

**Ministry of Higher Education & Scientific Research**  
**Supervision and Scientific Evaluation Directorate**  
**Quality Assurance and Academic Accreditation**  
**International Accreditation Dept.**



# **Guide to Course Descriptions and Academic Programs for 2025**

Ministry of Higher Education & Scientific Research

Supervision and Scientific Evaluation Directorate

Quality Assurance and Academic Accreditation

International Accreditation Dept.

## Academic Program Specification

**University:** Northern Technical University

**Faculty/Institute:** Al-dour Technical Institute

**Department:** Legal management Techniques

**Name of the academic or professional program:** Technical legal

**Name of the final certificate:** Technical Diploma in Legal management

**Academic system:** Curriculum system

**File preparation date:** ٤/1/2025

**File filling date:** 4/1/2025

**Signature**



The name of the head of the department  
Affairs

Lec.Dr. Shaima Ibrahim Taha

**Signature**



Dean's Assistant For Scientific

Assist. Prof. Dr. Hanan Shahb Ahmad

Check the file by

Quality Assurance and University Performance Division

Name of the director of the Quality Assurance and University Performance  
Division:

**Signature**



*Asst. Lecturer Hayder Ali Mohssn*



**Dean's endorsement**

Assist. Prof. Dr. Maha Elttayef Jasim

<b>1.Program vision</b>
Striving to improve the administrative and legal reality in a way that contributes to serving society and preserving legal values and principles of justice and equality..

<b>2.Program message</b>
Preparing qualified outputs to practice administrative and procedural legal work required for work in the judicial field and public and private sector institutions.

<b>3.Program objectives</b>
Preparing cadres that keep pace with the labor market and work to complete the administrative and legal work required for work in the judicial field.

<b>4.Program accreditation</b>
nothing
<b>5.Other external influences</b>
nothing

<b>6.Program Structure</b>				
<b>comments *</b>	<b>percentage</b>	<b>Study unit</b>	<b>Number of courses</b>	<b>Program Structure</b>
10 mandatory	10%	20	10	Requirements program
3 mandatory, 1 optional	16%	12	4	Requirements institute
18 mandatory, 2 optional	74%	70	20	Department Requirements
			Completed	Summer training
			nothing	<b>Other</b>

7.Program Description				
Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	2	Democracy and human rights	NTU100	2024–2025  Level 1
	2	English 1	NTU101	
1	1	Computer 1	NTU102	
	2	Arabic language	NTU103	
1	1	Sports	NTU104	
2	1	Principles of Statistics	TIN100	
2	1	Management principles	TIN101	
2	1	Introduction to the Study of Law 1	LMT100	
2	1	Personal Status Law 1	LMT101	
2	2	Penal Code (General Section)	LMT103	
2	2	Sources of Obligation 1	LMT102	
2	1	Intellectual property protection	LMT108	
2	1	Introduction to the Study of Law 2	LMT104	
2	1	Personal status 2	LMT105	
2	2	Penal Code(Private Section)	LMT107	
2	2	Sources of Obligation 2	LMT106	
Credit hours		Course name	Course code	Year/Level
	2	English language	NTU200	

	2	Arabic language	NTU202	<b>2024–2025</b>  <b>Level 2</b>
	2	Crimes of the Baath regime in Iraq	NTU203	
1	1	Computer 2	NTU201	
	2	Professional ethics	NTU204	
2	1	E-business management	TIN200	
2	1	Principles of Economics	TIN201	
3	2	Code of Civil Procedure	LMT205	
3	1	Civil Procedure Law	LMT202	
2	2	Administrative Law	LMT203	
2	1	Enforcement Law	LMT200	
2	2	Sales contract	LMT210	
2	1	Commercial Law	LMT201	
2	1	Real Estate Registration Law	LMT204	
2	2	Administrative judiciary	LMT208	
2	1	Law of Evidence	LMT206	
2	1	Legal Readings in English	LMT207	
2	1	Research project	LMT209	

<b>8.Expected learning outcomes of the program</b>
<b>knowledge</b>
<p>Preparing qualified technical staff to carry out criminal investigations and procedural legal work.</p> <p>And the administrative requirements required for work in the judicial field, in other state institutions and the private sector.</p>
<b>Skills</b>
<p>1-Preparing qualified graduates for Work in the field of Administrative work</p> <p>2- Work in the field of Crime investigation Under the supervision of investigating judges</p> <p>3- Follow up on legal procedures in the judicial and legal departments within state institutions. And the private sector.</p> <p>4- Carrying out the administrative work required by the tasks of the judicial and legal institutions and institutions. The other country</p> <p>5- Writing various legal reports such as seizure reports, inspection reports, receipt and delivery reports of funds, etc.</p> <p>6- Doing By business Legal assistance in law firms, consulting firms and offices Legal</p>
<b>Values</b>
<p>1-Working in the field of criminal investigation under the supervision of investigating judges.</p> <p>2-Follow up on legal procedures in judicial and legal departments within state institutions and the private sector.3-Carrying out administrative work required by the tasks of judicial and legal institutions and other state institutions-4 Writing various legal reports, such as seizure and inspection reports. And receiving Delivery of money and other things-5 Performing legal support work in law firms, companies and offices .Consultations Legal.</p>

## 9. Teaching and learning strategies

- 1– Explain the scientific material to students in detail.
- 2– Involving students in solving mathematical problems and introducing them to the virtual court.
- 3– Discussion and dialogue on vocabulary related to the topic.

## 10. Evaluation methods

Weekly, monthly, daily and end of year exams.

## 11. Faculty

### Faculty members

Faculty preparation		Special requirements/skills (if any)		Specialization		Academic Rank
lecturer	angel			private	general	
lecturer				Public/administrative law	law	Mr
lecturer				General/Criminal Law	law	Mr.
	angel			jurisprudence	Islamic law	assistant professor
	angel			General/Criminal Law	law	Teacher
	angel			Fine literature	Arabic language	Teacher
lecturer				Public/administrative law	law	Teacher

lecturer				Public/administrative law	law	Teacher
	angel			Business Administration/Organizational Management and Behavior	Management and Economics	Assistant Professor
	angel			business management	Management and Economics	Assistant Professor
	angel			Special personal status law	law	Assistant Professor
	angel			Private international law	law	Assistant Professor
	angel			Private Law / Civil Procedure	law	Assistant Professor

### Professional development

#### Orientation of new faculty members

Attending courses to develop teaching skills, interact with students, and benefit from the experiences of other professors to enhance their teaching efficiency.

#### Professional development for faculty members

- 1– Publishing research in reputable journals
- 2– Participation in various courses and workshops.

### 12.Acceptance Criteria

The student's acceptance criteria are determined according to the central acceptance within the ministry's plan and the student's branch in preparatory



and vocational education, his grade and desire, after the student is interviewed in a special interview at the institute.

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

- Textbooks
- Lieutenant
- Scientific research and its latest developments
- External sources (Internet)

### **14.Program development plan**

- Learn about the latest scientific developments
- Participation in scientific and local workshops inside and outside Iraq
- Participation in international and local conferences
- Add information on all topics related to legal administration, management and economics.
- Hosting scientific competencies in the field of specialization from Iraqi universities and institutes

Study plan for the first level for the academic year 2024-2025

Legal Management Techniques Department

The symbol	Material type	Course material	The pavement if any	Number of units	Number of practical hours	Number of theoretical hours	Name of the material	Requirement Type	Requirements
NTU100	General	the first	nothing	2	0	2	democracy & human rights	compulsory	University requirements 10-15%
NTU101	General	the first	nothing	2	0	2	English language 1	compulsory	
NTU102	General	the first	nothing	2	1	1	computer principles 1	compulsory	
NTU103	General	the second	nothing	2	0	2	Arabic language	compulsory	
NTU104	General	the second	nothing	2	1	1	sport	optional	
				10	2	8			total
TIN100	help	the first	nothing	3	2	1	statistical principles	compulsory	Institute requirements 16-22%
TIN101	help	the second	nothing	3	2	1	administration principles	compulsory	
				6	4	2			total
LMT100	Specialized	the first	nothing	3	2	1	introduction to law 1	compulsory	Section Requirements 63-74%
LMT101	Specialized	the first	nothing	3	2	1	personal statutes law 1	compulsory	

LMT103	Specialized	the first	nothing	4	2	2	penel law public	compulsory	
LMT102	Specialized	the first	nothing	4	2	2	obligation resources 1	compulsory	
LMT108	Specialized	the first	nothing	3	2	1	protection of intellectual property	optional	
LMT104	Specialized	the second	LMT100	3	2	1	introduction to law 2	compulsory	
LMT105	Specialized	the second	LMT101	3	2	1	personal statutes law2	compulsory	
LMT107	Specialized	the second	LMT103	4	2	2	private law penel	compulsory	
LMT106	Specialized	the second	LMT102	4	2	2	obligation resources 2	compulsory	
				31	18	13			total
		Chapter 2 23 Units			Chapter 1 24 Units	47	Total units for the first level		

Study plan for the second level for the academic year 2024-2025

Legal Management Techniques Department

The symbol	Material type	Course material	The pavement if any	Number of units	Number of practical hours		Number of theoretical hours		Name of the material	Requirement Type	Requirements
							In English	In Arabic			
NTU200	General	the first	NTU101	2	0	2	English	Language English	compulsory	University requirements 10-15%	
NTU202	General	the second	nothing	2	0	2	Arabic language	the language Arabic	compulsory		
NTU203	General	the first	nothing	2	0	2	Crimes of the Baath regime in Iraq	Crimes of the Baath regime in Iraq	compulsory		
NTU201	General	the first	NTU102	2	1	1	computer principles 2	Computer 2	compulsory		
NTU204	General	the second	nothing	2	0	2	professional ethics	Professional ethics	compulsory		
				10	1	9				total	
TIN200	help	the first	nothing	3	2	1	Electronic businesses	E-business management	compulsory	Institute requirements 16-22%	
TIN201	help	the second	nothing	3	2	1	Principles of economics	Principles of Economics	optional		
				6	4	2				total	
LMT205	Specialized	the first	LMT107	5	3	2	criminal	Code of Civil Procedure Penal	compulsory	Section Requirement	

							procedu res law			ents 63- 74%
LMT202	Specialized	the first	LMT106	4	3	1	civil procedu res law	Civil Procedure Law	compuls ory	
LMT203	Specialized	the first	LMT104	4	2	2	adminis trative law	Administrativ e Law	compuls ory	
LMT200	Specialized	the first	LMT105	3	2	1	executi on law	Enforcement Law	compuls ory	
LMT210	Specialized	the first	nothing	4	2	2	contract of sale	Sales contract	optional	
LMT201	Specialized	the second	LMT104	3	2	1	commer cial law	Commercial Law	compuls ory	
LMT204	Specialized	the second	LMT200	3	2	1	real estate registrat ion law	Real Estate Registration Law	compuls ory	
LMT208	Specialized	the second	nothing	4	2	2	adminis trative judiciar y	Administrativ e judiciary	compuls ory	
LMT206	Specialized	the second	LMT202	3	2	1	evidenc e law	Law of Evidence	compuls ory	
LMT207	Specialized	the second	nothing	3	2	1	egal reading s in English	Legal Readings in English	compuls ory	
LMT209	help	the second	nothing	3	2	1	Researc h project	Research project	compuls ory	
				39	2 4	15				total
			Chapter 2 28 Units		Chapter 1 27 Units		55	Total units for the second level		

Curriculum Skills Chart																			
Required learning outcomes of the program																			
General and transferable skills (or) other skills related to employability and personal development				Thinking skills				Subject-specific skills				knowledge and understanding				essential Or optional	Course name	Course code	Year/Level
D4	D3	D2	D1	A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Principles of Statistics	TIN 100	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Computer Principles 1	NTU102	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Democracy and human rights	NTU100	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	the Language English 1	NTU101	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	the Introduction to the Study of Law 1	LMT100	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Personal Status Law 1	LMT101	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Penal Code(General Section)	LMT103	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Sources of Obligation 1	LMT102	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	optional	Copyright/optional	LMT108	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	The language Arabic	NTU103	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Principles of management	TIN101	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	The Introductio to the Study of Law 2	LMT104	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Personal Status Law 2	LMT105	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Sources of Obligation 2	LMT106	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Penal Code(Private Section)	LMT107	The first
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	optional	Sports	NTU104	The first

Curriculum Skills Chart																			
Required learning outcomes of the program																			
General and transferable skills (or) other skills related to employability and personal development				Thinking skills				Subject-specific skills				knowledge and understanding				essential Or optional	Course name	Course code	Year/Lev el
D4	D3	D2	D1	A4	A3	A2	A1	B4	B3	B2	B1	A 4	A 3	A 2	A 1				
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Management Ano Workers optoelectronic	TIN200	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Civil Procedure Law Civil	LMT202	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Enforcement Law	LMT200	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	law Principles of criminal trials	LMT205	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	optional	Sales contract	LMT210	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	the Language Antonelliana	NTU200	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Administrative Law	LMT203	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Principles of Economics	TIN201	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Professional ethics	NTU204	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Real Estate Registration Law	LMT204	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Commercial Law	LMT201	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Administrative judiciary	LMT208	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Law of Evidence	LMT206	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Legal readings In English	LMT207	Second
*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	essential	Research project	LMT209	Second