

**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

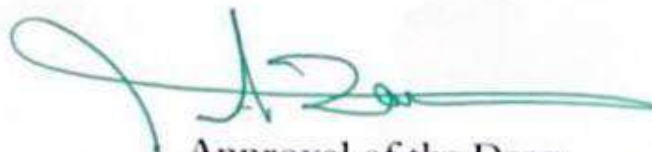
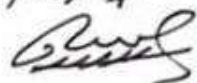
Director of the Quality Assurance and University Performance Department:

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 Administrative Law													
		Theory of Merchant	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		Legal Readings E 2	Specialized	*	*	*	*	*	*	*	*	*	*	*	*
		The principles of governmental 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 second stage, first semester

Course Description Form The Theory of Merchant

1. Course Name:					
The Theory of Merchant					
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)					
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					
Wee	Hour	Required	Unit or subject	Learning	Evaluation

k	s	Learning Outcomes	name	method	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) Eligibility	Theoretical lecture	Oral quizzes
3	5	Knowledge understanding	Disadvantages of consent Coercion - error Iniquity with deception and exploitation	Theoretical lecture	Oral quizzes
4	5	Knowledge and understanding	The place of the contract and the future place Reason for contract	Theoretical lecture	Oral quizzes
5	5	Knowledge and understanding	Administrative contract Definition of administrative contract Elements of an administrative contract Types of administrative contracts.	Theoretical lecture	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 lecture	Oral quizzes
7	5	Knowledge and understanding	Definition of the merchant and its conditions Merchant duties 1- Registration in the commercial registry 2- Taking a commercial name 3- Commercial bookkeeping 4- Refrain from unfair competition	Theoretical lecture	Oral quizzes
8	5	Knowledge and understanding	The difference between commercial papers and other papers Commercial papers jobs	Theoretical lecture	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 People companies 1- The joint liability companies 2- The individual project	Theoretical lectur	Oral quizzes
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)	1- شرح القانون التجاري / د. فاروق محمد
Recommended books and references (scientific journals, reports...)	1- مجلة كلية الشريعة والقانون لجامعة الكويت
Electronic References, Websites	

Course Description Form The Principles of governmental accounting

1. Course Name:					
The Principles of governmental accounting					
2. Course Code:					
3. Semester / Year:					
2023–2024 first semester					
4. Description Preparation Date:					
1 / 4 / 2024					
5. Available Attendance Forms:					
6. Number of Credit Hours (Total) / Number of Units (Total)					
7. Course administrator's name (mention all, if more than one name)					
Name: Asst. Lect. Ahmed Falih Ghanim Email: ahmed-falih22@mtu.edu.iq					
8. Course Objectives					
Course Objectives			<p>General: – Introducing the student to financial and legal aspects of the government accounting system and the foundations accounting work in the state’s service departments and oversight over them.</p> <p>Special: – Enabling the student to become familiar with the state budget, its divisions, chapters it contains, the preparation and types of accounts included in expenses and revenue and how to record entries in the records of government departments.</p>		
9. Teaching and Learning Strategies					
Strategy	1- The lecture. 2- Discussion. 3- Practical activities by solving exercises.				
10. Course Structure					
Week	Hours	Required Learning	Unit or subject	Learning	Evaluation

		Outcomes	name	method	method
1	2	Accountancy governmental system, importance and scope application it	Accountancy governmental system	Theoretical	Lecture Activities
2	2	Definition accountancy and its characters	Definition accountancy and its characters	Practical	Lecture Activities
3	2	Accountancy and general balancing, accounts finality, round accountancy	Accountancy and general balancing, accounts finality, round accountancy	Practical	Quizzes Lecture Activities
4	2	Management of Accountancy governmental system, governmental treasury and formation of commonality treasury	Management of Accountancy governmental system, governmental treasury and formation of commonality treasury	Theoretical	Quizzes Lecture Activities
5 -6	4	Central and non central Accountancy governmental system, Expenses and takings Accounts, analyzing administrative and qualitative for it	Central and non central Accountancy governmental system, Expenses and takings Accounts, analyzing administrative and qualitative for it	Practical	Quizzes Lecture Activities
7 -9	4	Current and fund accounts,	Current and fund	Practical	Quizzes Lecture Activities

10 -11	4	Advance accounts, concept and rules it Kinds of Advance accounts	accounts, Advance accounts, concept and rules it Kinds of Advance accounts	Theoretical	Quizzes Lecture Activities
12- 14	4	Composing accounts	Composing accounts	Practical	Quizzes Lecture Activities
15	2	Internal controlling in accountancy governmental about of documents	Internal controlling in accountancy governmental about of documents	Theoretical	Quizzes Lecture Activities

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)	1- د. ماهر العبيدي، المحاسبة الحكومية وحسابات الموازنة، بغداد، 1982. 2- حنا رزوقي الصائغ، الاسس العامة للنظام المحاسبي الحكومي، بغداد، 1987.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course description form The crimes of the Baath regime in Iraq

1. Course Name

.The crimes of the Baath regime in Iraq

2. Course Code					
3. Semester / year					
annual					
4. Date this description was prepared					
2/3/2024					
5. Available attendance forms					
In presence way					
6. Number of study hours (total)/number of units (total)					
Number of total hours: 2. Number of total units: 4					
7. Name of the course administrator (if more than one name is mentioned)					
Name: Haitham Saleh Abd Email: Haithamsalih89h@mtu.edu.iq					
8. Course objectives					
Enabling the student to know the crime committed against him by the former Baath regime Section			Objectives of the study subject		
9. Teaching and learning strategies					
Theoretical lectures, practical issues, and modern means of communication				The strategy	
10. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily exam And the quarterly	Lecture and presentation	The concept of crime in language and terminology .Crime departments	Enable the student to know the concept .Crime and its sections	1	the first
Daily exam And the quarterly	Lecture and presentation	Types of international crimes Decisions issued by the Supreme Criminal Court	The student stands on the types Crimes and the most important decisions issued by the Supreme Criminal Court	1	the second
Daily exam And the quarterly	Lecture and presentation	Psychological crimes Psychological effects of crimes	The student stands on traces Crimes Mental In the individual and society	1	Third and fourth

Daily exam And the quarterly	Lecture and presentation	.Social crimes Militarization of society	Enabling the student to understand the effects of social crimes that contributed to the crime Citizen to be stripped of national affiliation	1	Fifth
Daily exam And the quarterly	Lecture and presentation	The Baathist regime's .position on religion	The student's understanding of the position of the Baathist regime .Defunct scholars	1	VI And the seventh
Daily exam And the quarterly	Lecture and presentation	.Violations of Iraqi laws Pictures of human rights violations .And crimes of power	The student identified the Baath regime's violations of Iraqi laws and interference ...in .Judicial affairs	1	Eighth and ninth
Daily exam And the quarterly	Lecture and presentation	Some decisions of political violations And the military of the Baath .regime	The student's knowledge of the most important decisions Issued by the defunct Baath .regime against the Iraqis	1	The tenth
Daily exam And the quarterly	Lecture and presentation	Chapter III Environmental crimes of the .Baath regime in Iraq Military and radiological .triad .Mine explosion	The student understands the most important effects of the Baathist regime's crimes on the environment, including high rates of .pollution	1	eleventh And the twelfth
Daily exam And the quarterly	Lecture and presentation	.First: Basra Use of internationally prohibited weapons And mine hazards	The student's knowledge of the effects of use Internationally prohibited weapons in Basra .Governorate	1	Thirteenth
Daily exam And the quarterly	Lecture and presentation	Contamination with .radioactive materials	Statement of the extent of contamination of areas with materials .Radioactive	1	fourteenth
Daily exam And the quarterly	Lecture and presentation	. Second: Halabja Destruction of cities and villages (land policy .burned	The student's knowledge of the events of this city What I was exposed to from the use of weapons	1	Fifteenth

11. Course evaluation

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

12. Learning and teaching resources

The crimes of the Baath regime in Iraq	Required textbooks (methodology, if any)
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Al-Rikabi: Abdul Hadi Sultan, victims of the :Baathist regime's criminality among scholars The Iraqi Center for Documentation of Extremis .Crimes, Dar Al-Kafeel	Main references (sources)
Al-Khuwaylid: Sheikh Hamza, victims of the ,Husseini pulpit The Iraqi Center for Documentation of Extremis .Crimes, 3rd edition, Dar Al-Kafeel	Recommended supporting books and references (scientific journals, reports....)
https://uomus.edu.iq/img/lectures21/MUCLecture_2023_11178800.pdf	Electronic references, Internet sites

Course Description Form Labor Law

13.	Course Name:	Labor Law
14.	Course Code:	
15.	Semester / Year:	2023-2024 first Semester
16.	Description Preparation Date:	1 / 4 / 2024
17.	Available Attendance Forms:	Attendance
18.	Number of Credit Hours (Total) / Number of Units (Total)	45-hour / 45 unit
19.	Course administrator's name (mention all, if more than one name)	
	Name: Instr. Anas Ihsan Shaker Email: anasihsan7@gmail.com	
20.	Course Objectives	
	Course Objectives	The importance of labor law for individuals and the relationship of labor law to social peace and economic life
21.	Teaching and Learning Strategies	

Strategy		1- Theoretical 2- Practical 3- Applied.			
22. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Knowledge understanding	Labor relations antiquity	Theoretical lectur	Oral quizzes
2	3	Knowledge understanding	Labor relations in Middle Ages	Theoretical lectur	Oral quizzes
3	3	Knowledge understanding	The caste system and la relations under principle of econo freedom and after Industrial Revolution	Theoretical lectur	Oral quizzes
4	3	Knowledge and understanding	The consequences of the principle of freedom and individualism on labor relations and the factors that led to state intervention in regulating labor relations (social considerations and economic policy considerations)	Theoretical lectur	Oral quizzes
5	3	Knowledge and understanding	The place of labor law the legal system and distinctive characteristi	Theoretical lectur	Oral quizzes
6	3	Knowledge and understanding	The place of labor law the legal system	Theoretical lectur	Oral quizzes
7	3	Knowledge and understanding	Distinctive characteris of labor law (jus cogen: labor law ru interpretation of labor l realistic character of la law)	Theoretical lectur	Oral quizzes
8	3	Knowledge and understanding	Constitution, legislation, regulations and instructio judiciary, jurisprudence, internal sources of a professional nature (instructions, custom, collective labor contracts, union decisions) International organizatio	Theoretical lectur	Oral quizzes

			labor		
9	3	Knowledge and understanding	Factors that helped blogg	Theoretical lectur	Oral quizzes
10	3	Knowledge and understanding	Attempts to codify the r of labor law	Theoretical lectur	Oral quizzes
11	3	Knowledge and understanding	International sources of labor law (conventions, recommendations, labor treaties) List the sources of labor l	Theoretical lectur	Oral quizzes
12	3	Knowledge and understanding	Applicability of the Labor Law in terms of (time, pla persons, and exceptions to the application of some provisions of the Labor La	Theoretical lectur	Oral quizzes
13	3	Knowledge and understanding	State intervention in the social organization of wor	Theoretical lectur	Oral quizzes
14	3	Knowledge and understanding	Employment and vocation training	Theoretical lectur	Oral quizzes
15	3	Knowledge and understanding	Employment and vocation training	Theoretical lectur	Oral quizzes

23. 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

24. Learning and Teaching Resources

Required textbooks (curricular books, any)	د. عدنان العابد، ود. يوسف الياس، قاض الضمان الاجتماعي، مكتبة السنهوري، بغداد.
Main references (sources)	د. محمد علي الطائي، قانون العمل، دار المحجة البيضاء، بيروت ، 2008 د. يوسف الياس، الوجيز في شرح قانون العمل رقم 81 لسنة 1978، بغداد، 1988_1989م د. صادق مهدي السعيد، العمل وتشغيل العمال والسكان والقوى العاملة، الكتاب الاول، بغداد، 1979
Recommended books and references (scientific journals, reports...)	2- المكتبة الافتراضية 3- موقع المجلات العلمية العراقية المحكمة
Electronic References, Websites	الموقع الالكتروني لقاعدة التنظيمات والتشريعات العراقية الموقع الالكتروني لوزارة العمل الموقع الالكتروني للمجلات العلمية الاكاديمية العراقية

Course Description Form Implementation

13. Course Name:	
Implementation	
14. Course Code:	
15. Semester / Year:	
2023/2024 first Semester	
16. Description Preparation Date:	
1-4-2024	
17. Available Attendance Forms:	
My presence only	
18. Number of Credit Hours (Total) / Number of Units (Total)	
5 hours per week / 75 hours total 5 total number of units	
19. Course administrator's name (mention all, if more than one name)	
Name: Doaa Karim Khudair Email: duah.karem@mtu.edu.iq	
20. Course Objectives	
<p>Course Objectives</p> <p>General: - Introducing the student to the provisions of Implementation Law No. 54 of 1980, including the organizational structure of the enforcement agency, executive bonds, types of implementation, forced implementation procedures and methods, seizure and sale of movable and real estate assets, as well as explaining and clarifying the most important provisions of Real Estate Registration Law No. 42 of 1971, especially the powers of the Registration Directorate. Real estate, types of records, maps and their legal ruling, as well as the file, how to register in the records, types of registration and its formal procedures.</p> <p>Special: - Enabling the student to learn how to enforce enforcement against a debtor who refuses to fulfill his obligation, explaining the legal methods and procedures for seizing the debtor's movable and real estate assets, and learning about registering real estate in the name of a legal and natural person, as well as enabling the student to learn about the importance of real estate registration and what its conditions and topics are to benefit from it. In working life.</p>	<ul style="list-style-type: none"> • • •
21. Teaching and Learning Strategies	
<p>Strategy</p>	<ul style="list-style-type: none"> • Theoretical • Scientific • Applied

22. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	10	Provisions of the implementation law	An overview of the implementation apparatus in Iraq, the organizational structure of the Presidency of the Enforcement Department, the organizational structure of the Enforcement Directorate, the objectives of the implementation law and the foundations on which it is based.	Theoretical	Share And the exam Daily
2	10	Provisions of the implementation law	Executive documents, rulings, their types, binding, established and revealing rulings.	Theoretical	Share And the exam Daily
3	10	Provisions of the implementation law	Executive documents, commercial papers and bonds proving a personal right and a real right, the guarantee placed before the just executor, the decisions and orders given by the law to the execution decision.	Theoretical	Share And the exam Daily
4	10	Provisions of the implementation law	Types of execution, consensual execution and its advantages, forced execution, its cases and procedures, and the requester of execution and its conditions.	Theoretical	Share And the exam Daily
5	10	Provisions of the implementation law	Notice of execution, means of forced execution, coercive force, and preventing the debtor from traveling.	Theoretical	Share And the exam Daily
6	10	Provisions of the implementation law	Imprisonment of the debtor and its conditions, and cases in which it is not permissible to imprison the debtor.	Theoretical	Share And the exam Daily
7	10	Provisions of the implementation law	Suspension of implementation, delay in implementation and its conditions, effects of delay in implementation.	Theoretical	Share And the exam Daily
8	10	Provisions of the	Seizure of the debtor's funds, its rulings, and funds that	Theoretical	Share And the exam Daily

		implementation law	may not be seized.		
9	10	Provisions of the implementation law	Seizure of movable property and its procedures, procedures for selling movable property.	Theoretical	Share And the exam Daily
10	10	Provisions of the implementation law	Seizing what the debtor owes to others and seizing salaries and allowances.	Theoretical	Share And the exam Daily
11	10	Provisions of the implementation law	Property reservation and procedures.	Theoretical	Share And the exam Daily
12	10	Provisions of the implementation law	Selling real estate and its procedures, procedures for selling mortgaged funds.	Theoretical	Share And the exam Daily
13	10	Provisions of the implementation law	Proceeds of implementation and distribution to creditors, lien rights to creditors.	Theoretical	Share And the exam Daily
14	10	Provisions of the implementation law	Practical issues in distributing the proceeds of implementation.	Theoretical	Share And the exam Daily
15	10	Provisions of the implementation law	Appealing the decisions of the executor, the statute of limitations and its types.	Theoretical	Share And the exam Daily

23. 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

24. Learning and Teaching Resources

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

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 become familiar with the judicial system in Iraq, the types of civil and criminal courts, their jurisdictions, and the cases they hear, and giving him the skill to express this in English.		
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	Explanation of The Iraqi Judicial System	The Iraqi Judicial System	Lectures discussions	Discussion Presentations the attendance & the exam
3 – 5	9	The Civil Courts, Court of First Instance Al-bada'a Court, Personal statuses Court Labor court, Court of	The Types of Courts Iraq	Lectures discussions	Discussion Presentations the attendance & the exam

6 - 9	9	Personal Materials The second instance Court The Court of Appeal The Court of Cassation Judicial Jurisdiction qualitative jurisdiction The territorial jurisdiction The principles of Judicial system	Reference to the Courts	Lectures discussions	Discussion Presentations the attendance & the exam
10 - 12	6	Inquiry Court Offense Court, Criminal Court	The Types of Criminal Courts	Lectures discussions	Discussion Presentations the attendance & the exam
13 - 15	9	The original penalties Corporeal punishment Death Penalty Penalties of deprivation of freedom The types of Penalties of deprivation of freedom Imprisonment, Strong and Simple Imprisonment The additional penalties The supplements penalties Financial penalties	Types of the Penalties the Types of Crimes	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 Criminal Procedure

Course Name: Criminal Procedure	
Course Code	
Semester/Year: 2023–2024	
Date of preparation of this description	
Available Attendance Forms:	
Number of credit hours (total) / number of units (total)	
Course administrator's name (if more than one name)	
Instructor Ammar Hussein Ali Almarsoumi aharh20042000@mtu.edu.iq	
Course Objectives:	
Course Objectives	
<p>General: – Introducing the student to the criminal case, the means of moving it, the role of members of the judicial control and the public prosecution, and studying scientific methods in criminal investigation.</p> <p>Special: – Enable the student to identify how to initiate the criminal case, the parties that have the right to move it, the role of the Public Prosecution in the various stages of the case, and the study of the criminal judicial judgment and methods of appealing it, and the study of criminal investigation methods.</p>	
Teaching and learning strategies	
Strategy	Theoretical Practical Applied

Course Structure

Chapter One: Criminal Procedure

Week	Hours	Required Learning Outcomes	Unit or Subject Name /	Learning method	Evaluation method
First	3	Knowledge and understanding	Definition of the Code of Trial Procedure	Oral lecture	Oral questions
Second	3	Knowledge and understanding	Criminal case	Oral lecture	Oral questions
Third	3	Knowledge and understanding	Criminal Complaint	Oral lecture	Oral questions
Fourth	3	Knowledge and understanding	Article III Crimes	Oral lecture	Oral questions
V	3	Knowledge and understanding	Public and private ways to end the criminal case	Oral lecture	Oral questions
Sixth	3	Knowledge and understanding	The relationship of the criminal case to the civil lawsuit	Oral lecture	Oral questions
Seventh	3	Knowledge and understanding	Investigation and evidence gathering	Oral lecture	Oral questions
Eighth	3	Knowledge and understanding	Crime News	Oral lecture	Oral questions
Ninth	3	Knowledge and understanding	Preliminary investigation	Oral lecture	Oral questions
X	3	Knowledge and understanding	Jurisdiction and transfer of the case	Oral lecture	Oral questions
Eleventh	3	Knowledge and understanding	Penal Evidence	Oral lecture	Oral questions
Twelfth	3	Knowledge and understanding	Ways to force attendance	Oral lecture	Oral questions
Thirteenth	3	Knowledge and understanding	Conciliation	Oral lecture	Oral questions
Fourteenth	3	Knowledge and understanding	Interrogation	Oral lecture	Oral questions
Fifteenth	3	Knowledge and understanding	Decisions of the investigating judge	Oral lecture	Oral questions

. 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	
. Learning and Teaching Resources	
Required textbooks (methodology, if any)	Explanation of the principles of criminal trials: Dr. Saeed Hassab Allah Abdullah
Other references (sources)	Dr. Adam Waheeb Al-Nadawi / Salim Harba
Recommended books and references (scientific journals, reports...)	Principles of criminal investigation / Judge Hamel Al-Zamili
Electronic References, Websites	

Course Description Form Civil litigation

1. Course Name:	
Civil litigation	
2. Course Code:	
3. Semester / Year:	
2023/2024 first Semester	
4. Description Preparation Date:	
1-4-2024	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
5 hours per week / 75 hours total 5 total number of units	
7. Course administrator's name (mention all, if more than one name)	
Name: Haitham Saleh Abdel Email: Haithamsalih89h@mtu.edu.iq	
8. Course Objectives	
Course Objectives	
General: - Introducing the student to how to file a civil lawsuit according to the nature of the claimed right, how to decide the lawsuit, evidentiary procedures, the role of the judge in it, and methods of appealing civil judgments.	<ul style="list-style-type: none"> • • •

Special: - Enabling the student to learn about how to file a civil lawsuit, its parties and conditions, how to conduct judicial notifications, the conditions of judgments, how to implement and appeal them, and the procedures and evidence of evidence.

9. Teaching and Learning Strategies

Strategy	<ul style="list-style-type: none"> • Theoretical • Scientific • Applied
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	10	Explaining the pleadings and principles of criminal trials	Introducing the Civil Procedure Code and its historical development in Iraq.	Theoretical	Share And the exam Daily
3-4	10	Explaining the pleadings and principles of criminal trials	Types of civil courts and their jurisdictions.	Theoretical	Share And the exam Daily
5-6	10	Explaining the pleadings and principles of criminal trials	Civil lawsuit, its definition, conditions and procedures for filing it and estimating its value. Types of lawsuits.	Theoretical	Share And the exam Daily
7-8	10	Explaining the pleadings and principles of criminal trials	Judicial notifications.	Theoretical	Share And the exam Daily
9-10	10	Explaining the pleadings and principles of criminal trials	Trial procedures, rules and etiquette, attendance and absence, proxy in litigation.	Theoretical	Share And the exam Daily
11-12	10	Explaining the pleadings and principles of criminal trials	Incidental and supplementary requests, incidental lawsuits, and the inclusion of a third person in the lawsuit.	Theoretical	Share And the exam Daily
13-14-15	10	Explaining the pleadings and principles of criminal trials	Judgment issuance procedures, judicial expenses, Judicial Fees Law No. 114 of 1981, basic principles of the law, court fees in general, legal aid, its concept and types.	Theoretical	Share And the exam Daily

11. Course Evaluation

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Main references (sources)

Recommended books and references
(scientific journals, reports...)

Electronic References, Websites

Course description form Arabic

Course Name .1	
Arabic	
Code The decision .2	
the chapter /the year .3	
2023-2024	
Date this was prepared the description .4	
1/4/2024	
attendance forms available .5	
Mandatory attendance	
Number of study hours (total)/number of units (total) .6	
2 /2	
Name of the course administrator(If more than one name is mentioned) .7	
the name: Email:znab896@gmail.com M. M. Zainab Hussein Arwak	
Top scorer of the course .8	
1_ Providing students with sufficient information in basics And grammar rules 2_ Familiarity with Arabic language sources & references 3- Enabling students to master proper expression verbally and in writing 4- Avoid common linguistic errors 5-Empowering the student to the level of proficiency	Objectives of the study subject

performance, as linguistic performance that
 It is characterized by efficiency and quality and is
 main basis for self-development
 6- Introducing students to the Arabic language skills
 such as listening skills
 Reading skill, writing skill, and speaking skill

Teaching and learning strategies .9

1- Adopting interactive learning methods that help The student acquire language skills and training
 2- Adopting the individual approach and the small group approach in a classroom outside the classroom
 3- Activating the role of PowerPoint and the smart screen in presenting some topics

Course structure .10

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Tests of all kinds	lecture	Quranic expression Grammatically in terms of sentence 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 sentence and text structure Rhetorically in terms of artistic impact	Acquiring skills	2	the second
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 fourth
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	2	Thirteenth
Tests of all kinds	lecture	Types of sentences Sound masculine plural - Sound feminine plural - Collect crushing -	Speaking writing	2	fourteenth
Tests of all kinds	lecture	Grammar engineering Arabic grammar in an - educational panel Linguistic corrections -	Acquire language knowledge	2	Fifteenth

Course evaluation .11

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 .12

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 form administrative low

13. Course Name					
administrative law					
14. Course Code					
15. Semester / year					
2023-2024 first Semeste					
16. Available attendance forms					
1-4-2024					
17. Number of study hours (total)/number of units (total)					
Number of total hours: 3. Number of total units: 3					
18. Name of the course administrator					
Name: Dr. Intisar Hassan Abdullah			email: dr.ent.hassan@gmail.com		
19. Course objectives					
The academic program aims to prepare and graduate technical personnel in legal management techniques with the aim of providing service in the legal and administrative field to the individual and society through defining administrative law, passing through administrative organization within countries, and explaining the activity of public administration from public facilities and administrative control. Then we explain everything related to the public job and the employee, all the way to Explaining the provisions related to public funds and finally addressing the work of public administration embodied in the administrative decision and the .administrative contract				Objectives of the study subject	
20. Teaching and learning strategies					
Theoretical lectures, practical issues, and modern means of .communication				The strategy	
21. Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Introduction to administrative law • Foundation • Development 	Enabling the student to know what administrative law is, its origins and development	3	the first and the second
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • The basis of administrative Scope of law 	The student stands on The basis of administrative law and the scope of its	3	the third

		.application	.application		
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • The relationship of administrative law to public administration • Its relationship with other .branches of law 	Enabling the student to understand the relationship of administrative law to public administration and other branches of law	3	the fourth
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Organization of public administration, legal personality, centralization and decentralization 	The student's knowledge of the organization of public administration, its legal personality, centralization and decentralization	3	Fifth
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Centrality images, centrality estimation 	The student recognizes and appreciates the .images of centrality	3	VI
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Regional administrative decentralization, its components, and attached administrative decentralization 	Enabling the student to know regional administrative decentralization, its components, and attached administrative .decentralization	3	Seventh
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Administrative organization in Iraq • Centralization and decentralization 	The student understands the administrative organization in Iraq under the Iraqi Constitution of 2005. .Administration Centralization and .decentralization	3	VIII
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Administrative control: its definition, purposes, methods, and bodies • Administrative control in 	The student's knowledge of administrative activity administrative) control), the administrative police, its definition and purposes	3	The ninth and tenth

		exceptional .circumstances	Its methods, bodies, and administrative control in exceptional .circumstances		
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • The theory of public utility, its elements, types .and creation 	Enabling the student to become familiar with the theory of the general facility, explain its definition, identify its elements, .types, and create it	3	eleventh And the twelfth
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Principles governing the operation of public facilities • Facilit management methods General, means of public administration 	The student's knowledge of the principles that govern the operation of public facilities, methods of managing public facilities, and means of public .administration	3	Thirteenth
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • Public job Defining the public employee and his distinctive elements 	Understanding the public job, its concept, definition of the public employee and its distinctive elements	3	fourteenth
Daily exam And the quarterly	Lecture and presentation	<ul style="list-style-type: none"> • The relationship of the public employee with the state • Taking public office • Appointment and installation • Public employee rights and .benefits 	The student's knowledge of the public employee's relationship with the state, assuming public office, appointment and confirmation, and the rights and benefits of the public .employee	3	Fifteenth

22. Course evaluation

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

23. Learning and teaching resources

	Required prescribed books (Methodology, if any)
<ol style="list-style-type: none"> 1. Dr.. Maher Saleh Allawi, Mediator in .Administrative Law, University of Mosul. 2009 2. Dr.. Maged Ragheb Al-Helou, Administrative .Court, Alexandria, 3004 3. Dr.. Ali Muhammad Badir, Dr. Essam Abdel Wahab, Dr. Mahdi Yassin, Principles and Provisions of Administrative Law, Baghdad, .1993 4. Dr.. Mazen Lilo Rady, Administrative Law, Alexandria University Press, 2005 5. Law on Discipline of State and Public Sector Employees No. 14 of 1991, amended 6. Law No. 17 of 2013 Fifth Amendment to State Council Law No. 65 of 1979 	Main references (sources)
<ol style="list-style-type: none"> 1. Dr. Mohieddin Al-Qaisi, Principles of Administrative Law, Beirut, 2003. 2. .2 D. Sajid Muhammad Al-Zamili, Principles of Constitutional Law and the Constitutional System in Iraq, 1st edition, College of Law, Al-Qadisiyah University, Neighbor Publishing House, Iraq, 2014. 3. 3.Administrative Law / Book Two, Muhammad Ali Al-Khalayla, Dar Al-Thaqafa for Publishing and Distribution, Amman, Jordan, 2022. 	Recommended supporting books and references (...scientific journals, reports)
	Electronic references. Internet sites

● Course description forms for the second stage, second semester

Course Description Form The Applications of governmental accounting

1. Course Name:
The Applications of governmental accounting
2. Course Code:

3. Semester / Year:					
2023–2024 second Semester					
4. Description Preparation Date:					
1 / 4 / 2024					
5. Available Attendance Forms:					
6. Number of Credit Hours (Total) / Number of Units (Total)					
7. Course administrator's name (mention all, if more than one name)					
Name: Asst. Lect. Ahmed Falih Ghanim Email: ahmed-falih22@mtu.edu.iq					
8. Course Objectives					
Course Objectives			<p>General: – Introducing the student to financial and legal aspects of the government accounting system and the foundations of accounting work in the state's service departments and oversight over them.</p> <p>Special: – Enabling the student to become familiar with the state budget, its divisions, chapters it contains, the preparation and types of accounts included in expenses and revenue and how to record entries in the records of government departments.</p>		
9. Teaching and Learning Strategies					
Strategy		1- The lecture. 2- Discussion. 3- Practical activities by solving exercises.			
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1 - 4	8	Controlling on monetary processes and on current account in bank, Controlling	Controlling on monetary processes and on current account in bank, Controlling	Practical	Quiz

		on expenses and takings Controlling on benefices given processes, personal accounts for advances ,Registers accounts general	on expenses and takings Controlling benefices given processes, personal accounts for advances ,Registers accounts general	Practical	Quiz
5-7	6	Daily registers, fund and principal professor detections of accounts, detections of daily and annually accounts accountancy round, close of annually accounts	Daily registers, fund and principal professor detections accounts, detection of daily and annual accounts accountancy round, close annually accounts	Practical	Quiz
8-11	8	law of justiciary tacings, general principles, courts tacings, tacings of primary, personal statutes courts	law of justiciary tacings, general principles, courts tacings, tacings of primary, personal statutes courts	Practical	Quiz
12- 15	8	executive and justice writers and others	executive and justice writers and others	Theoretical	Lecture Activities

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)	3- د. ماهر العبيدي، المحاسبة الحكومية وحسابات الموازنة، بغداد، 1982. 4- حنا رزوقي الصائغ، الاسس العامة للنظام المحاسبي الحكومي، بغداد، 1987.
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	

Course Description Form Social Insurance Law

1. Course Name:	
Social Insurance Law	
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	The importance of labor law for individuals and the relationship of labor law to social peace and economic life
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	3	Knowledge understanding	Representing workers the project (the concept workers' participation management)	Theoretical lecture	Oral quizzes
2	3	Knowledge understanding	Different models of worker participation management	Theoretical lecture	Oral quizzes
3	3	Knowledge understanding	Workers' participation management in Iraq and trade union organization	Theoretical lecture	Oral quizzes
4	3	Knowledge understanding and	Trade union classification and establishment of the trade union organization	Theoretical lecture	Oral quizzes
5	3	Knowledge understanding and	Membership in affiliation with a trade union organization	Theoretical lecture	Oral quizzes
6	3	Knowledge understanding and	Management of the trade union organization	Theoretical lecture	Oral quizzes
7	3	Knowledge understanding and	The legal nature of union and its functions	Theoretical lecture	Oral quizzes
8	3	Knowledge understanding and	Trade union federations	Theoretical lecture	Oral quizzes
9	3	Knowledge understanding and	Trade union organization resolve labor disputes	Theoretical lecture	Oral quizzes
10	3	Knowledge understanding and	The concept of collective labor conflict and ways settle it	Theoretical lecture	Oral quizzes
11	3	Knowledge understanding and	Strike and lockout Individual employment contract	Theoretical lecture	Oral quizzes
12	3	Knowledge understanding and	Defining the individual employment contract, explaining its elements and characteristics, and distinguishing it from other contracts	Theoretical lecture	Oral quizzes
13	3	Knowledge understanding and	Concluding the employment contract (both parties to the employment contract, the	Theoretical lecture	Oral quizzes

			capacity of both parties to the employment contract, and agreeing on the essential issues in the contract)		
14	3	Knowledge and understanding	The employment contract on probation	Theoretical lectures	Oral quizzes
15	3	Knowledge and understanding	The worker's obligations (performance of work, obedience to the employer's orders, the worker's preservation of the funds in his custody, obligations arising from the principle of good faith, the obligation to compete with the employer) Worker inventions	Theoretical lectures	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)	د. عدنان العابد، ود. يوسف الياس، قانون الضمان الاجتماعي، مكتبة السنهوري، بغداد.
Main references (sources)	د. محمد علي الطائي، قانون العمل، دار المحجة البيضاء، بيروت، 2008. د. يوسف الياس، الوجيز في شرح قانون العمل رقم 81 لسنة 1978، بغداد، 1988_1989م. د. صادق مهدي السعيد، العمل وتشغيل العمال والسكان والقوى العاملة، الكتاب الاول، بغداد، 1979
Recommended books and references (scientific journals, reports...)	4- المكتبة الافتراضية 5- موقع المجلات العلمية العراقية المحكمة
Electronic References, Websites	الموقع الالكتروني لقاعدة التنظيمات والتشريعات العراقية. الموقع الالكتروني لوزارة العمل. الموقع الالكتروني للمجلات العلمية الاكاديمية العراقية

Course Description Form Real estate registration

1. Course Name:

Real estate registration					
2. Course Code:					
3. Semester / Year:					
2023/2024 second Semester					
4. Description Preparation Date:					
1-4-2024					
5. Available Attendance Forms:					
My presence only					
6. Number of Credit Hours (Total) / Number of Units (Total)					
5 hours per week / 75 hours total 5 total number of units					
7. Course administrator's name (mention all, if more than one name)					
Name: Doaa Karim Khudair Email: duah.karem@mtu.edu.iq					
8. Course Objectives					
Course Objectives General: - Introducing the student to the provisions of Implementation Law No. 54 of 1980, including the organizational structure of the enforcement agency, executive bonds, types of implementation, forced implementation procedures and methods, seizure and sale of movable and real estate assets, as well as explaining and clarifying the most important provisions of Real Estate Registration Law No. 42 of 1971, especially the powers of the Registration Directorate. Real estate, types of records, maps and their legal ruling, as well as the file, how to register in the records, types of registration and its formal procedures. Special: - Enabling the student to learn how to enforce enforcement against a debtor who refuses to fulfill his obligation, explaining the legal methods and procedures for seizing the debtor's movable and real estate assets, and learning about registering real estate in the name of a legal and natural person, as well as enabling the student to learn about the importance of real estate registration and what its conditions and topics are to benefit from it. In working life.				<ul style="list-style-type: none"> • • • 	
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> • Theoretical • Scientific • Applied 			
10. Course Structure					
Week	Hours	Required	Unit or subject name	Learning	Evaluation

		Learning Outcomes		method	method
1	10	Explanation of the real estate registration law	Introduction to real estate registration and its development, general director of real estate registration, head of real estate registration, real estate and personal registry, deed and map file.	Theoretical	Share And the exam Daily
2	10	Explanation of the real estate registration law	Registration systems and its types. The jurisdiction of the Real Estate Registration Directorate and types of real estate transactions	Theoretical	Share And the exam Daily
3	10	Explanation of the real estate registration law	Types of real estate, meaning of real estate disposition, registration in the Real Estate Registration Department.	Theoretical	Share And the exam Daily
4	10	Explanation of the real estate registration law	Records and their legal ruling, registration in records, alteration and correction.	Theoretical	Share And the exam Daily
5	10	Explanation of the real estate registration law	The file and its legal ruling, types of maps and its legal ruling, and types of registration.	Theoretical	Share And the exam Daily
6	10	Explanation of the real estate registration law	The preliminary investigation and its procedures, the renewed registration and its procedures, and the confirmation and its procedures.	Theoretical	Share And the exam Daily
7	10	Explanation of the real estate registration law	Formal procedures for registration, initial procedures for registration, submitting a registration application.	Theoretical	Share And the exam Daily
8	10	Explanation of the real estate registration law	The examination includes, examining the file and register, auditing the transaction and the documents on which it depends, such as a power of attorney, a legal proof, a will, or a legal division, examining the legal sites, inspection, certifying the income tax, and	Theoretical	Share And the exam Daily

			paying the fee.		
9	10	Explanation of the real estate registration law	Registration includes documentation, recording and auditing of the transaction.	Theoretical	Share And the exam Daily
10	10	Explanation of the real estate registration law	Forming decentralized auditing bodies and their duties, issuing the bond, its contents and its ruling.	Theoretical	Share And the exam Daily
11	10	Explanation of the real estate registration law	Invalidation of registration, methods and effects of invalidation	Theoretical	Share And the exam Daily
12	10	Explanation of the real estate registration law	Procedures for registration by proxy and registration based on an agency, a legal argument, a legal division, or a document issued outside Iraq.	Theoretical	Share And the exam Daily
13	10	Explanation of the real estate registration law	Registration in the name of the legal person, Arab or foreign.	Theoretical	Share And the exam Daily
14	10	Explanation of the real estate registration law	Administrative formations of the presidency of the Notary Department and its departments, conditions for appointing a notary public and his powers, registration of machines and other types of transactions.	Theoretical	Share And the exam Daily
15	10	Explanation of the real estate registration law	Notary public procedures for transactions that are submitted to him or require obtaining approval from other parties, procedures for collecting fees, and the legal ruling on bonds and agencies after they are authenticated.	Theoretical	Share And the exam Daily
		Practical vocabulary			
1	10	Explanation of the real estate registration law	Drawing the organizational structure for heading the Implementation Department.	Theoretical	Share And the exam Daily
2	10	Explanation of the real estate registration law	Drawing the organizational structure of the Implementation Directorate and the executive complexes.	Theoretical	Share And the exam Daily
3	10	Explanation of the real estate registration law	Procedures for receiving judgments and executive documents, auditing them,	Theoretical	Share And the exam Daily

			and recording them in the basic register.		
4-5	10	Explanation of the real estate registration law	Procedures for following up on the implementation of correspondence related to the executive document and confirming the settlement between the creditor and debtor, the judgment card and the executive document.	Theoretical	Share And the exam Daily
6	10	Explanation of the real estate registration law	Procedures for collecting executive fees.	Theoretical	Share And the exam Daily
7	10	Explanation of the real estate registration law	Procedures for organizing the consensual execution report.	Theoretical	Share And the exam Daily
8	10	Explanation of the real estate registration law	Procedures for organizing the forced execution report.	Theoretical	Share And the exam Daily
9	10	Explanation of the real estate registration law	Implementation news note.	Theoretical	Share And the exam Daily
10	10	Explanation of the real estate registration law	Procedures for seizing and selling movable property.	Theoretical	Share And the exam Daily
11	10	Explanation of the real estate registration law	Procedures for seizing what the debtor owes to others.	Theoretical	Share And the exam Daily
12	10	Explanation of the real estate registration law	Procedures for booking salaries and allowances.	Theoretical	Share And the exam Daily
13	10	Explanation of the real estate registration law	Expense debt collection procedures.	Theoretical	Share And the exam Daily
14	10	Explanation of the real estate registration law	Procedures for seizing and selling real estate, procedures for stopping and delaying implementation.	Theoretical	Share And the exam Daily
15	10	Explanation of the real estate registration law	Procedures for distributing implementation proceeds to creditors. Procedures for dropping implementation and claiming deposits.	Theoretical	Share And the exam Daily
16	10	Explanation of the real estate registration law	Training on the currently used real estate registration system. Definition of real estate registration law terminology.	Theoretical	Share And the exam Daily

17	10	Explanation of the real estate registration law	Training on the work of the Real Estate Registration Department.	Theoretical	Share And the exam Daily
18	10	Explanation of the real estate registration law	Records and their legal ruling, the file, how to open and preserve them, and their legal ruling.	Theoretical	Share And the exam Daily
19	10	Explanation of the real estate registration law	Maps, their types and design procedures.	Theoretical	Share And the exam Daily
20	10	Explanation of the real estate registration law	Training on types of registration, preliminary investigation, renewed registration and confirmation.	Theoretical	Share And the exam Daily
21	10	Explanation of the real estate registration law	Training on registration procedures in records of original and subsidiary property rights and personal records. Formal procedures for registration and their stages.	Theoretical	Share And the exam Daily
22	10	Explanation of the real estate registration law	Identify the procedures for auditing transactions, its importance and effects. Training on bond issuance procedures. Training on registration methods.	Theoretical	Share And the exam Daily
23	10	Explanation of the real estate registration law	Training on registration procedures by proxy and registration based on a power of attorney, a legal argument, a legal division, or a document issued outside Iraq.	Theoretical	Share And the exam Daily
24	10	Explanation of the real estate registration law	Training on registration procedures in the name of a legal entity. Training on registration procedures in the name of a foreign person.	Theoretical	Share And the exam Daily
25	10	Explanation of the real estate registration law	Training on drawing up the organizational structure of the Presidency of Notaries and its departments, training on the procedures for appointing a notary public.	Theoretical	Share And the exam Daily
26	10	Explanation of the real estate	Training on procedures for organizing the transaction.	Theoretical	Share And the exam Daily

		registration law	Training on notary public agency procedures.		
27-28	10	Explanation of the real estate registration law	Training on notary procedures for registering machines. Training on commercial book authentication procedures.	Theoretical	Share And the exam Daily
29-30	10	Explanation of the real estate registration law	Training on notary public procedures on transactions submitted to him or requiring approval from other parties, procedures for collecting notary fees, procedures for filing files, registering in records, and keeping safe deposits.	Theoretical	Share And the exam Daily
Applied vocabulary					
1	10	Explanation of the real estate registration law	Administrative organization of the implementation apparatus in Iraq.	Theoretical	Share And the exam Daily
2	10	Explanation of the real estate registration law	Formations of implementation departments and executive complexes.	Theoretical	Share And the exam Daily
3	10	Explanation of the real estate registration law	Knowledge of the foundations and principles of Implementation Law No. 54 of 1980	Theoretical	Share And the exam Daily
4	10	Explanation of the real estate registration law	How to audit judgments and executive documents.	Theoretical	Share And the exam Daily
5	10	Explanation of the real estate registration law	How to establish a settlement between the creditor and the debtor.	Theoretical	Share And the exam Daily
6	10	Explanation of the real estate registration law	How to perform consensual execution.	Theoretical	Share And the exam Daily
7	10	Explanation of the real estate registration law	How to perform forced execution.	Theoretical	Share And the exam Daily
8	10	Explanation of the real estate registration law	How to reserve and sell movable property.	Theoretical	Share And the exam Daily
9	10	Explanation of the real estate registration law	How to seize what the debtor owns from others.	Theoretical	Share And the exam Daily
10	10	Explanation of the real estate	How to reserve salaries and allowances.	Theoretical	Share And the exam Daily

		registration law			
11	10	Explanation of the real estate registration law	How to collect expense debts.	Theoretical	Share And the exam Daily
12	10	Explanation of the real estate registration law	How to reserve and sell properties,	Theoretical	Share And the exam Daily
13	10	Explanation of the real estate registration law	How to stop and delay implementation.	Theoretical	Share And the exam Daily
14	10	Explanation of the real estate registration law	How to distribute the proceeds of implementation to creditors.	Theoretical	Share And the exam Daily
15	10	Explanation of the real estate registration law	The statute of limitations for implementation and cases of forfeiture of the right to claim deposits.	Theoretical	Share And the exam Daily
16	10	Explanation of the real estate registration law	Learn how to use real estate registration law terminology.	Theoretical	Share And the exam Daily
17	10	Explanation of the real estate registration law	Learn about the actions that the Real Estate Registration Department is responsible for, and know the types of real estate.	Theoretical	Share And the exam Daily
18	10	Explanation of the real estate registration law	Learn about maps, their types, and design procedures.	Theoretical	Share And the exam Daily
19-20	10	Explanation of the real estate registration law	Procedures for each type of registration, preliminary investigation, renewed registration and confirmation.	Theoretical	Share And the exam Daily
21	10	Explanation of the real estate registration law	Learn how to register in the records of original real rights.	Theoretical	Share And the exam Daily
22	10	Explanation of the real estate registration law	Learn how to register in the records of accessory rights. Learn how to register in the personal records.	Theoretical	Share And the exam Daily
23	10	Explanation of the real estate registration law	The formal procedures for registration, their stages and steps, include submitting the form and requesting registration, then examining the transaction and inspecting the property, then certifying the transaction by the tax office and other parties, then registering in	Theoretical	Share And the exam Daily

			the registry.		
24	10	Explanation of the real estate registration law	Learn how to audit transactions, form decentralized audit bodies and their duties.	Theoretical	Share And the exam Daily
25	10	Explanation of the real estate registration law	Learn about the organizational structure of the Presidency of Notaries and its departments, and learn about the procedures for appointing a notary public.	Theoretical	Share And the exam Daily
26	10	Explanation of the real estate registration law	Procedures for organizing the transaction. Notary public procedures for registering machines.	Theoretical	Share And the exam Daily
27	10	Explanation of the real estate registration law	Procedures for authenticating commercial books.	Theoretical	Share And the exam Daily
28	10	Explanation of the real estate registration law	How to exercise notary procedures on transactions that are submitted to him or require obtaining the approval of other parties,	Theoretical	Share And the exam Daily
29	10	Explanation of the real estate registration law	Judgment of bonds and agencies legally after their ratification.	Theoretical	Share And the exam Daily
30	10	Explanation of the real estate registration law	Procedures for collecting judicial fees, procedures for filing files, registering in records, and maintaining safe deposits.	Theoretical	Share And the exam Daily

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

Course Description Form Professional ethics

1. Course Name:					
Professional ethics					
2. Course Code:					
3. Semester / Year:					
Second year/second semester					
4. Description Preparation Date:					
1-4-2024					
5. Available Attendance Forms:					
Weekly (theoretical)					
6. Number of Credit Hours (Total) / Number of Units (Total)					
2					
7. Course administrator's name (mention all, if more than one name)					
Name: Kholoud Abdel Amir Maklaf Email: drkam77@mtu.edu.iq					
8. Course Objectives					
Course Objectives			<p>This course aims to introduce the students of Central Technical University in technical institutes, including the Computer Systems Technology Department at the Technical Management Institute - Baghdad, to professional ethics according to their technical specialization and to provide them with professional ethical rules that enhance their commitment to them in order to enable them to solve the ethical problems that they will face in Their expected field of work after graduation.</p>		
9. Teaching and Learning Strategies					
Strategy		<ul style="list-style-type: none"> • Effective lecture method • Effective teaching methods such as dialogue, discussion, brainstorming, and role-playing. • Lectures include educational activities such as exercises and experiments drawn from the reality of professional life 			
10. Course Structure					
Week	Hours	Required Learning	Unit or subject	Learning	Evaluation

		Outcomes	name	method	method
1-2	4	The student understands the concept of ethics, its general rules and sources, knows the most prominent moral values, and distinguishes the importance of ethics for the individual and society.	ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
3	2	The student understands the importance of work, work behaviors, and the concept of the profession, and distinguishes between the concept of work, the profession, the craft, and the standards upon which the profession must be based.	Work and profession	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
4	2	The student understands professional ethics, the positive outcomes of commitment to professional ethics, the characteristics of work ethics, and knows the most important characteristics of professional ethics and what are the steps for the acceptable level of professional ethics.	Professional ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
5	2	That the student understands the issue of creating honesty, honesty, and good dealings at work, knows the nature of advice at work and the aspects of fairness in performing the job, and understands the meaning of mastery at work.	Values and professional ethics	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing	Daily and quarterly exam and reports

				reports	
6	2	The student should know about unethical administrative behavior. Understands administrative corruption and its types.	Patterns of unethical behavior in the profession	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
7	2	That the student understands the method of consolidating professional ethics and the levels of building and consolidating them He knows the means and methods to help establish professional ethics, knows the things that must be taken into account in formulating the ethical charter for the profession, and understands how ethical behavior is promoted at work according to (Kreitner and Kinicki).	Means and methods of consolidating professional ethics.	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
8-9	4	The student should know the concept of work, the administrative profession and its ethics, and understand the importance of the ethics of the management profession for society, the organization, and the individual. To know the sources of ethics in the management profession and the most important factors influencing administrative ethical behavior.	Professional ethics for business organizations	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
10-11	4	The student will understand the job behavior of administrative leaders (managers and bosses). And the job behavior of employees and workers and professional relationships with superiors and co-workers as well	Professional behavior and job relations	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises	Daily and quarterly exam and reports

		Professional behavior and dealing with citizens.		And preparing reports	
12-13	2	The student should know the financial and employment rights of an administrative employee, as well as the penalties for the employee's violation of his duties.	The effects of employment contracting and administrative work	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports
14-15	6	The student should know the financial and employment rights of an administrative employee, as well as the penalties for the employee's violation of his duties. The student should know the ethics of the profession of the administrative director towards the employees (workers) and the professional ethics of the employee, the lawyer, and know the duties of the lawyer towards his union and towards the judiciary, and understand the relationship of the lawyer and his obligations towards his colleagues, as well as understand the ethics of the lawyer's profession towards his client and his ethics as a legal advisor.	Models of professional ethics according to administrative specializations	Effective lecture Dialogue, discussion, brainstorming, role-playing, and solving exercises And preparing reports	Daily and quarterly exam and reports

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)

Professional Ethics
A methodological course for students of technical institutes (Engineering, medicine, administrative, applied and agricultural, training of trainers)

Main references (sources)	
Recommended books and references (scientific journals, reports...)	-1
Electronic References, Websites	

Course Description Form Negotiation Instrument

1. Course Name:	
Negotiation Instrument	
2. Course Code:	
3. Semester / Year:	
2 nd year / 2 nd 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	<p>1- Identifying the concept of commercial papers, their types, the legal rules that must be applied to them, and the most important principles on which they are based. Exchange law and its distinction from civil law.</p> <p>2- The student should be aware and knowledgeable about how to distinguish between these types of commercial papers and the specificity of legal provisions. Subject to and resulting from each of them, addition to the specificity of the method of trading those securities and the conditions that must be met in that trading.</p>

	<p>3- The student should understand the conditions that must be met in these papers and distinguish them from ordinary debt securities that are subject to civil law. And the privacy of litigation.</p> <p>4- That the student understands the method by which these papers are paid, the cases of opposition to their payment, and the specific of the statute of limitations to which they are subject.</p> <p>Depending on the legal relations arising between its parties.</p>
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9. Teaching and Learning Strategies

Strategy	1- Theoretical 2- Practical 3- Applied.
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2	5	Knowledge understanding	First: A general introduction to commercial papers: It includes the definition of commercial papers, their characteristics and functions, distinguishing them from others and their types. Second: Commercial transfer (bill of exchange)	Theoretical lectures	Oral quizzes
3	5	Knowledge understanding	Introduction commercial remittance and its characteristics	Theoretical lectures	Oral quizzes
4	5	Knowledge understanding	Establishing commercial transfer (including the objectives and formal conditions necessary to establish commercial transfer)	Theoretical lectures	Oral quizzes
5	5	Knowledge and understanding	Optional data	Theoretical lectures	Oral quizzes

6	5	Knowledge and understanding	Title endorsement of commercial transfer (including establishment of the title endorsement and the legal implications resulting from the title endorsement)	Theoretical lecture	Oral quizzes
7	5	Knowledge and understanding	Consideration of fulfilment of commercial transfer includes the definition of consideration of fulfilment, the conditions that must be met in it, and the rights of the beneficiary over the consideration of fulfilment)	Theoretical lecture	Oral quizzes
8	5	Knowledge and understanding	the acceptance of commercial transfer (including the terms and conditions of acceptance) Oral lecture Oral questions	Theoretical lecture	Oral quizzes
9	5	Knowledge and understanding	Intervention by acceptance of commercial transfer	Theoretical lecture	Oral quizzes
10	5	Knowledge and understanding	The legal holder has recourse against those obligated to transfer (this includes conditions of recourse and requirements for recourse represented by protest notification)	Theoretical lecture	Oral quizzes
11	5	Knowledge and understanding	Fulfilment of intervention (conditions of fulfilment and legal consequences resulting from it)	Theoretical lecture	Oral quizzes
12	5	Knowledge and understanding	For copies and photos in commercial transfer	Theoretical lecture	Oral quizzes
13	5	Knowledge and understanding	The statute of limitations for a foreign exchange lawsuit arising from a commercial transfer.	Theoretical lecture	Oral quizzes
14	5	Knowledge and understanding	Bill of exchange (promise note)	Theoretical lecture	Oral quizzes
15	5	Knowledge and understanding	The bond is defective	Theoretical lecture	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)	الأوراق التجارية / د. فوزي محمد سامي و د. الشماع
Main references (sources)	الأوراق التجارية / د. فاروق محمد
Recommended books and references (scientific journals, reports...)	6- مجلة كلية الشريعة والقانون لجامعة الكويت
Electronic References, Websites	

Course Description Form English Language

1. Course Name:	English Language
2. Course Code:	
3. Semester / Year:	2023-2023 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	<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 the time of immediate and actual speaking.
9. Teaching and Learning Strategies	
Strategy	Practical theoretical lectures, modern communication methods, use of audio media, and MCQ tests.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1	Grammar Quantity: much and many Vocabulary Buying things Everyday English Prices and shopping	Let's go shopping	Theoretical lectures	And the annual
2-3-4-5-6	5	Grammar Verb patterns, Future intentions Vocabulary Hot verbs Everyday English How do you feel? Present simple continuous	What do you want to do?	Practical issues and means	Daily quarterly exam
7-8-9-10-11	5	Grammar What's it like? Comparative and superlative adjectives Vocabulary Talking about towns Everyday English Directions Past simple continuous	Tell me! What is it like?	Modern communication	And the annual
12-13-14-15	5	Grammar Present Perfect and for and since, Tense revision. Vocabulary Past participles Everyday English Short answers Model verbs	Famous couples	Theoretical lectures	Daily quarterly 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)	ew_Headway_Pre_Intermediate_Students_Bo.PDF
Main references (sources)	ew_Headway_Pre_Intermediate_Students_Bo.PDF
Recommended books and references (scientific journals, reports...)	ew_Headway_Pre_Intermediate_Students_Bo.PDF
Electronic References, Websites	ew_Headway_Pre_Intermediate_Students_Bo.PDF

Course Description Form Investigation

Course Name:
Investigation
Course Code
Semester/Year: 2023–2024
23–2024
Date of preparation of this description
24
Available Attendance Forms:
24
Number of credit hours (total) / number of units (total)
hours units
Course administrator's name (if more than one name)
ctor Ammar Hussein Ali Almarsoumi aharh20042000@mtu.edu.iq
Course Objectives:
<p>Course Objectives</p> <p>General: – Introducing the student to the criminal case, the means of moving it, the role of members of the judicial control and the public prosecution, and studying scientific methods in criminal investigation.</p> <p>Special: – Enable the student to identify how to initiate the criminal case, the</p>

parties that have the right to move it, the role of the Public Prosecution in the various stages of the case, and the study of the criminal judicial judgment and methods of appealing it, and the study of criminal investigation methods.

Teaching and learning strategies

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Course Structure

Week	Hours	Required Learning Outcomes	Unit or Subject Name /	Learning method	Evaluation method
First	3	Knowledge and understanding	Types of Criminal Courts	Oral lecture and court visits	Oral questions
Second	3	Knowledge and understanding	General rules in the trial	Oral lecture and court visits	Oral questions
Third	3	Knowledge and understanding	Non-existent lawsuit procedures	Oral lecture and court visits	Oral questions
Fourth	3	Knowledge and understanding	Seizure of the accused's funds	Oral lecture and court visits	Oral questions
V	3	Knowledge and understanding	Charge	Oral lecture and court visits	Oral questions
Sixth	3	Knowledge and understanding	Reconciliation and suspension of procedures	Oral lecture and court visits	Oral questions
Seventh	3	Knowledge and understanding	Trial in summary action	Oral lecture and court visits	Oral questions
Eighth	3	Knowledge and understanding	Penal Order	Oral lecture and court visits	Oral questions
Ninth	3	Knowledge and understanding	Ruling and its causes	Oral lecture and court visits	Oral questions
X	3	Knowledge and understanding	Authenticity of judgments and decisions	Oral lecture and court visits	Oral questions

Eleventh	3	Knowledge and understanding	Methods of appeal and objection to the judgment in absentia	Oral lecture and court visits	Oral questions
Twelfth	3	Knowledge and understanding	Discrimination and correction of discriminatory decision	Oral lecture and court visits	Oral questions
Thirteenth	3	Knowledge and understanding	Retrial	Oral lecture and court visits	Oral questions
Fourteenth	3	Knowledge and understanding	Execution of penal judgments	Oral lecture and court visits	Oral questions
Fifteenth	3	Knowledge and understanding	Conditional release	Oral lecture and court visits	Written exam

. 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

. Learning and Teaching Resources

Required textbooks (methodology, if any)	Explanation of the principles of criminal trials: Dr. Saeed Hassab Allah Abdullah
Other references (sources)	Dr. Adam Waheeb Al-Nadawi / Salim Harba
Recommended books and references (scientific journals, reports...)	Principles of criminal investigation / Judge Hamel Al-Zamili
Electronic References, Websites	

Course description form computer

Course Name .1
computer
CodeThe decision .2
the chapter /the year .3
Quarterly

Date this was prepared the description .4

3/4/2024

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: maqqaleed1@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

A- NoCognitive goals

- A1 - The student learns about the components of a computer
- A2- The student learns how to deal with operating system commands
- A3 - The student recognizes the componentsmy computer
- A4 - The student learns how to benefit from an optionRun
- A5 - The student learns about ways to benefit from malicious programs accessories
- A6 - The student learns how to obtain help and its various methods.

B –Objectives Skills Yeh For Established.

- . B1 - The student acquires skill in dealing with system commands.
- B2 - The student acquires skill in dealing with the various applications provided the computer. B
- 3 - The student acquires the skill to use commands and implement them to achieve specific task

.C- Emotional and value goals

- C1- He works in a team spirit
- C2- Adheres to the ethics of the university institution
- C3- He receives and accepts what is revealed

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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, Echo, prompt, Ren, copy, vol, ver, path	That the student understands the topic	3	5
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	Internal operating system commands: Internal Commands Dir, Del, Time,	That the student understands the topic	3	6

		Date, Cls, RD, CD, MD, Echo, prompt, Ren, copy, vol, ver, path			
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, ver, path	That the student understands the topic	3	12
Daily exam and examMonthlyAnd a practical report	Lecturespractical Two hours	OSwindows The concept of the Windows system, its advantages, basic requirements, operating the	That the student understands the topic	3	13

		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			
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 system and turning it off Calculator shutdown	That the student understands the topic	3	15

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 Civil proof

1. Course Name:	
Civil proof	
2. Course Code:	
3. Semester / Year:	
2023/2024 second Semester	
4. Description Preparation Date:	
1-4-2024	
5. Available Attendance Forms:	
My presence only	
6. Number of Credit Hours (Total) / Number of Units (Total)	
5 hours per week / 75 hours total 5 total number of units	
7. Course administrator's name (mention all, if more than one name)	
Name: Haitham Saleh Abd Email: Haithamsalih89h@mtu.edu.iq	
8. Course Objectives	
Course Objectives General: - Introducing the student to how to file a civil lawsuit according to the nature of the claimed right, how to decide the lawsuit, evidentiary procedures, the role of the judge in it, and methods of appealing civil judgments. Special: - Enabling the student to learn about how to file a civil lawsuit, its parties and conditions, how to conduct judicial notifications, the conditions of judgments, how to implement and appeal them, and the procedures and evidence of evidence.	<ul style="list-style-type: none"> • • •
9. Teaching and Learning Strategies	

Strategy	<ul style="list-style-type: none"> • Theoretical • Scientific • Applied
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10. Course Structure

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

1-2	10	Explaining the pleadings and principles of criminal trials	Identify the types of civil courts and their jurisdictions.	Theoretical and practical	Share And the exam Daily
3-4	10	Explaining the pleadings and principles of criminal trials	Procedures for filing a civil lawsuit, its conditions, and organization of the lawsuit petition.	Theoretical and practical	Share And the exam Daily
5-6	10	Explaining the pleadings and principles of criminal trials	Learn how to conduct judicial notifications.	Theoretical and practical	Share And the exam Daily
7-8	10	Explaining the pleadings and principles of criminal trials	Learn about trial procedures, rules and etiquette.	Theoretical and practical	Share And the exam Daily
9-10	10	Explaining the pleadings and principles of criminal trials	Training in the court registry, its duties, and its work method.	Theoretical and practical	Share And the exam Daily
11-12	10	Explaining the pleadings and principles of criminal trials	Procedures for collecting fees.	Theoretical and practical	Share And the exam Daily
13-14	10	Explaining the pleadings and principles of criminal trials	Introducing how to keep safe deposits.	Theoretical and practical	Share And the exam Daily
15-16	10	Explaining the pleadings and principles of criminal trials	Procedures for how to appeal judgments.	Theoretical and practical	Share And the exam Daily
17-18	10	Explaining the pleadings and	How to organize an appeal petition.	Theoretical and practical	Share And the exam Daily

		principles of criminal trials			
19	10	Explaining the pleadings and principles of criminal trials	Applications to the rules of appealing judgments in Iraqi law.	Theoretical and practical	Share And the exam Daily
20-21-22-23-24	10	Explaining the pleadings and principles of criminal trials	Recognizing the judge's authority to direct a lawsuit.	Theoretical and practical	Share And the exam Daily
25-26	10	Explaining the pleadings and principles of criminal trials	Learn about evidentiary procedures.	Theoretical and practical	Share And the exam Daily
27-28-29-30	10	Explaining the pleadings and principles of criminal trials	Identify the evidence.	Theoretical and practical	Share And the exam Daily
Theoretical vocabulary					
1-2	10	Explaining the pleadings and principles of criminal trials	Learn about the types of civil courts and their jurisdictions.	Theoretical and practical	Share And the exam Daily
3-4-5-6	10	Explaining the pleadings and principles of criminal trials	Reviewing the procedures for filing a civil lawsuit, its conditions, and organizing the lawsuit petition.	Theoretical and practical	Share And the exam Daily
7-8	10	Explaining the pleadings and principles of criminal trials	Training on how to conduct judicial notifications.	Theoretical and practical	Share And the exam Daily
9-10	10	Explaining the pleadings and principles of criminal trials	Training on court procedures, rules and etiquette.	Theoretical and practical	Share And the exam Daily
11-12	10	Explaining the pleadings and principles of criminal trials	Training in the court registry, its duties, and its work method.	Theoretical and practical	Share And the exam Daily
13-14	10	Explaining the pleadings and principles of criminal trials	Training on how to collect fees.	Theoretical and practical	Share And the exam Daily
15-16	10	Explaining the pleadings and principles of criminal trials	Training on how to keep safes.	Theoretical and practical	Share And the exam Daily
17-18	10	Explaining the pleadings and principles of	Training on how to appeal judgments.	Theoretical and practical	Share And the exam Daily

		criminal trials			
19	10	Explaining the pleadings and principles of criminal trials	How to organize an appeal petition.	Theoretical and practical	Share And the exam Daily
20-21-22-23-24	10	Explaining the pleadings and principles of criminal trials	Applications to the rules of appealing judgments in Iraqi law.	Theoretical and practical	Share And the exam Daily
25-26	10	Explaining the pleadings and principles of criminal trials	Recognizing the judge's authority to direct a lawsuit.	Theoretical and practical	Share And the exam Daily
27-28	10	Explaining the pleadings and principles of criminal trials	Training on evidentiary procedures.	Theoretical and practical	Share And the exam Daily
29-30	10	Explaining the pleadings and principles of criminal trials	Training on evidence.	Theoretical and practical	Share And the exam Daily

11. Course Evaluation

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

12. Learning and Teaching Resources

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

1. Course Name

Administrative judiciary

2. Course Code

3. Semester / year

annual

4. Date this description was prepared

3/4/2024

5. Available attendance forms

presence way

6. Number of study hours (total)/number of units (total)

:total hours : 3. Number of total units:45

7. Name of the course administrator

Name: Dr .Intisar Hassan Abdullah email
dr.ent.hassan@gmail.com

8. Course objectives

The academic program aims to prepare and graduate technical personnel in legal management techniques with the aim of providing service in the legal and administrative field to the individual and society through defining administrative law, passing through administrative organization within countries, and explaining the activity of public administration from public facilities and administrative control. Then we explain everything related to the public job and the employee, all the way to Explaining the provisions related to public funds and finally addressing the work of public administration .embodied in the administrative decision and the administrative contract

Objectives
of the study
subject

9. Teaching and learning strategies

.Theoretical lectures, practical issues, and modern means of communication

The
strategy

10. Course structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Salary allowances and bonuses • Promotion and promotion • .Vacations 	Enabling the student to know the salary , allowances, bonuses, promotions , and .vacations	3	sixteen And the seventeenth
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Pension salary • Disciplinary system • Duties of a public employee 	The student's knowledge of pension and other benefits, employee guarantees, the disciplinary system, and .employee duties	3	eighteen

Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Negative duties of a public employee • The difference between crime Criminal And discipline • Procedures for imposing the penalty And the appeal procedure And the heroes 	Defines the duties of a public employee, the crime Disciplinary procedures for imposing , punishment Disciplinary matters and issuing administrative orders in this regard , mentioning the procedures for appealing and revoking . the punishment	3	nineteenth And the twenty
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Ways to terminate a bond Job and its legal provisions • Resignation Its types and provisions 	The student learns how the bond ends Position , .resignation and procedures Issuing administrative orders accept or reject the resignation and provide guidance .	3	21st -Twenty second
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Introduction to money the public • public funds and the standard of the Iraqi legislator • Shared use of public money • Protection methods the public For money the public 	The student understands public funds , their standards, use and .protection	3	twenty third
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Introduction to business Administration Legal and distinguishing it from its other works • Introduction to administrative decision • Pillars of administrative 	the The student is aware of administration's work General , administrative decision, its definition, pillars and types Implementation and .completion	3	twenty-fourth And the twenty-fifth

		<ul style="list-style-type: none"> • How to implement the decision • How the administrative decision ends 			
a Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Introduction to censorship Judicial For business Administration • Types of censorship • Censorship Administrative And the judiciary in Iraq 	The student's knowledge of oversight of management work And its types, Censorship Administrative And judicial and others, Oversight of the administration's work in Iraq	3	Twenty-eighth
a Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Formation of the Employee Justice Court • Procedures for appeal before the court • Jurisdictions of the court 	Introducing the student to the formation of the Employee Justice Court, its jurisdictions, and appealing its decisions	3	XXIX
Daily exam And the semester	Lecture and presentation	<ul style="list-style-type: none"> • Formation of the Employee Justice Court • Reasons for appeal and its procedures • Appealing court rulings 	The student understands the formation of the administrative judiciary court, its reasons and procedures, and appeals against court rulings	3	thirty

11. Course evaluation

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

12. Learning and teaching resources

Nothing .

Required textbooks methodology, if any

Dr.. Maher Saleh Allawi, Mediator in Administrative Law, University Mosul. 2009
 .Dr.. Maged Ragheb Al-Helou, Administrative Court, Alexandria , 3004

Main references (sources)

<p>Dr.. Ali Muhammad Badir, Dr. Essam Abdel Wahab, Dr. Mahdi assin, Principles and Provisions of Administrative Law, Baghdad, 1993</p> <p>Dr.. Mazen Lilo Radi, Administrative Law, University Press House exandria , 2005</p> <p>Law on Discipline of State and Public Sector Employees No. 14 of 1991, ended</p> <p>Law No. 17 of 2013, the fifth amendment to State Council Law No. 65 f 1979</p>	
<p>1- Dr.. Mohieddin Al-Qaisi, Principles of .Administrative Law, Beirut, 2003</p> <p>2- Administrative Law / Book Two, Muhammad Ali Al-Khalayla , Dar Al-Thaqafa for Publishing and .Distribution, Amman, Jordan, 2022</p>	<p>Recommended supporting books and references scientific) journals, (...reports</p>
	<p>Electronic references , Internet sites</p>
Practical vocabulary	
Vocabulary details	the week
Introduction to administrative law , its .characteristics and sources	the first and the second
The basis of administrative law and the .scope of its application	the third the fourth
The relationship of administrative law to public administration and other branches .of law	Fifth VI And the seventh
Organization of public administration, moral character, centralization and .decentralization	VIII The ninth and tenth
Images of regional administrative	

centralization and decentralization, and	eleventh	
.regional administrative decentralization	And the twelfth	
Administrative organization in Iraq,	Thirteenth	
central and decentralized administrative		
.bodies	fourteenth	
Administrative control, its definition,	And the fifteenth	
purposes, methods and bodies.	sixteen	
Administrative control in exceptional	And the	
.circumstances	seventeenth	
Public facility, its definition, elements,		
.types and establishment	eighteen	
	nineteenth	
The principles that govern the operation	And the twenty	
of the public facility, methods of		
managing the public facility, and means	21st	
.of public administration	twenty tow	
The public employee and the procedures	Twenty-third	
for appointment, confirmation, directing		
and issuing administrative orders in this		
,regard	twenty fourth	
Calculating salary, allowances, bonuses,	25th	
promotions, and issuing administrative		
.orders accordingly	twenty-sixth	
	The twenty-	
Procedures for granting and calculating	seventh	
leaves and issuing administrative orders		
.accordingly	Twenty-eighth	
Duties of the public employee,		
disciplinary crime , procedures for	XXIX	
imposing disciplinary punishment and	thirty	

<p>issuing administrative orders to do so, procedures for appealing and nullifying .the punishment</p> <p>Expiration of the employment bond, .resignation and its procedures</p> <p>Issuing administrative orders to accept or reject resignation, issuing warnings, procedures for dispensing with an employee, calculating his retirement rights, retirement referral procedures, and .dismissal and dismissal procedures</p> <p>Public funds, their standard, use and .protection</p> <p>The administrative decision: its definition, pillars, types, implementation, and .completion. Applications on it</p> <p>The administrative contract, its definition, types, methods of concluding, implementing and terminating it, .applications to that</p> <p>Oversight of the administration's work and its types, administrative, judicial and other oversight, oversight of the .administration's work in Iraq</p> <p>Formation of the General Discipline Council, its powers, and appeal of its .decisions</p> <p>Formation of the Administrative Judicial Court, appeal before the court, its</p>		
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reasons and procedures, and appeal .against court rulings		
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/Sources

- 1- Dr.. Maher Saleh Allawi Al-Jubouri, Mediator in
.Administrative Law, University of Mosul, 2009
- 2- Dr.. Mohieddin Al-Qaisi, Principles of Public
.Administrative Law, Beirut, 2003
- 3- Dr.. Maged Ragheb Al-Helou, Administrative Judiciary,
.Alexandria, 2004
- 4- Dr.. Ali Muhammad Badir, Dr. Essam Abdel Wahab,
Dr. Mahdi Yassin, Principles and Provisions of
.Administrative Law, Baghdad, 1993