



**Ministry of Higher Education  
and Scientific Research  
Al-Furat Al-Awsat Technical  
University  
Najaf Technical Institute  
Legal Management Techniques  
Department**



**Academic program guide  
and course descriptions for  
the Legal Management  
Techniques Department**

## Academic Program Description Form

University Name: Al-Furat Al-Awsat Technical University

Faculty/Institute: Najaf Technical Institute

Scientific Department: Department of Legal Management Techniques

Academic or Professional Program Name: Diploma in Legal Management Techniques

Final Certificate Name: Diploma in Legal Management Techniques

Academic System: Annual

Description Preparation Date: 1/3/2024

File Completion Date: 20/3/2024

Signature:

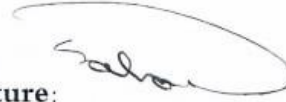


Head of Department Name:

Dr. Rasem Ayed Hassan

Date:

Signature:



Scientific Associate Name:

Dr. Salah Mahdi Saleh Al-Adly

Date: 2/4/2024

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department: Dr.

Muhammad Najeh Al-Tamimi

Date: 02.04.2024

Signature:



Approval of the Dean

Prof. Dr. Hyder H. Balla  
Dean

### **1. Program Vision**

The program must be distinguished in the field of specialization and meet the needs of society through effective contribution to social, economic and cultural development, by qualifying students in administrative and legal sciences and enabling them to be creative and innovative with the quality required by the labor market in the field of specialization.

### **2. Program Mission**

Preparing qualified technical personnel to carry out criminal investigation work, and the procedural and administrative legal work required by work in the judicial field, in other state institutions and the private sector.

### **3. Program Objectives**

1. Work in the field of criminal investigation under the supervision of investigating judges.
2. Follow up on legal procedures in the judicial and legal departments within state institutions and the private sector.
3. Completing the administrative tasks required by the tasks of judicial and judicial institutions and other state institutions.
4. Writing various legal records, such as records of seizure, disclosure, receipt, and delivery of funds, etc.
5. Carrying out legal assistance in lawyers' offices, legal consulting companies and offices.

### **4. Program Accreditation**

Reliability not obtained

## 5. Other external influences

6. Program structure			
Material type	Number of units	Subject Name	No.
Specialized	6	Introduction to the study of law	1
	10	Personal Status Law	2
	8	Penal Code	3
	6	Administration	4
	8	Edit correspondence and save	5
	6	Legal readings E	6
	10	Implementation and real estate registration	7
	10	Principles of criminal trials	8
	10	Civil litigation	9
	6	Administrative Law	10
	6	Legal readings E	11
assist	8	Government accounting	12
	6	Calculator applications	13
	2	English language	14
	6	Civil Service Administration	15
	6	Calculator applications	16
General	2	Baath Party crimes	17
	4	Human rights and democracy	18
	2	English language	19

## 7. Program Description

<b>First: Academic subjects for the first year</b>						
<b>Material type</b>	<b>Number of units</b>	<b>The number of hours</b>			<b>Subject Name</b>	<b>No.</b>
		<b>total</b>	<b>practical</b>	<b>theoretical</b>		
Specialized	6	3	2	1	Introduction to the study of law	1
	10	5	3	2	Personal Status Law	2
	8	4	3	1	Penal Code	3
	6	3	2	1	Administration	4
	8	4	3	1	Edit correspondence and save	5
	6	3	1	2	Legal readings E	6
assist	6	3	2	1	Civil Administration Service	7
	6	3	2	1	Calculator applications	8
General	4	2	-	2	Human rights and democracy	9
	2	1	-	1	English language	10
	<b>60</b>	<b>29</b>	<b>18</b>	<b>13</b>	<b>Total</b>	
<b>Second: Academic subjects for the second year</b>						
<b>Material type</b>	<b>Number of units</b>	<b>The number of hours</b>			<b>Subject Name</b>	<b>No.</b>
		<b>total</b>	<b>practical</b>	<b>theoretical</b>		
Specialized	10	5	3	2	Implementation and real estate registration	1
	10	5	3	2	Principles of criminal trials	2
	10	5	3	2	Civil litigation	3
	6	3	2	1	Administrative Law	4
	6	3	1	2	Legal readings E	5
assist	8	4	2	2	Accounting E	6
	6	3	2	1	Calculator applications	7
	2	1	-	1	English language	8
General	2	1	-	1	Baath Party crimes	9
	<b>60</b>	<b>29</b>	<b>16</b>	<b>13</b>	<b>Total</b>	

## 7. Expected learning outcomes of the program

Knowledge	
A1- The student explains the substantive and procedural laws. A2- He states the purpose of his teaching of the laws. A3- Explains the importance of law and its existence to regulate social ties. A4- Discusses administrative procedures, preparing plans, and writing administrative correspondence in the public and private sectors.	Learning Outcomes Statement 1
Skills	
B1- Implementing legal procedures in judicial departments and judicial courts. B2- Derive practical applications from judicial decisions B3- He carries out administrative work in government and private institutions. B4-Evaluates financial and administrative procedures in government and private institutions.	Learning Outcomes Statement 2
Ethics	
C1- He is committed to implementing substantive and procedural laws and instructions. C2- Serves society by implementing laws and establishing the values of justice and transparency. C3- He bears responsibility for applying legal procedures in the courts and state departments. C4- He takes the initiative in addressing administrative and financial problems and proposing solutions.	Learning Outcomes Statement 3

## 8. Teaching and Learning Strategies

- 1- Lecture and delivery strategy
- 2- Discussion strategy
- 3- Concrete examples strategy
- 4- Practice recovery strategy
- 5- Brainstorming strategy

## 9. Evaluation methods

- 1- Written tests.
- 2- Oral exams.
- 2- Extracurricular activities.
- 3- Homework.
- 4- Weekly reports.

## 10. Faculty

### Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor Dr.		1			1	
Doctor teacher		6			6	
assistant teacher	2	2			4	

### Professional Development

#### Mentoring new faculty members

New teachers are assigned practical subjects until they have sufficient mastery and training, then I participate with them in teaching the theoretical subjects, in the presence of the department head, to evaluate their performance, the methods used in delivering the study material, and the extent of student interaction.

#### Professional development of faculty members

- 1- Holding training courses in designing lectures and teaching methods.
- 2- Holding training courses in scientific research and reliable publishing methods.
- 3- Holding training courses in educational guidance.
- 4- Conducting training courses in accordance with the instructions of the examination committees.

### **11. Acceptance Criterion**

**Central admission**

### **12. The most important sources of information about the program**

- 1- Academic subject vocabulary guide issued by the Deans' Committee for Curriculum Development.
- 2- Student Affairs and Central Admissions Procedures Guide
- 3- University examination management guide
- 4- The strategic plan of the Najaf Institute

### **13. Program Development Plan**

- 1- Developing curriculum vocabulary based on the need of the labor market.
- 2- Establishing laboratories for the electronic and virtual court.
- 3- Establishing a scientific library for students that includes modern legal and administrative books.
- 4- Coordination with the competent courts for the purpose of hosting teachers with the rank of judge for the purpose of teaching practical subjects.
- 5- Adding practical hours to compensate for summer training hours is achieved in the competent courts.



## Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
<b>First year</b>		Introduction to the study of law	Specialized	*	*	*		*	*			*	*	*	
		Personal Status Law	Specialized	*	*	*		*	*			*	*	*	
		Penal Code	Specialized	*	*	*		*	*			*	*	*	
		Administration	Specialized				*			*	*			*	*
		Edit correspondence and save	Specialized				*			*	*			*	*
		Legal readings	Specialized	*	*	*		*	*			*	*	*	
		Civil Service Administration	assist	*	*	*	*	*	*	*	*	*	*	*	*
		Calculator applications	assist				*			*	*				*

- Please tick the boxes corresponding to the individual program learning outcomes under evaluation.

		Human rights and democracy	General	*	*	*		*	*			*	*	*	
		English language	General				*			*					*
<b>Second</b>		Implementation and real estate registration	Specialized	*	*	*		*	*			*	*	*	*
		Principles of criminal trials	Specialized	*	*	*		*	*			*	*	*	
		Civil litigation	Specialized	*	*	*		*	*			*	*	*	
		Administrative Law	Specialized	*	*	*	*	*	*	*		*	*	*	*
		Legal readings	Specialized	*	*	*		*	*			*	*	*	
		Government accounting	assist	*	*		*		*	*	*	*	*	*	*
		Calculator applications	assist				*			*					*
		English language	assist				*			*					*
		Baath Party crimes	General	*		*		*	*			*	*	*	

## Course Description Form

<b>1. Course Name:</b>					
Calculator applications					
<b>2. Course Code:</b>					
<b>3. Semester / Year:</b>					
The first stage / the second stage / the annual system					
<b>4. Description Preparation Date:</b>					
2024/ 3 / 26					
<b>5. Available Attendance Forms:</b>					
My presence					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
Six hours for the first stage and six hours for the second stage / 12					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: HAROON RASHID HAMMOOD Email: <a href="mailto:haroon.radhi.inj@atu.edu.iq">haroon.radhi.inj@atu.edu.iq</a>					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>1- Providing students with practical skills in using the computer and its program</li> <li>2- Obtaining scientific knowledge and facts related to presentation programs and preparing slides, databases, and tables.</li> <li>3- Providing students with knowledge, scientific facts, information and their sources through scientific research.</li> <li>4- Using the computer as an educational means, facilitating human life, and increasing individual productivity.</li> </ul>				
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>	<ul style="list-style-type: none"> <li>1- Obtaining scientific knowledge and facts about computer science.</li> <li>2- Preparing slides, databases and tables.</li> <li>3- Obtaining expanded scientific facts and concepts in general, the Internet in particular.</li> </ul>				
<b>10. Course Structure</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

First	6/6	Phases of the computer cycle, its generations, Data and information	Computer basics	lecture	Oral exam
Second	6/6	Computer features , areas of use, and components	Computer basics	lecture	Questions and discussion
Third	6/6	Types of computers and their classification	Computer basics	lecture	Written test
Fourth	6/6	Computer components, physical parts, input and output devices	Computer's components	lecture	homework
Fifth	6/6	Computer box and software entity	Computer's components	lecture	Questions and discussion
Sixth	6/6	Setup systems and personal computers	Computer's components	lecture	Oral exam
Seventh	6/6	Computer platform and factors to consider when purchasing a computer	Computer's components	lecture	Written test
Eighth	6/6	Main features of the personal computer and chapter questions	Computer's components	lecture	Oral exam
Ninth	6/6	Ethics of the electronic world, forms of abuse and computer security	Computer security and software licenses	lecture	Questions and discussion
Tenth	6/6	Computer software licenses and types of licenses	Computer security and software licenses	lecture	Written test
Eleventh	6/6	Intellectual property and electronic hacking	Computer Security and software licenses	lecture	homework
Twelfth	6/6	Electronic hacking and its types	Computer security and software licenses	lecture	Oral exam
Thirteenth	6/6	Recognizes the outcome of implementation	Computer security and software licenses	lecture	Questions and discussion
Fourteenth	6/6	Determines how the proceeds of implementation are distributed	Computer security and software licenses	lecture	Written test
Fifteenth	6/6	A brief overview of the electronic spreadsheet	Computer basics and office applications	lecture	homework

		program MICROSOFT EXCEL			
Sixteenth	6/6	Organizing orders in the program (2010 Microsoft Excel)	Computer basics and office applications	lecture	Oral exam
Seventeenth	6/6	Manipulating and editing cells	Computer basics and office applications	lecture	Questions and discussion
Eighteenth	6/6	Coordination	Computer basics and office applications	lecture	Written test
Nineteenth	6/6	Formulas and functions	Computer basics and office applications	lecture	homework
Twentieth	6/6	Data handling and protection	Computer basics and office applications	lecture	Oral exam
Twenty-first	6/6	Charts and indicator lines and dealing with them	Computer basics and office applications	lecture	Questions and discussion
Twenty-second	6/6	Microsoft word 2010	Computer basics and office applications	lecture	Written test
Twenty-third	6/6	Text	Computer basics and office applications	lecture	homework
Twenty-fourth	6/6	Graphics	Computer basics and office applications	lecture	Oral exam
Twenty-fifth	6/6	Tables	Computer basics and office applications	lecture	Questions and discussion
Twenty-sixth	6/6	Microsoft PowerPoint	Computer basics and office applications	lecture	Written test
Twenty-seventh	6/6	Create distinctive presentations in all fields	Computer basics and office applications	lecture	homework
Twenty-eighth	6/6	animation	Computer basics and office applications	lecture	Written test
Twenty-ninth	6/6	3D models	Computer basics and office applications	lecture	Written test

Thirtieth	6/6	Windows versions in order	Computer basics and office applications	lecture	Written test
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### 11. Course Evaluation

First semester: (10 written + 10 practical + 5 activities)  
 Second semester: (10 written + 10 practical + 5 activities)  
 Final: 50 marks  
 Final grade: 100 marks

### 12. Learning and Teaching Resources

- 1- The four methodological books (computer basics and office applications)
- 2- Summaries of the curriculum.
- 3- Sources from the Internet.
- 4- Explanation of the square program as an addition to the curriculum.

## Course Description Form

Course Name: : Correspondence and preservation	
Course Code: --	
Semester / Year:2023 – 2024	
Description Preparation Date: 27/3/2024	
Available Attendance Forms: In person in the classroom	
Number of Credit Hours (Total) / Number of Units (Total): 30 hour	
Course administrator's name (mention all, if more than one name)	
Name: Rowaida Hussein Kamel Email: rwayda.kamel@atu.edu.iq	
Course Objectives	
Course Objectives	The student knows the concept of correspondence and memorization Differentiate between formal and informal correspondence The official letter determines who else Reworks official books with errors Be able to practice his profession in any field entrusted to him Providing students with the skill of drafting official books and fluent error-free and refining their linguistic and legal skills when drafting official books Developing teamwork skills in the fields of legal management
1. Teaching and Learning Strategies	

<b>Strategy</b>	• Style of lecture, discussion, question and answer
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## 2. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1515	3000	Knowledge and understanding: knowledge and understanding of the basics of writing in official books, knowledge and understanding of the stages of analysis, planning and auditing in the field of work	Correspondence and archiving	Discussion, question and answer, applied explanation, lecture	Periodic exams, daily, reports, exercises, theoretical and practical tests, student participation in the lecture

## 3. Course Evaluation

Chapter One: 50 Chapter Two: 50

Theoretical : 20 , Practical , 10 , Activity , 10

## 4. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Editing correspondence: Medhat Hammoudi et al. Mail and Custody: Control and Control in Correspondence
Main references (sources)	Editing correspondence: Medhat Hammoudi et al.



Recommended books and references (scientific journals, reports...)	Any magazine specialized in the legal and administrative field
Electronic References, Websites	Websites of all international and local legal professional organizations

# Academic Program Description

This academic program description provides a requisite summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, proving whether he has made maximum use of the available opportunities. It is accompanied by a description of each course within the program

Al-Furat Al-Awsat Technical University – Najaf Technical Institute	1.The educational institution
legal management techniques	2. Scientific Section
Human Rights	3. Academic or professional program name
Technical Diploma	4.The name of the final certificate
annual	5. Study system: Annual / courses /other
National Institutional Accreditation Standards For higher education institutions in Iraq	6.Accredited Accreditation Program
nothing	7.Other external influences
2024	8. Description creation date
Academic Program Objectives:	

Conveying information and vocabulary related to human rights topics began with studying the definition of human rights and continuing with an explanation of their legal and social importance. Then we explain its historical sequence, then we explain each civilization and how it included human rights, leading to human rights in Islamic law, then human rights in the legal organization of states, and the types of human rights in the Iraqi constitution in 2005.

1.Required program outcomes and methods of teaching, learning and assessment

## A- Cognitive goals

A- Cognitive objectives

A1- Introducing human rights

A2- Study the goals of human rights

A3- Study the principles on which human rights are based

A4- Study the legal organization of human rights in countries

A5- Study of human rights in the Iraqi constitution in 2005

A6- Explaining the concept of the state of law

A7- Study the concept of legal legitimacy

## **B - The skills objectives of the course.**

B1 - Enabling students to understand the nature of human rights

B2 - Enabling students to understand the work and tasks of human rights in society and the state.

B3 - Enabling students to know human rights in civilizations and laws.

B4- Enabling students to know about human rights in the Iraqi Constitution in 2005.

1-Theoretical lectures

2- Preparing tables with basic terms

3- 3. Study the judicial rulings issued by the judiciary related to human rights and link them to the decision

## Evaluation methods :

- 1- Oral exams
- 2- Written exams
- 3- Homework

## C- Emotional and value goals.

- C1- Building the student's academic personality through practicing his legal role in society
- C2- Consolidating the values of justice in the student.
- C3- Enabling the student to comprehend the scientific material

## Teaching and learning methods :

- C1- Questions and discussion
- C2- Interactive lecture

## Evaluation methods

1. daily tests
2. Homework

## Course structure

Evaluation method	education method	Unit name and/or topic	Required learning outcomes	hours	the week
<b>Knowledge test</b> <b>Specific essay test</b> <b>Quizzes</b> <b>The final test</b>	Discussion method to solve problems Brainstorming strategy	<b>Human Rights</b>	<b>Introducing human rights</b>	<b>2</b>	<b>the first</b>
<b>Knowledge test</b> <b>Specific essay test</b> <b>Quizzes</b> <b>The final test</b>	method to solve problems Brainstorming strategy	<b>Introducing human rights</b>	<b>The importance of human rights in society and the state</b>		<b>The second</b>
<b>Knowledge test</b> <b>Specific essay test</b> <b>Quizzes</b> <b>The final test</b>	method to solve problems Brainstorming strategy	<b>Introducing human rights</b>	<b>Characteristics of human rights</b>		<b>the third</b>
<b>Knowledge test</b> <b>Specific essay test</b> <b>Quizzes</b> <b>The final test</b>	method to solve problems Brainstorming strategy	<b>Human Rights in Civilization older</b>	<b>Human rights in Roman and Greek civilization</b>		<b>the fourth</b>
<b>Homework</b>	interactive lecture	<b>Human Rights in Civilization older</b>	<b>Human rights in Egyptian and Chinese civilization</b>		<b>Fifth</b>

Infrastructure

Daily test	interactive lecture	Human Rights in Civilization older	Human rights in Mesopotam ia civilization	six
Homework	discussion	Human rights in ancient religious laws	Human rights in ancient religious laws	Seven
Writing an article	discussion	Human rights in ancient religious laws	Human rights in Islamic law	Ninth
Questions and discussion	interactive lecture	Human rights in the Middle Ages	Human rights in the Middle Ages and its systems of governmen t	tenth
Homework	interactive lecture	Legal regulation of human rights	Regional and internation al human rights agreements	eleventh
Daily test	discussion	Legal regulation of human rights	Introducing human rights in the Iraqi Constitutio n 2005	twelfth
Homework	interactive lecture	Legal regulation of human rights	The civil, political, cultural, economic and social rights stipulated in the Iraqi Constitutio n	Thirteent h
Writing an article	interactive lecture	Legal regulation of human rights	Human rights for women in	fourteent h

Daily test	interactive lecture	Legal regulation of human rights	the Iraqi constitution The constitutional concept of the state of law in the Iraqi constitution in 2005		Fifteenth
Homework	interactive lecture	Legal regulation of human rights	Legitimacy in the Iraqi Constitution in 2005		sixteen

Human rights between text and application	1.Required prescribed books
Dr. Ali Al-Shukri	2.main references (sources)
All relevant journals and references	3 .Recommended books and references (scientific journals, reports, . ...)

course development plan
Cooperation and coordination with government colleges in order to develop the curriculum and review decisions and laws related to human rights in order to develop vocabulary

## Course Description Form

1. Course Name: Administrative Law	
2. Course Code:	
3. Semester / Year: alnizam alsanawiu / almarhaluh althaanih	
4. Description Preparation Date: 25/2/2024	
5. Available Attendance Forms: The lecture lecture	
6. Number of Credit Hours (Total) / Number of Units (Total)	
Three hours/six units	
7. Course administrator's name (mention all, if more than one name)	
Name: M. M. Mahdi Ali Muhammad Email: mahdi.muhammad@atu.edu.iq	
8. Course Objectives	
<b>Course Objectives</b>	<p>altaerif bialqanun aladari wamasad waealaqatih bialqawanin alakhraa watu altanzim aladari almarkazii wallaamark watatbiquha fi aleiraq , aihkam alwaz aleamat wahuquq wawajibat almua aleami walwade altashrieiu lilmuazaf aleiraq astnadaan ala alqawaalnaafidhat alnashat aladary wataw mafhum aldabt aladari walmirfaq ale watajdid mafhum alqarar alad waeanasirih waleuqud alada wamafhumiha wfqaan lilmuazaf watatbiqatiha fi altashrieat aleiraqia</p>
9. Teaching and Learning Strategies	
<b>Strategy</b>	<ul style="list-style-type: none"> <li>- mutabaeat altatawur aldhihnii waltafkir ladaa altalaba .</li> <li>- tafaedul altalabat mae almawadi aldirasiat wamanahij altarh altaelimii .</li> </ul>



- hudur altalabat ilmuhadarat aldirasiat , waliastifs  
walmutabaeat mae alaistadh

### 10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
		<p>al'awal walthaani 3 alnash alqadayiyat lilqanu aladari nash'at alqanun aladari ea almuhadarat alaimtihanat altahriria aalthalith 3 taerifa tamiza khasayisat mafhun alqanun aladari shafawiana walasiilat alaimtihanat alshafawia</p> <p>alraabie walkhami. anwae altanzim wahimiatuh altanz aladari walaistisharat alaimtihanat alyawmia alsaas 3 ainiwaeuh wahimiatuha almarkaziat aladar almunaqashat taeliqat altalabat ealaa almawadi alqanunia alsaabie walthaam 3 khasayisuha</p>			

		<p> waeanasiruha  allaamarkaziat  aladariat eard  almuhadarat  wabayan rayihim  hawl almabadi  aleama  altaasie 3 -euyub  wamazaya taqyim  allaamarkaziat  walmartkaziat  shafawiana  walasiilat  alaimtihanat  altahriria  alsaabie 3 altaerif  bialqanun wabaed  ahhkamih qanun  almuhafazat  21/2008  waliastisharat  aliamtihanat  alshafawia  aleashir 3 khasayis  allaamarkaziat  wamumayizatuha f  aleiraq ahkam  allaamarkaziat fi  aleiraq  almunaqashat  alaimtihanat  alyawmia  alhadi eashar 3  euyub wamahasin  altanzim  allaamarkaziat  taqyim  allaamarkaziat fi  aleiraq eard  almuhadarat taeliq  altalabat ealaa  almawadi alqanuni </p>			
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		althaani eashar walthaalith eashar mafhum alwazifat aleamat fi aleiraq alwazifat aleamat shafawiana walasiilat wabayar rayihim hawl almabadi aleama alraabie eash walkhamis eashar altabieat alqanun liealaqat almuat bialdawlat alahk alqanuniat lilwazifatialeamat walaistisharat alaimtihanat altahriria			
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### 11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports ... etc

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

## Course Description Form

1. Course Name: Principles of criminal trials	
2. Course Code:	
3. Semester / Year:	
4. Description Preparation Date:	
5. Available Attendance Forms:	
6. Number of Credit Hours (Total) / Number of Units (Total)	
7. Course administrator's name (mention all, if more than one name)	
Name: mohammed Abdul Redah nasser Email: mohammed.nasser@atu.edu.iq	
8. Course Objectives	
<p><b>Course Objectives</b></p>	<ul style="list-style-type: none"> <li>• Introducing the student to the provisions of the Code of Criminal Procedure, including the organizational structure of the criminal court system.</li> <li>• Introducing the student to the procedures for filing a criminal lawsuit and the civil lawsuit resulting from it</li> <li>• Introducing the student to the jurisdictions of the criminal courts</li> <li>• Introducing the student to the types of criminal courts and the legal rules that regulate the work of these courts</li> </ul>
9. Teaching and Learning Strategies	
<p><b>Strategy</b></p>	

10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
the first		Learn about the Code of Criminal Procedure Iraq	Definition of the principles of trial - the cases that Arising from crime similarities and differences between them Lecture	lecture	Oral exam
the second		Learn how to file a criminal case	Initiating a criminal case	lecture	Questions and discussion
the third		Determines the types of crimes in which there is no action The lawsuit may only be based on a complaint or special permission	Crimes in which a lawsuit cannot be initiated except by complaint or Based on special permission.	lecture	Written test
the fourth		It specifies cases of how to file a complaint in the event of multiple victims or accused and cases of inadmissibility	Complaint in case of multiple victims or multiple accused and cases of inadmissibility.	lecture	homework
Fifth		Learn about the criminal case	Dismissal of the criminal case	lecture	Questions and discussion
Six		Learn about civil lawsuits	Civil suit	lecture	Oral exam
Seventh		It shows the validity of the release decision and the cases in which The lawsuit expires	The validity of the release decision and cases of expiration of the civil lawsuit	lecture	Written test

Eight		Learn about the public prosecution and its role in the stages of the criminal case	The public prosecution - its characteristics - its role in stages Criminal case	lecture	Questions and discussion
Ninth		Learn about the role of the public prosecution in the appeal stages	The role of the public prosecution in challenging and implementing sentences	lecture	Oral exam
Tenth		Determines how to investigate and collect evidence	Investigate and collect evidence	lecture	Written test
eleventh		Get to know the news and the entities that do it With the news	News about crime	lecture	Oral exam
twelfth		It identifies the most important procedures carried out by the officials at the police station	Police investigation	lecture	Questions and discussion
Thirteenth		Recognizes the basic rules governing investigation	Basic rules in investigation	lecture	Oral exam
fourteenth		Specifies the party conducting the investigation	Entities conducting the primary investigation	lecture	Written test
Fifteenth		Identify the party that has the jurisdiction to transfer the lawsuit	Jurisdiction and transfer of the case	lecture	Oral exam
sixteen		Determines the investigation procedures aimed at examining evidence of the crime	Investigative procedures aimed at examining evidence of the crime	lecture	Questions and discussion
seventeenth		Determines the procedures	Procedures followed in hearing witnesses	lecture	Oral exam

		followed in hearing witnesses			
eighteen		Learn how to recruit experts	Assignment of experts	lecture	Written test
nineteen		Specifies how the inspection will be conducted	Inspection	lecture	Oral exam
twenty		Learn about ways force the accused appear	Ways to force the accused to attend	lecture	Questions and discussion
twenty		Knows arrest procedures	Arrest	lecture	Oral exam
Twenty-two		Identify the arrest and release of the accused	The accused is arrested and released	lecture	Written test
Twenty-three		Learns how to seize the money of a fugitive accused	Seizing the money of the fugitive accused	lecture	Oral exam
Twenty-four		Learn how to offer pardon to the accused	Offering pardon to the accused	lecture	Questions and discussion
twenty-five		Identify the summary claim and the non-summary claim	The summary claim and the non-summary claim.	lecture	Oral exam
twenty-six		Determines how to deal with the case after the investigation is completed	Disposing of the case after the end of the investigation	lecture	Questions and discussion
twenty-seven		Learn how to make an excellent appeal	Distinctive appeal	lecture	Oral exam
Twenty-eight		Determines how to correct a discriminatory decision	Distinctive decision correction	lecture	Questions and discussion
Twenty-nine		Learn how to retrial	Retrial	lecture	Oral exam
thirty		Determines how to conditionally release	Conditional release	lecture	Questions and discussion

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc

## 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	The methodological book (Explanation of Code of Criminal Procedure - Dr. Salim Harb and Abdul Amir Al-Ukaili, Part 1 + Part 2) (Explanation of the Iraqi Code of Criminal Procedure - Dr. Tamim Al-Jader)
Main references (sources)	1-Code of Criminal Procedure. 2- Sources from the Internet.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	



## Course Description Form

<b>1. Course Name:</b>	
Implementation law and real estate registration law	
<b>2. Course Code:</b>	
<b>3. Semester / Year:</b>	
The Second	
<b>4. Description Preparation Date:</b>	
25/3/2024	
<b>5. Available Attendance Forms:</b>	
Theoretical lesson hall and practical pleading hall	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
5	
<b>7. Course administrator's name (mention all, if more than one name)</b>	
Name: hayder rassul mohssin al. Kaabi Email: dr.hayder.kaabi@atu.edu.iq	
<b>8. Course Objectives</b>	
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>1- Introducing the student to the provisions of implementation law, including the organizational structure of the implementation agency and execution bonds.</li> <li>2- Introducing the student to implementation procedures</li> <li>3- Introducing the student to the specializations in real estate registration</li> <li>4- Introducing the student to the types of records in the Real Estate Registration</li> </ul>
<b>9. Teaching and Learning Strategies</b>	
<b>Strategy</b>	Taking advantage of technology techniques and transforming legal procedures from paper procedures to electronic procedures, such as

as electronic litigation and electronic archiving of all judicial department files

### 10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

### 11. Course Evaluation

...etc. The grade distribution will be in a way that includes 10 marks for the theoretical subject in the first semester, 10 practical, then 10 theoretical marks for the second semester, 10 marks for the scientific subject in the second semester, and 10 marks for daily activity, so that the total is (50) marks, then the final exam is 50 marks, 10 practical and 40 theoretical marks.

### 12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Explain Implementation law and explain real estate registration law
Main references (sources)	Implementation law and real estate registration law
Recommended books and references (scientific journals, reports...)	Sectoral committee and annual charter (10%)
Electronic References, Websites	Web site

## Course description

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made the most of the available learning opportunities. It must be linked to the description of the program.;

Al-Furat Al-Awsat Technical University –Najaf Technical Institute Scientific Section: Techniques of Legal Administration  legal management techniques  Presence - electronic  annual  <b>3</b>  <b>2024</b>	1.Educational institution  2. Scientific Department Center 3. Course name / code 4. Available forms of attendance 5. Semester/year 6. Number of hours of study (total) The date this description was prepared
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## Course objectives

1- Enable the student to get acquainted with the dual judicial system, the ordinary judiciary and the administrative judiciary in Iraq, the types of civil and criminal courts, the jurisdiction of each court, and the importance of the principle of separation of powers

And the lawsuits that you consider and to gain the skill to express that in English.

2- Enable the student to form a legal mentality on how to understand the text in the English language, depending on the spirit of the text and not the literal translation.

## Course outcomes and methods of teaching, learning and assessment

### A- Cognitive goals

A1- Learn about the types of courts

A2- Determines the nature of the courts' jurisdiction

A 3- Lists the divisions and branches of law and its relationship to the jurisdiction of the courts .

## Course specific objectives.

B 1 - Compare the jurisdictions of the courts with each other

B 2 - Familiarize yourself with the composition of the various court bodies

### Teaching and learning methods :

1. Questions and discussion

2. interactive lecture

Evaluation methods:

1- Homework.

2- Daily exams

C- Emotional and Value Objectives:

C1- Recognize the specific jurisdiction and territorial jurisdiction of the courts

C2- Know the principles of the judicial system.

Teaching and learning methods

C1- Questions and discussion

C2- Interactive lecture

Evaluation methods

1- daily tests

2- Homework

Transferred general and qualification skills (other skills related to employability and personal development).

D 1 Personal

D 2- General knowledge

Infrastructure

There is no approved book

1.Required prescribed books

# Course structure

<b>Evaluation method</b>	<b>education method</b>	<b>Unit name and/or topic</b>	<b>Required learning outcomes</b>	<b>hours</b>	<b>the week</b>
<b>Homework</b>	interactive lecture	..The Iraqi Judicial System		<b>3</b>	<b>the first</b>
<b>Daily test</b>	interactive lecture	The Types of court in Iraq			<b>The second</b>
<b>Questions and discussion</b>	interactive lecture	The Civil Courts, Courts of first instance			<b>the third</b>
<b>Writing an article</b>	interactive lecture	Al-biada Court, Personal statuses Court			<b>the fourth</b>
<b>Homework</b>	interactive lecture	Labor court, Court of Personal Materials			<b>Fifth</b>
<b>Daily test</b>	interactive lecture	The second instance Court, Appeal			<b>six</b>
<b>Homework</b>	discussion	The Court of Cassation			<b>Seven</b>
<b>Writing an article</b>	discussion	The Terms of reference to the Civil Courts			<b>Ninth</b>

Questions and discussion	interactive lecture	Judicial Jurisdiction		tenth
Homework	interactive lecture	qualitative jurisdiction		eleventh
Daily test	discussion	The territorial jurisdiction		twelfth
Homework	interactive lecture	The principles of the Judicial system		Thirteenth h
Writing an article	interactive lecture	The Types of Criminal Courts		fourteenth h
Daily test	interactive lecture	Inquiry Court		Fifteenth
Homework	interactive lecture	Offense Court, Criminal Court		sixteen
Questions and discussion	interactive lecture	Types of the penalties		seventeen th
Homework	interactive lecture	The original penalties		eighteen
Writing an article	interactive lecture	Corporeal punishment		nineteen h
Questions and discussion	interactive lecture	Death Penalty		twenty one

<b>Homework</b>	interactive lecture	<b>Penalties of deprivation of freedom</b>	<b>t twenty two</b>
<b>Daily test</b>	interactive lecture	<b>The types of Penalties of deprivation of freedom</b>	<b>Twenty-three</b>
<b>Homework</b>	interactive lecture	<b>Imprisonment, Strong and Simple Imprisonment</b>	<b>twenty four</b>
<b>Questions and discussion</b>	interactive lecture	<b>The additional penalties</b>	<b>Twenty-fifth- twenty-sixth</b>
<b>Daily test</b>	interactive lecture	<b>The supplements penalties</b>	<b>Twenty-seventh Twenty-eighth</b>
<b>Writing an article</b>	interactive lecture	<b>Financial penalties</b>	<b>Twenty-ninth- thirty</b>

1- F. M. Goady, Introduction to the study of law, London, 1985. 2- D. Liyod, The idea of law, 1982	2.main references (sources)
	3 .Recommended books and references (scientific journals, reports, . ...)



<https://www.youtube.com/watch?v=FCRRaKbjSJY>  
<https://www.youtube.com/watch?v=C7oYHmn4POE>

Electronic references,  
websites

course development plan

Establishment of a (hearing) laboratory to improve pronunciation that includes educational CDs for legal translation