

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Academic Program and Course Description Guide

2024

Introduction:

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner Program.

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in the scientific departments.

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T 3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process as the basis for their work.

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

Concepts and terminology:

Academic Program Description: The academic program description provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

Course Description: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the available learning opportunities. It is derived from the program description.

Program Vision: An ambitious picture for the future of the academic program to be sophisticated, inspiring, stimulating, realistic and applicable.

Program Mission: Briefly outlines the objectives and activities necessary to achieve them and defines the program's development paths and directions.

Program Objectives: They are statements that describe what the academic program intends to achieve within a specific period of time and are measurable and observable.

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way that achieves the objectives of the program.

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of the program.

Academic Program Description Form

University Name: Middle Technical University

Faculty/Institute: Technical Institute for Administration

Scientific Department: Legal Management

Academic or Professional Program Name: Legal Management Techniques

Final Certificate Name: Diploma in Legal Management Techniques.

Academic System: Semester

Description Preparation Date: 2023 / 2024

File Completion Date: 27 / 2 / 2024

Signature: 

Head of Department Name:

Inst. Anas Ihsan Shaker

Date: 2024/4/8

Signature: 

Scientific Associate Name:

Dr. Ammar Yahya Dha'ief

Date: 7/4/2024

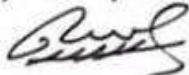
The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

A.L. Reem Hayawi Hamid

Date: 2024/4/7

Signature: 


Approval of the Dean

1. Program Vision

Mainstreaming and spreading the legal culture in society by spreading legal awareness and providing society with staff capable of laying the foundations of justice and equality in a civil society where the law and respect for values prevail. The department must be able to excel in its field of specialization and meet the needs of society by actively contributing to the social, economic and cultural renaissance and supplying government departments and private institutions with competent legal middle staff by qualifying individuals capable of creativity and innovation with the quality required by the society.

2. Program Mission

The department excels in keeping pace with developments in the legal field at the internal and external levels introducing all new legal problems that require a solution in theoretical and practical approaches and linking the department's outputs with the needs of society, through studying the needs and problems of society, to supply the it with investigators qualified to perform various tasks. Legal work and addressing various societal problems in the context of the law, as well as contributing to spreading the spirit of respect for and adherence to the law.

3. Program Objectives

Preparing intermediate legal cadres qualified to carry out criminal investigation work, and the procedural and administrative legal work required to work in the field of the judiciary, or in the legal departments in other state institutions. Supporting and developing the quality of teaching and training by taking advantage of the latest technologies, methods and experiences used globally and locally. Providing government departments with intermediate cadres whose mission is to follow up Legal procedures in judicial and legal departments within state institutions. Providing the private sector with auxiliary and qualified legal

cadres to complete various legal works, such as writing legal reports such as seizure and inspection reports, receiving and delivering funds, etc., as well as carrying out auxiliary legal work in legal consultation offices and lawyers' offices.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

The program has not received program accreditation, but is in the process of working on it

5. Other external influences

Is there a sponsor for the program?

Yes, there is, (Ministry of higher Education and Scientific Research)

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	3	8	37,5%	
College Requirements	6	16	33,3%	
Department Requirements	33	103	32,02%	
Summer Training				Credit
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
1st stage / 1st semester 2023/2024		Theory of Law	2	2
		Marriage and Divorce	2	3
		Penalties (General)	1	3
		Principles of Administration	1	2
		Theory of commitment	2	2
		Arabic Language	2	-
		Legal Readings (E) 1	2	1
		Human Rights and Democracy	2	-
		Computer (Basics)	1	1

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
1st stage / 2 nd semester 2023/2024		Theory of Right	2	2
		Sources of commitment	2	2
		Inheritance and will	2	3
		Penalties (Private)	1	3
		Applications of Administration	1	2

		Correspondences	1	3
		English Language 1	2	-

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
2nd stage / 1st semester 2023/2024		Executive Law	1	2
		Principles of trials	2	2
		Civil litigation	2	2
		The Principles of Administrative Law	1	2
		Theory of Merchant	2	1
		Legal Readings E 2	2	1
		The principles of governmental accounting	1	1
		Computer (Basics) 2	1	2
		Research Project	-	2

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical
2nd stage / 2nd semester 2023/2024		Real estate registration	1	2
		Criminal investigation	2	2
		Proof	2	2
		The applications of administrative judiciary	1	2
		Negotiation	2	1

		Instrument		
		Social Insurance Law	1	2
		English Language 2	1	-
		The Applications of Governmental accounting	1	1
		Professional Ethics	1	-
		Al- Ba'ath Crimes	1	-
		Arabic Language	2	-
		Research Project	-	2

8. Expected learning outcomes of the program

Knowledge	
Material knowledge	<p>1– Deep understanding of the concepts, theories and laws related to the field of study, and the application of these concepts in solving and analyzing related problems.</p> <p>2– Concepts and information: such as laws, terms, theories and principles that were understood and acquired during the learning process.</p> <p>3– Practical skills: such as technological skills, and creative solution skills that can be applied in practical work.</p> <p>Intellectual abilities: such as the ability to analyses, think, make appropriate decisions, and solve problems.</p> <p>4– Actual production: which is what is produced or applied based on acquired knowledge, such as projects or research.</p>
Skills	
Scientific skills	<p>1– This knowledge includes the information and concepts that are learned and understood during the learning process. Such as knowledge in the fields of law, mathematics, social studies, and others.</p> <p>It also includes theoretical knowledge and concepts that can be applied in various scientific and practical fields</p> <p>2– Statement of Learning Outcomes 2: Acquiring the practical skills necessary for the specific academic field, such as analytical, research, communication, and decision–making skills.</p>
Technical skills	<p>1– Acquiring the necessary skills to use advanced technology in the field of study.</p> <p>2– These skills relate to the ability to apply acquired knowledge to solve practical problems and daily challenges.</p> <p>Practical skills include the ability to communicate effectively, problem–solving, critical thinking, time management, teamwork, self–learning ability, and mentoring and leadership skills.</p>
Ethics	
Ethics	Understanding and commitment to the ethical and professional values associated with the academic field, and the ability to make sound ethical decisions
Social interaction	Ability to work effectively in teams, and communicate effectively with

colleagues and the academic community.

1- Tolerance and respect: It encourages acceptance of others with different backgrounds and cultures, respecting their rights and aspirations, and dealing with them in good faith and without discrimination.

2- Integrity and honesty: It enhances the value of integrity and honesty in dealing with others and at work, and encourages refraining from fraud, manipulation and lies.

3- Justice: It means the ability to deal with others fairly and distribute opportunities and resources equally and fairly

9. Teaching and Learning Strategies

1- The lecture.

2- Discussion.

3- Practical application.

10. Evaluation methods

1- Activity through (daily activities and exams).

2- Monthly exam.

3- Practical exam.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor	Private law	Civil Law			1	
Assistant Professor	Private law	Civil Law			2	
Instructor	Public law	Administrative Law			3	
Instructor	Private law	Commercial Law			1	
Assistant Lecturer	Public law	Administrative Law			1	
Assistant Lecturer	Private law	Civil Law			1	
Assistant Lecturer	industrial management	Production management			1	
Assistant Lecturer	English Language & Literature	English Literature			1	
Assistant Lecturer	Tourism sciences	Hotel accounting			1	

Professional Development

Mentoring new faculty members

1. Orientation of Performance Standards and Expectations: New and visiting members are oriented on the performance standards expected at the institution or department, including goals, academic standards, and required educational skills.
2. Provide information on policies and procedures: New members are oriented on the administrative and academic policies and procedures of the institution or department, including procedures related to evaluation, promotions, teaching, and research.
3. Introducing available resources: New members are oriented on the resources available to support them in performing their duties, such as libraries, laboratories, academic facilities, and technical support.
4. Communicate with co-workers: New members are encouraged to communicate with their co-workers to exchange knowledge and experiences and benefit from mutual support.
5. Providing training courses and workshops: Training courses and workshops are organized to guide new members on various topics related to teaching, research, and university service.
6. Professional Development Guidance: Guidance is provided regarding professional development opportunities available to faculty members, such as training programs, workshops, and research grants.
7. Providing technical support and assistance: New members are guided on how to obtain technical support and assistance in case of any inquiries or problems.

Professional development of faculty members

1. Identifying needs: The needs and areas in which faculty members need development are identified, whether in the areas of teaching, research, or university service.
2. Providing training courses: Training courses and workshops are organized to develop teaching and learning skills, use modern technologies in education, and develop assessment practices.
3. Individual guidance: Individual guidance is provided to faculty members by experts in the field to help them achieve their educational and professional goals.
4. Providing technical support: Technical support is provided to faculty members in using modern technologies in teaching and research, and applying best practices in their academic fields.
5. Participation in research and conferences: Faculty members are encouraged to participate in research activities and attend professional conferences and workshops to exchange knowledge and experiences with colleagues in the field.

6. Performance evaluation: The performance of faculty members is regularly evaluated to identify strengths and weaknesses and effectively direct development efforts.

7. Continuing Professional Development: Faculty members are encouraged to continue professional development by participating in advanced training courses, workshops, and educational programs.

12. Acceptance Criterion

Establishing regulations related to admission to the college or institute, whether central admission or others mentioned)

- **Central admission according to the annual rates of the Ministry of Higher Education and Scientific Research**
- **Admission to evening studies according to the grades determined by the Central Technical University and with the approval of the Ministry)**

13. The most important sources of information about the program

- Course of Study.
- Books and sources that support the curriculum.
- Internet sites.
- Scientific journals and published research.
- Specialized methodological books in the library of the Technical Management Institute.

14. Program Development Plan

An academic program development plan with five steps:

1- Evaluation of the current situation:

Measure current program performance and analyze strengths and weaknesses.

Assess student needs, labor market expectations, and technological changes.

2- Determine the goals and desired outcomes:

Establish specific, measurable goals for the new program.

Determine desired outcomes for students based on labor market requirements and technological developments.

3- Development of curricula and academic materials:

Updating the curriculum to be in line with the latest developments in the field.

Creating new study materials that suit the needs of students and the requirements of the society.

4- Application of modern educational technologies:

Using technology in the learning and teaching process, such as e-learning and multimedia platforms.

Providing training on the use of modern educational technologies for faculty members.

5- Evaluation and monitoring of performance:

Providing effective evaluation mechanisms for student performance and program quality.

Conduct a periodic and continuous evaluation of the extent to which set goals have been achieved and take the necessary measures for improvement.

By implementing these steps, the academic program can stay up to date with the latest developments in the field. It ensures the provision of a high-quality and distinguished educational experience for students.

Program Skills Outline

				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
1 st year / 1 st semester		Theory of Law	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Marriage and Divorce	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Penalties (General)	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Principles of Administration	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Theory of commitment	support	*	*	*	*	*	*	*	*	*	*	*	*

		Arabic Language	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Legal Readings (E) 1	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Human Rights and Democracy	General		*	*	*	*			*	*	*	*	*
		Computer (Basics)	support		*	*	*	*			*	*	*	*	*
1 st year / 2 nd semester		Theory of Right	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Sources of commitment	support	*	*	*	*	*	*	*	*	*	*	*	*
		Inheritance and will	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Penalties	Specialized	*	*	*	*	*	*	*	*	*	*	*	*

		(Private)													
		Applications of Administration	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Correspondences	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		English Language 1	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2 nd year / 2 nd semester		Executive Law	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Principles of trials	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Civil litigation	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		The Principles	Specialized	*	*	*	*	*	*	*	*	*	*	*	*

		of Administrati ve Law													
		Theory of Merchant	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Legal Readings E 2	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		The principles of government al accounting	supported	*	*	*	*	*	*	*	*	*	*	*	*
		Computer (Basics) 2	supported		*	*	*	*			*	*	*	*	*
		Research Project			*	*	*	*			*	*	*	*	*

		Labor Law	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
2 nd year/ 2 nd semester		Real estate registration	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Criminal investigation	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Proof	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		The applications of administrative judiciary	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Negotiation Instrument	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Social Insurance Law	Specialized	*	*	*	*	*	*	*	*	*	*	*	*

		English Language 2	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		The Applications of Governmental accounting	supported		*	*	*	*			*	*	*	*	*
		Professional Ethics	supported		*	*	*	*			*	*	*	*	*
		Al- Ba'ath Crimes	supported		*	*	*	*			*	*	*	*	*
		Arabic Language	supported		*	*	*	*			*	*	*	*	*
		Research Project			*	*	*	*		*	*	*	*	*	*

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

Course description forms for the first stage, first semester

Course Description Form Theory of Obligation

1. Course Name:	
Theory of Obligation	
2. Course Code:	
3. Semester / Year:	
2023/2024 first semester	
4. Description Preparation Date:	
1-4-2024	
5. Available Attendance Forms:	
In Presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
4 hours per week / 60 hours (total) Total number of units: 4 units	
7. Course administrator's name (mention all, if more than one name)	
Name: Assistant Prof. Jafar Juber Mahmood Email: jaf17@yahoo.com	
8. Course Objectives	
Course Objectives	Inorder to introducing the student to the theory of of Obligation in law and the importance of legal relations in civil law.. •
9. Teaching and Learning Strategies	
Strategy	1-lectures 2-Discussions 3- teasts
10. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	The concept of obligation	Introduction of obligatin theory	Theoretical	Test
2	4	Concept obligation general	Intrduce obligation theory	Theoretical	Test
3	4	Some kinds obligations	Legal obligation And natu obligation	Theoretical	Test
5	4	Sources obligations	The Contract,sing will,illegalact, enrichment witho cause	Theoretical	Test
6	4	The contract	The define contract	Theoretical	Test
7	4	Elements contract	The will,the obje the cause		
8	4	Kinds of contract		Theoretical	Teast
9	4	Selling real estate civil law	Selling real estate civil law		
10	4	Civil responsibility	Kinds responsibility	Theoretical	Test
11	4	Invalided contract	Influences of inva contract		
12	4	Single will	Element of sing will	Theoretical	Test
13	4	Illegal act			
14-15	8	The Law			T

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Provisions of obligation, Abd Majeed AL-Hakeem

Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form Theory of law

1. Course Name:					
Theory of law					
2. Course Code:					
3. Semester / Year:					
2023/2024 first Semester					
4. Description Preparation Date:					
1-4-2024					
5. Available Attendance Forms:					
In Presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
4 hours per week / 60 hours (total) Total number of units: 4 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Assistant Prof .Dr. Osama Rasheed Majeed Al-Rubaie Email: dr.osamaalrubaie@gmail.com					
8. Course Objectives					
Course Objective	<ul style="list-style-type: none"> The course aims to introduce the student to the law and familiarity with theories, and to discuss the rights generated by the various legal relations between persons. Familiarity of the student with a general idea of the science of law in terms of its meaning, characteristics, nature, sources, branches, and types of rules. 				
9. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> 1. Course 2. Discussion. 3. Practical application. 				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	12	Introducing the law and	Defining the law and	Theoretical and practical	Participation

		importance of studying law and its topics	the origin of its language and terminology, and distinguishing it from other legal terms.		
2	12	the legal rule	Introducing the legal rule with its characteristics	Theoretical and practical	Participation
3	12	Meaning of Legal Penalty	Defining the meaning, conditions and descriptions of the legal penalty, its types, the authority competent to impose it, and the extent to which it is necessary for the law to be established and respected.	Theoretical and practical	Participation
4	12	Distinguish legal rule from other	Distinguishing between legal and religious rules, distinguishing between legal and moral rules, distinguishing between the rules of law and the rules of justice.	Theoretical and practical	Participation & quiz
5	12	Social and Gender Norms	List the official sources of Iraqi law, indicating their importance in the sequence mentioned in the law.	Theoretical and practical	Participation
6	12	Sources of law	The concept of legislation, the characteristics of legislation, the advantages and disadvantages of legislation, the types of legislation.	Theoretical and practical	Participation & quiz
7	12	Introducing legislation and its types	How to enact ordinary legislation from its proposal, discussion, and publication in the Official Gazette, and control its validity in	Theoretical and practical	Participation

8	12	How Ordinary Legislation is Enacted	form and subject matter. The application of the law in terms of place, and the application of the law in terms of time.	Theoretical and practical	Participation & quiz
9	12	Scope of application of legislation	Meaning and Purpose of Interpretation, Cases of Interpretation, Types of Interpretation	Theoretical and practical	Participation
10	12	How to interpret the legislation?	The meaning of cancellation and the wisdom of it, its types, and its impact.	Theoretical and practical	Participation & quiz
11	12	Abolition of legislation	Introducing the custom, its pillars, its advantages and disadvantages.	Theoretical and practical	Participation & quiz
12	12	What is the custom?	Introducing the principles of Islamic law and the rules of justice as official sources of law with an indication of their importance.	Theoretical and practical	quiz
13	12	Principles of Islamic law and the rules of justice	Explain the importance of the judiciary and jurisprudence as interpretative sources of the law, mentioning their advantages .	Theoretical and practical	Participation
14	12	Interpretive sources of law	Dividing the law into branches and the importance of this in practice.	Theoretical and practical	Participation & quiz
15	12	Branches of law	The division of legal rules in terms of their source, in terms of their territorial scope, in terms of their subject matter, and in terms of their obligation.	Theoretical practical	Participation
		Rule of Law Subdivision			

11. Course Evaluation	
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc	
12. Learning and Teaching Resources	
Required textbooks (curricular books any)	Professor Abdulbaki Al-Bakri, and Zuhair Al-Bashir, Introduction to Study of Law, Baghdad.
Main references (sources)	<ol style="list-style-type: none"> 1. Dr. Abdul Razzaq Al-Sanhouri & Dr. Ahmed Heshmat Al Setit, Fundamentals of Law or Introduction to the Study of Law, Cairo, 1941. 2. Dr. Abdullah Mustafa Al-Naqshabandi, Fundamentals of Law, Baghdad, 1997. 3. Dr. Hassan Kira, Fundamentals of Law, Second Edition, Al-Maaref, Egypt, 1960.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form Marriage and Divorce

1. Course Name:	Marriage and Divorce
2. Course Code:	
3. Semester / Year:	2023–2024 first Semester
4. Description Preparation Date:	1 / 4 / 2024
5. Available Attendance Forms: Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total)	75-hour / 75 unit
7. Course administrator's name (mention all, if more than one name)	Name: Instr. Anas Ihsan Shaker Email: anasihsan7@gmail.com

8. Course Objectives

Course Objectives	<p>General: - Definition of the Convention on Biological Diversity, the marriage contract, substantive and formal conditions, the provisions for alimony, dowry, divorce, separation, and the effects of all of them in terms of custody and lineage, as well as knowledge of the reasons, legal laws, and models of wills and bequests in these claims segments, and wills.</p> <p>Special: - The student loosened the limits the terms of the marital contract, how organise and register it in the criminal court and know the inheritance shares and apply that in judicial cases.</p>
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9. Teaching and Learning Strategies

Strategy	Practical theoretical lectures, modern communication methods, use of audio media, and MCQ tests.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	5	Knowledge understanding	The nature of work in personal status courts, court's departments divisions, and its functions and spatial jurisdiction.	Theoretical lectures	Oral quizzes
2	5	Knowledge understanding	Definition of the marriage contract, its pillars and conditions, the eligibility of the contracting party and prohibitions, permission for a minor and mentally ill to marry, marriage to a second woman, its conditions and a model for proof of permission, legal conditions for registering marriage contracts, studying the model of marriage contracts required documents and penalties for those who marry outside the court.	Theoretical lectures	Oral quizzes
3	5	Knowledge	The dowry, its types	Theoretical lectures	Oral quizzes

		understanding	entitlement, cases in which the wife is not entitled to full dowry, abandoning engagement and consequences of that.		
4	5	Knowledge and understanding	Marital alimony, its conditions and elements, temporary alimony, and cases in which the wife must comply.	Theoretical lectures	Oral quizzes
5	5	Knowledge and understanding	Divorce requires its types and provisions, and the legal effects related to each type and the people who are released.	Theoretical lectures	Oral quizzes
6	5	Knowledge and understanding	The role of the public prosecution in personal status courts, the role of social research in divorce and abandonment lawsuits and the models prepared for this purpose and how to organize them.	Theoretical lectures	Oral quizzes
7	5	Knowledge and understanding	Judicial separation and legal basis, explanation of Articles (40, 41, 43, 45) of the Personal Status Law, voluntary separation divorce, and its terms and conditions.	Theoretical lectures	Oral quizzes
8	5	Knowledge and understanding	The waiting period and its types, the duties of the waiting woman, returning to marriage, how to return to marriage, its conditions, the model of the argument for returning to marriage.	Theoretical lectures	Oral quizzes
9	5	Knowledge and understanding	Paternity, its provisions, methods of proving it, acknowledging paternity in the Personal Status Law and the Juvenile Welfare Law.	Theoretical lectures	Oral quizzes
10	5	Knowledge and understanding	Custody, its conditions, and custody fees.	Theoretical lectures	Oral quizzes
11	5	Knowledge and understanding	Alimony for the wife, assets and descendants. Practical examples of the reasons for alimony for assets of descendants and vice versa according to the Personal Status Law.	Theoretical lectures	Oral quizzes
12	5	Knowledge and understanding	The will, the will and its provisions, its registration, the will registration application form, the registration form and the argument for revocation of its registration and notarial in the will argument for review of articles (299-310) of the Civil Procedure Code.	Theoretical lectures	Oral quizzes

13	5	Knowledge and understanding	On behalf of minors	Theoretical lectu	Oral quizzes
14	5	Knowledge and understanding	Guardianship, its division and the limits of guardian's authority. Study of legal texts in civil personal status law, and of minors	Theoretical lectu	Oral quizzes
15	5	Knowledge and understanding	Application form argument for support of mandate	Theoretical lectu	Oral quizzes

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, any)	شرح قانون الاحوال الشخصية العراقي للدكتور احمد الكبيسي
Main references (sources)	1- د. احمد علي الخطيب واخرون، شرح قانون الاحوال الشخصية، بغداد، 1980. 2- د. عبد القادر ابراهيم علي، شرح قانون الاحوال الشخصية العراقي وتعديلاته، 1985. 3- د. احمد علي الخطيب، د. مصطفى ابراهيم الزلمي، شرح قانون الاحوال الشخصية، احكام الميراث والوصية، جامعة الموصل، 1982.
Recommended books and references (scientific journals, reports...)	1- مجلة كلية الشريعة والقانون لجامعة الكويت
Electronic References, Websites	

Course Description Form Management Principles

1. Course Name:	management principles
2. Course Code:	
3. Semester / Year:	first semester / 2023-2024
4. Description Preparation Date:	

1-4-2024

5. Available Attendance Forms:

Presence

6. Number of Credit Hours (Total) / Number of Units (Total)

3 per week

7. Course administrator's name (mention all, if more than one name)

Name: Hameed Madhloom Kadhim

Email: Hameed_m@mtu.edu.iq

8. Course Objectives

Course Objectives

- Providing and developing students' capabilities management principles by providing them v information and vocabulary covering that subject
- Providing students with the most impor administrative strategies used in vari organizations .

9. Teaching and Learning Strategies

Strategy

- 1- Giving lectures and explaining the theoretically assigned materia
- 2- Create groups among students to solve class assignments
- 3- Preparing reports and solving class assignments

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Identify the m	Management,	Theoretical	Daily
2	per we	important influences management	development concepts	and practical	preparation and monthl exams
3		Learn about t	management jobs		
4		concept of planni and determine t types of pla according to speci divisions, includi temporal ones a existing plans	Facility jobs		
		Identify the conce	Factors affecting environmental, political, economic, social and		

5, 6		of decision making the most important types of decision making, determine circumstances decision making cases of certain risk, uncertainty	technological management . Administrative functions, planning and its types, forecasting and its relationship to central planning		
7,8			Decision making process, programmed and non-programmed decisions		
9			Exam		
10			Administrative regulation		
11			The principles used to determine the divisions of the organizational structure in the facility		
12			Committees and factors that help increase the effectiveness of committees		

13			Administrative levels and scope of supervision		
14			Authority, its limits, sources and types		
15			The relationship between responsibility and authority		

11. Course Evaluation

The grade is distributed into 100 grades, including 40 grades for monthly and daily exams, other activities, and an exam. The semester end exam will be 60 grades distributed into 50 theoretical grades and 10 practical grades.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Dr. Shawqi Naji Jawad et al., 1988
Recommended books and references (scientific journals, reports...)	Management and Business, Dr. Sal Mahdi Al-Amiri, Dr. Taher Al-Ghala 2008
Electronic References, Websites	

Course Description Form Human rights and democracy

.1

Course Name: .2

Human rights and democracy

Course Code: .3

Semester / Year: .4

First Semester 2023-2024

Description Preparation Date: .5

1-4-2024

Available Attendance Forms: .6

Number of Credit Hours (Total) / Number of Units (Total) .7

2 hours

Course administrator's name (mention all, if more than one name) .8

Name: Mohammed Jasim Mohammed
Email: mohammed.jassim99@mtu.edu.iq

Course Objectives .9

Course Objectives

- Definition of human rights and their most important goals
- Clarifying human rights in divine laws, with a focus on human rights in Islam
- Definition of democracy

9. Teaching and Learning Strategies

Strategy

- Cooperative learning, where groups are formed among students and discuss the lesson
 - Activating critical thinking skills among students
- The student reads the lecture, extracts questions from the lecture, and the answers are discussed
 - Among the students

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	The concept of human rights		Lecture style	Daily
2	2	Human Rights Generations		Lecture style	Daily
3	2	Human rights in Eastern civilizations		Lecture style	Daily
4	2			Lecture style	Daily
5	2	Human rights in heavenly religions		Lecture style	Daily

6	2	Human rights in the modern era		Lecture style	Daily
7	2	Human rights in contemporary history		Lecture style	Daily
8	2	Regional recognition of human rights		Lecture style	Daily
9	2			Lecture style	Daily
10	2	Democracy, its concept and definition		Lecture style	Daily
11	2	Greek democracy		Lecture style	Daily
12	2	Traditional Western democracy		Lecture style	Daily
13	2	The republican system and its most important characteristics		Lecture style	Daily
14	2	The concept of freedoms		Lecture style	Daily
15	2	Types of freedoms		Lecture style	Daily
		Democracy in third world countries			
		The most important obstacles to democracy in third world countries			

Course Evaluation .11

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

Learning and Teaching Resources .12

Required textbooks (curricular books, if any)	<ul style="list-style-type: none"> • Basil Youssef, Human Rights in the Party's Thought • Fawzi Rashid, Old Iraqi Laws
Main references (sources)	<ul style="list-style-type: none"> • Muhammad Saeed Al-Majzoub, Public Liberties and Human Rights • Arab Thought Forum, political pluralism and democracy in the Arab world • Abdul Wahab Al Kamali, Political Encyclopedia • Hassan Zahir, Studies in the Development of Political Thought
Recommended books and references (scientific journals, reports...)	

Course Description Form General penalties

1. Course Name					
General penalties .					
2. Course Code					
3. Semester / Year					
2023–2024 first Semester					
4. The history of preparation of this description					
1-4-2024					
5. Available Attendance Forms					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
Total Hours: 4 Total Credits: 4					
7. Course administrator's name (if more than one name)					
Name: Hamza Edan Shia Email: hamza.edan@mtu.edu.iq					
8. Course Objectives					
<p>Formation of legal culture in the general principles and provisions determined by the Penal Code</p> <p>To confront crime as a serious social phenomenon that concerted efforts to confront it and reduce</p> <p>Its seriousness, and the position of the various penal legislation in terms of determining</p> <p>The legality of acts and actions and the setting of penalties prescribed for them, accordance with of the Iraqi Penal Code.</p>					Course Objectives
9. Teaching and Learning Strategies					
Theoretical and practical lectures and means of modern communication.					Strategy
10. Course Structure					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	The week
Daily Exam and quarterly	Lecture & Presentation	<ul style="list-style-type: none"> The importance of the Penal Code and its position between Departments and branches 	Enable the student to know the concept of The Penal Code and its branches.	4	First

		law.			
Daily Exam and quarterly	Lecture & Presentation	<ul style="list-style-type: none"> the legality of the crime, the penalty and the scope of application of the Penal Code in terms of time, And the principle of reactionary law is the best to the accused. 	Enable the student to know the scope of the application of the Penal Code in terms of time.	4	Second
Daily Exam and quarterly	Lecture & Presentation	<ul style="list-style-type: none"> Scope of application of the Penal Code Where the place, and the exceptions contained It. The concept of crime, elements and general rules. 	Enabling the student to know the crime and its pillars.	4	Third and fourth
Daily Exam and quarterly	Lecture & Presentation	<ul style="list-style-type: none"> the material element of the crime and its elements, Attempted crime and its forms. 	Enable the student to know the material element of the crime and the attempt to crime.	4	V
Daily Exam and quarterly	Lecture & Presentation	<p>The moral element of the crime, criminal intent and error are the legal element of the crime.</p> <p>Types of crimes in terms of their material corner, positive and negative crime, complete and incomplete crime. Temporary crime and continuous and simple</p>	Enabling the student to know the elements of crime and types of crimes.	4	Sixth and the seventh

		crime.			
Daily Exam and quarterly	Lecture & Presentation	The types of crimes in terms of their moral element, Intentional and unintentional crime, military crime and common law crimes. Types of crimes in terms of their gravity, Felonies, misdemeanors and violations, types Crimes in their nature, criminal Political and regular.	Enable the student to know the types of intentional and unintentional crimes and types of crimes In terms of felonies and misdemeanors and irregularities.	4	Eighth and ninth
Daily Exam and quarterly	Lecture & Presentation	Criminal contribution.	Enable the student to know the contribution to Crime.	4	X
Daily Exam and quarterly	Lecture & Presentation	<ul style="list-style-type: none"> Actor and accomplice, forms of criminal contribution, The importance of distinguishing between the forms of contribution. Original contribution and dependency.	Enable the student to know pictures Criminal contribution and original contribution and dependency.	4	Eleventh and twelfth
Daily Exam and quarterly	Lecture & Presentation	Possible outcome contribution, penalty Contributor to the criminal elements of the ancillary contribution. Incitement, agreement assistance, Subscribe to subscription, initiation subscription,	Enable the student to know the result Possible incitement and agreement and help.	4	Thirteenth and fourteenth
Daily Exam and quarterly	Lecture & Presentation	The impact of circumstances and excuses on the shareholders in Crime.	Enable the student to know the circumstances And excuses and their impact on contributing to Crime.	4	Fifteenth

11. Course Evaluation

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

12. Learning and Teaching Resources

1- Dr. Ali Hussein Al-Khalaf, Dr. Sultan Al-Shawi, General Principles in the Penal Code, Baghdad, 1982.	Required textbook (methodology, if any)
2- Dr. Dhari Khalil Mahmoud, General Penal Code, Baghdad, 2000	

Course Description Form Legal Readings

1. Course Name:	
Legal Readings	
2. Course Code:	
3. Semester / Year:	
2023–2024 First Semester	
4. Description Preparation Date:	
1 / 4 / 2024	
5. Available Attendance Forms: Attendance	
6. Number of Credit Hours (Total) / Number of Units (Total) 3/ 6	
7. Course administrator's name (mention all, if more than one name)	
Name: Asst. Lect. Sajjad Abdulkareem Naeem Email: Sajjad_a@mtu.edu.iq	
8. Course Objectives	
Course Objectives	Enabling the student to believe in importance of the law and its existence regulate social ties in the English language....
9. Teaching and Learning Strategies	
Strategy	1- Lectures and discussions 2- The exams written or oral 3- Presentations.
10. Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1 – 2	6	Definition of law, Religion, and morals	The concept of law	Lectures discussions	Discussion Presentations the attendance & the exam
3 – 4	6	Law and Society The Legal Rule, The characteristics of the legal rule	The purpose and importance of law	Lectures discussions	Discussion Presentations the attendance & the exam
5 – 6	6	General, abstract, attendance & Exam	General, abstract, attendance & Exam	Lectures discussions	Discussion Presentations the attendance & the exam
7 – 10	9	Legislation, custom, Islamic law and principles of justice	Sources of law Direct sources	Lectures discussions	Discussion Presentations the attendance & the exam
11 – 13	6	Juristic opinions Judicial decisions	Indirect sources	Lectures discussions	Discussion Presentations the attendance & the exam
14 -15	6	Public law and Private law	Classification of law	Lectures discussions	Discussion Presentations the attendance & the exam

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	F. M. Goady, Introduction to the study of law, London, 1985
Recommended books and references (scientific journals, reports...)	D. Liyod, The idea of law, 1982.
Electronic References, Websites	

Course description form computer

Course Name .1
computer

CodeThe decision .2	
the chapter /the year .3	
quarterly	
Date this was preparedthe description .4	
1/4/2024	
aAttendance forms available .5	
weekly	
Number of study hours (total)/number of units (total) .6	
30/2	
Name of the course administrator(If more than one name is mentioned) .7	
Name: Iqqa Mohsen Karim Email:maqgaleed1@yahoo.com	
Course objectives .8	
Training students theoretically and practically on the most important computer applications, especially the applied programs used in departments and institutions, and practically, the most important main elements of the computer and how to deal with them.	Objectives of the study subject
Teaching and learning strategies .9	
<p>A- NoCognitive goals</p> <p>A1 - The student learns about the components of a computer</p> <p>A2- The student learns how to deal with operating system commands</p> <p>A3 - The student recognizes the componentsmy computer</p> <p>A4 - The student learns how to benefit from an optionRun</p> <p>A5 - The student learns about ways to benefit from malicious programs accessories</p> <p>A6 - The student learns how to obtain help and its various methods.</p> <p>B –Objectives Skills Yeh For Established.</p> <p>. B1 - The student acquires skill in dealing with system commands.</p> <p>B2 - The student acquires skill in dealing with the various applications provided the computer. B</p> <p>3 - The student acquires the skill to use commands and implement them to achieve specific task</p> <p>.C- Emotional and value goals</p> <p>C1- He works in a team spirit</p> <p>C2- Adheres to the ethics of the university institution</p> <p>C3- He receives and accepts what is revealed</p>	The strat
Course structure .10	

Evaluation method	Teaching method	Name of the unit/topic	Required learning outcomes	hours	the week
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	An introduction to computers: their generations, the main computer components, their components: physicalhardware and software (system software and application software).	That the student understands the topic	3	1
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	The concept of the operating system, the system signal, disks, directories and their levels and files, internal operating system commandsInternal commands and External Commands (the most frequently used commands)	That the student understands the topic	3	2
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	3
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	4
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD,	That the student understands the	3	5

		Echo, prompt, Ren, copy, vol, ver, path	topic		
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	6
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	7
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	8
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	9
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path.	That the student understands the topic	3	10
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	11
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time, Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol,	That the student understands the topic	3	12

		ver, path			
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	OSwindows The concept of the Windows system, its advantages, basic requirements, operating the system, components of the main desktop screen, the concept of the icon, the method of dealing with mouse activities, the importance and components of the taskbar, taking advantage of start to enter programs, the concept of loaded tasks, exiting the system and turning it off Calculator shutdown	That the student understands the topic	3	13
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	OSwindows The concept of the Windows system, its advantages, basic requirements, operating the system, components of the main desktop screen, the concept of the icon, the method of dealing with mouse activities, the importance and components of the taskbar, taking advantage of start to enter programs, the concept of loaded tasks, exiting the system and turning it off Calculator shutdown	That the student understands the topic	3	14
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	OSwindows The concept of the Windows system, its advantages, basic requirements, operating the system, components of the main desktop screen, the concept of the icon, the method of dealing with mouse activities, the importance and components of the taskbar, taking advantage of start to enter programs, the concept of loaded tasks, exiting the	That the student understands the topic	3	15

		system and turning it off Calculator shutdown			
Course evaluation .11					
Score distribution out of 100:-					
Learning and teaching resources .12					
			Required textbooks (methodology, if any)		
1- Clug, Cummings & Spencer (2006, 2014) (Main sources) References - Genetics Concepts 2, 2226th edition, available in the college library			Main references (sources)		
1 -Strachan & Reed (2004).Molecular Human Genetics. 2- American J. Human Genetics 3-color Atlas of genetics Eberhard Passarge, MD, Third edition, 1- ABC gene cloning 5- gene manipulation			Recommended supporting books and references (scientific journals, reports....)		
MBCI, OMIM			Electronic references, Internet sites		

Course description form Arabic

Course Name .10	
Arabic	
Code The decision .11	
the chapter /the year .12	
2023-2024	
Date this was prepared the description .13	
1/3/2024	
attendance forms available.14	
Mandatory attendance	
Number of study hours (total)/number of units (total).15	
2 /2	
Name of the course administrator(If more than one name is mentioned) .16	
the name: Email:znab896@gmail.com M. M. Zainab Hussein Arwak	
Top scorer of the course .17	
1_ Providing students with sufficient information in basics And grammar rules	Objectives of the study subject
2_ Familiarity with Arabic language sources	

<p>references</p> <p>3- Enabling students to master proper express verbally and in writing</p> <p>4- Avoid common linguistic errors</p> <p>5-Empowering the student to the level of proficiency performance, as linguistic performance that It is characterized by efficiency and quality and is main basis for self-development</p> <p>6- Introducing students to the Arabic language ski such as listening skills</p> <p>Reading skill, writing skill, and speaking skill</p>	
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Teaching and learning strategies .18

<p>1- Adopting interactive learning methods that help language skills and training</p> <p>2- Adopting the individual approach and the small group approach in a outside the classroom</p> <p>3- Activating the role of PowerPoint and the smart screen in presenti some topics</p>	The student acquir	The strategy
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Course structure .19

Evaluation method	Learnin g method	Name of the unit or topic	Required learning outcomes	h o u r s	the week
Tests of all kinds	lecture	Quranic expression Grammatically in terms of sente and text structure Rhetorically in terms of artistic impact	Acquiring skills	2	the first
Tests of all kinds	lecture	Quranic expression Grammatically in terms of sente and text structure Rhetorically in terms of artistic impact	Acquiring skills	2	the seco
Tests of all kinds	lecture	Poet Badr Shaker Al-Sayyab	Acquiring skills	2	the third
Tests of all kinds	lecture	Original parsing marks (Damma, Fatha, Kasra) Sub parsing marks (waw, alif, yaa)	Acquiring skills	2	the four

Tests of all kinds	lecture	Noun phrase -The subject and the predicate 1- Types of beginners 2- Types of expert	Acquiring skills	2	Fifth
Tests of all kinds	lecture	And her sisters	Acquiring skills	2	VI
Tests of all kinds	lecture	The difference between if and if The difference between that and	Acquiring skills	2	Seventh
Tests of all kinds	lecture	was and her sisters	Knowledge grammar	2	VIII
Tests of all kinds	lecture	The five actions	Acquiring skills	2	Ninth
Tests of all kinds	lecture	Linguistic errors (2)	Acquiring skills	2	The tenth
Tests of all kinds	lecture	Linguistic information Synonyms and antonyms - Linguistic differences - Grammatical equations -	Acquiring skills	2	eleventh
Tests of all kinds	lecture	Al-Muthanna and its types	Knowledge grammar	2	twelfth
Tests of all kinds	lecture	Types of sentences Sound masculine plural - Sound feminine plural - Collect crushing -	Speaking writing	a 2	Thirteenth
Tests of all kinds	lecture	Types of sentences Sound masculine plural - Sound feminine plural - Collect crushing -	Speaking writing	a 2	fourteenth
Tests of all kinds	lecture	Grammar engineering Arabic grammar in an - educational panel Linguistic corrections -	Acquire language knowledge	2	Fifteenth

Course evaluation .20

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

Learning and teaching resources .21

Quranic expression / Dr. Fadel Al-Samarrai	Required textbooks (methodology, if any)
Explanation of Ibn Aqeel on Alfiyyah Ibn Mal	Main references (sources)
Say and don't say Dr. Mustafa Jawad	Recommended supporting books and references (scientific journals, reports....)
Comprehensive library	Electronic references, Internet sites

Course description forms for the first stage, second semester

Course Description Form Theory of Right

1. Course Name:					
Theory of Right					
2. Course Code:					
3. Semester / Year:					
2023/2024 second Semester					
4. Description Preparation Date:					
2023/2024					
5. Available Attendance Forms:					
In Presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
4 hours per week / 60 hours (total) Total number of units: 4 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Assistant Prof .Dr. Osama Rasheed Majeed Al-Rubaie Email: dr.osamaalrubaie@gmail.com					
8. Course Objectives					
Course Objective	<ul style="list-style-type: none"> The course aims to introduce the student to the right in terms of its relations to the law, as well as the definition and nature of the right, its elements, pillars and place. The student's familiarity with the types of rights and their subdivisions from their sources, legal facts and legal actions. 				
9. Teaching and Learning Strategies					
Strategy	<ol style="list-style-type: none"> 1. Course 2. Discussion. 3. Practical application. 				
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	12	Introducing the Right	Definition of the right and its relationship to the law and its	Theoretical and practical	Participation

2	12	Theories of Right	existence . Theories that defined truth are personal, objective, mixed, and modern.	Theoretical and practical	Participation
3 4	12	Elements and pillars of the right	Clarifying the elements of the right (legal association, exclusivity, and legal protection represented in the lawsuit) as well as the elements of the right (its persons, and its place)	Theoretical and practical	Participation
5	12	Subject matter of the right	Statement of the subject matter of personal right (works), right in rem (things) and their divisions.	Theoretical and practical	Participation & quiz
6	12	Knowing the sources of the right	Mentioning the sources of the right stemming from legal facts and legal actions, and the importance of distinguishing between them.	Theoretical and practical	Participation
7	12	The legal facts, the legal dispositions	Clarify the concept of the legal incident, its types or divisions, and the definition and division of the legal act.	Theoretical and practical	Participation & quiz
8	12	Contract	Definition of the contract, its pillars (consent, object and reason), the eligibility required for the validity of the contract and the absence of consent from defects (coercion, error, injustice with deception, exploitation), and the penalty for the failure	Theoretical and practical	Participation

9	12	Consequences of Contract	of one of the pillars of the contract. The impact of the contract in terms of persons and subject matter	Theoretical and practical	Participation & quiz
10	12	Dissolution of the Contract	Meaning of contract dissolution, (cancellation, termination, repudiation, and dismissal).	Theoretical and practical	Participation
11	12	Sections of the right in terms of the extent of protection of the law To him and in terms of its mandate	In terms of the extent to which the law protects it, it is divided into (full rights and incomplete rights) and in terms of its attribution to (political rights and non-political rights).	Theoretical and practical	Participation & quiz
12	12	civil rights	Family rights, financial rights, intellectual rights	Theoretical and practical	Participation & quiz
13	12	Financial rights	Rights in rem (original and ancillary), personal rights and intellectual or moral rights.	Theoretical and practical	quiz
14	12	First: Moral Rights	Intangible rights such as artistic and literary productions and patents , the characteristics and nature of this right, and its transmission to the heirs.	Theoretical and practical	Participation
	12	Legal personality	(Human) The beginning and end of the personality, and its features (nationality, family, domicile, and financial status).	Theoretical and practical	Participation & quiz
15	12	Legal personality	(Groups of persons or funds) such as companies, associations,	Theoretical and practical	Participation

			institutions and waqf, the beginning of personality, its expiry and its features (name, domicile, status, financial disclosure, and eligibility).		
11. Course Evaluation					
Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc					
12. Learning and Teaching Resources					
Required textbooks (curricular books, if any)	Professor Abdalbaki Al-Bakri, and Zuhair Al-Bashir, Introduction to the Study Law, Baghdad.				
Main references (sources)	1-Dr. Hassan Kira, Fundamentals of Law, Fourth Edition, Alexandria, 1971. 2-Dr. Abdul Razzaq Al-Sanhouri, The Mediator in Explaining the Egyptian Civil Law, vol.2, Sources of Obligation, Cairo, 1960. 3-Dr. Abdullah Mustafa Al-Naqshabandi, Fundamentals of Law, Baghdad, 1997. 4-Dr. Nabil Ibrahim Saad, General Principles of Law, Theory of Law and Theory Right, Alexandria, 2013 5-Abed Fayed Abdel Fattah Fayed, Rulings of the Commitment Association, 1 st Edition, Dar Al-Nahda Al-Arabiya, Cairo.				
Recommended books and references (scientific journals, reports...)					
Electronic Websites	References				

Course Description Form The Theory of Merchant

1. The Theory of Merchant Course Name:
The Theory of Merchant
2. Course Code:

3. Semester / Year:					
2023–2024 second Semester					
4. Description Preparation Date:					
1 / 4 / 2024					
5. Available Attendance Forms:					
Attendance					
6. Number of Credit Hours (Total) / Number of Units (Total)					
45-hour / 45 unit					
7. Course administrator's name (mention all, if more than one name)					
Name: Instr. Anas Ihsan Shaker Email: anasihsan7@gmail.com					
8. Course Objectives					
Course Objectives			To provide students with cognitive skills the principles and basics of commercial law and to educate students scientifically giving specialized scientific material in field of commercial law studies related economic life in all aspects of its activity from the stages of establishing projects until the expiration and liquidation.		
9. Teaching and Learning Strategies					
Strategy		1- Theoretical 2- Practical 3- Applied.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	5	Knowledge understanding	Introduction to law and commercial law Characteristics of the legal rule Sources of commercial law The relationship commercial law to other laws	Theoretical lecture	Oral quizzes
2	5	Knowledge understanding	Definition of contract and commercial contract Types of contracts Consensus (offer - acceptance)	Theoretical lecture	Oral quizzes

			Eligibility		
3	5	Knowledge understanding	Disadvantages of conser Coercion - error Iniquity with deceptio exploitation	Theoretical lectur	Oral quizzes
4	5	Knowledge and understanding	The place of the contract and the future place Reason for contract	Theoretical lectur	Oral quizzes
5	5	Knowledge and understanding	Administrative contract Definition of administrative contract Elements of an administrative contract Types of administrat contracts.	Theoretical lectur	Oral quizzes
6	5	Knowledge and understanding	Business concept Distinguishing between commercial and civil works Types of business Solo business Business in project form	Theoretical lectur	Oral quizzes
7	5	Knowledge and understanding	Definition of the mercha and its conditions Merchant duties 1- Registration in the commercial registry 2- Taking a commercial name 3- Commercial bookkeeping 4- Refrain from un competition	Theoretical lectur	Oral quizzes
8	5	Knowledge and understanding	The difference between commercial papers and of papers Commercial papers jobs	Theoretical lectur	Oral quizzes
9	5	Knowledge and understanding	Commercial transfer (bill exchange) Objective conditions Formal conditions (data). Optional data	Theoretical lectur	Oral quizzes
10	5	Knowledge and understanding	Promissory note (bill of exchange) Objective conditions Formal conditions (data). Optional data	Theoretical lectur	Oral quizzes
11	5	Knowledge and understanding	Instrument Objective conditions Formal conditions (data). Optional data Endorsement	Theoretical lectur	Oral quizzes
12	5	Knowledge and understanding	Definition of the company and its pillars	Theoretical lectur	Oral quizzes

			People companies 1- The joint liability companies 2- The individual project		
13	5	Knowledge and understanding	3- The simple company Money companies 1- Joint-stock company	Theoretical lectur	Oral quizzes
14	5	Knowledge and understanding	2- The limited company 3- The limited liability company	Theoretical lectur	Oral quizzes
15	5	Knowledge and understanding	Final Course Exam	Theoretical lectur	Oral quizzes

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, any)	شرح القانون التجاري : د. باسم محمد صالح
Main references (sources)	4- شرح القانون التجاري / د. فاروق محمد
Recommended books and references (scientific journals, reports...)	2- مجلة كلية الشريعة والقانون لجامعة الكويت
Electronic References, Websites	

Course Description Form management principles

1. Course Name:	management principles
2. Course Code:	
3. Semester / Year:	Second semester / 2023-2024
4. Description Preparation Date:	1-4-2024
5. Available Attendance Forms:	Presence
6. Number of Credit Hours (Total) / Number of Units (Total)	3 per week

7. Course administrator's name (mention all, if more than one name)

Name: Hameed Madhloom Kadhim

Email: Hameed_m@mtu.edu.iq

8. Course Objectives

Course Objectives

- Providing and developing students' capabilities management principles by providing them v information and vocabulary covering that subject
- Providing students with the most impor administrative strategies used in vari organizations .

9. Teaching and Learning Strategies

Strategy

- 1- Giving lectures and explaining the theoretically assigned materia
- 2- Create groups among students to solve class assignments
- 3- Preparing reports and solving class assignments

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3 per week	Identify the most important influences management	Communications and its types, communication networks and factors affecting them	Theoretical and practical	Daily preparation and monthly exams
2		Learn about the concept of planning and determine the types of plans according to specific divisions, including temporal ones and existing plans	Centralization and decentralization		
3			Motivation		
4, 5		Identify the concept of decision making, the most important types of decision making, and determine	Needs, incentives, motives, and the influential relationship		

6,7		circumstances decision making cases of certain risk, a uncertainty	between them Leadership, the difference between a leader and a manager, characteristics of leadership		
8			Supervision, its steps, types and methods of supervision		
9			Exam		
10			Facility jobs		
11			Production management, its plans, goals, and its relationship with other functions		
12			Marketing management, components of the marketing plan and its flimsy		
13			Financial		

14			management, annual financial plans and their components		
			People management, components of people management		
15			Human Resource Management		

11. Course Evaluation

The grade is distributed into 100 grades, including 40 grades for monthly and daily exams, other activities, and an exam. The semester end exam will be 60 grades distributed into 50 theoretical grades and 10 practical grades.

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	
Main references (sources)	Dr. Shawqi Naji Jawad et al., 1988
Recommended books and references (scientific journals, reports...)	Management and Business, Dr. Sal Mahdi Al-Amiri, Dr. Taher Al-Ghala 2008
Electronic References, Websites	

1. Course Name

Special penalties .

2. Course Code

3. Semester / Year

annual

4. The history of preparation of this description

2023-2024

5. Available Attendance Forms

Attendance

6. Number of Credit Hours (Total) / Number of Units (Total)

Total Hours: 4 Total Credits: 4

7. Course administrator's name (if more than one name)

Name: Hamza Edan Shia Email: hamza.edan@mtu.edu.iq

8. Course Objectives

Enable the student to identify the nature of the Penal Code and the rule of no crime or punishment except with the text and elements of the crime and the reasons preventing criminal responsibility and the reasons for permissibility and how to determine the penalty.

Course Objectives

9. Teaching and Learning Strategies

Theoretical and practical lectures and means of modern communication.

Strategy

10. Course Structure

Evaluation method	Learning method	Unit or subject name	Required Outcomes	Learning Hours	The week
Daily Exam and quarterly	Lecture & Presentation	Criminal responsibility and its impediments, loss of awareness and will, coercion, state of necessity and young age.	Enable the student to know the concept of The Penal Code and its branches.	4	First and second
Daily Exam and quarterly	Lecture & Presentation	Reasons for permissibility, performance of duty, conditions and forms, use of the right, its conditions and applications, legitimate defense, conditions, effect and transgression of its limits.	Enable the student to know the scope of the application Penal Code in terms of time.	4	Third Fourth and fifth
Daily Exam and quarterly	Lecture & Presentation	Punishment, its concept, characteristics and types.	Enabling the student to know the crime and its pillars.	4	Sixth

Daily Exam and quarterly	Lecture & Presentation	Precautionary measures and their types.	Enable the student to know the material element of the crime and the attempt to crime.	4	Seventh
Daily Exam and quarterly	Lecture & Presentation	Mitigation and aggravation of punishment, legal excuses, mitigating and aggravating judicial circumstances, the multiplicity of crimes and its impact on punishment, suspension of execution.	Enabling the student to know the elements of crime and types of crimes.	4	Eighth Ninth
Daily Exam and quarterly	Lecture & Presentation	Crimes against persons, terrorist crimes, premeditated murder. Premeditated murder accompanied by aggravating circumstances, premeditated and premeditated, murder by poison, brutal murder.	Enable the student to know the types of intentional and unintentional crimes and the types of crimes In terms of felonies and misdemeanors and irregularities.	4	Tenth and eleventh
Daily Exam and quarterly	Lecture & Presentation	Committing murder with the intent to help a criminal escape, killing assets.	Enable the student to know the contribution to Crime.	4	Twelfth
Daily Exam and quarterly	Lecture & Presentation	Murder with a mitigating legal excuse, surprise wife in the act of adultery, murder due to provocation, murder of the newborn child.	Enable the student to know pictures Criminal contribution and original contribution and dependency.	4	Thirteenth Fourteenth
Daily Exam and quarterly	Lecture & Presentation	The crimes of intentional beating and wounding, beating leading to death. Misdemeanors of intentional harm, assault resulting in a broken bone or disability. Aggravating circumstances, the means used, the intention of the offender and the capacity of the victim, the crime of manslaughter. Crimes of assault on money, the crime of theft, its elements. Embezzlement, place of theft, moral element, public intent and private intent. The aggravating circumstances of the crime of theft, relating to time and place, the circumstance of the multiplicity of offenders, the means used and the character of the servant offender.	Enable the student to know the result Possible incitement and agreement and help.	4	Fifteenth
	Practical vocabulary				

Daily Exam and quarterly Daily Exam and quarterly Daily Exam and quarterly Daily Exam and quarterly Daily Exam and quarterly	Lecture & Presentation	<p>Training on the types of crimes and comparing them in terms of gravity.</p> <p>Presentation of practical applications within the scope of the study of the elements of the material element of crime.</p> <p>Identify the applications of considering the criminal act a complete crime or considering it as a speed.</p> <p>Presenting practical and judicial applications of the initiation of Iraqi law.</p> <p>Clarifying the importance and seriousness of the criminal contribution and presenting applications of the forms of criminal contribution in Iraqi law and when the shareholder is considered an actor or partner and the importance of distinguishing between the forms of contribution.</p> <p>Presentation and analysis of practical and judicial models and applications of the reasons for permissibility in Iraqi law.</p> <p>Training on practical and judicial applications of duty performance.</p> <p>Training on practical and judicial applications of the use of the right and its impact on determining criminal responsibility.</p> <p>Training on practical and judicial applications of the right of legitimate defense and exceeding its limits and its impact on determining criminal responsibility.</p> <p>Training on the applications of impediments to criminal responsibility in Iraqi law.</p> <p>Training on practical and judicial applications related to the responsibility of juveniles for the crimes they commit and juvenile justice.</p> <p>Clarify the nature of the penalties prescribed in the Iraqi Penal Code regarding juvenile crimes and compare them with adult penalties with judicial applications.</p> <p>Determine the scope of responsibility of legal persons for the criminal act committed by its members.</p>	Training on types of crimes	4	First and second
	Lecture & Presentation		Identify the applications of considering a criminal act a complete crime	4	Third
	Lecture & Presentation		Presentation of practical and judicial applications of the images of the attempt	4	Fourth
	Lecture & Presentation			4	Fifth and sixth
	Lecture & Presentation				Seventh
					Eighth
					Ninth
					Tenth and eleventh
					Twelfth and thirteenth
					Fourteenth and fifteenth
					Sixteenth and the seventeenth
					Eighteenth
					Nineteenth and Twenty
					Twenty-first and the twenty second
					Twenty-third and the twenty-fourth
					Twenty-fifth and the twenty-sixth
					Twenty-seventh To the thirtieth

Presenting applications for crimes against persons, terrorist crimes, the crime of premeditated murder. Premeditated murder accompanied by aggravating circumstances, premeditated and premeditated, murder by poison, brutal murder. Committing murder with the intent to help a criminal escape, killing assets. Murder with a mitigating legal excuse, surprise wife in the act of adultery, murder due to provocation, murder of the newborn child.

Presentation of applications for the crimes of beating and wounding intentionally, beating leading to death. Misdemeanors of intentional harm, assault resulting in broken bone or disability, aggravating circumstances, the crime of manslaughter.

Display applications for crimes of assault on money, theft, its elements. Embezzlement, place of theft, moral element, general intent and private intent, aggravating circumstances of the crime of theft, distinction between the crimes of theft and embezzlement.

Applied vocabulary

		<p>the responsibility of juveniles for the crimes they commit.</p> <p>Determining the rules for the trial of juveniles, clarifying the nature of the penalties prescribed in the Iraqi Penal Code for juvenile crimes and comparing them with adult punishments with judicial applications.</p> <p>Determine the scope of responsibility of legal persons for the criminal act committed by its members.</p> <p>Clarifying recent trends in punitive policy and the position of the Iraqi Penal Code towards it, determining the objective of determining ancillary, complementary and original penalties and their types in the Iraqi Penal Code.</p> <p>Presenting applications of ancillary and complementary sanctions patterns in the Iraqi Penal Code.</p> <p>Clarifying the concept of precautionary measures and their types in the Iraqi Penal Code.</p> <p>Indicating the conformity of the reality of depositary, seizure and treatment institutions with the goals and objectives of the legislator behind deciding the idea of some precautionary measures.</p> <p>Presenting practical and judicial applications, for legal excuses and mitigating and aggravating judicial circumstances, clarifying the multiplicity of crimes and its impact on punishment.</p> <p>Explaining how to calculate the penalty in case of multiple crimes, clarifying how to implement the penalties prescribed by law in Iraqi legislation, presenting judicial applications for cases of suspension of execution.</p> <p>Determining the nature and concept of crimes against</p>			<p>second and the twenty third</p> <p>Twenty-fourth</p> <p>and the twenty fifth</p> <p>Twenty-sixth</p> <p>Twenty-seventh</p> <p>Twenty-eighth</p> <p>Twenty-ninth and thirty</p>
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		<p>persons and presenting their most important applications in Iraqi legislation, terrorist crimes, premeditated murder.</p> <p>Aggravating murder, murder with a mitigating legal excuse.</p> <p>The crimes of beating and wounding intentionally, defining the concept and nature and presenting their most important applications. Beating leading to death. Misdemeanors of intentional harm, assault resulting in a broken bone or disability. Clarify the aggravating circumstances for it. Manslaughter, concept, nature and elements.</p> <p>Presenting applications of crimes of assault on money in Iraqi legislation, the crime of theft, its elements, public intent and private intent.</p> <p>Aggravating circumstances of the crime of theft, the circumstance of place, the circumstance of time, the circumstance of the means, the circumstances related to the status of the offender, and the distinction between the crimes of theft and embezzlement.</p>			
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11. Course Evaluation

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

12. Learning and Teaching Resources

1- Dr. Ali Hussein Al-Khalaf, Dr. Sultan Al-Shawi, General Principles in the Penal Code, Baghdad, 1982.
 2- Dr. Dhari Khalil Mahmoud, General Penal Code, Baghdad, 2000
 3- Dr. Wathba Dawood Al-Saadi, Penal Code, Special Section, Baghdad, 1989.

Required textbooks (methodology, if any)

Course Description Form Theory of Obligation

1. Course Name:

Theory of Obligation

2. Course Code:

3. Semester / Year:					
Second Semester 2023/2024					
4. Description Preparation Date:					
1-4-2024					
5. Available Attendance Forms:					
In Presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
4 hours per week / 60 hours (total) Total number of units: 4 units					
7. Course administrator's name (mention all, if more than one name)					
Name: Assistant Prof. Jafar Juber Mahmood Email: jaf17@yahoo.com					
8. Course Objectives					
Course Objectives			Inorder to introducing the student to the theory of of Obligation in law and the importance of legal relations in civil law..		
			•		
9. Teaching and Learning Strategies					
Strategy		1-lectures 2-Discussions 3- teasts			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	The concept of obligation	Introduction of obligatin theory	Theoretical	Test
2	4	Concept obligation general	Intrduce obligation theory	Theoretical	Test
3	4	Some kinds obligations	Legal obligation And natu obligation	Theoretical	Test

5	4	Sources obligations	The Contract,sing will,illegalact, enrichment without cause	Theoretical	Test
6	4	The contract	The define contract	Theoretical	Test
7	4	Elements contract	The will,the object the cause		
8	4	Kinds of contract		Theoretical	Teast
9	4	Selling real estate civil law	Selling real estate civil law		
10	4	Civil responsibility	Kinds responsibility	Theoretical	Test
11	4	Invalidated contract	Influences of invalid contract		
12	4	Single will	Element of single will	Theoretical	Test
13	4	Illegal act			
14-15	8	The Law			T

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11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Provisions of obligation, Abd Majeed AL-Hakeem
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form English Language

1. Course Name:
English Language
2. Course Code:
3. Semester / Year:
2023-2024 second semester
4. Description Preparation Date:
1 / 4 / 2024
5. Available Attendance Forms: Attendance
6. Number of Credit Hours (Total) / Number of Units (Total)
2 hours per week / 2 units
7. Course administrator's name (mention all, if more than one name)
Name: Asst. Lect. Sajjad Abdulkareem Naeem Email: Sajjad_a@mtu.edu.iq

8. Course Objectives

Course Objectives	<ul style="list-style-type: none"> • Identify the parts of the English language and its basic rules. • The difference between reading and how to develop oneself through it to benefit from it, writing and strengthen the auditory aspect to improve speaking. • Identifying the different tenses and differences between them and identifying time of immediate and actual speaking.
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9. Teaching and Learning Strategies

Strategy	Practical theoretical lectures, modern communication methods, use of audio media, and MCQ tests.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	2	Grammar Present, past, future Vocabulary Using a bilingual dictionary Parts of speech adjective, preposition Everyday English Social expressions	Unit Two: your world He/she /they, his/her Questions	Theoretical lecture	Daily and quarterly exam
2	2	Grammar Present Simple, Present Continuous Vocabulary Describing countries Everyday English Making conversation	Unit three: all about you	Practical issues means	Daily and quarterly exam
3	2	Grammar Past Simple, Past Continuous Vocabulary Irregular verbs Everyday English Time expressions	Unit four: family and friends Possessive adjectives Possessive's Has/have Adjective+ noun	Modern communication	Daily and quarterly exam
4	2	Grammar Quantity: much and many Vocabulary Buying things Everyday English Prices and shopping	Unit Five: the way I live Present simple I/you /we /they A and an Adjective + noun	Theoretical lecture	Daily and quarterly exam
5	2	Grammar Verb patterns, Future	Unit six: every day Present simple he/she	Practical issues means	Daily and quarterly exam

		intentions Vocabulary Hot verbs Everyday English How do you feel?	Questions and negatives Adverbs of frequency		
6	2	Grammar What's it like? Comparative and superlative adjectives Vocabulary Talking about towns Everyday English Directions	Unit Seven: my favourites Question words Pronouns This and that	Modern communication	Daily and quart exam
7	2	Grammar Present Perfect and Past Simple, for and since, Tense revision. Vocabulary Past participles Everyday English Short answers	Unit eight: where I live There is /are... Prepositions	Theoretical lecture	Daily and quart exam
8	2	Grammar	Unit nine: times past Was /were born Past simple -irregular ver	Modern communication	Daily and quart exam
9	2	Present Perfect and Past Simple,	Unit ten: we had a great time! Past simple -regular & irregular Question Negatives Ago	Modern communication	Daily and quart exam
10	2	Everyday English	Unit eleven: Can /can't Adverbs Requests I can do that	Modern communication	Daily and quart exam
11	2	Short answers	Unit twelve: please I'd like... Some and any Like and would like and thank you	Modern communication	Daily and quart exam
12	2	Everyday English	Unit thirteen: here and now Present continuous Present simple & pres continuous	Modern communication	Daily and quart exam
13	2	Short answers	Unit fourteen: it's time to go! Plans Revision writing email informant letter	Modern communication	Daily and quart exam
14	2	Everyday English	Unit Fifteen: the way I liv	Modern communication	Daily and quart exam
15	2	Comparative and superlative degrees	Comparative and superla degrees	Modern communication	Daily and quart exam

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the

student such as daily preparation, daily oral, monthly, or written exams, reports etc

12. Learning and Teaching Resources

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

Course Description Form Correspondence and preservation

1. Course Name: Correspondence and preservation	
2. Course Code:	
3. Semester / Year: First grade second semester	
4. Description Preparation Date:2023/2024	
5. Available Attendance Forms: My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)4 hours of week/4units	
7. Course administrator's name (mention all, if more than one name)	
Name: Dr.muthana .m.Abd	
Email:	
8. Course Objectives	
Course ObjectivesIntroducing the student to how correspond with state departments and the private sector	<ul style="list-style-type: none"> ● ● ●

9. Teaching and Learning Strategies

Strategy	1- Theoretical exam 2- Practical exam 3- Discussion
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1			Definition	Week	
2			corresponde	(1-5):	
3			e,	Introd	
4			importance,	ing t	
5			conditions th	studen	
6			must be met	to t	
7			the messa	concep	
8			editor, and t	of	
9			features of	corres	
10			typical	ndenc	
11			message.	its typ	
12			Types a	and t	
13			types	metho	
14			government	of	
15			and	dealin	
16			commercial	with	
17			corresponde	incom	
18			e, lette	g a	
19			reports a	outgoi	
20			their typ	mail	
21			memos a		
22			their typ		
23			circulars,		
24			administrati		
25			orders a		
26			their types.		
27			Analyzing t		
28			parts of t		
29			government		
30			message w		
31			the typi		
32			layout of		
33			parts a		
34			dimensions.		

			<p>Appointments letters began with submitting the appointment request, then referring it to higher authorities, approving the appointment and issuing the relevant administrative order.</p> <p>He wrote the first employment recruitment book.</p> <p>Employee affirmation books were an analysis of examples.</p> <p>Books related to employment leave (regular leave with full pay, maternal leave, leave with half pay, leave without pay)</p> <p>Sick leave, companion leave, student leave, and delegation.</p> <p>Books on employee separation and employee engagement</p>	
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			<p>with analysis of examples. He wrote about promoting employees, granting rewards, thanks and appreciation and punishments and their types. Books on resignation and retirement with analysis of examples. Word processing, systems, and techniques for storing and retrieving correspondence. Editing correspondence related Board Directors and committee meetings. Preparing the minutes and writing minutes of the sessions. Common errors in official</p>	
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			<p>corresponde e and th correction, vocabulary used incorrectly and correct common linguistic errors creating j opportunitie A histori overview preservation and preservation in Iraq, t developmen of arch managemen and t importance preserving information, preservation procedures and system preservation system terminology qualification of workers the field preservation and t benefits training workers.</p>	
11. Course Evaluation				
20 theoretical, 10 practical, 10 active, 60 final				
12. Learning and Teaching Resources				

Required textbooks (curricular books, if any)	
Main references (sources)	Muhammad Abdel Raouf / Editi Correspondence / 1989
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

