of								Atatürk Princ
ATA101	Turkish Revolution I	2	0	2	: 1	Compulsory		ATA102	Revolution II
MING151	Basic English I	3	0	3	. 4	Compulsory		MING152	Basic English
MMBH 102	Constitutional Law	3	0	3		Compulsory		MMBH 10	9 Civil Procedu
MMBH 101	Introduction to Law	3	0	3	:	Compulsory		MMBH 10	8 Introduction t
MMBH 105	Introduction to Civil Law	3	0	3		Compulsory		MMBH 10	6 Judicial Orga
MMBH 103	Legal Correspondence and UYAP	2	0	2	1	Compulsory		MMBH 11	0 Basic Keyboa
MMBH 104	Basic Keyboard Usage I	1	1	2	: :	Compulsory		MMBH 10	7 Notification I
KYP001.09	İş Yaşamına Hazırlık	0	2	_1		Compulsory		MMBH 11	6 Attorneyship
	Tota	al Cre	dit	19	30)			+

Semester 2							
Code	Course Title	Т	A	С	ECTS	Status	Prerequisite
	Atatürk Principles and The History of Turkish						
ATA102	Revolution II	2	0	2	2	Compulsory	
MING152	Basic English II	3	0	3	4	Compulsory	
MMBH 109	Civil Procedure Law	3	0	3	5	Compulsory	
MMBH 108	Introduction to Administrative Law	3	0	3	5	Compulsory	
MMBH 106	Judicial Organization	3	0	3	5	Compulsory	
MMBH 110	Basic Keyboard Usage II	1	1	2	5	Compulsory	
MMBH 107	Notification Law	3	0	3	5	Compulsory	
MMBH 116	Attorneyship and Notary Legislation	2	0	2	3	Compulsory	
	Total	Cre	dit	21	34		

Semester 3							
Code	Course Title	T	Α	C	ECTS	Status	Prerequisite
MTRD101	Turkish Language I	2	0	2	2	Compulsory	
MMBH 111	Regulatory Assets and Operations	3	0	3	5	Compulsory	
MMBH 112	Office Management	3	0	3	5	Compulsory	
MMBH 114	Introduction to Criminal Law and CMK	3	0	3	5	Compulsory	
MMBH 113	File and Archiving Techniques	2	0	2	3	Compulsory	
MMBH 115	Keyboard Techniques I	1	1	2	5	Compulsory	
	Elective Course I (DEPARTMENTAL						
SECGNL3YY	ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
	Elective Course II (DEPARTMENTAL						
SECGNL3YY	ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
	Total	Cre	dit	21	35		

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
MTRD102	Turkish Language II	2	0	2	2	Compulsory	
MMBH 119	Protocol Information and Social Behavior	2	0	2	3	Compulsory	
MMBH 117	Execution and Bankruptcy Law Information	3	0	3	5	Compulsory	
MMBH 118	Prison Administration and Execution Law	3	0	3	5	Compulsory	
MMBH 120	Keyboard Techniques II	1	1	2	5	Compulsory	
MMBH121	Legal Profession and Ethics	3	0	3	5	Compulsory	
	Elective Course III (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
	Elective Course IV (DEPARTMENTAL ELECTIVE/FACULTY ELECTIVE)	3	0	3	5	Elective	
MSTJ122	Internship	0	0	0	5	Compulsory	
	Tota	Cre	dit	21	40		

Code	Course Title	T	Α	C	ECTS	Status	Prerequisite
		Total Cre	dit	1		1	

Semester	r 6						
Code	Course Title	T	A	C	ECTS	Status	Prerequisite
		Total Cree	dit				

Code	Course Title	T	A	C	ECTS	Status	Prerequisit
		Total Cre	dit				

Code	Course Title	T	A	C	ECTS	Status	Prerequisite
		Total Cre	dit				

TOTAL CREDIT	82
TOTAL ECTS	139

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



UNDERGRADUATE CURRICULUM

ELECTIVE COURSES

Code	Course Title	T	Α	C	ECTS	Status	Prerequisite
	SECOND FOREIGN I	A	NG	UA	GE		
	DEPARTMENTAL I	EL	EC	TIV	E		
MMBH123	Basic Computer Use	3	0	3	5	Elective	
MMBH124	Psychology of Law	3	0	3	5	Elective	
MMBH125	Civil Servant Law	3	0	3	5	Elective	
MMBH126	Consumer Law	3	0	3	5	Elective	
MMBH127	Sociology of Law	3	0	3	5	Elective	1
MMBH128	Human Rights Law	3	0	3	5	Elective	
	FACULTY ELEC	CT	IV	E			•
MGRS201	Practices of Entrepreneurship	3		3	5	Elective	
MGSA202	Fine Arts	3	0	3	5	Elective	
MISG218	Principles of Occupational Health and Safe	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	
MING253	English III	3	0	3	5	Elective	
MMAT105	General Mathematics	3	0	3	5	Elective	
MIKA242	Fundamentals of Effective Communication	3	0	3	5	Elective	
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	SECOND FOREIGN LA	N	GU	AG	E		
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	Basic Computer Use	3	0	3	5	Elective	
	Psychology of Law	3	0	3	5	Elective	
	Civil Servant Law	3	0	3	5	Elective	
	Consumer Law	3	0	3	5	Elective	
MMBH127	Sociology of Law	3	0	3	5	Elective	
MMBH128	Human Rights Law	3	0	3	5	Elective	
	FACULTY ELEC	Γľ					
	Practices of Entrepreneurship	3	0	3	5	Elective	
	Fine Arts	3	0	3	5	Elective	
MISG218	Principles of Occupational Health and Safety	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	
	General Mathematics	3	0	3	5	Elective	
MIKA242	Fundamentals of Effective Communication Techn	3	0	3	5	Elective	
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	DEPA	RTMENTAL ELE	CT	IVE			

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UNIVERSITY E	LEC	CTI	VE			UNIVERSITY E	ECT	riv	E			