

# TOROS ÜNİVERSİTESİ

Vocational School  
Justice

## Course Information

EQUITY LEGISLATION AND OFFICE MANAGEMENT					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ADL118	Spring	2	0	2	3

<b>Prerequisites and co-requisites</b>	NONE
<b>Language of instruction</b>	Turkish
<b>Type</b>	Required
<b>Level of Course</b>	Associate
<b>Lecturer</b>	ÖĞR.GÖR.SİBEL BOZKAYA
<b>Mode of Delivery</b>	Face to Face
<b>Suggested Subject</b>	NONE
<b>Professional practise ( internship )</b>	None
<b>Objectives of the Course</b>	Generally, the lower of the law of the proceedings which in the legislation, to help them to perform the functions of the judicial organs to the item (editor-in) operations personnel with the authority to do these tasks, duties and responsibilities of the issues Understand the basic fundamentals
<b>Contents of the Course</b>	Prior to the trial, during the trial and after the trial according to the situation by the staff of the pen under the provisions of the relevant regulations and rules that must be fulfilled fulfillment of tasks and describes how the pen operations.

## Learning Outcomes of Course

#	Learning Outcomes
1	The administrative courts are able to learn the pen operations.
2	Courts of Law grasp the pen operations.
3	Criminal courts and the republics learning process savcılıklarındaki pen
4	Pen staff understands their duties.
5	The meaning and content of the concepts of service learning pen and pencil.
6	

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Generally the Judicial Organization, Pen (Registrar) and Pen Service Concepts and Meaning	Subject screening and study
2	Staff and Criminal Justice within the Organization in General Position, Duties and Powers of Justice Commissions	Subject screening and study
3	Pen Personnel Classification and Duties in General	Subject screening and study
4	Legislation and the Public Prosecutor's Office Pen Books and Records to be kept	Subject screening and study
5	Duties of the Public Prosecutor's Office Pen and Pencil Operations Personnel	Subject screening and study
6	Books and Records to be kept Mahekmeleri Pen Criminal Law and	Subject screening and study
7	Pen and Pencil Criminal Procedures Personnel Responsibilities	Subject screening and study
8	MIDTERM EXAM	Subject screening and study

9	Criminal Records, Criminal Regulation on Safety and Crime Utensil Pen from Operations	Subject screening and study
10	Criminal Records, Criminal Regulation on Safety and Crime Utensil Pen from Operations	Subject screening and study
11	Pen Courts of Law Legislation, Records to be kept	Subject screening and study
12	Pen Courts of Law Operations	Subject screening and study
13	Executive Offices and Courts of Law Enforcement and Bankruptcy Pen, Books and Records to be kept	Subject screening and study
14	Administrative Judicial Legislation Pen, Pencil Personnel and Operations	Subject screening and study
15	Execution and Bankruptcy Office Pen Pencil Tasks and Operations Personnel	Subject screening and study
16	Final Exam	Subject screening and study

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Burhan YAZ, Kalem Mevzuatı ve Adalet Dairelerinin Denetimi, Ankara 20		
2	Ahmet Uğur TURAN, Kalem Mevzuatı, Ankara 1997.		

## Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

## Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	The administrative courts are able to learn the pen operations.	2	1,2
2	Courts of Law grasp the pen operations.	11,12,15	1,2
3	Criminal courts and the republics learning process savcılıklarındaki pen	7,10	1,2
4	Pen staff understands their duties.	1,8	1,2
5	The meaning and content of the concepts of service learning pen and pencil.	7,11,12	1,2
6			

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

## Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	10	10
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0

12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	10	10
16	Final Exam	1	1	1
				<b>78</b>