

**Ministry of Higher Education and Scientific Research**  
**Scientific supervision and evaluation device**  
**Department of Quality Assurance and Academic Accreditation**  
**Accreditation Department**



# Academic program and course description

# Description of the academic program

University name: Northern Technical University

College/Institute: Technical Institute/Al-Dour

Scientific Department: Department of Legal Management Techniques

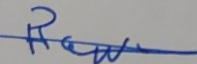
Name of the academic or professional program: Legal Technician

Name of final degree: Technical Diploma in Legal Administration

Academic system: courses

Description preparation date: 4/4/2024

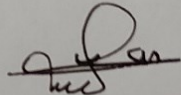
Date of filling the file: 4/4/2024

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Name of scientific assistant:.

Dr. Hanan Shehab Ahmed

the date :

the signature : 

Name of department head:

Dr. Shaima Ibrahim Taha

the date :

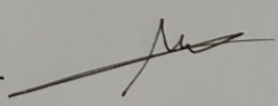
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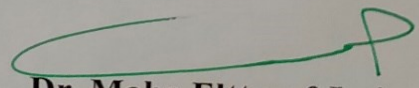
Quality Assurance and University Performance Division

Name of the director of the Quality Assurance and University

Performance Division: - Assist. Lec. Hayder Ali Mohssn

Dating:-

Signature:- 

  
Dr. Maha Elttayef Jasim  
Dean's endorsement

## Description of the academic program

academic program description provides a summary of the most important characteristics of the program and the learning outcomes expected of the student, demonstrating whether he or she has made the most of the available opportunities. And he accompanies him

/ Northern Technical University Technical Institute Al-Dur	Educational institution	1
the legal administration	Scientific department/center	2
the legal administration	Name of the academic or professional program	3
Technical diploma in legal management	Name of the final certificate	4
Courses	/ Academic system (annual / courses ( others	5
ABET	Accredited accreditation program	6
Preparing qualified personnel to support state institutions in the legal aspect through the summer training program	Other external influences	7
9/9/2023	Date the description was prepared	8
The institute's study aims to prepare a generation of graduates who have the ability to keep pace with developments in the field of legal specialization and who have the ability and competence to provide services in public and private sector institutions in a way that serves society and its individuals, in addition to building their personalities, considering that they are at an advanced stage that differs from the preparatory stage, as it is a stage Higher education is a stage of construction and .formation	Objectives of the academic program	9

Required program outcomes and teaching, learning and evaluation methods	10
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<b>A- Cognitive objectives</b>	
The student's ability to apply knowledge in law, management, and allied sciences	A-1
The student's knowledge of the professional and ethical principles and responsibilities of the field of specialization	A-2
,Enabling the student to evaluate the academic subject outcomes with the faculty professionals, and employers with the aim of improving them	A-3
The student learns leadership skills, prevailing laws, values of commitment, ethical behavior, and respect for others	A-4
<b>B - The program's skill objectives</b>	
Preparing students to work and integrate into multidisciplinary teams	B 1
Qualifying students to design and conduct discussion sessions, as well as analyze and interpret prevailing laws	B-2
Preparing students to use modern technologies, skills, and specialized tools to administer the law	B-3
Qualifying students to identify and formulate legal problems in their field of specialization	B-4
Teaching and learning methods / Theoretical lectures / practical lectures / discussion and dialogue / field visits ) ((discussion circles / solving examples / graduation project / summer training	
Evaluation methods	
((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))	
<b>C- Emotional and value goals</b>	
interest The student can communicate effectively with those concerned with the field of administrative and legal specialization	C-1
The student's awareness of the importance of using legal records and the necessity of knowing the latest developments in the field of law	C-2
The student's recognition of the need and ability to engage in learning to serve society and look deeply into the future	C-3
Work to oblige the student to the importance of learning necessary to understand the impact of solutions at the legal and constitutional levels at the local and global levels	C-4
Teaching and learning methods Theoretical lectures / practical lectures / field visits / office activities / solving examples ) ((graduation project / summer training /	
Evaluation methods ((Oral exams / written exams / observation / student's cumulative record )	
<b>D- General, qualifying and transferable skills (other skills related to employability and (personal development</b>	

Working to enhance the student's self-confidence in the student's workplace	D-1
The student learns the principles of law and interpretation through the use of modern methods in the field of law	D-2
The student learned to work with the latest software for diagnosing legal defects	D-3
The student must be familiar with the specializations and be able to adapt to similar specializations (Administration / Economics / Research / Operations / Computer)	D-4
Teaching and learning methods Theoretical lectures / practical lectures / field visits / discussion circles / solving )) ((examples / graduation project / summer training	
Evaluation methods Oral exams / written exams / weekly reports / daily attendance / semester and final )) ((exams	

study plan				11
Credit hours		Name of the course or leg	Course or course code	Educational level
practical	theoretical			
2	2	Penal Code General) (Section	LMT103	The first
2	2	Sources of commitment1	LMT102	
2	1	Personal Status Law 1	LMT101	
2	1	Introduction to the study of law 1	LMT100	
1	1	the computer	NTU102	
2	1	Principles of Statistics	TIN100	
	2	English	NTU101	
	2	Human rights and democracy	NTU100	
2	1	Intellectual property protection	LMT108	

Planning for personal development	12
Conducting field visits to the public and private sectors and universities within the jurisdiction to review the field development in the field of legal specialization	
Involving students in discussions, scientific seminars and training courses	
Admission standard (establishing regulations related to admission to (the college or institute	13
The criteria for admission to the morning study are considered within the central admission plan , which is approved by the Ministry of Higher Education and Scientific Research, along with the actual admission plan .for the morning study	
The most important sources of information about the program	14
The program and resources are approved by the sectoral committees at the university and are periodically updated through annual meetings in a way .that suits the nature of the resources vocabulary as a legal administration	

## **Technical Institute role/ Department of Legal Management techniques**

### **See the section**

The Department of Legal Management technologies is one of the main administrative departments of the Al-Dur Technical Institute/ Northern Technical University

The department aims to prepare qualified technical staff to carry out administrative and criminal investigation work, and works

Procedural and administrative law required for work in the judicial field, in other State institutions and in the sector

Privately.

### **Letter of oath**

The Department of Legal Management technologies adopts a general mission that seeks to achieve each academic year to highlight the excellence of the department. Based in its general form on the framework of technical education in Iraq, to graduate distinguished national cadres.

The special mission adopted by the department includes the following: Developing the skills of students in their specialty through preparation

Curricula that meet the developments of the times as well as prepare graduates qualified to practice administrative and procedural legal business

According to a philosophy, it focuses on modern technical education and scientific research related to the field side through

A high-quality applied program in the branches of legal knowledge and graduates of the department can work in the public sector

Private and mixed, represented by the Bar Association, the Union of Jurists, commercial companies and others, as it must be

There is a legal department for each legal person, and the department provides this cadre.

### **Objectives of the section**

- 1 - preparing graduates qualified to work in the field of administrative business
2. Work in the field of criminal investigation under the supervision of investigating judges
- 3- Follow-up of legal procedures in the judicial and legal departments within the state institutions and the private sector.
4. Carrying out the administrative work required by the functions of judicial, judicial and other State institutions
- 5- writing various legal records such as records of seizure, disclosure, receipt and delivery of funds and others
6. To carry out ancillary legal work in the offices of lawyers, companies and legal consulting offices.

The first level study plan for the academic year 2024-2023

Department of Legal Management techniques

Symbol	Type of material	The Corner material	The crate if found	Number of units	Number of working hours	Number of theoretical hours	Name of the article		Type of requirement	Requirements
							In English	In Arabic		
NTU100	Public	First	There is none	2	0	2	human rights democracy	Human rights and democracy	Compulsory	University requirements 15-10%
NTU101	Public	First	There is none	2	0	2	english language 1	The English 1	Compulsory	
NTU102	Public	First	There is none	3	2	1	computer principles 1	Computer 1	Compulsory	
NTU104	Public	Second	There is none	2	0	2	arabic language	Arabic language	Compulsory	
TU105	Public	Second	There is none	2	1	1	sport	Sport	Optional	
				11	3	8				Total
Tin100	Help	First	There is none	3	2	1	statistic principles	Principles of Statistics	Compulsory	Institute requirements 16-22%
TIN101	Help	Second	There is none	3	2	1	adminstration principles	Principles of Management	Compulsory	
				6	4	2				Total
LMT100	Speciality	First	There is none	3	2	1	introduction of law 1	Introduction to Law Study 1	Compulsory	Section requirements 63-74%
LMT101	Speciality	First	There is none	3	2	1	personal statutes law 1	Personal status 1	Compulsory	
LMT103	Speciality	First	There is none	4	2	2	penel law public	Penal Code (General Section)	Compulsory	
LMT102	Speciality	First	There is none	4	2	2	obligation resources 1	Sources of commitment 1	Compulsory	
LMT108	Speciality	First	There is none	3	2	1	protection of inellectaual property	Protection of intellectual property	Optional	
LMT104	Speciality	Second	LMT100	3	2	1	introduction of law 2	Introduction to Law 2	Compulsory	
LMT105	Speciality	Second	LMT101	3	2	1	personal statutes law2	Personal status 2	Compulsory	
LMT107	Speciality	Second	LMT103	4	2	2	penel law privte	Penal Code (Special Section)	Compulsory	
LMT106	Speciality	Second	LMT102	4	2	2	obligation resources 2	Sources of commitment 2	Compulsory	
				48	25	23				
Chapter II is 21 units					Chapter I is 27 units		48	Total units for the first level		



The second level study plan for the academic year 2024-2023

Department of Legal Management techniques

Symbol	Type of material	The Corner material	The crate if found	Number of units	Number of working hours	Number of theoretical hours	Name of the article		Type of requirement	Requirements
							In English	In Arabic		
TU200	Public	First	NTU101	2	0	2	English	English language	Compulsory	University requirements 15-10%
NTU202	Public	Second	There is none	2	0	2	arabic language	Arabic language	Compulsory	
NTU203	Public	First	There is none	2	0	2	Crimes of the Baath regime in Iraq	The crimes of the Baath regime in Iraq		
NTU201	Public	First	NTU102	3	2	1	computer principles 2	The computer 2	Compulsory	
This is NTU204	Public	Second	There is none	2	0	2	professional ethics	Ethics of profession	Compulsory	
				11	2	9				
Tin200	Help	First	There is none	3	2	1	Electronic business	Management of electronic business	Compulsory	Institute requirements 16-22%
TIN201	Help	Second	There is none	3	2	1	Principles of economics	Principles of Economics	Optional	
				6	4	2				Total
LMT205	Speciality	First	LMT107	5	3	2	criminal procedures law	The Code of Procedure	Compulsory	Section requirements 63-74%
LMT202	Speciality	First	LMT106	4	3	1	civil procedures law	The Civil Procedure Act	Compulsory	
LMT203	Speciality	First	LMT104	4	2	2	administrative law	Administrative law	Compulsory	
LMT200	Speciality	First	LMT105	3	2	1	execution law	Law of implementation	Compulsory	
LMT210	Speciality	First	There is none	4	2	2	contract of sale	Contract of sale	Optional	
LMT201	Speciality	Second	LMT104	3	2	1	commercial law	Commercial law	Compulsory	
LMT204	Speciality	Second	LMT200	3	2	1	real estate registration law	Land Registration Act	Compulsory	
LMT208	Speciality	Second	There is none	4	2	2	administrative judiciary	Administrative judiciary	Compulsory	
LMT206	Speciality	Second	LMT202	3	2	1	evidence law	Law of proof	Compulsory	

LMT207	Speciality	Second	There is none	3	2	1	egal readings in english	Legal readings in English	Compulsory	
LMT209	Help	Second	There is none	3	2	1	Research project	Research project	Compulsory	
				56	30	26				Total
			Chapter II is 26 units	Chapter I is 30 units		56	Total units for the second level			