

## Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational Institution And
Technical Institute, role / Legal Administration Techniques Department	University / Scientific Department
Personal status law LMT101	Course code name
Technical Diploma in Legal Administration	The program(s) you are involved in
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms
Decisions	Chapter/Year
3 hours per week (45) hours	Number of study hours (total)
4/1/2025	Description preparation date
General knowledge of the concept of personal status and knowledge of family laws, alimony, dowry, divorce and their effects in terms of custody and lineage, and other related effects and issues from a legal and Sharia perspective.	Course objectives
Required program outcomes, teaching, learning and assessment methods	
A- Cognitive objectives	
Qualifying the graduate scientifically in the field of legal administration, by introducing the basic scientific concepts related to the Personal Status Court (marriage - divorce - inheritance, etc.) and pushing the student towards scientific research outside the framework of the academic curriculum.	
B- Program specific skill objectives	
The ability to grasp legal rules and extract results that are relevant to the field of personal status law and its branches.	

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams
C- Emotional goals
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))
D- General, qualifying and transferable skills (other skills related to employability and personal development)
Develop their discussion skills

Raising their scientific and research capabilities and moving the student from the education stage to learning
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Infrastructure		
Available in the free section and the institute library	Required Textbooks	•
Available in free section andMInstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

First course / first level of scientific content						
				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	practical	theoretical	Time distribution
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Defining the meaning of personal status and explaining the issues related to it	2	1	First week
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	Lecture and practical training	Meaning of marriage contract	2	1	Second week
			Marriage contract pillars			
			Marriage contract issues			
			Permanent and temporary prohibitions			
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	Lecture and practical training	Conditions for giving the judge permission for the husband to have a second wife	2	1	The third week
			mentally ill marriage			
			Conditions for registering a marriage contract in the competent court without a fee			
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Definition of dowry and its types	2	1	Week 4
			When does a woman deserve the full dowry and when does she deserve half the dowry?			
			cancel the engagement			
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Definition of alimony	2	1	Week 5And the sixth
			Reasons for the necessity of maintenance			
			Expense elements			
			temporary alimony			

			Estimating the wife's expenses				
			The wife's alimony is dropped				
			Husband's rights towards his wife				
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	Lecture and practical training	Divorce	Divorce	2	1	Week 7The eighth
			pillars of divorce				
			Divorce formulas				
			Types of divorce				
			Cases of differentiation for harm				
			Optional separation (khula)				
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	The importance of proportions	Lineage and custody	2	1	Week 9And the tenth
			What is meant by marital bed?				
			Conditions for acknowledging lineage				
			Definition of custody				
			Incubator terms and duration				
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Definition of will	The will	2	1	Week eleven
			Will ruling				
			Pillars of the will				
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Legal articles related to alimony from Article (58) to Article (62) of the Iraqi Personal Status Law	Maintenance of wife, parents and children	2	1	Week 12
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Definition of stone	Stone	2	1	thirteenth week
			Judicial and judicial stone				

			Minor care				
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Guardianship over the insane and the mentally ill	Value	2	1	Week 14 and 15
			Guardianship over those who lack the ability to express their will				
			Guardianship of the absent and missing				
			Guardianship over the foolish and the heedless				
			Guardianship over a prisoner or a person sentenced to death				

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution
Legal Department	University / Scientific Department
Penal Code (General Section)LMT103	Course code name
Technical Diploma in Legal Administration	The program(s) you are involved in
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms
Decisions	Chapter/Year
4 hours per week (60) hours	Number of study hours (total)
4/1/2025	Description preparation date
A set of legal rules that define the types of behaviour that constitute crimes and specify the penalties or preventive measures prescribed for them.	Course objectives
Required program outcomes, teaching, learning and assessment methods	
A- Cognitive objectives	
Forming a legal culture in the general principles and provisions stipulated by the Penal Code to confront crime as a social phenomenon, and the position of the various penal legislations on it in terms of determining the legitimacy of actions and behaviors and setting the penalties prescribed for them in accordance with the Iraqi Penal Code.	
B- Program specific skill objectives	
Enabling the student to identify the nature of the Penal Code, the nature of the rule “no crime or punishment without a text”, the elements of the crime, the reasons preventing criminal liability,	

the reasons for permissibility, and how to determine the punishment.
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / discussion groups / summer training))
Evaluation methods

((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))
C- Emotional and value goals
Perform his duties at the workplace efficiently and with professional motivation.
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))
Evaluation methods ((Oral tests / written tests / observation / daily attendance record of the student))
D- General and transferable skills (other skills related to employability and personal development)
Develop their discussion skills.
Raising their scientific and research capabilities and moving the student from the education stage to learning.

Infrastructure	
Available in the free section and the institute library	Required Textbooks
Available in the free section and the institute library	Main References (Main
Internet	Electronic references, websites
Department building available	Virtual Court
Department building available	Computer lab

Curriculum Development Plan
<p>Developing curricula that are compatible with current laws and regulations</p> <p>Holding scientific seminars and conferences aimed at updating curricula</p> <p>Follow up on scientific developments in the field of specialization</p>

### Vocabulary of the Penal Code subject, first semester

Vocabulary details	The week
The importance of the Penal Code and its position among the sections and branches of the law and the scope of its application in terms of time and place	the first
The concept of crime and the general rules governing it	the second
The material element of the crime and its elements	the third
Attempted crime and its forms	Fourth
The moral element of the crime, criminal intent, error and the legal element of the crime	Fifth
Types of crimes in terms of their material element, positive and negative crime, complete and incomplete crime	Sixth
Time-bound crime and ongoing crime Crime Temporality And ongoing And the crime Simple And habit And the crime The possessed With it And other The possessed With it	Seventh
Types of crimes in terms of their moral element, intentional and unintentional, military crimes and common law crimes	The eighth
Types of crimes in terms of their seriousness: felonies, misdemeanors and violations	Ninth
Types of crimes according to their nature: political and ordinary crimes	tenth
Criminal contribution and its forms, original contribution	eleventh
Affiliate contribution incitement, agreement and assistance	twelfth



Criminal liability and its impediments	thirteenth
Reasons for permission	fourteenth
Mitigation and aggravation of punishment	fifteenth

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution
Legal Department	University / Scientific Department
Penal Code (Special Section)LMT107	Course code name
Technical Diploma in Legal Administration	The program(s) you are involved in
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms
Decisions	Chapter/Year
4 hours per week (60) hours	Number of study hours (total)
4/1/2025	Description preparation date
A set of legal rules that define the types of behaviour that constitute crimes and specify the penalties or preventive measures prescribed for them.	Course objectives
Required program outcomes, teaching, learning and assessment methods	
A- Cognitive objectives	
Forming a legal culture in the general principles and provisions stipulated by the Penal Code to confront crime as a social phenomenon, and the position of the various penal legislations on it in terms of determining the legitimacy of actions and behaviors and setting the penalties prescribed for them in accordance with the Iraqi Penal Code..	
B- Program specific skill objectives	
Enabling the student to identify the provisions of the special section of the Penal Code by stating the elements of the crimes under study, including the crime of counterfeiting currency, the crime of forgery of documents, the crime of bribery, the crime of embezzlement, crimes against persons such as premeditated murder, and crimes against property such as the crime of theft.	
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / discussion groups / summer training))	

Evaluation methods
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((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))
C- Emotional and value goals
Perform his duties at the workplace efficiently and with professional motivation.
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))
Evaluation methods ((Oral tests / written tests / observation / daily attendance record of the student))
D- General and transferable skills (other skills related to employability and personal development)
Develop their discussion skills.
Raising their scientific and research capabilities and moving the student from the education stage to learning.

Infrastructure	
Available in the free section and the institute library	Required Textbooks
Available in the free section and the institute library	Main References (Main
Internet	Electronic references, websites
Department building available	Virtual Court
Department building available	Computer lab

Curriculum Development Plan
Developing curricula that are compatible with current laws and regulations

Holding scientific seminars and conferences aimed at updating curricula  
Follow up on scientific developments in the field of specialization

### Vocabulary of the Penal Code subject, second semester

Vocabulary details	The week
Crimes against persons, terrorist crimes.	the first
murder	the second
Premeditated murder, aggravated murder, murder by poison, brutal murder.	the third
Committing murder with intent to assist a criminal to escape, murder of assets	Fourth
Homicide with a legally mitigating excuse, surprising a wife in the act of adultery, murder due to	Fifth
Provocation, killing of a newborn.	Sixth
Crimes of intentional assault and battery, assault leading to death.	Seventh
Misdemeanor of intentional harm, assault resulting in a broken bone or disability.	The eighth
Aggravating circumstances, the means used, the perpetrator's intent and the victim's description, the crime of manslaughter	Ninth
Crimes of assault on property, the crime of theft, its elements.	Tenth and eleventh
Theft place, moral element	twelfth
General intent and specific intent.	thirteenth
Aggravating circumstances of the crime of theft, related to time and place, the circumstances of multiple perpetrators, the means used, and the character of the servant perpetrator.	fourteenth And the fifteenth

### Course Description Form

Northern Technical University / Technical Institute	Educational institution
Legal Department	University / Scientific Department
Sources of commitment LMT102	Course code name
Technical Diploma in Legal Administration	The program(s) you are involved in
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms
Decisions	Chapter/Year
4 hours per week (60) hours	Number of study hours (total)
4/1/2025	Description preparation date
Mastering the sources of obligation specified by the legislator in the Civil Code.	Course objectives
Required program outcomes, teaching, learning and assessment methods	
A_ Cognitive objectives	
<ul style="list-style-type: none"> <li>The student will learn the general rules relating to the provisions of civil obligations.</li> <li>He will learn the legal principles governing the description of obligations and their expiration.</li> <li>The student will learn about the different methods of transferring the obligation.</li> </ul>	
B- Program specific skill objectives	
<ul style="list-style-type: none"> <li>Increase the student's skill in the practical aspect related to sources of commitment.</li> <li>Mastering the sources of obligation specified by the legislator in the Civil Code.</li> <li>Make the student interact practically and theoretically through the virtual court.</li> <li>Evaluating what the student has received during the semester through daily and monthly tests in addition to the final test..</li> </ul>	

Valid and invalid contracts	
((Theoretical lectures / scientific lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))	
C- Emotional and value goals	
Perform his duties at the workplace with professional motives.	
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / graduation project / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	
D- General and transferable skills (other skills related to employability and personal development)	
Develop their conversational skills	
Raising their research awareness and moving the student from the stage of education to learning	

Infrastructure	
Available in the free section and the institute library	Required Textbooks
Available in the free section and the institute library	Main References (Main)
Internet	Electronic references, websites
Available in the section	Virtual Court

Curriculum Development Plan	
Develop curricula that are compatible with state institutions concerned with the legal aspect. Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization	
Available in the section	Computer Center

## Sources of Obligation 1 Level 1

Chapter OneFrom scientific content						
				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Tests	Presentation, explanation, questions and answers, discussion	a lecture	Explanation of the Civil Code,To enable the student to understand the obligation and its sources.	2 hours	2 hours	First week
Role play	applied	Virtual court	Commitment and its sources			Second week
Cos tests	to explain	a lecture	Types of Obligations			The third week
Cos tests	to explain	a lecture	The principle of the sovereignty of will			
Cos tests	to explain	a lecture	Contract and its types			The weekFourth
Role play	applied	Virtual court				
Cos tests	to explain	a lecture	Pillars of the contract			The weekFifth

Role play	applied	Virtual court				
Cos tests	to explain	a lecture	Disadvantages of satisfaction			Week 6
Cos tests	to explain	a lecture	Disqualifications			The seventh week
Cos tests	to explain	a lecture	Disadvantages of eligibility			Week 8
Cos tests	to explain	a lecture	Effects of the contract			The weekNinth
Cos tests	to explain	a lecture	General successor			The tenth week
Cos tests	to explain	a lecture	Private Back			Week eleven
Cos tests	to explain	a lecture	pledge on behalf of others			twelfth week
Cos tests	to explain	a lecture	Condition for third party health			thirteenth week
Cos tests	to explain	a lecture	emergency theory			Fourteenth week
Cos tests	to explain	a lecture	Earning without reason			Week 15



## Course Description Form

Northern Technical University / Technical Institute	Educational institution
Legal Department	University / Scientific Department
Intellectual property protectionLMT108	Course code name
Technical Diploma in Legal Administration	Available attendance forms
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms
Decisions	Chapter/Year
3 hours per week (45) hours	Number of study hours (total)
4/1/2025	Description preparation date
Intellectual Property Rights Protection is a course of study that focuses on the laws and policies governing the protection of various forms of intellectual property, including patents, literary and artistic rights, trademarks, and trade secrets. This course covers the main objectives and justifications for the protection of intellectual property, the international and national legal framework for its protection, and the tools and methods available to protect various types of intellectual property.	Course objectives
Required program outcomes, teaching, learning and assessment methods	
A- Cognitive objectives	
<ul style="list-style-type: none"> <li>The student learns about the legal protection of intellectual property: patents, copyrights. Publishing, Trademarks, Trade Secrets.</li> <li>The student learns about international protection of intellectual property: agreements and treaties. International Intellectual Property.</li> <li>The student is able to enforce intellectual property rights: judicial and administrative methods of enforcement</li> </ul>	

<p>These rights.</p> <ul style="list-style-type: none"> <li>• The student learns about contemporary issues and challenges in the field of intellectual property protection: such as: Digital Technology and the Internet.</li> <li>• The student learns about intellectual property and economic and social development: the role of property Intellectual innovation and progressThis course aims to provide students with a comprehensive understanding of intellectual property protection systems. and enable them to apply this knowledge in areas such as business, engineering and artistic creativity. And the Academy.</li> </ul>	
B- Program specific skill objectives	
<p>*.Explaining the concept of intellectual property and its types (patents, copyrights, Trademarks, Industrial Designs, Geographical Indications( .</p> <p>*Introducing students to the national and international legal framework for the protection of intellectual property..</p> <p>*Analysis of the importance of intellectual property protection in encouraging innovation and creativity.</p> <p>*Study the rights and privileges associated with intellectual property protection.</p> <p>*Providing students with the skills necessary to register and manage intellectual property rights..</p>	
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / discussion groups / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	
C- Emotional and value goals	
Performing his duties at the workplace with emotional and professional motivations	
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / graduation project / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their conversational skills	
Raising their research awareness and moving the student from the stage of education to learning	
Infrastructure	
Available in the free section and the institute library	Required Textbooks
Available in the free section and the institute library	Main References (Main)
Internet	Electronic references, websites

Available in the section	Virtual Court
Available in the section	Computer Center

Curriculum Development Plan
Develop curricula that are appropriate for state institutions concerned with the legal aspect.
Holding scientific seminars and conferences aimed at updating curricula
Follow up on scientific developments in the field of specialization

### Intellectual Property Protection Vocabulary Level 1

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Oral questions	Lecture and discussions	a lecture	Introduction to Intellectual Property: Types of Rights, Property Rights	2 hours	hour	First week
Daily and periodic tests	Lecture and discussions	a lecture	Personal rights	2 hours	hour	Second week
Oral questions	Lecture and discussions	a lecture	Moral rights	2 hours	hour	The third week
Daily and periodic tests	Lecture and discussions	a lecture	Moral property	2 hours	hour	Week 4
Oral questions	Lecture and discussions	a lecture	Literary and artistic property	2 hours	hour	Week 5
Daily and periodic tests	Lecture and discussions	a lecture	Commercial property	2 hours	hour	Week 6
Oral questions	Lecture and discussions	a lecture	Industrial property	2 hours	hour	Week 7
Daily and periodic tests	Lecture and discussions	a lecture	History of Intellectual Property	2 hours	hour	Week 8

Daily and periodic tests	Lecture and discussions	a lecture	Nature of Intellectual Property	2 hours	hour	Week 9
Daily and periodic tests	Lecture and discussions	a lecture	The importance of intellectual property	2 hours	hour	Week 10
Daily and periodic tests	Lecture and discussions	a lecture	Intellectual Property Division: Literary and Artistic Property	2 hours	hour	Week eleven
Daily and periodic tests	Lecture and discussions	a lecture	Author concept	2 hours	hour	Week 12
Daily and periodic tests	Lecture and discussions	a lecture	Copyright protection	2 hours	hour	thirteenth week
Daily and periodic tests	Lecture and discussions	a lecture	Industrial property	2 hours	hour	Week Fourteen
Daily and periodic tests	Lecture and discussions	a lecture	Judicial position	2 hours	hour	Week 15

### Course Description Form

Northern Technical University / Technical Institute	Educational institution	1
Legal Department	University / Scientific Department	2
Introduction to the Study of Law LMT100	Course code name	3
Technical Diploma in Legal Administration	Available attendance forms	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The Introduction to Law course is generally intended to introduce students to the fundamentals of law and legal theory. This often includes the study of theories of law and right, with emphasis on understanding how laws and legal concepts are developed and interpreted. This course is essential to understanding how the legal system works and the impact of laws on society and the individual, including the study of the origins and principles that underlie legislation and judicial decisions.	Course objectives	9
Program Outcomes, Demands, Teaching, Learning and Assessment Methods		10
A - Cognitive objectives		
<p>Helps students understand basic concepts in the field of law. Introduce students to the legal system in their country or in the legal system they are studying, including legal institutions and the different members of the legal system. Enhances the development of legal thinking skills</p>		
(General - Private)		
The student's familiarity with the main sources and interpretation, and the student's knowledge of the legal		B-1

foundations according to the applicable laws and prevailing legal instructions.	
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))	
C- Emotional and value goals	
Performing his duties at work with professional motives and adhering to professional ethics.	C-1
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / graduation project / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	

General, qualifying and transferable skills (other skills related to employability and personal development)	D-
improve their discussion skills	D-1
Raising their research awareness and moving the student from the stage of education to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	
Available in the free section and the institute library	Main References (Main)	
Internet	Electronic references, websites	
Available in the section	Virtual Court	
Available in the section	Computer Center	

Curriculum Development Plan		11
Develop curricula that are appropriate for state institutions concerned with the legal aspect. Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization		

Introduction to the Study of Law / Legal Theory							
Measurement methods	Technologies	Teaching method	Subtitle	Main Title	Practical	the time Theoretical	Chapter Title Time distribution
a test	Presentation, explanation, questions and answers	MPresent	Definition of law in its general sense	The origin and meaning of the word law	2 hours	1 hour	First week
			Definition of law in its special sense				
Homework	Presentation, explanation, questions and answers	a lecture	Sharia	Distinguishing between the term law and other legal terms	2 hours	1 hour	Second week
			Positive law				
Group assignments	Presentation, explanation, questions and answers	a lecture	Distinguishing between legal rule and religious hall	Distinguishing between the rules of law and the rules of religion	2 hours	1 hour	The third week
			Similarities and differences between legal and religious rule				
Discussion between			Definition of ethics and its characteristics	Distinguish between legal			

students and teacher	Presentation, explanation, questions and answers	a lecture	Definition of the rules of justice and its characteristics	rule, moral rule and rules of justice	2 hours	1 hour	Week 4
			Similarities and differences between the rules of law and the rules of justice				
Oral test	Presentation, explanation, questions and answers	a lecture	Definition of legal rule	Legal basis	2 hours	1 hour	Week 5
			Explaining the meaning of generality and abstraction				
Individual duties	Presentation, explanation, questions and answers	a lecture	The legal rule is addressed to the members of society.	Characteristics of the legal basis	2 hours	1 hour	Week 6
			The legal rule is coupled with a material penalty imposed by the public authority.				



Show examples, discuss and note students' level	Presentation, explanation, questions and answers, discussion	a lecture	Legal penalty conditions	Legal penalty, its nature and conditions	2 hours	1 hour	Week 7
			Legal penalty descriptions				
Writing reports	Presentation, explanation, questions and answers, discussion	a lecture	Common law rules	Classification of rules of law in terms of relationship	2 hours	1 hour	Week 8
			Private law rules				
Group assignments	Presentation, explanation, questions and answers, discussion	a lecture	Mandatory rules	Classification of legal rules according to the degree of obligation	2 hours	1 hour	Week 9
			Supplementary or explanatory rules				
Written test	Presentation, explanation, questions and answers, discussion	a lecture	Definition of branches of law	Branches of public law	2 hours	1 hour	Week 10
			Public Law Sections				

Discussion between student and teacher	Presentation, explanation, questions and answers	a lecture	Constitutional and Administrative Law	Internal public law	<b>2 hours</b>	1 hour	Week eleven
			Financial and criminal law				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Definition of private law	Branches of private law	<b>2 hours</b>	1 hour	Week 12
			Civil Law and Personal Status				
Questions and Answers	to explain	a lecture	Commercial Law and Civil Procedure	Private law sections	<b>2 hours</b>	1 hour	thirteenth week
			Private international law and its content				
Acupressure test, discussion and observation of students' level	Presentation, explanation, questions and answers	a lecture	Meaning of the source	Sources and types of law	<b>2 hours</b>	1 hour	Week Fourteen
			Official sources and interpretive sources of the law				
				Written theory test	2	1	Week 15

## Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Introduction to Law 2LMT104	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The Introduction to Law course is generally intended to introduce students to the fundamentals of law and legal theory. This often includes the study of theories of law and right, with emphasis on understanding how laws and legal concepts are developed and interpreted. This course is essential to understanding how the legal system works and the impact of laws on society and the individual, including the study of the origins and principles that underlie legislation and judicial decisions.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Helps students understand basic concepts in the field of law. Introduce students to the legal system in their country or in the legal system they are studying, including legal institutions and the different members of the legal system. Enhances the development of legal thinking skills		A-1
B- Program specific skill objectives		
Providing students with basic concepts and terminology in the field of law..Introducing the student to the legal system they are studying, including legal institutions and the basics of legislation and the judiciary. Enhancing the student's ability to think legally and analyze legally Understand the development of the legal system and the influence of historical and cultural factors on it. Aims to understand the basics of law and develop the skills necessary for successful legal thinking.		B-1

<p>Teaching and learning methods</p> <p>((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))</p>
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Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and Institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

					the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle		A	N	Time distribution
a test	Presentation Explanation Questions and Answers	a lecture	Constitutional legislation	The Sharia And methods age And	2	1	The week the first
			Subsidiary legislation				
Homework	Presentation Explanation Questions and Answers	a lecture	Enforcement of legislation	Principles of drafting the legislative rule	2	1	The week the second
			Legislative validity control				
Writing reports	Presentation Explanation Questions and Answers	a lecture	Meaning of custom	custom	2	1	The week the third
			The pillars of custom and its types				
Discussions between student and teacher	Presentation Explanation Questions and Answers	a lecture	The role of Sharia as a source of law	Principles of Islamic Sharia	2	1	The week Fourth
			Rules of Justice				
cup test	Presentation Explanation Questions and Answers	a lecture	Judiciary and inspection	Interpretive sources	2	1	The week Fifth
			The status of the judiciary in society				

Group assignments	Presentation Explanation Questions and Answers	a lecture	Definition of jurisprudence	Interpretive sources	2	1	The weekSixth
			Features of jurisprudence				
Questions Answers	Presentation Explanation Questions and Answers	a lecture	Application of law in terms of place	Law enforcement	2	1	The weekSeventh
			The principle of territoriality and personality of law				
Writing reports	Presentation Explanation Questions and Answers	a lecture	The application of the law in terms of time	Law enforcement	2	1	The weekThe eighth
			Principle of non- retroactivity of law				
cup test	Presentation Explanation Questions and Answers	Lectur e and discus sion	Definition of right	Right, its types and criticisms directed at the theory of right	2	1	The weekNinth
			The relationship between law and right				
			Personal theory				
			Objective theory				
Group assignments	Presentation Explanation Questions and Answers	a lecture	Types of right	Property rights under Iraqi law	2	1	The weektenth
			Rights in terms of their scope				
Homework	Presentation Explanation Questions and Answers	a lecture	Family rights	civil rights	2	1	The weekeleventh
			Financial rights				
Writing reports	Presentation Explanation	a lecture	Right of use	property right	2	1	The weektwelfth
			Right to exploit				
			Right of disposal				

	Questions and Answers						
Questions Oral	Presentation Explanation Questions and Answers	a lecture	Sources of easements	easements	2	1	The weekthirteenth
			Expiry of easements				
Questions and Answers	Presentation Explanation Questions and Answers	a lecture	Mortgage insurance	Accessory property rights	2	1	The weekfourteenth
			mortgage				
Written test	Presentation Explanation Questions and Answers	a lecture	Definition of personal rights and its types	Personal rights	2	1	The weekfifteenth
			The difference between personal right and real right				

### Course Description Form

Northern Technical University / Technical Institute	Educational institution	1
Legal Department	University / Scientific Department	2
Democracy and human rightsNTU100	Course code name	3
Technical Diploma in Legal Administration	Available attendance forms	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
To establish the principles of human rights among students in a way that achieves a correct understanding of these rights based on Islamic concepts and comparing them with international conventions, spreading the culture of human rights in society, clarifying the concept of democracy and distinguishing this concept from other concepts, and understanding the meaning of responsibility and respecting the rights and freedoms of others to build a democratic society in which the political system guarantees its individuals public rights and freedoms.	Course objectives	9
Program Outcomes, Demands, Teaching, Learning and Assessment Methods		10
<b>A - Cognitive objectives</b>		
<p>The student will learn about the meaning of human rights and democracy, including their history, development and basic principles.</p> <p>* The student will explore the relationship between democracy and human rights.</p> <p>* The student will understand the challenges facing democracy and human rights in the contemporary world.</p> <p>* The student will be able to analyze the role of international institutions in protecting and promoting democracy and human rights.</p> <p>* The student will provide practical examples of democracy and human rights in action.</p>		A-1
<b>B- Program specific skill objectives</b>		
<p>Exploring the relationship between democracy and human rights: Analyzing how democracy supports human rights and how human rights can enhance democracy. Discussing the challenges to democracy and human rights in the contemporary world: Challenges to democracy and human rights, such as authoritarianism, populism, and human rights violations, can be studied..</p> <p>Analyzing the role of international institutions in protecting and promoting democracy and human rights: The role of organizations such as the United Nations</p>		B_1



<p>and the Council of Europe in protecting and promoting democracy and human rights can be examined..</p> <p>Provide practical examples of democracy and human rights in action: Specific examples of countries or societies where democracy and human rights have been successfully implemented can be provided..</p> <p>Developing practical skills in democracy and human rights: Practical exercises and activities can be included to help readers develop skills such as debate, problem solving and advocacy..</p>	
<p>Teaching and learning methods</p> <p>((Theoretical lectures / practical lectures / field visits / office activities / solving examples / discussion groups / summer training))</p>	
<p>((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))</p>	
<p>C- Emotional and value goals</p>	
<p>C-1 Performing his duties at the workplace with professionalism</p>	

<p>Teaching and learning methods</p> <p>((Theoretical lectures / practical lectures / field visits / office activities / solving examples / graduation project / summer training))</p>		
<p>Evaluation methods</p> <p>((Oral tests / written tests / observation / student's cumulative record))</p>		
<p>D- General and transferable skills (other skills related to employability)</p>		
<p>improve their discussion skills</p>		D-1
<p>Raising their research awareness and moving the student from the stage of education to learning</p>		D-2
<p>Infrastructure</p>		10
<p>Available in the free section and the institute library</p>	<p>Required Textbooks</p>	
<p>Available in the free section and the institute library</p>	<p>Main References (Main)</p>	
<p>Internet</p>	<p>Electronic references, websites</p>	
<p>Available in the section</p>	<p>Virtual Court</p>	
<p>Curriculum Development Plan</p>		11
<p>Develop curricula that are compatible with state institutions concerned with the legal aspect.</p> <p>Holding scientific seminars and conferences aimed at updating curricula</p> <p>Follow up on scientific developments in the field of specialization</p>		

Human rights and democracy						
				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Oral questions	Lecture and discussions	a lecture	<p>The roots of human rights and their development in human history. Human rights in ancient and medieval times.</p> <p>The first requirement: Human rights in ancient civilizations with a focus on the civilization of Mesopotamia. The second requirement: Human rights in heavenly laws with a focus on human rights in Islam..</p> <p>The third requirement: human rights in the ages</p> <p>Middle:</p> <p>A. Human rights in doctrines</p>		2 hours	<p>The week</p> <p>the first</p> <p>The second</p>

			<p>Schools and political theories.</p> <p>B. Human Rights in Corporate Rights</p> <p>And its declarations, revolutions and constitutions (documents)</p> <p>English: American Revolution, French Revolution, Russian Revolution</p>			
Daily and periodic tests	Lecture and discussions	a lecture	<p>Human rights in modern and contemporary history.</p> <p>The first requirement: international recognition of human rights since World War II (League of Nations, United Nations) resolutions.</p> <p>The second requirement: regional recognition of human rights:</p> <p>1-European Convention on Human Rights 1950</p>		2 hours	<p>The week the third</p> <p>The fourth</p>

			2- American Convention on Human Rights 1969 3- African Charter on Human Rights 1981 4- Arab Charter on Human Rights 1994 The third requirement: Non-governmental organizations and human rights: the International Committee of the Red Cross, Amnesty International, Human Rights Watch, the Arab Organization for Human Rights, national human rights organizations. The fourth requirement: Human rights in the Iraqi constitutions between theory and reality.			
Oral questions	Lecture and discussions	a lecture	Human Rights (Definition, Definition and Guarantees)		2 hours	The week Fifth And the sixth

			<p>The relationship between human rights and public freedoms.</p> <p>(A): In the Universal Declaration of Human Rights and international covenants.</p> <p>Requirement (b): In regional charters and constitutions</p> <p>.national</p> <p>Section Two: Forms and types of human rights and the interrelationship between them.</p> <p>Requirement (A): Individual human rights and collective human rights.</p> <p>Requirement (b): Economic, social and cultural human rights and civil and political human rights.</p> <p>Requirement (c): Modern human rights: the right to development, the right to a clean environment,</p>			
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			<p>the right to (solidarity, the right to Islam, etc.)</p> <p>Requirement (d): The interrelationship between human rights</p> <p>Indivisible.</p> <p>Section Three: Guarantees of respect and protection of human rights</p> <p>The first requirement: guarantees of respect and protection of human rights at the national level</p> <p>A - Guarantees in the Constitution and Laws</p> <p>B - Guarantees in the Principle of the Rule of Law</p>			
Daily and periodic tests	Lecture and discussions	a lecture	<p>guarantees of public freedom</p> <p>Section One: Litigation or Non-Judicial Grievance</p> <p>Section Two: Judicial appeal. Section Three: Determining the state's</p>		2 hours	<p>The week</p> <p>Seventh</p> <p>The eighth</p>

			<p>responsibility for its legitimate actions.</p> <p>The first requirement:</p> <p>The nature of the French judiciary. The second requirement:</p> <p>Areas of judicial jurisdiction in the field of public freedoms.</p> <p>Fourth topic: The impact of the duality of the judiciary on public freedoms.</p> <p>The first requirement: the State Council.</p> <p>The second requirement: The legal status of judges. The fifth topic: Public freedoms according to administrative jurisprudence.</p> <p>The concept of equality</p> <p>The first section: The historical development of the concept of equality.</p> <p>The second section:</p> <p>The modern</p>			
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			development of the idea of equality. The first requirement: gender equality. The second requirement: equality between individuals according to their beliefs and race.			
Oral questions	Lecture and discussions	a lecture	Classification of public freedoms: fundamental freedoms or individual freedoms, intellectual freedoms or cultural freedoms, economic and social freedoms. Basic or individual freedoms: freedom of security, feeling and reassurance. The effect of applying the principle of individual security is the adoption of the principle of non-retroactivity of laws. Stages of relative development of the security principle Individual.		2 hours	The week Ninth And the tenth



			<p>- In the royal era before the French Revolution</p> <p>-In the revolutionary period. The imperial period.</p> <p>Severe measures of individual freedom and its guarantees.</p> <p>A- Booking and detention</p> <p>B- Suspension</p> <p>C- Imprisonment</p> <p>D- Detention pending investigation</p> <p>Exceptional or temporary judiciary</p> <p>Special courts in France</p> <p>Fifth Republic</p> <p>Algerian Liberation War and the exceptional judiciary</p>			
Daily and periodic tests	Lecture and discussions	a lecture	<p>Personal freedom: Title Two: Intellectual freedoms.</p> <p>The first topic: Freedom of opinion</p> <p>Section Two: Freedom of Belief</p>		2 hours	<p>The week eleventh</p> <p>And the twelfth</p>

			<p>The law of separation of state and church: Section Three: Freedom of education The first requirement: Education in the old regime. The second requirement: Education under the revolution. The fourth topic: Freedom of the press. The first requirement: The press in the old regime. The second requirement: The press under the revolution and the empire. The third requirement: The press in the era of the conference</p>			
Oral questions	Lecture and discussions	a lecture	<p>Current system of freedom of the press freedom of assembly The first requirement: Freedom of assembly. The second requirement: Processions and</p>		2 hours	<p>The week thirteenth And the fourteenth</p>

			demonstrations. The law to combat sabotage.			
Daily and periodic tests	Lecture and discussions	a lecture	freedom of association Title Three: Freedoms with Economic and Social Content Individual Freedom and Social Rights The Dual Concept of Social Rights Historical Development and Comparative Law		2 hours	Week 15

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
ComputerNTU102	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours	7
4/1/2025	Description preparation date	8
Comprehensive knowledge of basic computer applications such as operating systems, networks, the Internet, word processing, spreadsheets, and databases. The course also aims to teach students the skills to use these applications efficiently and effectively in various fields.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10

A- Cognitive objectives	
Introduction to computer basics and applications. Enable students to use basic software efficiently.. Developing students' skills in dealing with networks and the Internet. Providing students with knowledge of operating systems.	A-1
B- Program-specific skill objectives	
Ability to operate and manage the operating system Windows. Use basic computer tools efficiently. Developing students' abilities to deal with networks and the Internet. Learn about the hardware and software parts of a computer..	B-1

((Theoretical lectures / practical lectures / discussion and dialogue / field visits / discussion groups / solving examples / summer training))
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C- Emotional and value goals	
Perform his duties at the workplace efficiently and with professional motivation.	C-1
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))	
Evaluation methods ((Oral tests / written tests / observation / daily attendance record of the student))	
D- General and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills.	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning.	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in the free section and the institute library	Main References (Main	•
Internet	Electronic references, websites	•
Department building available	Virtual Court	
Not available in the department building, but in the systems department	Computer lab	

Curriculum Development Plan		11
Developing curricula that are compatible with current laws and regulations Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization		

					the time	Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Computer life cycle stages, computer generations development, data and information	1	1	First week
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Computer features, computer components, types of computers. Main parts of the personal computer	1	1	Second week
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Computer components, the physical parts of the computer (input and output devices)	1	1	The third week
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	The physical parts of the computer (computer case - system unit), the software entity	1	1	Week 4

Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Computer setup systems, Personal computer (computer platform, factors to consider when buying a computer), Key features of a personal computer	1	1	Week 5
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Definition of operating system, functions of operating system, objectives of operating system, classification of operating systems, examples of some operating systems	1	1	Week 6
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Operating System Windows 7, Windows 7 installation requirements, Windows 7 features, desktop components, icons	1	1	Week 7
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Start Menu Start, Taskbar, Notification Area, Folders and Files	1	1	Week 8
Show examples, discuss and	Explanation of questions and	Lecture and practical training	Perform operations on windows, desktop backgrounds, control	1	1	Week 9

observe students' level	answers/practical application)		panel, instructions (help), some common computer situations and settings			
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Ethics of the electronic world, forms of violations in the digital world, computer security, computer privacy, computer software licenses and their types, intellectual property	1	1	Week 10
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Hacking (types and sources), the most common security risks, malware, computer viruses (their damage, characteristics, components and types), the most important steps necessary to protect against hacking operations, the damage of computers to health	1	1	Week eleven
Show examples, discuss and observe students' level	(Questions and Answers/Discussion)	a lecture	Computer life cycle stages, computer generations development, data and information	1	1	Week 12



Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Computer features, computer components, types of computers. Main parts of the personal computer	1	1	thirteenth week
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	Computer components, the physical parts of the computer (input and output devices)	1	1	Week Fourteen
Show examples, discuss and observe students' level	Explanation of questions and answers/practical application)	Lecture and practical training	The physical parts of the computer (computer case - system unit), the software entity	1	1	Week 15

## Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
English language NTU101	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Strengthening the English language for the first level, which focuses on encouraging students to use the language English in conversation in the classroom and enriching them with vocabulary and focusing on its grammar and knowledge The difference between tenses and when to use each tense separately.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Understand and use English as a means of communication and learning in their specializations. Understanding the reading material and creating a connection between its various components Using colloquial English in their daily lives Start and continue short and simple conversations. Write a sentence that is correct in structure and meaning. Graduating highly educated, qualified and distinguished cadres		1-A
B- Program-specific skill objectives		
Providing comprehensive educational materials suitable for all age groups and language levels.. Encourage students to improve their language skills comprehensively and personally.. Enhancing students' confidence and self-reliance in using the English language. Providing practical training and effective practices for teaching English.		B-1

Enhancing interaction and communication between students through interactive activities and exercises..	
Teaching and learning methods ((Theoretical lectures / practical lectures / discussion and dialogue / field visits / discussion groups / solving examples / summer training))	
Evaluation methods ((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))	
C- Emotional goals	
Performing his duties at work sites for professional reasons	C-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / office activities / solving examples / graduation project / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their research awareness and moving the student from the learning stage to learning	D-2

Infrastructure	
Available in the free section and the institute's books	Required Textbooks
Available in the free section and the institute's books	Main References (Main)
Internet	Electronic references, websites

Curriculum Development Plan	11
Develop curricula that are compatible with state institutions concerned with the legal aspect.Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization	

Headway							
					the time		Chapter Title
Measure ment methods	Technol ogies	Teachi ng metho d	Subtitle		Practic al	Theor etical	Time distribution
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Am/are/is	Unit one: Hello		2 hours	First week
			My/Your				
			This is...				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Am/are/is	Unit two: Your world		2 hours	Second week
			He/she/they – his/her				
			Questions Where/what				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Am/are/is	Unit three: Persona l informa tion		2 hours	The third week
			Negative, question and short answers				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Possessive adjective	Unit four: Family and friends		2 hours	Week 4
			Possessive `s				
			Has/have				
			Questions and answers				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Present simple	Unit five: It's my life!		2 hours	Week 5
			I/you/they				
			A and An				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	The time	Unit six: Every day		2 hours	Week 6
			Present simple				
			He/she/it				
			Questions and negative				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	Object pronoun	Unit seven: Place I like		2 hours	Week 7
			This/that				
			Questions and negative				
Posts Classroom	Explanat ion, Q&A, Discussi onSafiya	a lecture	There is/are,am	Unit eight: Where I live		2 hours	Week 8
			Preposition				
Posts			Saying years				Week 9

Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Was/were born	Unit nine: Happy birthday !		2 hours	
			Past simple-irregular verbs				
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Past simple-regular and irregular verbs	Unit ten: We had a great time!		2 hours	Week 10
			Question and negative				
			Short answer				
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Can/can't	Unit eleven: I can do that!		2 hours	Week eleven
			Requests and offers				
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Want, like and would like	Unit twelve: Thank you very much!		2 hours	Week 12
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Present simple and present continuous	Unit thirteen: Here and now		2 hours	thirteenth week
			Questions and negatives				
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Question words revision	Unit fourteen : It's time to go			Week Fourteen
			Present continuous for future				
			Revision of tenses-present, past, and future				
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Simple present	Verb to be		2 hours	Week 15
			Affirmative form				
			Simple present	Verb to be			
			Negative form				
			Simple present	Verb to be			
	Question form						

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
Principles of ManagementTIN101	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours	7
4/1/2025	Description preparation date	8
The concept and importance of management deals with knowing the true concepts of management with the necessity of describing all work and tasks by assigning responsible employees within each department in specific jobs and specialization in a specific field and the appropriate distribution of jobs makes them more skilled than efficient, and thus more productive. Also contributing to raising efficiency and effectiveness with the knowledge and experience necessary to solve administrative problems and make sound decisions.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
<b>A- Cognitive objectives</b>		
<ul style="list-style-type: none"> <li>The student will learn the scientific concepts of the principles of management science with its various variables and branches.</li> <li>The student will be able to translate administrative theories into case studies, as well as understand and know the nature and importance of variables that affect the course of the administrative process.</li> <li>The student will be able to learn skills that qualify him to practice the management profession in its various fields, through his way of speaking, his job performance, and his patterns of actions and thinking. As well as using</li> </ul>		A-1

modern management technology systems from information systems, quantitative methods, and others.	
<b>B- Program-specific skill objectives</b>	
<ul style="list-style-type: none"> <li>• Enhancing deep understanding of administrative texts:</li> <li>• and Providing a set of realistic and practical case studies for the purpose of studying and observing them and understanding the nature of the connection and relationship between administrative theories and practical reality.</li> <li>• Determine management objectives by reviewing and formulating final objectives and settling on their formulation.</li> <li>• Developing skills by enabling the student to write reports and research projects on various administrative topics under direct supervision.</li> <li>• Teaching students how to invest their information to achieve new skills, knowledge and work in order to be creative and invent new things.</li> <li>• Developing the student's skills in researching modern topics of management principles and addressing weaknesses through their participation in discussions and expressing opinions.</li> </ul> <p>Examples of educational objectives. The student should be able to benefit from the principles of management science and apply them in his academic life. And to acquire future skills to enable him to achieve behavioral goals.</p>	<b>B-1</b>
((Theoretical lectures / practical lectures / discussion and dialogue / field visits / discussion groups / solving examples / summer training))	
<b>C- Emotional and value goals</b>	
Perform his duties at the workplace efficiently and with professional motivation.	<b>C-1</b>
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))	
Evaluation methods ((Oral tests / written tests / observation / daily attendance record of the student))	
<b>D- General and transferable skills (other skills related to employability and personal development)</b>	
Develop their discussion skills.	<b>D-1</b>
Raising their scientific and research capabilities and moving the student from the education stage to learning.	<b>D-2</b>
<b>Infrastructure</b>	<b>10</b>

Available in the free section and the institute library	Required Textbooks	•
Available in the free section and the institute library	Main References (Main	•
Internet	Electronic references, websites	•
Department building available	Virtual Court	
Not available in the department building, but in the systems department	Computer lab	

Curriculum Development Plan	11
Developing curricula that are compatible with current laws and regulations Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization	

Subtitle	Look at the practical		Time distribution
The concept of management and the development of management science, the stage of the emergence of administrative concepts.	2	1	First week
Dimensions of management science, administrative functions Functions of the organization or establishment, The relationship between organizational functions and administrative functions	2	1	The second week
The concept of planning, the importance and benefits of planning, the steps to be followed when there is a desire to build a specific plan, types of plans, decision-making, stages of decision-making	2	1	The third week
Organization, its concept, importance of organization, organization steps, basic tasks and duties required to be implemented by the organization	2	1	Week 4
Organizational structure, principles of organizational structure, foundations governing organizational structure	2	1	Week 5



Authority and responsibility, concept of authority, concept of responsibility, pyramid of authority, executive and advisory committees	2	1	Week 6
Management levels and scope of supervision, authority and its limits, sources of authority, types of authority	2	1	The seventh week
The concept of communication, types of communication, main methods of communication, components of the communication system, conditions for effective communication.	2	1	Week 8
The concept of motivation, the importance of motivation, theories of motivation, types of incentives	2	1	Week 9
Leadership concept, leadership stages, the relationship between the manager and the leader, leadership styles	2	1	The tenth week
The concept of control, control elements, control steps, control methods and types	2	1	Week eleven
Establishment functions, organization functions, production functions, the relationship of production to other functions	2	1	twelfth week
Marketing management concept, marketing functions, importance of marketing	2	1	thirteenth week
Financial management, dimensions of financial management, objectives of financial management, basic activities of financial management functions, long-term loans	2	1	Fourteenth week
Human Resources Management, its concept, responsibilities of human resources management, responsibilities of human resources management, technical jobs	2	1	Week 15

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
Principles of StatisticsTIN100	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours	7
4/1/2025	Description preparation date	8
Statistics is one of the most important sciences on which economic, political and cultural development depends. Statistics has a fundamental share in the work of countries and...MPolitical, economic and social institutions and organizations worldwide, internationally and locally, and many of them base the fate of projects or major decisions on the results provided by statistics in a specific field. In general, criticizing statistical effort in any field prevents verification. And to collect the guarantee in response of any project to reality, trying to overcome problems such as data heterogeneity and divergence.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
<b>A- Cognitive objectives</b>		
<ul style="list-style-type: none"> <li>Introducing the student to the nature of statistics, its importance and areas of use.</li> <li>Introducing the student to data collection methods, sampling methods, and then graphical display methods.</li> <li>Introducing the student to the use of statistical methods in order to reach accurate results in the shortest and least expensive way.</li> </ul>		A-1

Explain to the student how statistics has changed its image from being the science of counting and collecting data to now being considered a science that uses the scientific method to collect data.	
<b>B- Program-specific skill objectives</b>	
<p>It explains the phenomena it studies by finding and explaining the relationship between the factors that caused them and the effects that result from them. Through statistical analysis of data, a correct concept is reached regarding the phenomena that surround us and affect our lives. Clear and correct answers can be obtained regarding the questions used in scientific research.</p> <p>Through statistics and statistical analysis of data, researchers can also reach clear and important conclusions regarding the phenomena they study in their research.</p> <p>The objectives can be determined through statistical analysis of data to properly search for the different phenomena that surround us and then arrive at a scientifically accurate link between the problems and the reality of life and the different effects that result from the existence of these phenomena. Statistical analysis clarifies the best ways to deal with these phenomena and solve the problems that result from their existence. and its impact on the life of society.</p>	<b>B-1</b>
((Theoretical lectures / practical lectures / discussion and dialogue / field visits / discussion groups / solving examples / summer training))	

<b>C- Emotional and value goals</b>	
Perform his duties at the workplace efficiently and with professional motivation.	<b>C-1</b>
<b>Teaching and learning methods</b> ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))	
<b>Evaluation methods</b> ((Oral tests / written tests / observation / daily attendance record of the student))	
<b>D- General and transferable skills (other skills related to employability and personal development)</b>	
Develop their discussion skills.	<b>D-1</b>
Raising their scientific and research capabilities and moving the student from the education stage to learning.	<b>D-2</b>

<b>Infrastructure</b>		<b>10</b>
Available in the free section and the institute library	Required Textbooks	•

Available in the free section and the institute library	Main References (Main	•
Internet	Electronic references, websites	•
Department building available	Virtual Court	
Not available in the department building, but in the systems department	Computer lab	

Curriculum Development Plan			11
Developing curricula that are compatible with current laws and regulations Holding scientific seminars and conferences aimed at updating curricula Follow up on scientific developments in the field of specialization			
Subtitle	Theoretical practical		Time distribution
Definition of statistics, importance, relationship of statistics to other sciences	2	1	First week
Data collection, data classification and tabulation	2	1	The second week
Accumulated ascending repetition and accumulated descending repetition	2	1	The third week
Measures of central tendency for ungrouped data (mean, median, mode)	2	1	Week 4
Measures of central tendency for grouped data, and the relationship between means	2	1	Week 5 and 6
Measures of dispersion (range, variance, standard deviation) for ungrouped data	2	1	The seventh week
Measures of dispersion (range, variance, standard deviation) for grouped data.	2	1	8th and 9th week
Coefficient of variation and standard deviation for grouped and ungrouped data	2	1	The tenth week
Simple correlation (Pearson method)Ungrouped data	2	1	Week eleven
rank correlation coefficient	2	1	twelfth week
Trait correlation coefficient (coupling, compatibility)	2	1	thirteenth week
simple slope	2	1	Fourteenth week
Time series, measuring the general trend, finding the equation of the general trend line.	2	1	Week 15

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
ArabicNTU202	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Arabic is the language of the Quran and the language of the people of Paradise. Studying and mastering it is a duty. Our curriculum includes a number of basics that are included in a specific ministerial curriculum, including: (parts of speech - punctuation marks - the hamza and its joints (connecting and disconnecting) - numbers - verbs - abrogators, etc.) divided over a full semester. It serves the scientific and humanities departments and develops the student's linguistic and cultural skills, and enables him to learn and study about the importance of these topics, as they are the basics of the language and its engine that pulsates with giving to the learner. It also informs him of some of the common mistakes in our daily use of the language and how to correct this mistake and work on using the right way in this great language.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>Introducing the student to the correct use of language and avoiding mistakes.</li> </ul>		1-A

<ul style="list-style-type: none"> <li>Teaching him to differentiate between nouns, verbs and particles, and how to use punctuation marks appropriately.</li> <li>Most students in the scientific departments realized the meaning of language and its importance in building their future and culture.</li> <li>Mastering correct and proper formulation during writing and correspondence is one of the basics of studying the Arabic language.</li> </ul>	
<b>B- Program-specific skill objectives</b>	
<ul style="list-style-type: none"> <li>Identify individual differences among learnersDefining the behaviors for each student to lead him to success.</li> <li>Develop a plan that includes educational and illustrative means to convey information in ways appropriate to the student.</li> <li>Information is the basis of the lesson, and receiving it and the student's response is the goal of work and success.</li> </ul> <p>Examples of educational objectives.</p> <ul style="list-style-type: none"> <li>Acquiring the skill of correct linguistic formulation.</li> <li>The Imam with the differences and basics of the Arabic language.</li> <li>Distinguish between right and wrong in writing numbers.</li> </ul> <p>Possessing a literary and cultural talent that enables him to ascend literary platforms and cultural festivals.</p>	<b>B-1</b>
Teaching and learning methods ((Theoretical lectures / practical lectures / discussion and dialogue / field visits / discussion groups / solving examples / summer training))	
Evaluation methods ((Oral exams / written exams / weekly reports / daily attendance / semester and final exams))	
<b>C- Emotional goals</b>	
Performing his duties at work sites for professional reasons	<b>C-1</b>

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / office activities / solving examples / graduation project / summer training))	
Evaluation methods ((Oral tests / written tests / observation / student's cumulative record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	<b>D-1</b>
Raising their research awareness and moving the student from the learning stage to learning	<b>D-2</b>

<b>Infrastructure</b>	
Available in the free section and the institute's books	Required Textbooks

Available in the free section and the institute's books	Main References (Main)
Internet	Electronic references, websites

Curriculum Development Plan	11
<p>Develop curricula that are compatible with state institutions concerned with the legal aspect.</p> <p>Holding scientific seminars and conferences aimed at updating curricula</p> <p>Follow up on scientific developments in the field of specialization</p>	

Evaluation method	Attendance forms	Learning method	the topic	Watches	The week
<b>Exams discussions</b>	Classroom	Explain the lecture with the presence of visual aids	Introduction to Grammatical Errors	2	the first
<b>Exams Reports</b>	Classroom	Explain the lecture with the presence of visual aids	Rules for writing the extended and shortened alif	2	the second
<b>Exams discussions</b>	Classroom	Explain the lecture with the presence of visual aids	Dad and Tha	2	the third
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Writing the hamza	2	Fourth
<b>Exams Reports</b>	Classroom	Explain the lecture with the presence of visual aids	punctuation marks	2	Fifth
<b>Exams discussions</b>	Classroom	Explain the lecture with the presence of visual aids	Noun, verb and the difference between them	2	Sixth
<b>Exams</b>	Classroom	Explain the lecture with the	Effects	2	Seventh

Evaluation method	Attendance forms	Learning method	the topic	Watches	The week
<b>Reports</b>		presence of visual aids			
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Number	2	The eighth
<b>Exams discussions</b>	Classroom	Explain the lecture with the presence of visual aids	Common Language Mistakes Applications	2	Ninth
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Noon and Tanween	2	tenth
<b>Exams Reports</b>	Classroom	Explain the lecture with the presence of visual aids	Formal aspects of administrative discourse	2	eleventh
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Meanings of prepositions	2	twelfth
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Solar and lunar letters	2	thirteenth
<b>Exams Reports</b>	Classroom	Explain the lecture with the presence of visual aids	The long and tied taa	2	fourteenth
<b>Exams</b>	Classroom	Explain the lecture with the presence of visual aids	Open taa	2	fifteenth



## Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
sportsNTU105	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Sport and its concept: It is the performance of normal physical effort or the practice of a specific skill governed by a set of rules and steps, and its goal is excellence, enjoyment, entertainment and skill development.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>• Instilling and consolidating the correct concepts of sports activity</li> <li>• Spreading awareness and useful sports culture among students</li> <li>• Caring for and paying attention to talented students and working to raise their technical and skill levels</li> <li>• Contribute to relieving psychological stress and releasing emotions</li> </ul>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>• Skill development and acquisition</li> <li>• Developing and acquiring sports tendencies and hobbies by providing appropriate sports activity areas.</li> <li>• Respect for laws and the spirit of social cooperation</li> <li>• Practice a healthy lifestyle</li> <li>• Taking into account individual differences</li> <li>• Developing emotional maturity</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and Institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available at the institute	Football field	
Available at the institute	Gym	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	A	N	Time distribution
Show examples, discuss and note students' level	Explanation questions and answers and discussion	a lecture	Introduction to Sports	1	1	The week the first
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Mechanism of movement in the human body	1	1	The week the second
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Common Sports Injuries	1	1	The week the third

Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Definition of skill and its types	Basketball game	1	1	The weekFourth
			Basic basketball skills				
			International Basketball Law				
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Basic skills of the game	International Law of Tennis	1	1	The weekFifth And the sixth
			table tennis				
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Basic skills	Volleyball + Swimming	1	1	The weekSeventhThe eighth
			volleyball game				
			Swimming				
			Its types				
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Basic Tennis Skills	Tennis + Handball	1	1	The weekNinthAnd the tenth
			Basic Handball Skills				

Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	International Handball Law		1	1	The week eleventh
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Types of track and field games		1	1	The week twelfth
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Basic Football Skills		1	1	The week thirteenth
Show examples, discuss and note students' level	Explanation questions and answers and discussion	Theoretical + practical lecture	Competition Management	Competitions and contests + sports laws and regulations	1	1	The week fourteenth And the fifteenth
			Sports competitions				
			Laws				
			Sports legislation				

### Course Description Form

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational institution	1
Legal Department	University / Scientific Department	2
English2NTU200	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Strengthening and teaching students to use English as a foreign language to help them enrich their Their information and understanding of terms and phrases and strengthening the four skills (reading, writing, speaking, listening)	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Developing the reading, writing, listening and speaking skills of learners in the language English. Improving learners' vocabulary and grammar. Build confidence in using English in real-life situations. Providing relevant, interesting and culturally relevant educational materials.. Preparing learners for higher levels of study in English.		A-1
B- Program specific skill objectives		
<p>Reading:</p> <ol style="list-style-type: none"> <li>1. Understanding texts of different types (such as stories, news reports, and transactions).</li> <li>2. Identify the main ideas and supporting details.</li> <li>3. Inferring the meanings of new words from context.</li> </ol> <p>Writing:</p> <ol style="list-style-type: none"> <li>1. Writing short, coherent and organized paragraphs and texts.</li> <li>2. Use a variety of sentence structures and grammar.</li> <li>3. Improving linguistic and spelling accuracy.</li> </ol> <p>Listening:</p> <ol style="list-style-type: none"> <li>1. Understanding different conversations and speeches.</li> <li>2. Identify important information.</li> <li>3. Distinguish between different speakers.</li> </ol> <p>speaking:</p> <ol style="list-style-type: none"> <li>1. Participate in daily conversations.</li> </ol>		B-1

2. Expressing ideas and opinions clearly. 3. Use a variety of language functions (such as questioning, requesting, and answering).	
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C- Emotional and value goals	
Perform his duties at the workplace efficiently and with professional motivation.	C-1
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / optimal solution / summer training discussion groups))	
Evaluation methods ((Oral tests / written tests / observation / daily attendance record of the student))	
D- General and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills.	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning.	D-2

Infrastructure		11
Available in the free section and the institute's books	Required Textbooks	
Available in the free section and the institute's books	Main References (Main)	
Internet	Electronic references, websites	

Curriculum Development Plan		10
Develop curricula that are compatible with state institutions concerned with the legal aspect.  Holding scientific seminars and conferences aimed at updating curricula  Follow up on scientific developments in the field of specialization		

Headway							
					the time		Chapter Title
Measure ment methods	Technologi es	Teachin g method	Subtitle		A	Theo retica l	Time distribution
Posts Classroom	Explanatio n, questions and answers, class discussion	a lecture	tension		Unit one: getting to know you	2 hours	First week
			Questions				
			Questions words				
Posts Classroom	Explanatio n, questions and answers, class discussion	a lecture	Present tenses		Unit two: the way we live	2 hours	Second week
			Present simple				
			Present continuous Have /have got				
Posts Classroom	Explanatio n, questions and answers, class discussion	a lecture	Past tenses		Unit three: it all went wrong	2 hours	The third week
			Past simple				
			Past continuous				



Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Quantity Much and many Some and any Something, anyone, nobody, everywhere A few, a little, a lot of	Unit four: let's go shopping		2 hours	Week 4
			Articles				
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Verb patterns'	Unit five: What do you want to do		2 hours	Week 5
			Future intentions				
			What's it like?	Unit six: tell me! What's it like?		2 hours	Week 6
			Comparative and superlative Adjectives				
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Present Perfect	Unit seven: famous couple		2 hours	Week 7
			For and since				
			Tense revision				
Posts Classroom	Explanation, questions	a lecture	Have(got)	Unit eight: do's and don'ts		2 hours	Week 8
			Should				
			Must				

	and answers, class discussion						
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Time and conditional clauses	Unit nine: going Places		2 hours	Week 9
			what if?				
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Verbs Pattern	Unit ten: scared to death		2 hours	Week 10
			Infinitives				
			passive	Unit eleven: Things that changed the world		2 hours	Week eleven
Posts Classroom	Explanation, questions and	a lecture	Second conditional	Unit twelve: dreams and reality		2 hours	Week 12
			might				

	answers, class discussion						
			Present Perfect continuous	Unit: thirteen :earning a living			thirteenth
			Present Perfect simple versus continuous				
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	Past Perfect	Unit fourteen: love you and leave you			fourteenth
			Reported statements				
Posts Classroom	Explanation, questions and answers, class discussion	a lecture	revision	Unit fifteen: revision			fifteenth

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Code of Criminal Procedure LMT205	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
5 hours per week (75) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Definition of the Code of Criminal Procedure and the advantages of the lawnoKill him with the pleadingsCivil. Definition of criminal action, its basis, nature, and similarities and differences between it and civil action.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Definition of criminal action, means of initiating it, and the role of police officersJudicialAnd membersClaimyear, studyModern methods inCriminal investigation: knowing how to initiate criminal proceedings against the perpetrator or the parties that have the right to initiate them, and the role ofClaimThe year in the different stages of the lawsuit and the study of the criminal judgment and methods of appeal against it, and study of criminal investigation methods.		A-1
B- Program specific skill objectives		
Enabling the student to learn how to initiate a criminal case, the parties that have the right to initiate it, the role of the Public Prosecution in the various stages of the case, studying the criminal judicial ruling and the methods of appealing it, and studying the methods of criminal investigation.		B-1

Teaching and learning methods  
((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))

Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and Institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Vocabulary details	The week
Definition of the Code of Criminal Procedure and the advantages of the law Kill him with the pleadings Civil. Definition of criminal action, its basis, nature, and similarities and differences between it and civil action.	the first
Means of initiating it and the parties entitled to initiate it, crimes that may not be initiated except by a complaint from the victim or his legal representative.	the second

Rules to be followed in a private complaint such as multiple victimsM Or multiple defendants or the right to file a complaint has been forfeited.	the third
The Public Prosecution Law, its objectives and development, the jurisdiction and characteristics of the Public Prosecution, and its role in the stages of the criminal case.	Fourth
Investigation and evidence collection stage, definition of the judicial control authority and the duties of the authority at this stage.	Fifth
News about crimes, people who do the job.	Sixth
Investigation procedures for flagrant and non-flagrant crimes.	Seventh
Investigation phasesElementaryIts importance, basic rules of investigation and competent authorities, preliminary investigation procedures, hearing witnesses.	The eighth
Search and interrogation of the accused, investigation of events.	Ninth
Decisions issued by the investigating judge during the investigation phase, decisions issued by the juvenile investigation judge.	tenth
Types of criminal courts, their jurisdiction, formation and decisions issued by them, trial procedures and general rules.	eleventh and twelfth
Methods of appealing criminal rulings, their importance and provisions.	Thirteenth and fourteenth
Forensic evidence. Crime scene examination, discovery of the scene of the incident. Witness and testimony, general rules for hearing witnesses.	fifteenth

## Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Civil Procedure Law LMT202	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
4 hours per week (60) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The Civil Procedure Law is the law that regulates the judicial procedures followed in civil lawsuits and in their various stages, starting from their submission until the issuance and implementation of the judgment. This law aims to ensure the proper conduct of justice and to achieve effective legal protection for the rights and interests of the parties to the lawsuit.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Identify the main objectives of the course: What should students learn and achieve by the end of the course? Use phrases such as "students will learn" or "students will be able to." (Please see attached guide)		A-1
<ul style="list-style-type: none"> <li>The student will learn how to prepare the requirements for filing a civil lawsuit before the Court of First Instance.</li> <li>He will learn what are the requirements for pleading in a civil suit before the Court of First Instance.</li> <li>The student will acquire the skills of civil litigation and the possibility of being a party before the judiciary.</li> </ul>		
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Developing the student's skills in the practical aspect related to evidence of civil lawsuits.</li> <li>Mastering the mechanism of litigation, either according to the judicial method specified by the legislator in the Code of Civil Procedure.</li> </ul>		B-1

<ul style="list-style-type: none"> <li>• Make the student interact practically and theoretically through the application of advocacy virtually.</li> <li>• Evaluating what the student has received during the semester through daily and monthly tests in addition to the final test..</li> </ul>	
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Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section andMInstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		



Chapter OneFrom scientific content						
				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Theoretical	Practical	Time distribution
Tests	Presentation, explanation, questions and answers, discussion	a lecture	Explanation of the Civil Procedure Law, To enable the student to understand the requirements for filing a lawsuit and proving the validity of his claim., Explaining the general provisions of the Code of Civil Procedure and the special provisions for each of its stages.	1 hour	3 hours	Week1
Cos tests	to explain	a lecture	Introduction to the judicial organization and litigation procedures	1 hour	3 hours	
Role play	applied	Virtual court				Week 2
Cos tests	to explain	a lecture	Jurisdiction	1 hour	3 hours	Week33

Cos tests	to explain	a lecture	Simplifying formalities in judicial work	1 hour	3 hours	
Role play	applied	Virtual court		1 hour	3 hours	

Cos tests	to explain	a lecture	The basic foundations of the judiciary	1 hour	3 hours	Week4
Role play	applied	Virtual court				
Cos tests	to explain	a lecture	Jurisdiction of the courts	1 hour	3 hours	Week5
Role play	applied	Virtual court				
Cos tests	to explain	a lecture	Guarantees of the right to litigation	1 hour	3 hours	Week 6
Role play	applied	Virtual court				
Cos tests	to explain	a lecture	Public pleading	1 hour	3 hours	Week5
Cos tests	to explain	a lecture	Legal aid	1 hour	3 hours	Week 8
Cos tests	to explain	a lecture	Judicial divisions			Week 9
Cos tests	to explain	a lecture	Subject-matter and territorial jurisdiction of courts	1 hour	3 hours	Week10
Cos tests	to explain	a lecture	Lawsuit	1 hour	3 hours	Eleven11

Cos tests	to explain	a lecture	Procedures for filing a lawsuit	1 hour	3 hours	week12
Cos tests	to explain	a lecture	How to file a lawsuit	1 hour	3 hours	week13
Cos tests	to explain	a lecture	Effects of filing a lawsuit	1 hour	3 hours	Week14
Cos tests	to explain	a lecture	The incident and the organization	1 hour	3 hours	Week 15

## Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Administrative Law LMT203	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
4 hours per week (60) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
It deals with the study of the legal system that regulates the organization of public administration, its powers and duties, and the relations between the administration and citizens and other institutions. This also includes the legislation and laws that govern the behavior of the administration and the means of appealing it, in addition to the judicial and administrative aspects of disputes that arise between the administration and citizens or other parties..	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Provide students with a deep understanding of the legal foundations and principles governing administrative justice.. Training students in legal analysis skills to understand court cases and evaluate evidence. Applying legal concepts in resolving complex administrative issues in accordance with applicable laws.		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Introducing students to the main concepts of administrative justice.</li> <li>Students learn the legal procedures followed in administrative judiciary cases.</li> </ul>		B-1

<ul style="list-style-type: none"> <li>Analyze previous case studies to understand how legal concepts are applied scientifically. Developing legal research skills in the field of administrative judiciary.</li> </ul>	
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Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and Institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Measurement methods	Technologies	Teaching method	Subtitle	Main Title	Practical	the time	Chapter Title
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of administrative law	Administrative Law	2 hours	2 hours	Week 1
			Subjectivity of administrative law				
			Sources of Administrative Law				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	The idea of public authority	Basis of Administrative Law	2 hours	2 hours	Week 2
			The idea of public facility				
			The relationship of administrative law to other branches of law				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of legal entity	Legal personality	2 hours	2 hours	third 3
			Elements of legal personality				

			Division of public legal persons				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of administrative centralization	Administrative centralization	2 hours	<b>2 hours</b>	<b>week 4</b>
			Elements of administrative centralization				
			Administrative center pictures				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of administrative decentralization	Administrative decentralization	<b>2 hours</b>	<b>2 hours</b>	<b>Week 5</b>
			Elements of administrative decentralization				
			Administrative decentralization system assessment				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Federal authorities	Current administrative organization in Iraq	<b>2 hours</b>	2 hours	<b>Week 6</b>
			Regions				
			Governorates not organized in the region				

Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Administrative control	Administrative activity	2 hours	2 hours	Week 7
			Administrative control images				
			Administrative control methods				
			Limits of administrative control powers				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Types of public facility	General facility	2 hours	2 hours	Week 8
			Basic principles governing public utility				
			Public facilities management methods				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Public employee	Public administration means	2 hours	2 hours	Week 9
			Employee Selection Methods				
			Adapting the employee-state relationship				



Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	What are the duties of employees?	Employee Duties	2 hours	2 hours	Week 10
			Staff discipline				
Cos tests	to explain	a lecture	Lawsuit	Main addressEleventh	2 hours	2 hours	Week 11
Cos tests	to explain	a lecture	Procedures for filing a lawsuit	Twelfth Main Title	2 hours	2 hours	Week12
Cos tests	to explain	a lecture	How to file a lawsuit	thirteenth main title	2 hours	2 hours	week13
Cos tests	to explain	a lecture	Effects of filing a lawsuit	14th Main Title	2 hours	2 hours	week14
Cos tests	to explain	a lecture	The incident and the organization	Main Title Fifteen	2 hours	2 hours	Week 15

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Real Estate Registration Law LMT204	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
4 hours per week (60) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The Real Estate Registration Law focuses on the principles and provisions of real estate registration, which regulates the process of registering rights and dispositions related to real estate in official records, pursuant to the provisions of Real Estate Registration Law No. (43) of 1971, as amended, which defined the competencies of the real estate registration directorates and records, their types, and the formalities that must be followed in registering rights and dispositions, as well as registering real estate in the name of a legal person.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will learn the provisions of the Real Estate Registration Law and its importance.</li> </ul>		A-1

<ul style="list-style-type: none"> <li>• The student will be able to understand and analyze the real estate registration system and its role in protecting real estate property rights.</li> <li>• The student will understand the jurisdiction of the Real Estate Registration Directorate and the types of real estate transactions.</li> <li>• The student will learn about the file, its legal ruling and types of registration.</li> <li>• The student will learn the formalities of registration.</li> <li>• The student will understand the registration and its effects.</li> </ul>	
B- Program specific skill objectives	
<ul style="list-style-type: none"> <li>• Enabling the student to understand the basic principles and concepts related to real estate registration processes and their conditions for application in practical life.</li> <li>• Providing the student with basic knowledge of the provisions of the Real Estate Registration Law and its importance in the legal system..</li> <li>• Enabling the student to distinguish between the procedures followed in primary registration and real estate registration.</li> <li>• Developing the student's ability to analyze and apply the rules of formality in real estate registration.</li> <li>• Introducing the student to the registration mechanism in the name of an Arab or foreign legal entity.</li> </ul>	B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	

D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Real Estate Registration Law						
				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Questions and Discussion	Explanation, Q&A, Discussion	a lecture	Introduction to real estate registration and its development, Director General of Real Estate Registration, Head of Real Estate Registration, Real Estate, Personal and Bond Registry	2	1	First week
Oral test	to explain	a lecture	specialization	2	1	

			Real Estate Registration Directorate	Real Estate Registration Systems			Second week
			Types of real estate transactions				
Individual duties	discussion	a lecture	Meaning of real estate disposal	Types of properties	2	1	The third week
			Registration in the Real Estate Registration Department				
Writing reports	Field visit	Practical training	Records and their legal ruling				
			Recording, switching and correction				
a test	Explanation, Q&A, Discussion	a lecture	Types of maps and their legal ruling	The file and its legal ruling	2	1	Week 4
			Registration Types				
			Preliminary investigation and its procedures				
			Renewal registration and its procedures				
			Endorsement and its procedures				
Group assignments	discussion	a lecture	Initial registration procedures	Formal procedures for registration	2	1	Week 5
Writing reports	Field visit	Practical training	Submit registration application				
Writing reports	Explanation, Questions and Answers	a lecture	Legal site inspection, disclosure,	Inspection includes examining the	2	1	Week 6

			income tax certification and fee payment	file and record, and auditing the transaction and the documents on which it depends.			
			Agency and legal document, will or legal division				
Cos tests	discussion	a lecture	Documentation	Registration	2	1	Week 7
			Registration				
			Transaction audit				
			Decentralized Auditing and Its Duties	Formation of bodies	2	1	Week 8
Oral test	to explain	a lecture	Bond issuance				
			Its contents and wisdom				
			Ways of heroes	Registration heroes	2	1	Week 9
Written test	discussion	a lecture	Heroes' effects				
			Registration based on agency, legal document or legal oath	Survey registration procedures	2	1	Week 10 and 11
cup test	Questions and Answers	a lecture	Registration in the name of an Arab or foreign legal person				
a test Oral	discussion	a lecture	Presidency of the Department of Notaries and its Departments	Administrative formations	2	1	Week 12 and 13
			Conditions for appointing a notary public and his powers				
			Machine registration				
			Other types of transactions				
Homework	Explain, discuss	a lecture	Transactions offered to him	Notary Public Procedures	2	1	Week Fourteen
Writing reports	Field visit to the Notary Public Department	training	Transactions requiring approval				
Acuity test	Questions and Answers	a lecture	Fee collection procedures	Other parties	2	1	Week 15
			Bonds and agencies rule				
Written test	discussion	a lecture	Legal aspect				

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
E-Business Management TIN200	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
This course provides the student with the basic and necessary information about e-business management by introducing the subject and its practical application areas in reality, which take place via the Internet and all commercial activities that use information and communications technology in managing their business.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will be able to learn the principles of e-business management.</li> <li>He will learn how to use electronic applications for remote business management.</li> <li>He will be able to know the areas of application of e-business management.</li> </ul>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Introducing the student to the types of electronic business networks</li> <li>Enabling the student to know the requirements of electronic business.</li> <li>The student should be familiar with e-business and e-commerce magazines.</li> <li>The student will acquire the skill of distinguishing between the specifications of successful and unsuccessful e-commerce.</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams
C- Emotional goals

Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MInstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		



Chapter OneFrom scientific content							
				the time		Chapter Title	
Measurement methods	Technologies	Teaching method	Subtitle		Practical	Theoretical	Time distribution
Questions and discussion	Presentation, explanation, questions and answers, discussion	a lecture	The student learns about the concept of the Internet, the relationship with the Internet, and the types of business networks.		2	1	First week
			Subtitles	Internet concept			
			Types of information systems				
			E-commerce				
			E-business				
			Relationship to the Internet				
Questions and discussion	to explain	a lecture	Electronic management	E-Business Management	2	1	The second week
			E-business requirements				
			Benefits of e-businessAnd				
Oral test	to explain	a lecture	E-commerce business models	E-commerce	2	1	The third week
			Requirements for successful e-commerce				
			E-commerce specializations				
			Traditional market	E-commerce markets	2	1	The weekFourth

			Online market				
			Market jobs				
			Market elements				
			Types of online stores				
Individual and group assignments	to explain	a lecture	E-commerce elements	Competition factors in e-commerce	2	1	The weekFifth
			Customer Relationship Management				
			Customer Support Services				
cup test	Explanation and discussion	a lecture	Auctions	Online Auctions	2	1	The week Sixth
			Types of auctionsT				
			Disadvantages of Auctions				
Questions and Discussion	Explanation and discussion	a lecture	The concept of customization	Changes brought about by electronic markets on organizations	2	1	The weekSeventh
			Advertisements				
			Order taking systems				
			Knowledge Organizations				
			Work remotely				
cup test	Explanation and discussion	a lecture	Direct Marketing	Monitoring the changes that electronic markets	2	1	Week 8
			Business process re-engineering				

			Benefits of direct marketing	have brought about on organizations			
Questions and discussion	Explanation and discussion	a lecture	E-retail specifications	e-retail	2	1	Week 9
			Players in the e-retail market				
			Best selling items online				
			Types of electronic distribution channels				
			The benefit of studying consumer behavior e-consumer behavior model person to person marketing Information Security	Consumer Behavior			The aceThe tenth day
Individual and group assignments	Explanation and discussion	a lecture	Electronic payment methods Traditional payment methods Pros and cons of electronic payment	Electronic payment	2	1	The week eleventh
Questions and discussion		a lecture	What is the strategy? Strategy Objectives		2	1	The week twelfth

			Strategy Questions				
Questions and discussion		Lecture explanation	Advantages Limitation B2B application	E-business strategy E-business	2	1	thirteenth week
Oral test		to explain	Outline	E-business	2	1	Week 14
Questions and discussion		to explain	strengths weaknesses threats	swot	2	1	Week 15

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Legal Readings in English LMT107	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (15) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
It deals with the concept of legal terms in English, and the study of legal topics in English. English.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
1-Enabling the student to develop a legal mentality that believes in the importance of law and its existence to regulate relations. social in english 2 -The student expresses the law and penalties in his own style using legal terms. English 3-Explaining phenomena and giving explanations for what is happening in front of him in terms of violation of the law through Identifying the shortcomings and loopholes in the law, and this is done by learning the terms. English legal and proficiency 4- Understanding the laws, which are a guarantee for achieving justice, and applying them on the ground to achieve a system. homogeneous in which justice prevails 5- Enabling the student to learn about the judicial system in Iraq in terms of its definition and guarantees. On the validity of litigation before the courts and knowledge of the types of courts in Iraq and their jurisdictions and knowledge of Conditions for reviewing civil courts and all by reading and understanding them in English		A-1
B- Program specific skill objectives		
Enabling the student to learn about the law in terms of its definition, sources, divisions, and how to interpret legal texts, and providing him with the skill to express this in the English language.		B-1
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))		
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams		

C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	A	Theoretical	Time distribution
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	The definition		2 hours	First week
			disqualification of a judge for the Eradication public trial			
			Transfer case			
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Types of Iraqi courts		2 hours	Second week
			Its types			
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Courts of first instance		2 hours	The third week
			the second instance courts, appearance court			
			Appellate Court			
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	the second instance courts, appearance court		2 hours	Week 4
			Appellate Court			
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Terms of reference of the civil courts		2 hours	Week 5
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	The territorial jurisdiction	qualitative jurisdiction	2 hours	Week 6
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Types of Criminal courts	The principles of the Judicial system	2 hours	The weekSeventh
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	The Court of the Offense	Court of Inquiry	2 hours	The weekThe eighth
			Criminal Court			
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	The original penalties and additional penalties and sanctions supplements.	Types of penal sanctions	2 hours	The weekNinth

Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Death Penalty	Corporal punishment		2 hours	The weektenth Week eleven
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	The types of Penalties of deprivation of freedom	Penalties of deprivation of freedom		2 hours	The weektwelfth thirteenth week
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Imprisonment, Strong and Simple Imprisonment	Imprisonment, Strong and Simple Imprisonment		2 hours	The weekfourteenth
Posts Classroom	Explanation, Q&A, DiscussionSafiya	a lecture	Complementary penalties	Additional penalties		2 hours	The weekfifteenth
			Financial sanctions				
			The types of crimes				



### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Commercial Law LMT201	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The course deals with the concept of commercial law, the history of commercial law and its development, the sources of commercial law, the theory of commercial business, the types of commercial business, distinguishing it from civil business, the theory of the merchant, the obligations of the merchant, commercial companies, and the provisions of commercial companies distinguishing them from public companies., Taking into consideration the position of the Iraqi legislator on this in the Commercial Law No. 30 of 1984, as amended, and the Companies Law No. 21 of 1997, as amended.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<p>Students will be able to understand the concept, history and theories of commercial law..</p> <p>Students will be able to understand the importance of having independent legal rules governing business activity..</p> <p>Students will be able to understand the concept of commercial companies, their establishment, legal provisions and their distinction.</p> <p>About public companies after it is a feature of the economic development of countries at the present time.</p>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>• Increase the student's skill in the practical legal aspect related to business and the merchant's obligations.</li> <li>• The student acquires knowledge of the concept of commercial companies, the conditions and requirements for their establishment, and their types..</li> <li>• The student acquires the legal scientific skills that enable him to occupy legal and administrative positions in government institutions and private sector institutions and projects that practice commercial work..</li> <li>• Students acquire the skills that enable them to develop economic performance in state institutions and private sector institutions and projects in a manner consistent with applicable legal legislation.</li> <li>• Evaluating what the student has received during the semester through daily and monthly tests in addition to the final test.</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MIstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Chapter OneFrom scientific content						
Measurement methods	Technologies	Teaching method	Subtitle		Practical	the time
						Chapter Title
					Theoretical	Time distribution
Tests	Presentation, explanation, questions and answers, discussion	a lecture	Commercial law explained,In order to enable the student to understand its significance and historical development, the reasons for the emergence of rules independent of civil law that govern commercial activity, the scope of its application, its theories, and the definition of commercial work.		2 hours	1 hour
Cos tests	to explainAnd my application	a lecture	Sole Proprietorship	Second main title	2 hours	1 hour
Cos tests	to explainAnd my application	a lecture	Business in Project Format	Third main title	2 hours	1 hour
Cos tests	to explain	a lecture	Trader theory	Main addressfourth	2 hours	1 hour
Cos tests	to explainAnd my application	a lecture	Terms of Business Practice	Main Title thefifth	2 hours	1 hour
Cos tests	to explainAnd my application	a lecture	Trader Duties	Main AFor the sixth	2 hours	1 hour
Cos tests	to explain	a lecture	Definition of commercial companies and their historical development	Main Title Seven	2 hours	1 hour
Cos tests	to explain	a lecture	Characteristics of commercial companies	Main addresseighth	2 hours	1 hour

Cos tests	to explain	a lecture	Types of commercial companies in Iraq	Main TitleNinth	2 hours	1 hour	The weekNinth
Cos tests	to explain	a lecture	Procedures for establishing commercial companies in Iraq	Main addresstenth	2 hours	1 hour	The tenth week
Cos tests	to explain	a lecture	Public companies	Main addresssecondten	2 hours	1 hour	twelfth week
Cos tests	to explain	a lecture	Establishment of public companies	Main addressthirdten	2 hours	1 hour	thirteenth week
Cos tests	to explain	a lecture	Characteristics of public companies	Main addressfourhten	2 hours	1 hour	Fourteenth week
Cos tests	to explain	a lecture	Public companies management	Main addressfifthten	2 hours	1 hour	Week 15

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Administrative judiciaryLMT208	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
4 hours per week (60) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
It means studying the legal system that regulates disputes that arise between individuals and the public administration or government agencies. This includes laws and regulations that define the powers of the administration, the procedures for appeal before administrative courts, and how to resolve disputes and protect citizens' rights from the abuses of administrative authority.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Provide students with a deep understanding of the legal foundations and principles governing administrative justice.. Training students in legal analysis skills to understand court cases and evaluate evidence. Applying legal concepts in resolving complex administrative issues in accordance with applicable laws.		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>• <b>Introducing students to the main concepts of administrative justice.</b></li> <li>• Students learn the legal procedures followed in administrative judiciary cases.</li> <li>• Analyze previous case studies to understand how legal concepts are applied scientifically.</li> </ul> Developing legal research skills in the field of administrative judiciary.		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams
C- Emotional goals

Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MInstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Measurement methods	Technologies	Teaching method	Subtitle	Main Title	Practical	Theoretical	Time distribution
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of administrative judiciary	Administrative judiciary	2 hours	2 hours	The weekthe first
			Characteristics of administrative judiciary				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Definition of the principle of legitimacy	The principle of legitimacy	2 hours	2 hours	The weekthe second
			Written sources of the principle of legality				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Administrative custom	Unwritten sources of the principle of legitimacy	2 hours	2 hours	The third week
			General principles of law				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Management discretion	Exceptions to the principle of legality	2 hours	2 hours	The weekfourth
			State of emergency (exceptional circumstances)				
			Sovereignty Acts				
Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Political censorship	Means of monitoring legitimacy	2 hours	2 hours	The weekFifth
			Administrative control				
			Judicial oversight				

Presentation, explanation, questions and answers	Presentation, explanation, questions and answers	a lecture	Organization of the State Shura Council	Organization of Administrative Judiciary in Iraq	2 hours	2 hours		The weekSixth
			State Shura Council Departments					
			State Shura Council Competencies					
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Council organization	Administrative Judiciary in Kurdistan Region	2 hours	2 hours	Week 7	
			Council composition					
			Regional Shura Council Competencies					
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Definition of cancellation claim	Cancellation suit	2 hours	2 hours	Week 8	
			Characteristics of an annulment suit					
			Distinguishing between a cancellation claim and a compensation claim					
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Conditions of interest in a cancellation suit	Conditions for annulment claim	2 hours	2 hours	Week 9	
			Types of interests in an annulment suit					
			The appeal deadline has expired.					



Show examples, discuss and observe students' level	Presentation, explanation, questions and answers, discussion	a lecture	Specialization defect shape defect	Reasons for appeal	2 hours	2 hours	Week 10
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Location and conditions of the administrative decision	Shame on you for breaking the law	2 hours	2 hours	The weekEleventh
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Conditions of the administrative decision				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Identify the defendant	Procedures for filing a cancellation suit	<b>2 hours</b>	2 hours	The weektwelfth
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Filing a Petition and Subsequent Procedures				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Consider the case	Decide on the cancellation claim	<b>2 hours</b>	2 hours	The weekthirteenth
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Intervention in the lawsuit				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Suspension of the implementation of the contested administrative decision				

Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	The validity of the judgment issued for cancellation	Judgment in the annulment suit and its implementation	<b>2 hours</b>	2 hours	Week Fourteen
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Execution of the cancellation judgment				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Penalty for the administration's failure to implement cancellation provisions				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Definition of compensation claim	Compensation (full compensation)	<b>2 hours</b>	2 hours	Week 15
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	The importance of having a compensation claim alongside a cancellation claim				
Show examples, discuss and observe students' level	Presentation, explanation, questions and answers	a lecture	Methods of concluding administrative contracts				

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Law of EvidenceLMT206	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
AThe student is familiar with the provisions of the Iraqi Evidence Law, whose rules regulate the procedures for proving facts and rights before Iraqi courts. This law addresses issues related to the types of evidence accepted before the courts and the rules for accepting and presenting evidence. The law also aims to ensure the fairness of judicial procedures by regulating the process of reasoning and searching for the truth and providing the necessary guarantees to protect the rights and legitimate interests of the litigants in the lawsuit.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will learn how to prepare the requirements for the lawsuit before the court.</li> <li>He will learn what the proof requirements are for any plaintiff in his lawsuit.</li> <li>The student will acquire skills in preparing a case file and the possibility of being an assistant to the judiciary.</li> </ul>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Increase the student's skill in the practical aspect related to evidence.</li> <li>Mastering the means of proof specified by the legislator in the Evidence Law.</li> <li>Make the student interact practically and theoretically through the virtual court.</li> <li>Evaluating what the student has received during the semester through daily and monthly tests in addition to the final test..</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams
C- Emotional goals

Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Law of Evidence							
				the time		Chapter Title	
Measurement methods	Technologies	Teaching method	Subtitle		Practical	Theoretical	Time distribution
Tests	Presentation, explanation, questions and answers, discussion	a lecture	Explaining the law of evidence, in order to enable the student to understand the requirements for the plaintiff to prove his right to the lawsuit and prove the validity of his claim, explaining the general provisions of evidence and the special provisions for each means of evidence		2 hours	1 hours	First week
Cos tests	to explain	a lecture	General rules of proof	First main title	2 hours	1 hours	First week
Role play	applied	Virtual court					
Cos tests	to explain	a lecture	Evidence systems	Second main title	2 hours	1 hours	Second week
Cos tests	to explain	a lecture	Written guide	Third main title	2 hours	1 hours	The third week
Role play	applied	Virtual court					
Cos tests	to explain	a lecture	Acknowledgement	Fourth main title	2 hours	1 hours	Week 4
Role play	applied	Virtual court					
Cos tests	to explain	a lecture	Certificate	Fifth main title	2 hours	1 hours	Week 5
Role play	applied	Virtual court					
Cos tests	to explain	a lecture	Technical expertise	Main Title 6	2 hours	1 hours	Week 6
Role play	applied	Virtual court					
Cos tests	to explain	a lecture	The validity of judgments	Main Title Seven	2 hours	1 hours	The seventh week
Cos tests	to explain	a lecture	Preview	Main Title 8	2 hours	1 hours	Week 8

Cos tests	to explain	a lecture	Free proof system	Main Title Nine			The weekninth
Cos tests	to explain	a lecture	restricted proof system	the addressMain Ten			The tenth week
Cos tests	to explain	a lecture	Proof of legal fact	Eleventh Main Title			Week eleven
Cos tests	to explain	a lecture	The position of the Iraqi legislator on evidence systems	Twelfth Main Title			twelfth week
Cos tests	to explain	a lecture	Temporal and spatial application of the rules of evidence	thirteenth main title			thirteenth week
Cos tests	to explain	a lecture	The principle of neutrality of the judge in proof	14th Main Title			Fourteenth week
Cos tests	to explain	a lecture	Means of scientific progress in proof	Main Title Fifteen			Week 15

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Enforcement LawLMT200	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The enforcement law aims to preserve the rights of the state and citizens, facilitate enforcement procedures, and educate citizens in the spirit of voluntary enforcement of judgments and executive documents and respect for the rule of law to ensure the stability of legal transactions among them and achieve development goals.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will learn the general rules related to the provisions of the enforcement law.</li> <li>He will learn the legal principles that govern the descriptions of the enforcement law.</li> <li>The student will learn about the different methods of implementing the law.</li> </ul>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Increase the student's skill in the practical and theoretical aspects related to implementing the provisions of the Enforcement Law..</li> <li>Mastering the legal rules specified by the legislator in the enforcement law.</li> <li>Making the student interactive practically and theoretically through practical lectures and field visits to the competent courts.</li> <li>Evaluating what the student has received during the semester through daily and monthly tests in addition to the final test..</li> </ul>		B-1
Teaching and learning methods (Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))		
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams		
C- Emotional goals		

Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		



Chapter OneFrom scientific content							
					the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle		A	N	Time distribution
Tests	Presentation, explanation, questions and answers, discussion	a lecture	Explanation of the enforcement law ,To enable the student to understand the provisions of the enforcement law.		2	1	First week
Cos tests	to explain	a lecture	Competent authority for implementation	First main title			First week
Roleplaying	applied	Virtual court					
Cos tests	to explain	a lecture	Ways to appeal the decisions of the bailiff	Second main title	2	1	Second week
Cos tests	to explain	a lecture	Execution on the debtor's money	Third main title	2	1	The second weekLth
Roleplaying	applied	Virtual court					
Cos tests	to explain	a lecture	Executive judgments and documents	Main addressfourth	2	1	The weekFourth
Roleplaying	applied	Virtual court					
Cos tests	to explain	a lecture	Enforcement of national judicial rulings	Main addressfifth			The weekFifth
Roleplaying	applied	Virtual court			2	1	
Cos tests	to explain	a lecture	Enforcement of foreign judicial rulings	Main addressFor the sixth	2	1	Week 6
Roleplaying	applied	Virtual court					
Cos tests	to explain	a lecture	Executive Editors	Main Title Seven	2	1	The seventh week
Cos tests	to explain	a lecture	Conditions of the right to be enforced	Main addresseighth	2	1	Week 8
Cos tests	to explain	a lecture	Implementation procedures	Main TitleNinth	2	1	Week 9

Cos tests	to explain	a lecture	Meaning of implementation and its types	Main Titletenth	2	1	The tenth week
Cos tests	to explain	a lecture	Executive transaction	Main addressEleventh	2	1	Week eleven
Cos tests	to explain	a lecture	Parties to the executive transaction	Twelfth Main Title	2	1	twelfth week
Cos tests	to explain	a lecture	Use of executive means	thirteenth main title	2	1	thirteenth week
Cos tests	to explain	a lecture	Cases that hinder the implementation process	14th Main Title	2	1	Fourteenth week
Cos tests	to explain	a lecture	Stay of execution and delay	Main Title Fifteen	2	1	Week 15

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Sales contractLMT210	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The sales contract is considered one of the most famous financial compensation contracts, and people have dealt with it since the beginning of time until the present time. Civil legislation in all countries has also paid attention to this contract, due to the large number of transactions in it and the resulting disputes and problems. The sales contract is an agreement between two parties, the seller and the buyer, in which the seller undertakes to transfer ownership of the sold item to the buyer in exchange for a specific amount of money. The contract contains terms and conditions that both parties must adhere to. The sales contract is one of the most common types of contracts in daily life and commercial relations.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will learnDetailed legal provisions for named contracts Including the sales contract Its characteristics and features.</li> <li>The student will distinguish the pillars of the sales contract, distinguish it from other contracts, and the conditions for its validity.</li> <li>The student learns about the rights and obligations of the parties to the sales contract, namely the seller and the buyer.</li> <li>The student will know the defects that affect the element of consent and its effects.</li> <li>The student will learn about the price of the sale and its types.</li> <li>The student will learn delivery and its types.</li> <li>The student learns about the penalty for the parties to the contract failing to fulfill their obligations.</li> <li>The student learns to ensure exposure and eligibility.</li> </ul>	A-1	
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Introducing the student to the sales contract as one of the named contracts in the civil law, which is one of theOldestContracts in dealing and a means of cooperation between people</li> <li>Student acquisition of skillThe exchange of benefits and money between them, where each party to the contract provides the other party with what he needs so that he can obtain what he needs from him.</li> </ul>	B-1	

<ul style="list-style-type: none"> <li>• Student insight for Characteristics of the sales contract, its pillars, the mechanism for transferring ownership of the sold item, its delivery, and obtaining the price</li> <li>• The student understands how to Bearing the costs of sale and guaranteeing hidden defects in the sale and the electronic sales contract.</li> <li>• Developing students' abilities to understand the reality of contracts, distinguish between them, and qualifying their abilities to negotiate contracts and know their rights and the rights of the other party. Enhancing the student's ability to find legal solutions to problems and disputes arising from the sales contract</li> </ul>	
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Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	
Available in free section and MIstitute writers	Main References (Main)	
Internet	Electronic references, websites	
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	Practical	Theoretical	Time distribution
Oral questions	Lecture and discussions	a lecture	Nature of the sales contract	2	2	The weekthe first
Daily and periodic tests	Lecture and discussions	a lecture	Characteristics of the sales contract and distinguishing the sales contract from other contracts	2	2	The weekthe second
Oral questions	Lecture and discussions	a lecture	Pillars of the sales contract	2	2	The weekthe third
Daily and periodic tests	Lecture and discussions	a lecture	Disadvantages of mutual consent	2	2	The weekFourth
Oral questions	Lecture and discussions	a lecture	Descriptions of mutual consent	2	2	The weekFifth
Daily and periodic tests	Lecture and discussions	a lecture	Price and sale	2	2	The weekSixth
Oral questions	Lecture and discussions	a lecture	Terms of sale contract	2	2	The weekSeventh
Daily and periodic tests	Lecture and discussions	a lecture	Exposure and maturity guarantee	2	2	The weekThe eighth
Daily and periodic tests	Lecture and discussions	a lecture	Hidden Defects Guarantee	2	2	The weekNinth
Daily and periodic tests	Lecture and discussions	a lecture	Buyer's Obligations	2	2	The weektenth
Daily and periodic tests	Lecture and discussions	a lecture	Delivery of the sale and bearing the selling expenses	2	2	The weekeleventh
Daily and periodic tests	Lecture and discussions	a lecture	Electronic sales contract	2	2	The weektwelfth
Daily and periodic tests	Lecture and discussions	a lecture	Elements of electronic sales contract	2	2	The weekthirteenth
			Theoretical test	2	2	The weekfourteenth
			Written test	2	2	The weekfifteenth

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Principles of EconomicsTIN201	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
3 hours per week (45) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The course (Principles of Economics) aims to teach second-year students the basics of economics, which focuses on studying the behavior of the individual and production units at the level of the individual project or industry, starting with economic concepts and theories of supply and demand, studying economic units, and studying economic policies such as fiscal, monetary, and trade policies.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
The student will be able to understand the basic concepts of economics and its relationship to other sciences. Introducing students to the economic problem and its solution mechanisms. Study consumer behavior by studying the theories of demand and its elasticity. Studying markets and how they work.		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Developing and enhancing the student's scientific and practical skills</li> <li>The student should be able to describe the solution to the economic problem.</li> <li>To write the law of supply and demand</li> <li>The student should be able to compare markets.</li> <li>The student should be able to distinguish between the national product and the local product.</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams
C- Emotional goals

Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section andMInstitute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Scientific content							
roadMeasur ement	Technologies	roadTeach ing	Subtitle	Main Title	the time		The week
					A	N	
Daily tests	Presentation, explanation, discussion, questions and answers	The lecture	(Human needs and means of satisfying them. The economic problem, the pillars of the economic problem, and ways to solve the economic problem)	Concept of economics	2	1	the first
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, law of demand, demand schedule, demand curve, demand function, factors affecting demand) (And how to use it) (Internal and cross-sectional and how to calculate them)	Demand...price elasticities of demand...inter nal and cross elasticities of demand	6	3	Second, third and fourth

Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, law of supply, supply schedule, supply curve, factors affecting elasticity of supply) (The effect of imposing taxes and granting subsidies on production, price and equilibrium quantity)	Supply. Equilibrium price	4	2	Fifth and sixth
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, production function, elements of production, law of diminishing returns)	Production	2	1	Seventh
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, types, how to calculate costs)	Costs	2	1	The eighth
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, types, how to calculate revenue) (Concept, functions, types)	Revenues. Markets	4	2	Ninth and tenth
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, types, functions) (Concept, types, functions)	Money. Central Bank.	4	2	eleventh and twelfth
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, functions, objectives) (Concept, means and tools, economic effects)	Commercial banks. Monetary policies.	4	2	Thirteenth and fourteenth
Daily tests and homework	Presentation, explanation, discussion, questions and answers	The lecture	(Concept, means and tools, economic effects)	Fiscal policy	2	1	fifteenth



### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Professional ethicsNTU204	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
Professional ethics deals with topics related to the expected ethical and professional behavior in the administrative and legal fields. It includes studying the rules of conduct and ethical standards related to practicing administrative and legal professions correctly and professionally. It also includes ethical behavior in dealing with clients, maintaining the confidentiality of information, avoiding conflicts of interest, and adhering to the standards of professional integrity.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
<ul style="list-style-type: none"> <li>The student will learn professional ethics and its importance to the individual and society.</li> <li>He will be able to know the sources of professional ethics and its position in Islam.</li> <li>The student will realize the importance of professional ethics in the success of any work in society.</li> <li>The student will learn the general components of professional ethics.</li> <li>The student will learn the means of establishing professional ethics.</li> <li>The student will understand the challenges and their impact on professional ethics.And</li> </ul>		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>Introducing the student to the importance of ethics in work and profession</li> <li>Providing the student with the skill of practicing professional ethics.</li> <li>Developing the student's sense of moral responsibility in work and profession</li> <li>Promoting the principles of integrity, transparency, combating corruption and confronting conflicts of interest</li> <li>Introducing the student to social responsibility, its elements and importance</li> </ul>		B-1
Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))		

Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

Chapter OneFrom scientific content						
			the time		Chapter Title	
Measurement methods	Technologies	Teaching method	Subtitle		N	Time distribution
Questions and Discussion	Presentation, explanation, questionsAnd answers,discussion	a lecture	The concept of professional ethics and its importance to the individual and society		2	First week
Oral test	to explain	a lecture	Religious source systems	Sources of professional ethics	2	Second week
			Laws and legislation			
			Social customs and traditions			
			Family and Socialization			
Individual duties	discussion	a lecture	Salvation in work, honesty and truthfulness	General components of professional ethics	2	The third week
a test	Explanation, questionsAnd answers,discussion	a lecture	Humility, good manners and integrity	General components of professional ethics	2	The weekFourth
Group assignments	discussion	a lecture	Wish for self-censorship	Means of establishing professional ethics	2	The weekFifth
			Accuracy in setting regulations and instructions			
			Good example and holding negligent people accountable			
Writing reports	Explanation, Questions and Answers	a lecture	Behavioral deviations and isolation of opinion	Challenges and their impact on professional ethics (internal challenges)And)	2	The weekSixth
Cos tests	discussion	a lecture	unfair competition	Challenges and their impact on professional ethics (external challenges)	2	The weekSeventh
			Types of competition			
			Competition forms and images			
			Administrative corruption	Challenges and their impact on professional	2	Week 8
Oral test	to explain	a lecture	Types of administrative corruption			

			Treatment of administrative corruption	ethics (external challenges)		
			Financial Disclosure	Conflict of interest	2	Week 9
			Gifts and Hospitality			
Written test	discussion	a lecture	Exploitation of information			
cup test	Questions and Answers	a lecture	Concept, types and elements of responsibility	Social Responsibility	2	Week 10
Group assignments	Questions and Answers	a lecture	Subtitles	Social Responsibility Areas	2	The weekEleventh
a test	discussion	a lecture		The importance of social responsibility	2	The weektwelfth
Homework	Explain, discuss	a lecture	Manifestations of individual irresponsibility	Moral impairment of social responsibility	2	thirteenth week
			Manifestations of group irresponsibility			
			The most important factors that lead to the deterioration of the morality of social responsibility			
Writing reports	Questions and Answers	a lecture	Commitment to the general public	The basic foundations of professional ethics	2	Week 14 and 15
			Commitment to the employer			
Written test	discussion	a lecture	Commitment to the profession			

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Baath regime crimesIn aFor Iraq NTU203	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
This book, The Crimes of the Baath Regime in Iraq, is dedicated to identifying the crimes committed by the previous regime. In Iraq.	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
Awareness Students By crimes that committed it system Resurrection in Iraq directing Students For familiarity And knowledge By crimes. Awareness Students Dangerously Crimes.		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>* Documenting the crimes of the Baath regime in Iraq, including mass killings, torture and disappearances.</li> <li>Forced.</li> <li>* Providing evidence of these crimes to the International Criminal Court and other legal bodies.</li> <li>International.</li> <li>* Helping to hold accountable the perpetrators of these crimes.</li> <li>* Raising public awareness of the crimes of the Baath regime in Iraq.</li> <li>* Help prevent such crimes from happening in the future.</li> </ul>		B-1

Teaching and learning methods ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))	
Evaluation methods ((oral tests / written tests / weekly reports / daily attendance / semester and final exams	
C- Emotional goals	
Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	

D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and MI institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	A	N	Time distribution
Questions Oral	a lecture and discussions	a lecture	concept Definition Crimes And its sections		2	The week the first
Tests Daily And periodic	a lecture and discussions	a lecture	position law The court Criminal Iraqi The Supreme For the year 2005 from Violations system Resurrection The most important decisions Issued by it		2	The week the second
Questions Oral	a lecture and discussions	a lecture	Types Crimes International		2	The week the third
Tests Daily And periodic	a lecture and discussions	a lecture	role system Resurrection in Violations Psychological And its effects Consequential		2	The week Fourth
Questions Oral	a lecture and discussions	a lecture	role system Resurrection F Y Violations Social And its effects		2	The week Fifth
Tests Daily And periodic	a lecture and discussions	a lecture	position system Resurrection from Religion and institutions Religious		2	The week Sixth

Questions Oral	a lecture and discussions	a lecture	role system Resurrection In violation Laws Private With rights man	2	The weekSeventh
Tests Daily And periodic	a lecture and discussions	a lecture	Violations system Resurrection Politics And military	2	The weekThe eighth
Questions Oral	a lecture and discussions	a lecture	Violations system Resurrection For the environment in Iraq/pollution The war	2	The weekNinth
Tests Daily And periodic	a lecture and discussions	a lecture	Violations system Resurrection For the environment in Iraq/destruction Cities and villages	2	The weektenth
Questions Oral	a lecture and discussions	a lecture	Air conditioning Legal And the legitimate For a crime Cemeteries Collective	2	The weekeleventh
Tests Daily And periodic	a lecture and discussions	a lecture	role system Resurrection in events Cemeteries Collective in Iraq	2	The weektwelfth
Questions Oral	a lecture and discussions	a lecture	Air conditioning Legal For crimes Cemeteries Collective during to rule Baath regime	2	The weekthirteenth
Tests Daily And periodic	a lecture and discussions	a lecture	events Cemeteries genocide Collective The perpetrator from system Resurrection	2	The weekfourteenth
Questions Oral	a lecture and discussions	a lecture	Classification Temporal For graves genocide Collective in Iraq From 1963 to2003	2	The weekfifteenth

### Report Description Template

Ministry of Higher Education and Scientific Research / Northern Technical University	Educational InstitutionAnd	1
Legal Department	University / Scientific Department	2
Computer2NTU201	Course code name	3
Technical Diploma in Legal Administration	The program(s) you are involved in	4
1- Weekly lesson schedule (theoretical) 2- Discussions, scientific seminars and other extracurricular activities.	Available attendance forms	5
Decisions	Chapter/Year	6
2 hours per week (30) hours	Number of study hours (total)	7
4/1/2025	Description preparation date	8
The course aims to provide comprehensive knowledge about the two applications.Microsoft Word and Microsoft PowerPoint, With a focus on the theoretical and practical foundations that enable students to use these two applications effectively in preparing Documents and Presentations. The course covers how to create and format documents and texts, and prepare presentations professionally..	Course objectives	9
Required program outcomes, teaching, learning and assessment methods		10
A- Cognitive objectives		
*Gain Students skills Use Microsoft Word Efficiently. *development Capabilities Students in numbers Offers Presentation Using Microsoft PowerPoint *Enhance Understanding Practical For applications Microsoft Office in life Academic And professional. *development skills Students in coordination Documents and offers Presentation In a way Professionalism.		A-1
B- Program specific skill objectives		
<ul style="list-style-type: none"> <li>• Ability to create and format documents using Microsoft Word.</li> <li>• Use various tools in Microsoft Word to improve documents.</li> <li>•Preparing presentations using Microsoft PowerPoint.</li> <li>• Apply effects and transitions in presentations.</li> <li>•Integrate text, images, and tables into documents and presentations.</li> </ul>		B-1

<b>Teaching and learning methods</b> ((Theoretical lectures / practical lectures / field visits / solving examples / discussion groups / summer training))
<b>Evaluation methods</b> ((oral tests / written tests / weekly reports / daily attendance / semester and final exams)
<b>C- Emotional goals</b>



Performing his duties at work with high professional motives, relying on the law, Sharia, custom, judiciary, and jurisprudence.	C-1
Evaluation methods ((Oral tests / written tests / notes / student's daily attendance record))	
D- General, qualifying and transferable skills (other skills related to employability and personal development)	
Develop their discussion skills	D-1
Raising their scientific and research capabilities and moving the student from the education stage to learning	D-2

Infrastructure		10
Available in the free section and the institute library	Required Textbooks	•
Available in free section and Institute writers	Main References (Main)	•
Internet	Electronic references, websites	•
Available in the department building	Virtual Court	
Available in the department building	Computer lab	
Program development plan		11
Use curricula that are compatible with applicable laws and prevailing regulations.		
Holding scientific seminars and conferences aimed at updating curricula		
Follow up on scientific developments in the field of specialization		

				the time		Chapter Title
Measurement methods	Technologies	Teaching method	Subtitle	A	N	Time distribution
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	introduction on program Microsoft Word2010, employment program Microsoft Word2010, Interface program Microsoft Word 2010	1	1	The weekthe first
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab Page Home )group The portfolio Clipboard, group line Font, group paragraph, group Patterns Styles, group release Editing)	1	1	The weekthe second
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab planning Page Layout Tab )group layout Themes, group numbers Page Setup, group Page background, Paragraph group Paragraph, group ranking Arrange	1	1	The weekthe third
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab an offer View )group Ways an offer Documents Views, group show, group Zoom in/Diminution Zoom, group window (, Instructions	1	1	The weekFourth
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab drawers Insert Tab group Pages, group Tables, Tab tools Table Tools, Tab design table, tab planning Layout table, Graphic set Illustrative	1	1	The weekFifth
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab tools Image)group Links, group Head and tail Header & Footer, group text, group Symbols Tab References Tab group Tables Contents Table of Contents, group Footnotes Lower Footnotes, group the reviewer And quotes Citations & Bibliography, group Labels Illustrative Citations & Bibliography, group index, group table Sources Table of Author	1	1	The weekSixth
an offer Examples and discussion Note level Students	Explanation of questions and answers / practical application	a lecture And training practical	Tab CorrespondenceMailingsgroup Create envelopes and Labels(Create, group Start to merge Correspondence Start Mail Merge (, group writing Fields And its inclusion Write & Insert Fields, group Preview Results Preview Results, group ending Finish)Tab review Tab group Audit Proofing, the language Language, group comments Comments, group Track Tracking, group Changes, group comparison Compare, group protection Protect	1	1	The weekSeventhThe eighth

an offer Examples and discussion Note level Students	Explanatio n of questions and answers / practical application	a lecture And training practical	employment program Microsoft PowerPoint2010, Interface program Microsoft PowerPoint2010, Tab file Tab, to open file)an offer My presentation(new Presentation, save Save)an offer My presentation(new, save an offer My presentation In the form of Other, to open an offer My presentation stock, closing an offer My presentation, print Slides on paper	1	1	The weekNinth
an offer Examples and discussion Note level Students	Explanatio n of questions and answers / practical application	a lecture And training practical	Tab Page Home )group The governorate Clipboard, group Slices Slides, group line Font, group paragraph, group release Editing Tab design Tab group numbers Page Setup, group layout Themes, group background Background) Tab an offer Slides Tab Slides Show	1	1	The weektenthA nd the eleventh
an offer Examples and discussion Note level Students	Explanatio n of questions and answers / practical application	a lecture And training practical	Tab an offer View Tab )group Ways an offer the offer Presentation Presentation Views, group the offer Home Master Views, group show Show, group Direction, group the color/Gradient Recolor / Gary Scale, group Zoom in/Diminution Zoom, group window, directions Help	1	1	The weektwelfth
an offer Examples and discussion Note level Students	Explanatio n of questions and answers / practical application	a lecture And training practical	drawers Creatures And add Movements in Microsoft PowerPoint add Shapes Automatic And coordinate it )group fee Drawing, group release Edit, Tab drawers Insert Tab, group table Tables, group image Images, group Illustrations, group LinksLinksgroup text, group Symbols Symbol, group Media Media)addition Movements For slides And bodies Animations	1	1	The weekthirtee nthand fourteenth
an offer Examples and discussion Note level Students	Explanatio n of questions and answers / practical application	a lecture And training practical	Tab Transfers Transitions ) Group Preview, group transfer to This is amazing the slide Transition to This Slide, group Timing, Tab Movements Animations Tab, group Preview Preview, group a movement Animations, group a movement Customized Advanced Animations, group Timing Most important Abbreviations Board Keys	1	1	The week fifteenth