

**Ministry of Higher Education and Scientific
Research
Supervision and Scientific Evaluation Authority
Quality Assurance and Academic Accreditation
Department
Accreditation Division**



Guide to Academic Program and Course Description

2025-2026

Introduction:

The educational program is considered a coordinated and organized package of courses that includes procedures and experiences organized into course modules. Its main purpose is to build and refine graduates' skills, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external auditing procedures and programs, such as the External Examiner program.

The Academic Program Description provides a brief summary of the main features of the program and its courses, illustrating the skills that students are trained to acquire, which are based on the academic program's objectives. The importance of this description lies in the fact that it represents the cornerstone for obtaining programmatic accreditation, and it is jointly authored by the teaching staff under the supervision of the scientific committees in the scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the items and paragraphs of the previous guide in light of the developments and evolution of the educational system in Iraq, which included the traditional form of the academic program description (annual, semester) as well as the adoption of the academic program description circulated pursuant to the Directorate of Studies letter T M3/2906 on 3/5/2023 regarding programs that adopt the Bologna Process as the basis for their work .

In this regard, we can only emphasize the importance of writing academic program and course descriptions to ensure the smooth progress of the educational process.

Concepts and Terminology:

Academic Program Description: Provides a brief summary of the program's vision, mission, and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

Course Description: Provides a concise summary of the course's most important characteristics and the expected learning outcomes for the student, demonstrating whether they have achieved maximum benefit from the available learning opportunities.

Program Vision: An ambitious image for the future of the academic program, aiming to be a developed, inspiring, motivating, realistic, and applicable program.

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

Program Objectives: Are statements that describe what the academic program intends to achieve within a specified time frame, and they must be measurable and observable.

Curriculum Structure: All courses/study materials included in the academic program according to the adopted learning system (semester, annual, Bologna Process track), whether they are a requirement (Ministry, University, College, or Scientific Department), along with the number of credit units.

Learning Outcomes: A compatible set of knowledge, skills, and values acquired by the student after successfully completing the academic program. The learning outcomes for each course must be defined in a way that achieves the program's objectives.

Teaching and Learning Strategies: The strategies used by the faculty member to develop student teaching and learning, which are plans followed to achieve learning objectives. That is, they describe all in-class and out-of-class activities to achieve the program's learning outcomes.

Academic Program Description Template

University Name: Al-Furat Al-Awsat Technical University

College/Institute: Technical Babil

Scientific Department: Department of Legal Administration Techniques

Academic or Professional Program Name :Diploma

Final Certificate Name: Technical Diploma

Study System :Annual

Date of Description Preparation: 13/11/2025

Date of File Completion: 19/11/2025



Signature:

Name of the Head of

Department: **Asst. Prof. Dr.**

Hani Abdullah Imran

Date: 30/12/2025



Signature:

Name of the Scientific

Assistant: **Asst. Prof. Dr.**

Oras Khudhayer Obayes

Date: 30/12/2025

Reviewed by:

Quality Assurance and University

Performance Division

Name of the Director of the Quality

Assurance and University Performance

Assi. Khansaa Azeez Obayes

Division:

Date: 31/12/2025

Signature:



Asst. Prof. Dr.

Ali Najah Kahlil

Dean of Babylon Technical Institute

1-Program Vision

It is one of the main administrative departments that derives its vision from the legal foundation and thought that it seeks to imbue in its graduates, which is based on legal awareness. This requires interaction with all technical developments that contribute to creating a new graduate who differs from their predecessors due to the rapid changes in society, relying on the technical information revolution.

2-Program Mission

The Department of Legal Administration Techniques adopts a general mission that it seeks to achieve every academic year to highlight the department's distinction. In its general form, it is based on the framework of technical education in Iraq, aiming to graduate distinguished national cadres. The specific mission adopted by the department includes the following:

1. Developing students' skills in their specialization by preparing curricula that meet contemporary developments, as well as preparing teaching and technical staff by involving them in training courses to develop their skills in the specialization and teaching methods.
2. Activating the role of the Legal Clinic established in our department by supplying it with scientific staff specialized in law, which provides legal consultation to employees and students. Our university can also benefit from the Legal Clinic in providing legal consultations.
3. Forming a committee of specialists to change the curricula to suit the requirements of the modern era and global developments, as the majority of the materials taught are classic and purely legal subjects where the theoretical lecture aspect outweighs the practical aspect.
4. Focusing with students on the psychological aspect and educational guidance by understanding them and receiving their ideas, and enhancing their patriotic spirit.
5. Graduates of the department can work in the private and mixed sectors, represented by the Bar Association, the Union of Jurists, commercial companies, and others, as a legal administration must exist for every legal entity, and the department provides this staff.

3-Program Goals

The program aims to graduate technical personnel in Legal Administration capable of providing services in the legal and administrative fields for the

individual, the family, and society.

ξ-Programmatic Accreditation

Not Available

ο-Other External Influences

Not Available

6. Program structure

Program Component	No. of Courses	Credit Unit	Percentage	Notes
Institution Requirements	8	16	13.3%	Core
College Requirements	3	18	15%	Core
Department Requirements	11	86	71.7%	Core
Summer Training	/	/	/	Core
Others				

*Notes may include whether the course is core or elective.

7-Program description

Year / Level	Course Code	Course Name	Credit hours	
			Theory	Practical
First Year	LMT-101-24-YM	Introduction to the Study of Law	1	2
	LMT-102-24-YM	Personal Status	2	3

		Law		
	LMT-103-24-YM	Penal Code	1	3
	LMT-104-24-YM	Administration	1	2
	LMT-105-24-YM	Correspondence Editing and Archiving	1	3
	LMT-106-24-YM	Legal Readings (E)	2	1
	LMT-107-24-YM	Civil Service Administration	1	2
	ATU12	Computer and Artificial Intelligence	1	-
	ATU13	Human Rights & Democracy	2	-
	ATU10	English Language	1	-
	ATU11	Arabic Language	1	-
Second Year	LMT-201-24-YM	Execution and Real Estate Registration	2	3
	LMT-202-24-YM	Principles of Criminal Procedure	2	3
	LMT-203-24-YM	Civil Pleadings	2	3
	ATU12	Computer and Artificial Intelligence	1	-
	LMT-204-24-YM	Administrative Law	1	2
	LMT-205-4-2YM	English Readings	2	1
	LMT-206-24-YM	Accounting	2	2
	ATU10	English Language	1	-
	ATU24	Ba'ath Regime Crimes in Iraq	1	-
	ATU11	Arabic Language	1	-

	LMT-207-24-YM	Research Project	2	-
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^-Expected Program Learning Outcomes	
Knowledge	
<ol style="list-style-type: none"> 1. Knowing and understanding Substantive Law and Procedural Law. 2. The program accurately defines the targeted learning outcomes, in line with its mission and suitable for the graduates' profile. 3. These outcomes are adopted, announced, and periodically reviewed. 4. The ability to apply knowledge in administrative and legal sciences. 5. The ability to find alternative legal solutions for administrative obstacles specific to the work environment. 	<ol style="list-style-type: none"> 1. Familiarity with and understanding of Substantive Law and Procedural Law: The student is able to distinguish between the substantive rules that regulate rights and obligations, and the procedural rules that determine how those rights are protected before the judiciary, with the ability to interpret and analyze them practically. 2. Defining targeted learning outcomes in line with the program's mission: The program is committed to setting precise and clear learning outcomes that align with its mission and vision and are compatible with the expected profile of graduates. These outcomes are adopted and announced to students and stakeholders, and are periodically reviewed and updated to ensure quality and continuous improvement.
Skills	
<ol style="list-style-type: none"> 1- Legal analysis and reasoning, legal research, problem-solving, and written and oral communication in a legal context. 2- Other professional skills necessary for competent and ethical participation as an effective member in the legal field. 3- Learning outcomes are compatible with specialized standards and labor market requirements. 4- These outcomes aim to enable graduates to acquire the necessary legal qualifications to work in the local environment. 	<ul style="list-style-type: none"> • Written and Oral Communication in a Legal Context: The ability to professionally draft memoranda, contracts, and legal reports, and speak fluently in sessions and negotiations. • Competent and Ethical Participation in the Legal Profession: Adherence to standards of professional conduct and legal ethics, and working effectively within the legal team or with clients.
Values	
<ol style="list-style-type: none"> 1- Practicing sound professional and ethical responsibilities towards clients and the legal system. 2- Works with the spirit of a single functional team. 3- Committed to addressing professional and ethical responsibilities. 4- Committed to quality concepts and 	<ol style="list-style-type: none"> 1. Understands professional and ethical responsibilities and is committed to applying them in the workplace performance. 2. Committed to quality concepts and constantly strives for improvement and development in technical performance.

strives for continuous improvement.

9-Teaching and Learning Strategies

1- Lecture Method 2- Laboratory 3- Curricular Training 4- Field Visits

10-Assessment Methods

1- Daily Exams

2- Mid-term Exams

3 -Final Exams

11-Teaching Staff						
Teaching Staff Members						
Scientific Rank	Specialization		Special Requirements/Skills (if any)		Number of Staff	
	(General)	(Specific)			(Permanent)	(Lecturer)
Professor	History	Modern History	None		1	
Assistant Professor	Law	International	None		1	
Assistant Professor	Law	International Law and Relations	None		1	
Lecturer	Law	International Law	None		1	
Lecturer (PhD)	Law	Criminal Law	None		1	
Lecturer (PhD)	Arabic Language	Arabic Language	None		1	
Lecturer	Arabic Language	Arabic Language	None		1	

Assistant Lecturer	Administration	Administration	None		2	
Assistant Lecturer	Law	Private Law	None		1	
Lecturer	Law	Private	None		1	
Lecturer (PhD)	Law	Public	None		1	
Lecturer	Law	Public	None		1	
Assistant Lecturer	Networks	Information Networks	None		1	
Assistant Lecturer	Law	Criminal	None		1	
Assistant Lecturer	Political Science	Political	None		1	

Professional Development

Orientation for New Faculty Members

- Guiding teaching staff to complete their assigned work, take responsibility, and respect the direct supervisor.

Professional Development for Faculty Members

- Involving teaching staff in training courses, both inside and outside the country, to develop their scientific skills.

١٢- Admission Criteria

Grade average, and admission is for graduates of the Literary, Scientific, and Commercial branches.

١٣-Information Sources about the Program

Textbook, other assisting books.

١٤-Program development plan

Preparing a strategic plan that is compatible with the requirements of the modern era.

Program Skills Outline

Required program Learning outcomes

Year /Level	Course Code	Course Name	Core or Elective	Knowledge				Skills				Values				
				a1	a2	a3	a4	B1	B2	B3	B4	C1	C2	C3	C4	
First Year	LMT-101-24-YM	Introduction to the Study of Law	Core	√				√				√				
	LMT-102-24-YM	Personal Status Law	Core		√				√			√				
	LMT-103-24-YM	Penal Code	Core	√				√					√			
	LMT-104-24-YM	Administration	Core	√				√					√			
	LMT-105-24-YM	Correspondence Editing and Archiving (Arabic/English)	Core		√				√			√				
	LMT-106-24-YM	Legal Readings (E)	Core	√				√				√				
	LMT-107-24-YM	Civil Service Administration	Core	√					√			√				
	ATU12	Computer and Artificial Intelligence	Elective	√				√					√			

	ATU13	English Language	Elective		√			√				√			
	ATU10	Arabic Language	Elective		√			√				√			
	ATU11	Human Rights	Elective	√				√			√				
Second Year	LMT-201-24-YM	Execution and Real Estate Registration	Core	√				√				√			
	LMT-202-24-YM	Principles of Criminal Procedure	Core	√				√				√			
	LMT-203-24-YM	Civil Pleadings	Core	√				√			√				
	ATU12	Administrative Law	Core		√			√			√				
	LMT-204-24-YM	Legal Readings (E)	Core		√			√			√				
	LMT-205-4-2YM	Accounting (E)	Core		√			√				√			
	LMT-206-24-YM	Computer and Artificial Intelligence	Elective		√			√				√			
	ATU10	Ba'ath Party Crimes	Elective		√			√				√			
	ATU24	English Language	Elective		√			√				√			
	ATU11	Arabic Language	Elective		√			√				√			

LMT-207- 24-YM	Research Project	Core		√		√								√	
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Course Description

1. Course Title	
Introduction to the Study of Law	
2. Course Code	
LMT-101-24-YM	
3. Semester / Academic Year	
Annual	
4. Date of Preparation of This Description	
13/11/2025	
5. Available Attendance Formats	
In-person	
6. Total Study Hours / Total Units	
90 hours – 6 units	
7. Name of Course Coordinator (if more than one, list all)	
Name: Asaad Dakhil Hadi Email: asaad.hadi@atu.edu.iq	
8. Course Objectives	
Objectives:	<ul style="list-style-type: none"> - General :To introduce the student to the concept of law in terms of its definition and the purpose of teaching it, enabling the student to develop a legal mindset that believes in the importance of law and its existence for regulating social relations. - Specific :To enable the student to understand the law in terms of its definition, sources, divisions, and scope of application in terms of time and place, as well as its relationship with the theory of rights.
9. Teaching and Learning Strategies	
Strategy /Method	Teaching and Learning Methods Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily Evaluation

10-Course Structure

Week	Hours	Required Learning Outcomes	Unit or Topic Name	Learning Method	Assessment Method
First	3	Understanding the fundamental concept of law as a set of binding rules governing individual behavior within society.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Second	3	Distinguishing the overlap and differences between law as binding rules and religion and ethics as guiding principles.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Third	3	Analyzing the nature of the relationship between law and other social norms in terms of similarity and difference regarding sanction and obligation.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Fourth	3	Identifying law as a mandatory social system issued by public authority to ensure stability.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Fifth	3	Comprehending the concept of the legal rule as	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		the basic unit of law that regulates specific conduct and is binding in nature.			
Sixth	3	Distinguishing the essential characteristics of the legal rule: regulatory, behavioral, binding, general, and abstract.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Seventh	3	Identifying the main division of law into two branches: public law and private law.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Eighth	3	Understanding the primary criterion of distinction based on the nature of the legal relationship (authority versus equality).	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Ninth	3	Enumerating the main branches under each division (such as constitutional, administrative, civil, and commercial	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		law).			
Tenth	3	Understanding the criteria used to distinguish them, such as the nature of the parties and the nature of the interests involved.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Eleventh	3	Distinguishing material sources as objective sources forming the substance of the legal rule (such as customs and beliefs).	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twelfth	3	Identifying formal sources as the forms through which the legal rule appears as binding (such as legislation).	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Thirteenth	3	Understanding the classification of legal sources into primary sources (such as legislation and custom) and supplementary sources (such as jurisprudence	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		and case law).			
Fourteenth	3	Comprehending the concept of legislation as written law issued by the competent authority and its importance in achieving clarity and stability.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Fifteenth	3	Distinguishing the main characteristics of legislation: written form, generality, binding force, and ease of amendment and repeal.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Sixteenth	3	Identifying the types of legislation (fundamental, ordinary, subordinate) and its advantages, such as precision, stability, and ease of proof.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Seventeenth	3	Understanding the fundamental principles of legislative drafting, such as clarity, precision, generality, and	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		the absence of contradiction.			
Eighteenth	3	Understanding the legislative process from drafting by the competent authority to repeal and judicial review.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Nineteenth	3	Understanding the principle of hierarchy of laws, subordination of lower laws to higher ones, and judicial mechanisms for constitutional review.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twentieth	3	Identifying custom as an unwritten source of law, its elements (material and moral), and its advantages and disadvantages.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twenty-First	3	Distinguishing conventional practices (non-binding) from customary rules (binding) and the methods of proving the latter before the courts.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twenty-Second	3	Understanding the role of Islamic Sharia	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		as a fundamental or supplementary source of legislation in many legal systems.			
Twenty-Third	3	Understanding the concepts of rules of equity and the role of the judiciary as a source of law in ancient and modern systems (judicial precedent).	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twenty-Fourth	3	Identifying the role of jurisprudence (scholarly opinions) as a supplementary source aiding judges in interpreting and applying the law.	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twenty-Fifth	3	Understanding the two main theories: territoriality (application of the state's law within its territory) and personality (application of the law of nationality).	Introduction to the Study of Law	Theoretical lectureLecture	Theoretical lecture+ Oral Exam
Twenty-Sixth	3	Distinguishing the principle of	Introduction to the Study of	Theoretical lectureLecture	Theoretical lecture+ Oral Exam

		non-retroactivity of laws and its exceptions, such as explicit retroactive provisions or interpretative laws.	Law		
Twenty-Seventh	3	Understanding the basic temporal principle of legal application: non-retroactivity.	Introduction to the Study of Law	Theoretical lecture Lecture	Theoretical lecture+ Oral Exam
Twenty-Eighth	3	Identifying the right as an interest protected by law and its principal types: real rights (over property) and personal rights (against a person).	Introduction to the Study of Law	Theoretical lecture Lecture	Theoretical lecture+ Oral Exam
Twenty-Ninth	3	Distinguishing original real rights (such as ownership) from accessory rights (such as mortgage) that secure a personal right.	Introduction to the Study of Law	Theoretical lecture Lecture	Theoretical lecture+ Oral Exam
Thirtieth	3	Analyzing the elements of a right (the right-holder, the object of the right, the	Introduction to the Study of Law	Theoretical lecture Lecture	Theoretical lecture+ Oral Exam

		source of the right) and the sources of its acquisition.			
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11-The grade is distributed as follows:

- 1-20 -points for the first theoretical lecturesemester.
- 2-20 -points for the second theoretical lecturesemester.
- 3-10 -points for the activity.
- 4-50 - Final exam score

12-Structure Infrastructure

An introduction book to the study of law	1 Books decided required
slave the rest Al-Bakri, Zuhair Al-Bashir, Entrance To study the law, Baghdad, 1989. happy congrats, Origins the law, Baghdad, 1982. Hassan A lot, Entrance To study the law, Alexandria, 2005.	the reviewer Main (Sources)
Dr. Abdul The softener relief The repulsion, Origins the law, Cairo, 2002.	A books and references that recommend with it (Magazines Scientific , reports ,....)
https://ebook.univeyes.com/42697 Introduction to the study of law	B - The Electronic reviewer, websites, the Internet

Course Description

1. Course Title

Personal Status Law

2. Course Code

LMT-102-24-YM

3. Semester / Academic Year

Annual

4. Date of Preparation of This Description

13/11/2025

5. Available Attendance Formats

In-person

6. Total Study Hours / Total Units

150 hours – 10 units

7. Name of Course Coordinator (if more than one, list all)

Name: M.M. Tayeb Mohammed Matar

Email: teeb.moter.iba103@atu.edu.iq

8. Course Objectives

Objectives

General Objectives: To introduce the student to the provisions of family law, the marriage contract and its substantive and formal conditions, as well as the rules governing alimony, dowry, divorce, and judicial separation, and the resulting effects in terms of custody and lineage. This also includes familiarising the student with religious legal instruments and oaths, and the formats of wills and the proper documentation of these instruments, oaths, and wills.

Specific Objectives:

To enable the student to understand the conditions of the marriage contract and how it is organized and registered in the competent court, as well as to identify inheritance shares and apply them in practical cases.

9. Teaching and Learning Strategies

Strategy

Strategy Teaching and Learning Methods

1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training

Assessment Methods

1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Dai

1- Course structure

Week	Hours (Theoretical, Practical)	Required Learning Outcomes	Unit or Topic Name	Learning Method	Assessment Method
One	Theoretical lecture= 2,	Understanding	The nature of work in Personal	Theoretical lecture+	Theoretical lecture+ Oral

	Practical = 3	the organizational structure and legal jurisdiction of Personal Status Courts.	Status courts, the court's divisions and departments, and its functional and spatial jurisdiction.	Curricular Training	Exam
Two	Theoretical lecture= 2, Practical = 3	Defining the marriage contract and analyzing its legal pillars, conditions, and procedural requirements.	Definition of the Marriage Contract, its pillars and conditions, the competence of the contracting party and prohibited degrees (Mahramat), permission for minors and the mentally ill to marry, polygyny conditions and a model for the permission deed, legal conditions for registering the marriage contract, studying a sample marriage contract, required documents, penalties for marrying outside the court. Dowry (Mahr): types and entitlement, cases where the wife is not entitled to the full dowry.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Three	Theoretical lecture= 2, Practical = 3	Understanding the rules of	Retraction from engagement and its consequences.	Theoretical lecture+ Curricular	Theoretical lecture+ Oral Exam

		dowry, its types, and the cases in which the wife is not entitled to the full dowry.		Training	
Four	Theoretical lecture= 2, Practical = 3	Analyzing the legal consequences of breaking off an engagement.	Marital Alimony (Nafaqah), its conditions and elements, temporary alimony, cases where the wife is obligated to obedience (Muta'ah).	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Five	Theoretical lecture= 2, Practical = 3	Determining the conditions of spousal maintenance, its components, and the situations in which it is forfeited.	Divorce (Talaq), its pillars, types, and provisions, the legal consequences of each type, and persons whose divorce is not valid.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Six	Theoretical lecture= 2, Practical = 3	Distinguishing the types of divorce, their legal effects, and the persons whose divorce is not legally valid.	The role of the Public Prosecution in Personal Status courts.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Seven	Theoretical lecture= 2, Practical = 3	Identifying the role of the Public Prosecution and Social Inquiry Department in personal status	The role of social research in divorce and desertion cases, the forms prepared for this purpose, and how to organize them.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

		cases.			
Eight	Theoretical lecture= 2, Practical = 3	Understanding the rules of the waiting period ('idda), the duties of a woman observing 'idda, and the procedures for reinstating marital life.	Iddah (waiting period) and its types, the obligations of the woman in Iddah, Ruju' (resumption of conjugal relations) and its manner, conditions, and a model for the Ruju' deed.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Nine	Theoretical lecture= 2, Practical = 3	Establishing parentage (paternity) according to legally prescribed methods.	Lineage (Nasab), its provisions, methods of proof, and acknowledgment of lineage in the Personal Status Law and the Juvenile Welfare Law.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Ten	Theoretical lecture= 2, Practical = 3	Determining the conditions of guardianship of children, rules of relatives' maintenance, and their practical applications.	Custody (Hadanah), its conditions and the custody fee.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Eleven	Theoretical lecture= 2, Practical = 3	Understanding the rules of wills and bequests, and the legal procedures for their registration and revocation.	Alimony for the wife, ascendants, and descendants, applied models for the alimony of ascendants on descendants and vice versa according to the	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

			Personal Status Law.		
Twelve	Theoretical lecture= 2, Practical = 3	Distinguishing the types of guardianship over minors, the scope of guardians' authority, and the related legal procedures.	Recommendation (Isaa') and Will (Wasiya) and their provisions, registration, a sample application for will registration, a sample will registration, and deed of revocation, registration and endorsement on the will deed form, review of Articles (299-310) of the Civil Procedure Law.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Thirteen	Theoretical lecture= 2, Practical = 3	Understanding the rules of guardianship (wasāya) and curatorship over minors, incapacitated persons, and the absent, along with the legal procedures for their appointment.	Representation of Minors, Guardianship (Wilayah), its division and the limits of the guardian's authority, studying legal texts in the Civil Code, Personal Status Law, and Minors Welfare Law. Sample application and deed of guardianship endorsement.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Fourteen	Theoretical lecture= 2, Practical = 3	Issuing and preparing birth and death certificates in accordance with the prescribed	Testamentary Guardian (Wasi), sample application for appointing a testamentary guardian and	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

		legal procedures.	deed for appointing a temporary guardian, Curatorship (Qaymoumah) and the Curator (Qayyim) over the prodigal (Safeeh) and the neglectful (Dhu Al-Ghafilah), studying legal texts in the Minors Welfare Law and the Civil Code.		
Fifteen	Theoretical lecture= 2, Practical = 3	Preparing and issuing Sharia inheritance certificates and distinguishing them from statutory inheritance certificates.	Curator and appointment of a curator for infirmity or old age, Curator over the absent (Gha'ib) and the missing (Mafqood), studying application models according to each case, investigation and declaration procedures, and models of curatorship deeds for the civilian and military missing person.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Sixteen	Theoretical lecture= 2, Practical = 3	Identifying the causes of inheritance, the heirs (male and female), fixed-share heirs, and	Birth and Death Deeds, and studying the legal texts for registering births and deaths. Sample	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

		residuary heirs.	application for issuing a birth deed.		
Seventeen	Theoretical lecture= 2, Practical = 3	Applying inheritance cases for spouses, ascendants, and descendants with practical examples.	Issuing the Death Deed, court procedures, model Death Deed. Legal Partition Certificates (Qassamat Shar'iyyah), procedures for organizing and documenting them, and the difference between them and official partition certificates, sample application for the partition certificate and required documents for its issuance. Inheritance (Mithrath), its causes, and male and female heirs.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Eighteen	Theoretical lecture= 2, Practical = 3	Understanding the rules of exclusion, increase ('awl), and return (radd), and applying them to inheritance cases.	Those entitled to the estate from the fixed share heirs (Ashab al-Furood) and the residuaries (Asabat), applications and exercises.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Nineteen	Theoretical lecture= 2, Practical = 3	Solving single-degree	Inheritance of the husband, wife, father,	Theoretical lecture+ Curricular	Theoretical lecture+ Oral Exam

		inheritance problems and applying the rules of succession (munāsakha).	grandfather, mother, grandmother, daughter, and son's daughter, with applied examples.	Training	
Twenty	Theoretical lecture= 2, Practical = 3	Understanding the rules of mutual settlement (takhāruj), its procedures, and organizing the inheritance case that follows.	Inheritance, its causes, and male and female heirs.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Twenty-One	Theoretical lecture= 2, Practical = 3	Identifying the fixed-share heirs and residuary heirs entitled to inherit and applying this practically.	Those entitled to the estate from the fixed share heirs (Ashab al-Furood) and the residuaries (Asabat), applications and exercises. Inheritance of the husband, wife, father, grandfather, mother, grandmother, daughter, and son's daughter, with applied examples.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Twenty-Two	Theoretical lecture= 2, Practical = 3	Calculating the shares of spouses, ascendants, and descendants in applied inheritance	Exclusion (Hajb) and its types, the definition of Al-Aul (Increase) and issues of Ar-Radd (Return), applied examples.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

		cases.			
Twenty-Three	Theoretical lecture= 2, Practical = 3	Applying the rules of exclusion, increase, and return to various inheritance scenarios.	Munasakha (Successive Death) and how to organize the single-degree inheritance issue.	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam
Twenty-Four	Theoretical lecture= 2, Practical = 3	Solving single-degree inheritance cases and organizing them according to succession rules.	(Mutual Agreement to Exit an Inheritance), its definition, provisions, procedures, and how to organize the inheritance issue after	Theoretical lecture+ Curricular Training	Theoretical lecture+ Oral Exam

11-The grade is distributed as follows:

- 1- 15 marks for the first semester + 5 marks for the first semester practical
- 2- 15 marks for the second semester + 5 marks for the second semester practical
- 3 - 10 points student activities
- 4- 50 marks final

12-Structure Infrastructure

Explanation of personal status law, marriage, divorce, inheritance, and will	1 Books decided required
Ahmed on The preacher And others, to explain Law Adverbs Personal, Baghdad, 1980. Dr.. Ahmed on Al-Khatib, Dr.. Mustafa Ibrahim The man, to explain Law Adverbs Personal, Provisions Inheritance And the will, university Mosul, 1982.	2 the reviewer Main (Sources)
Dr. Abdul The Qadir Ibrahim on me, to explain Law Adverbs Personal The Iraqi and its amendments, 1985.	A Books And references that recommend With it (Magazines Scientific , reports ,....)
https://www.noor-book.com/pdf Personal Status Law	B - the reviewer Electronic, websites The Internet

Course Description

1. Course Title
Criminal Law
2. Course Code
LMT-103-24-YM
3. Semester / Academic Year
Annual
4. Date of Preparation of This Description
13/11/2025
5. Available Attendance Formats
In-person
6. Total Study Hours / Total Units
120 hours – 8 units
7. Name of Course Coordinator (if more than one, list all)
Name: M.D. Zuhair Mohammed Hashim Email: Zuohair.hamza@atu.edu.iq

8. Course Objectives

Objectives

General Objectives: To introduce the student to the provisions of family law, the marriage contract and its substantive and formal conditions, as well as the rules governing alimony, dowry, divorce, and judicial separation, and the resulting effects in terms of custody and lineage. This also includes familiarizing the student with religious legal instruments and oaths, and the formats of wills and the proper documentation of these instruments, oaths, and wills.

Specific Objectives:

To enable the student to understand the conditions of the marriage contract and how it is organized and registered in the competent court, as well as to identify inheritance shares and apply them in practical cases.

9. Teaching and Learning Strategies

Strategy/Method

Strategy Teaching and Learning Methods
 \-Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training
 Assessment Methods
 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily

\ -Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
One	Theory = 1, Practical = 3	Understanding the importance of Criminal Law, its place within the legal system, and the principle of non-retroactivity of laws.	Understanding the importance of Criminal Law and its position among the branches and divisions of law.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Two	Theory = 1, Practical = 3	Identifying the principle of legality, the temporal scope of Criminal Law, and the principle of retroactivity of the more favorable law to the defendant.	Legality of crime and punishment, temporal scope of application of Criminal Law, and the principle of	Theoretical lecture+ Systematic Training	Written & Oral Examination

			retroactivity of the more lenient law in favour of the accused.		
Three	Theory = 1, Practical = 3	Distinguishing the territorial scope of Criminal Law, its exceptions, and the concept, elements, and general rules of crime.	Spatial scope of application of Criminal Law and its exceptions. Concept of crime, its elements, and general principles.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Four	Theory = 1, Practical = 3	Explaining the material (actus reus) element of the crime, its components, and the forms of attempt.	The material element of the crime and its components; attempt to commit a crime and its forms.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Five	Theory = 1, Practical = 3	Clarifying the mental (mens rea) element of the crime, criminal intent, negligence, and the legal element.	The moral element of the crime, criminal intent and negligence, and the legal element of the crime.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Six	Theory = 1, Practical = 3	Differentiating between types of crimes based on the material element and its various forms.	Types of crimes based on the material element: positive and negative crimes, completed and attempted crimes, instantaneous, continuous, and simple crimes.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Seven	Theory = 1, Practical = 3	Distinguishing crimes based on the mental element, gravity, and legal classification.	Types of crimes based on the moral element: intentional and unintentional	Theoretical lecture+ Systematic Training	Written & Oral Examination

			crimes, military crimes and public law crimes. Classification according to gravity: felonies, misdemeanours, and infractions.		
Eight	Theory = 1, Practical = 3	Identifying the difference between political and ordinary crimes.	Types of crimes according to their nature: political crimes and ordinary crimes.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Nine	Theory = 1, Practical = 3	Explaining forms of criminal participation and the importance of distinguishing between the principal offender and the accomplice.	Criminal participation: principal and accomplice, forms of participation, and the importance of distinguishing between them.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Ten	Theory = 1, Practical = 3	Clarifying principal and accessory participation, their elements, possible consequences, and penalties.	Principal and secondary participation, probable result in participation, punishment of participants, and elements of secondary participation.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Eleven	Theory = 1, Practical = 3	Identifying forms of criminal complicity such as instigation, conspiracy, and assistance, and the effect of circumstances and excuses.	Incitement, agreement and assistance, participation in participation, attempt in participation, and the effect of circumstances and legal excuses on participants.	Theoretical lecture+ Systematic Training	Written & Oral Examination

Twelve	Theory = 1, Practical = 3	Distinguishing grounds for excluding criminal liability such as lack of awareness or will, coercion, necessity, and minority age.	Criminal responsibility and its impediments: lack of perception and free will, coercion, necessity, and minority.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Thirteen	Theory = 1, Practical = 3	Explaining grounds for justification such as fulfilling a duty, exercising a right, and lawful self-defense, along with their conditions and effects.	Grounds of justification: performance of duty and its conditions, exercise of right and its applications, legitimate defence, its conditions, effects and excess.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Fourteen	Theory = 1, Practical = 3	Identifying the concept, characteristics, and types of punishment.	Punishment: its concept, characteristics, and types.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Fifteen	Theory = 1, Practical = 3	Clarifying precautionary (security) measures and their types.	Preventive measures and their types.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Sixteen	Theory = 1, Practical = 3	Explaining the rules of mitigation and aggravation of penalties, excuses, circumstances, concurrence of crimes, their effects, and suspension of execution.	Mitigation and aggravation of penalties, legal excuses and judicial mitigating and aggravating circumstances, plurality of crimes and its impact on punishment, and suspension of execution.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Seventeen	Theory = 1, Practical = 3	Distinguishing crimes against persons,	Crimes against persons,	Theoretical lecture+	Written & Oral Examination

		particularly intentional homicide and its aggravated forms.	terrorist offences, intentional homicide, aggravated homicide, premeditation and ambush, poisoning, and homicide.	Systematic Training	
Eighteen	Hours	Identifying special forms of homicide such as parricide or killing to assist a criminal in escape.	Intended Learning Outcomes	Teaching Method	Assessment Method
Nineteen	Theory = 1, Practical = 3	Explaining homicide accompanied by legally mitigating excuses such as adultery, provocation, or killing a newborn.	Understanding the importance of Criminal Law and its position among the branches and divisions of law.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty	Theory = 1, Practical = 3	Clarifying crimes of intentional assault and injury, and assault leading to death.	Legality of crime and punishment, temporal scope of application of Criminal Law, and the principle of retroactivity of the more lenient law in favour of the accused.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-One	Theory = 1, Practical = 3	Distinguishing intentional harm misdemeanors, their aggravating circumstances, and the means used.	Spatial scope of application of Criminal Law and its exceptions. Concept of crime, its elements, and general principles.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-Two	Theory = 1, Practical = 3	Identifying the offender's intent, the	The material element of the	Theoretical lecture+	Written & Oral Examination

		victim's status, manslaughter, and property crimes.	crime and its components; attempt to commit a crime and its forms.	Systematic Training	
Twenty-Three	Theory = 1, Practical = 3	Explaining theft, its elements, embezzlement, and the subject matter of theft.	The moral element of the crime, criminal intent and negligence, and the legal element of the crime.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-Four	Theory = 1, Practical = 3	Clarifying the aggravated circumstances of theft.	Types of crimes based on the material element: positive and negative crimes, completed and attempted crimes, instantaneous, continuous, and simple crimes.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-Five	Theory = 1, Practical = 3	Distinguishing aggravated theft circumstances related to location.	Types of crimes based on the moral element: intentional and unintentional crimes, military crimes and public law crimes. Classification according to gravity: felonies, misdemeanours, and infractions.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-Six	Theory = 1, Practical = 3	Explaining aggravated theft circumstances related to time.	Types of crimes according to their nature: political crimes and ordinary crimes.	Theoretical lecture+ Systematic Training	Written & Oral Examination
Twenty-Seven	Theory = 1, Practical = 3	Identifying the circumstance of	Criminal participation:	Theoretical lecture+	Written & Oral Examination

		multiple offenders and its effect.	principal and accomplice, forms of participation, and the importance of distinguishing between them.	Systematic Training	
Twenty-Eight	Theory = 1, Practical = 3	Clarifying the effect of the means used and the offender's status, such as a servant, in theft.	Principal and secondary participation, probable result in participation, punishment of participants, and elements of secondary participation.	Theoretical lecture+ Systematic Training	Written & Oral Examination

11-The grade is distributed as follows:

- 1- 15 marks for the first semester + 5 marks for the first semester practical
- 2- 15 marks for the second semester + 5 marks for the second semester practical
- 3 - 10 points student activities
- 4- 50 marks final

12-Structure Infrastructure

1-Books decided required	Explanation of the Iraqi Penal Code
2-the reviewer Main (Sources)	-Dr. Ali Hussein back, Dr. Sultan Al-Shawi, principles the public in Law Penalties, Baghdad,1982. - Dr. Fierce Khalil Mahmoud, Law Penalties year, Baghdad, 2000
A Books And references that recommend With it (Magazines Scientific , reports ,....)	- Dr. Leaping David Al-Saadi, Law Penalties, Section private, Baghdad, 1989.

B - the reviewer Electronic, websites
The Internet

<file:///C:/Users/hussein/Downloads/penalcode1969.pdf>
https://www.arabwomenlegal-emap.org/cawtar_documentcountry/.pdf

Course Description

1. Course Title	
Drafting of Correspondence and Archiving (Arabic & English)	
2. Course Code	
LMT-105-24-YM	
3. Semester / Academic Year	
Annual	
4. Date of Preparation of This Description	
13/11/2025	
5. Available Attendance Formats	
In-person	
6. Total Study Hours / Total Units	
120 hours – 8 units	
7. Name of Course Coordinator	
Name: M.D. Qasim Kazem Mohammed Email: qqasim1988@gmail.com	
8. Course Objectives	
Objectives	<p>General Objectives:</p> <p>To introduce and train students in the fundamentals and principles of drafting correspondence in a clear, proper, and simplified style capable of conveying ideas with accuracy and clarity. The course also aims to enable students to organize, classify, and archive information represented by papers, documents, and records in a manner that facilitates easy retrieval when needed, through the application of appropriate filing and indexing methods and the use of modern technological tools.</p> <p>Specific Objectives:</p> <p>To introduce and train students in the fundamentals and principles of drafting correspondence in the Arabic language in a simplified and precise style that ensures accurate and clear communication, while giving particular attention to the characteristics and formalities of correspondence issued by various official bodies and institutions.</p>
9. Teaching and Learning Strategies	
Strategy	Strategy Teaching and Learning Methods

/Method	1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily
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1- Course structure					
Week	Hours	Intended Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
One	Theoretical lecture= 1, Practical = 3	The student identifies the concept of correspondence and its importance in administrative and organizational work.	Definition of correspondence and its importance.	Lecture + Systematic Training	Written + Oral Exam
Two	Theoretical lecture= 1, Practical = 3	The student distinguishes the requirements of a written letter and the characteristics of a model letter.	Conditions required in drafting official letters and features of the model letter.	Lecture + Systematic Training	Written + Oral Exam
Three	Theoretical lecture= 1, Practical = 3	The student clarifies the types of governmental and commercial correspondence, letters, and reports.	Types of governmental and commercial correspondence, letters, and reports and their classifications.	Lecture + Systematic Training	Written + Oral Exam
Four	Theoretical lecture= 1, Practical = 3	The student identifies memoranda, circulars, and administrative orders and their types.	Memoranda and their types, circulars and administrative orders and their classifications.	Lecture + Systematic Training	Written + Oral Exam
Five	Theoretical lecture= 1, Practical = 3	The student analyzes the components of an official government letter and applies a standard layout.	Analysis of the components of official letters with a model layout of structure and dimensions.	Lecture + Systematic Training	Written + Oral Exam

Six	Theoretical lecture= 1, Practical = 3	The student explains the procedures of appointment documents, from the request stage to referral to higher authorities.	Appointment letters starting from the submission of the application and its referral to higher authorities.	Lecture + Systematic Training	Written + Oral Exam
Seven	Theoretical lecture= 1, Practical = 3	The student identifies the steps of approval of appointment and issuance of the administrative order.	Approval of appointment and issuance of the relevant administrative order.	Lecture + Systematic Training	Written + Oral Exam
Eight	Theoretical lecture= 1, Practical = 3	The student clarifies first-time employee assumption-of-duty letters and nomination letters.	Letters concerning first assumption of duty and staff nomination letters.	Lecture + Systematic Training	Written + Oral Exam
Nine	Theoretical lecture= 1, Practical = 3	The student analyzes samples of employee confirmation letters.	Staff confirmation letters with analysis of model formats.	Lecture + Systematic Training	Written + Oral Exam
Ten	Theoretical lecture= 1, Practical = 3	The student distinguishes types of employee leaves, both regular and special.	Letters related to employee leave (regular leave, fully paid leave, maternity leave, half-paid leave, unpaid leave).	Lecture + Systematic Training	Written + Oral Exam
Eleven	Theoretical lecture= 1, Practical = 3	The student explains sick leave, accompanying leave, study leave, and deputation.	Sick leaves, accompanying leave, study leave, and official delegation.	Lecture + Systematic Training	Written + Oral Exam
Twelve	Theoretical lecture= 1, Practical = 3	The student analyzes samples of release-from-duty and	Letters of release and resumption of duty with model analysis.	Lecture + Systematic Training	Written + Oral Exam

		assumption-of-duty letters.			
Thirteen	Theoretical lecture= 1, Practical = 3	The student identifies promotion, reward, appreciation, and disciplinary letters.	Letters of promotion, granting rewards, appreciation, and disciplinary penalties and their types.	Lecture + Systematic Training	Written + Oral Exam
Fourteen	Theoretical lecture= 1, Practical = 3	The student analyzes samples of resignation and retirement referral letters.	Letters of resignation and referral to retirement with model analysis.	Lecture + Systematic Training	Written + Oral Exam
Fifteen	Theoretical lecture= 1, Practical = 3	The student clarifies techniques of word processing, storing, and retrieving correspondence.	Word processing, its systems, and technologies for storing and retrieving correspondence.	Lecture + Systematic Training	Written + Oral Exam
Sixteen	Theoretical lecture= 1, Practical = 3	The student drafts correspondence related to board and committee meetings.	Drafting correspondence related to board and committee meetings.	Lecture + Systematic Training	Written + Oral Exam
Seventeen	Theoretical lecture= 1, Practical = 3	The student masters meeting preparation and drafting minutes of sessions.	Preparation for meetings and minutes writing.	Lecture + Systematic Training	Written + Oral Exam
Eighteen	Theoretical lecture= 1, Practical = 3	The student distinguishes common errors in official correspondence and corrects them.	Common errors in official correspondence and their correction; commonly misused terms and linguistic errors in administrative writing.	Lecture + Systematic Training	Written + Oral Exam
Nineteen	Theoretical lecture= 1, Practical = 3	The student identifies the history of recordkeeping	Historical overview of archiving and archiving in Iraq.	Lecture + Systematic Training	Written + Oral Exam

		and its development in Iraq.			
Twenty	Theoretical lecture= 1, Practical = 3	The student clarifies the importance of records management, its procedures, and the qualifications required for its personnel.	Development of archive management and importance of information preservation; procedures and archiving systems; terminology of archiving systems; qualifications of archive staff and benefits of their training.	Lecture + Systematic Training	Written + Oral Exam
Twenty-One	Theoretical lecture= 1, Practical = 3	The student explains alphabetical and numerical filing procedures.	Alphabetical and numerical filing systems and their procedures.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Two	Theoretical lecture= 1, Practical = 3	The student distinguishes the advantages and disadvantages of alphabetical, numerical, subject, and geographic filing systems.	Advantages and disadvantages of alphabetical and numerical filing; subject and geographical filing and their procedures.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Three	Theoretical lecture= 1, Practical = 3	The student identifies the concept of classification, its types, and referral cards and their procedures.	Definition of classification and its types; referral card and its procedures.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Four	Theoretical lecture= 1, Practical = 3	The student clarifies the definition and forms of indexes.	Definition of indexes and their forms.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Five	Theoretical lecture= 1, Practical = 3	The student masters preparing	Alphabetical and numerical indexes in Arabic	Lecture + Systematic Training	Written + Oral Exam

		alphabetical-numeric indexes in Arabic.	language.		
Twenty-Six	Theoretical lecture= 1, Practical = 3	The student explains cataloging rules and the concept of archives and their divisions.	Cataloguing rules; definition of archive and its divisions.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Seven	Theoretical lecture= 1, Practical = 3	The student identifies the role of documents, incoming mail, and its procedures.	Role of Arabic documents, postal services and their types; definition and procedures of incoming mail.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Eight	Theoretical lecture= 1, Practical = 3	The student clarifies outgoing mail procedures, secret mail, and methods of safeguarding it.	Definition and procedures of outgoing mail; confidential mail and its protection; lending, borrowing, and follow-up.	Lecture + Systematic Training	Written + Oral Exam
Twenty-Nine	Theoretical lecture= 1, Practical = 3	The student explains filing systems and procedures for transferring and disposing of records.	Filing methods and systems; transfer and disposal of records.	Lecture + Systematic Training	Written + Oral Exam
Thirty	Theoretical lecture= 1, Practical = 3	The student identifies the Law on the Preservation of Documents No. 7 of 1983 and its instructions.	Law on the Preservation of Documents No. (7) of 1983 and its implementing instructions; archiving and preservation of laws, decisions, and their amendments.	Lecture + Systematic Training	Written + Oral Exam

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11-The grade is distributed as follows:

- 1- 15 marks for the first semester + 5 marks for the first semester practical
- 2- 15 marks for the second semester + 5 marks for the second semester practical
- 3 - 10 points student activities
- 4-50 marks final

12-Structure Infrastructure

Book of correspondence, mail and preservation	1 Books decided required
Correspondence Governmental I praised Hamoudi, Warqaa Thamer, 1993 Mail And memorization Samira Bashir, generous Wissa, 1980	2 the reviewer Main (Sources)
Correspondence Governmental I praised Hamoudi, Warqaa Thamer, 1993 Mail And memorization Samira Bashir, generous Wissa, 1980	A Books And references that recommend With it (Magazines Scientific , reports ,....)
https://www.noor-book.com/-pdf	B - the reviewer Electronic, websites The Internet

Course Description

1-Course Title
Management

2. Course Code	
LMT-104-24-YM	
3. Semester / Academic Year	
Annual	
4. Date of Preparation of This Description	
13/11/2025	
5. Available Attendance Formats	
In-person	
6. Total Study Hours / Total Units	
90 hours – 6 units	
7. Name of Course Coordinator	
Name: M. Inam Hussein Radi Email: inam.obaid.iba@atu.edu.iq	
^Course Objectives	
Objectives	<p>General Objectives:</p> <p>To enable students to acquire fundamental concepts related to the administrative activities carried out by organisations and their practical applications.</p> <p>Specific Objectives:</p> <p>To empower students to understand the concept of modern management in the field of work and secretarial practice, and to acquire essential knowledge and information in this area.</p>
9. Teaching and Learning Strategies	
Strategy/Method	<p>Strategy Teaching and Learning Methods</p> <p>1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods</p> <p>1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>

10.-Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
One	Theoretical lecture= 1, Practical = 2	The student identifies the concept of management, its development, and its fundamental principles.	Management, its development and concepts.	Theory + Systematic Training	Written & Oral Exam
Two	Theoretical lecture= 1, Practical = 2	The student explains managerial functions and their importance in achieving organizational goals.	Administrative functions.	Theory + Systematic Training	Written & Oral Exam
Three	Theoretical lecture= 1, Practical = 2	The student distinguishes the functions of an enterprise and their relationship with management.	Functions of the organisation.	Theory + Systematic Training	Written & Oral Exam
Four	Theoretical lecture= 1, Practical = 2	The student analyzes environmental, political, economic, social, and technological factors influencing management.	Factors affecting management: environmental, political, economic, social, and technological.	Theory + Systematic Training	Written & Oral Exam
Five	Theoretical lecture= 1, Practical = 2	The student explains planning and its types as a fundamental managerial function.	Administrative functions: planning and its types.	Theory + Systematic Training	Written & Oral Exam
Six	Theoretical lecture= 1, Practical = 2	The student clarifies the relationship between forecasting and centralized planning and identifies types of managerial	Forecasting and its relation to central planning. Decision-making process: programmed and non-programmed decisions.	Theory + Systematic Training	Written & Oral Exam

		decisions.			
Seven	Theoretical lecture= 1, Practical = 2	The student masters practical methods for decision-making and administrative organization.	Practical tools in the decision-making process. Administrative organisation.	Theory + Systematic Training	Written & Oral Exam
Eight	Theoretical lecture= 1, Practical = 2	The student determines the principles used in structuring an organizational hierarchy.	Bases used in determining the divisions of the organisational structure within the institution.	Theory + Systematic Training	Written & Oral Exam
Nine	Theoretical lecture= 1, Practical = 2	The student explains the role of committees and the factors that enhance their effectiveness.	Committees and factors contributing to increasing their effectiveness.	Theory + Systematic Training	Written & Oral Exam
Ten	Theoretical lecture= 1, Practical = 2	The student distinguishes administrative levels and the span of control.	Adm		
Eleven	Hours	The student identifies the concept of authority, its limits, sources, and types.	Intended Learning Outcomes	Teaching Method	Assessment Method
Twelve	Theoretical lecture= 1, Practical = 2	The student explains the relationship between responsibility and authority.	Management, its development and concepts.	Theory + Systematic Training	Written & Oral Exam
Thirteen	Theoretical lecture= 1, Practical = 2	The student explains types of communication, communication networks, and the factors influencing them.	Administrative functions.	Theory + Systematic Training	Written & Oral Exam
Fourteen	Theoretical lecture= 1, Practical = 2	The student distinguishes between centralization and decentralization in	Functions of the organisation.	Theory + Systematic Training	Written & Oral Exam

		management.			
Fifteen	Theoretical lecture= 1, Practical = 2	The student identifies the concept of motivation and its impact on performance.	Factors affecting management: environmental, political, economic, social, and technological.	Theory + Systematic Training	Written & Oral Exam
Sixteen	Theoretical lecture= 1, Practical = 2	The student clarifies the relationship between needs, incentives, and motives.	Administrative functions: planning and its types.	Theory + Systematic Training	Written & Oral Exam
Seventeen	Theoretical lecture= 1, Practical = 2	The student distinguishes between a leader and a manager and identifies the characteristics of leadership.	Forecasting and its relation to central planning. Decision-making process: programmed and non-programmed decisions.	Theory + Systematic Training	Written & Oral Exam
Eighteen	Theoretical lecture= 1, Practical = 2	The student identifies different leadership styles.	Practical tools in the decision-making process. Administrative organization.	Theory + Systematic Training	Written & Oral Exam
Nineteen	Theoretical lecture= 1, Practical = 2	The student explains the steps of administrative control.	Bases used in determining the divisions of the organizational structure within the institution.	Theory + Systematic Training	Written & Oral Exam
Twenty	Theoretical lecture= 1, Practical = 2	The student clarifies types of control and their methods.	Committees and factors contributing to increasing their effectiveness.	Theory + Systematic Training	Written & Oral Exam
Twenty-One	Theoretical lecture= 1, Practical = 2	The student distinguishes the basic functions of an enterprise.	Adm		
Twenty-Two	Hours	The student explains production management, its	Intended Learning Outcomes	Teaching Method	Assessment Method

		plans, objectives, and its relationship with other functions.			
Twenty-Three	Theoretical lecture= 1, Practical = 2	The student identifies the concept of marketing management.	Management, its development and concepts.	Theory + Systematic Training	Written & Oral Exam
Twenty-Four	Theoretical lecture= 1, Practical = 2	The student clarifies the components of a marketing plan and their importance.	Administrative functions.	Theory + Systematic Training	Written & Oral Exam
Twenty-Five	Theoretical lecture= 1, Practical = 2	The student explains the concept of financial management and its functions.	Functions of the organisation.	Theory + Systematic Training	Written & Oral Exam
Twenty-Six	Theoretical lecture= 1, Practical = 2	The student identifies personnel management and its importance.	Factors affecting management: environmental, political, economic, social, and technological.	Theory + Systematic Training	Written & Oral Exam
Twenty-Seven	Theoretical lecture= 1, Practical = 2	The student clarifies the components of a personnel management plan.	Administrative functions: planning and its types.	Theory + Systematic Training	Written & Oral Exam
Twenty-Eight	Theoretical lecture= 1, Practical = 2	The student explains annual financial plans and their components.	Forecasting and its relation to central planning. Decision-making process: programmed and non-programmed decisions.	Theory + Systematic Training	Written & Oral Exam
Twenty-Nine	Theoretical lecture= 1, Practical = 2	The student identifies human resource management and its role.	Practical tools in the decision-making process. Administrative organisation.	Theory + Systematic Training	Written & Oral Exam
Thirty	Theoretical	The student	Bases used in	Theory +	Written & Oral

	lecture= 1, Practical = 2	clarifies the characteristics and challenges of Iraqi management.	determining the divisions of the organisational structure within the institution.	Systematic Training	Exam
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11-The grade is distributed as follows:

- 1- 15 marks for the first semester + 5 marks for the first semester practical
- 2- 15 marks for the second semester + 5 marks for the second semester practical
- 3 - 10 points student activities
- 4- 50 marks final

12-Structure Infrastructure

Principles of Management (Official Course Textbook)	Required Prescribed Textbooks (if any)
1. Dr. Khalil Al-Shammaa, Principles of Management with Emphasis on Business Administration, Mosul, 1990.	Main References (Sources)
2. Dr. Darwish Ibrahim, Public Administration in Theory and Practice, Cairo, 1986.	Recommended Supporting Books and References (Journals, Reports, etc.)

Course Description

١- Course Title
Civil Service Management
٢- Course Code
LMT-107-24-YM

ϣ- Semester / Academic Year
Annual
ξ- Date of Description Preparation
13/11/2025
ο- Available Attendance Mode
In-person
ϛ- Total Study Hours / Total Units
90 Hours – 6 Units
Ϝ- Course Coordinator
Name: Asst. Lecturer Shaimaa Taram Lafta Email: sheimaa.lafta@atu.edu.iq

^ -Course Objectives	
Objectives	<p>General Objectives: To introduce students to the foundations and principles of Civil Service Management in government institutions of a civil nature, particularly in relation to employee affairs and recruitment, based on job analysis and job description procedures, in a manner that ensures the achievement of both governmental administrative objectives and employees' goals.</p> <p>Specific Objectives: To enable students to identify the activities that fall within the scope of civil service, develop job and task descriptions, determine material and moral incentives for employees, and understand the regulations governing employee affairs, including their rights and obligations.</p>

9. Teaching and Learning Strategies

Strategy /Method	<p>Strategy Teaching and Learning Methods</p> <p>1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods</p> <p>1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>
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ϝ -Course structure					
Week	Hours (Theory / Practical)	Intended Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
One	1 / 2	The student identifies the nature of	Concept and development of personnel	Lecture + Structured Training	Written & Oral Exam

		Personnel Administration and its historical development.	management		
Two	1 / 2	The student distinguishes between centralization and decentralization in Personnel Administration.	Personnel management between centralization and decentralization	Lecture + Structured Training	Written & Oral Exam
Three	1 / 2	The student explains organizational structures, the functions of Personnel Administration, its authorities, and its three fundamental principles.	Organizational structures, functions and principles	Lecture + Structured Training	Written & Oral Exam
Four	1 / 2	The student identifies the concept of public employment, its development, and the difference between public and private employment.	Definition and evolution of public job	Lecture + Structured Training	Written & Oral Exam
Five	1 / 2	The student distinguishes the characteristics of public employment under the closed and open systems.	Characteristics of public job systems	Lecture + Structured Training	Written & Oral Exam
Six	1 / 2	The student analyzes the impact of political, economic, social, and cultural variables on public employment.	Job environment and impact of variables	Lecture + Structured Training	Written & Oral Exam
Seven	1 / 2	The student explains the definition of a civil	Definition and role of civil servant	Lecture + Structured Training	Written & Oral Exam

		service employee, their status, and their role in public life.			
Eight	1 / 2	The student identifies the relationship between the public employee and the state, as well as employee categories, types, and obligations.	Employee categories and obligations	Lecture + Structured Training	Written & Oral Exam
Nine	1 / 2	The student explains the rights and duties of government employees, violations, and disciplinary sanctions.	Violations, penalties, rights and duties	Lecture + Structured Training	Written & Oral Exam
Ten	1 / 2	The student clarifies the concept of striking from public service and its consequences.	Strike in public service	Lecture + Structured Training	Written & Oral Exam
Eleven	1 / 2	The student masters strategies of job analysis and its importance.	Job analysis and strategies	Lecture + Structured Training	Written & Oral Exam
Twelve	1 / 2	The student explains job components, the importance of job analysis, its uses, and job design.	Job components and design	Lecture + Structured Training	Written & Oral Exam
Thirteen	1 / 2	The student identifies methods of job description and job classification in Iraq.	Job classification in Iraq	Lecture + Structured Training	Written & Oral Exam
Fourteen	1 / 2	The student clarifies the concept of job evaluation and its	Job evaluation concepts	Lecture + Structured Training	Written & Oral Exam

		various methods.			
Fifteen	1 / 2	The student explains the theoretical lecturebasis of wages and salaries and the factors influencing them.	Wages and salary fundamentals	Lecture + Structured Training	Written & Oral Exam
Sixteen	1 / 2	The student distinguishes the types of wages and salaries and the methods of determining them.	Wage types and determination	Lecture + Structured Training	Written & Oral Exam
Seventeen	1 / 2	The student identifies wage and salary policies in Iraq.	Wage policies in Iraq	Lecture + Structured Training	Written & Oral Exam
Eighteen	1 / 2	The student clarifies the concept and importance of training public employees.	Employee training concepts	Lecture + Structured Training	Written & Oral Exam
Nineteen	1 / 2	The student explains the different types and methods of training.	Training methods	Lecture + Structured Training	Written & Oral Exam
Twenty	1 / 2	The student identifies training as an integrated system.	Training as integrated system	Lecture + Structured Training	Written & Oral Exam
Twenty-One	1 / 2	The student clarifies training evaluation methods in Iraq.	Training evaluation in Iraq	Lecture + Structured Training	Written & Oral Exam
Twenty-Two	1 / 2	The student identifies the concept of job motivation and its impact.	Job motivation	Lecture + Structured Training	Written & Oral Exam
Twenty-Three	1 / 2	The student explains the components of motivation and its theories.	Motivation theories	Lecture + Structured Training	Written & Oral Exam

Twenty-Four	1 / 2	The student clarifies the concept of job satisfaction and its importance.	Job satisfaction	Lecture + Structured Training	Written & Oral Exam
Twenty-Five	1 / 2	The student identifies job incentive systems in Iraq.	Incentives in Iraq	Lecture + Structured Training	Written & Oral Exam
Twenty-Six	1 / 2	The student explains methods for evaluating the performance of civil service employees.	Performance evaluation	Lecture + Structured Training	Written & Oral Exam
Twenty-Seven	1 / 2	The student clarifies the concept and methods of performance evaluation in Iraq.	Civil servant evaluation	Lecture + Structured Training	Written & Oral Exam
Twenty-Eight	1 / 2	The student identifies the concept of maintaining and sustaining public employees.	Preservation of public employee	Lecture + Structured Training	Written & Oral Exam
Twenty-Nine	1 / 2	The student clarifies the concept and importance of the public employee.	Concept of public employee	Lecture + Structured Training	Written & Oral Exam
Thirty	1 / 2	The student distinguishes types of public employee maintenance policies and programs.	Maintenance policies and programs	Lecture + Structured Training	Written & Oral Exam

11-The grade is distributed as follows

- 1- 15 marks for the first semester + 5 marks for the first semester practical**
- 2- 15 marks for the second semester + 5 marks for the second semester practical**
- 3 - 10 points student activities**
- 4- 50 marks final**

12-Structure Infrastructure

Lectures	1 Books decided required
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<p>Sources/ Dr.. Abbas Hussein Jawad, Dr. Najm Abboud Al-Azzawi, Arzuki Abbas slave, administration Resources Humanity with the focus on administration Affairs employees generalists, Babylon, 2005. Dr. Amer Al-Kubaisi, Management Affairs employees And workers in the service Al-Madaniyya, Mosul,1987. Dr.. Habesh Fawzy, Function the public And management Affairs employees, without,</p>	<p>2 the reviewer Main (Sources)</p>
<p>Sources/ Dr.. Abbas Hussein Jawad, Dr. Najm Abboud Al-Azzawi, Arzuki Abbas slave, administration Resources Humanity with the focus on administration Affairs employees generalists, Babylon, 2005. Dr. Amer Al-Kubaisi, Management Affairs employees And workers in the service Al-Madaniyya, Mosul,1987. Dr.. Habesh Fawzy, Function the public And management Affairs employees, without,</p>	<p>A Books And references that recommend With it (Magazines Scientific , reports ,....)</p>
<p>https://ebook.univeves.com</p>	<p>B - the reviewer Electronic, websites The Internet</p>

Course Description

1 Course Title
Computer and Artificial Intelligence
2. Course Code
ATU12
3. Semester / Academic Year
Annual
4. Date of Preparation
13/11/2025
5. Available Attendance Modes
In-person
6. Total Study Hours / Total Credit Units

30 Hours – 2 Credit Units

7. Course Coordinator

Name: Assist. Lecturer Nabaa Ali Khalil
Email: Nabaaali.kh@gmail.com

^ -Course Objectives

Objectives

General Objectives:

To introduce students to the various components of computers, different operating systems, and commands related to file management and various applications.

Specific Objectives:

To enable students to identify computer applications relevant to their specialization and to use them effectively in administrative work environments.

9. Teaching and Learning Strategies

Strategy /Method

Strategy Teaching and Learning Methods

1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training

Assessment Methods

1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily

∩ -Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
One	Theory = 1	The student identifies the concept of the computer and its importance in daily life.	Introduction to Computer	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Two	Theory = 1	The student explains the development of computers and their fields of application.	Introduction to Computer (Continued)	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Three	Theory = 1	The student	Computer	Theoretical	Practical

		distinguishes the basic components of a computer.	Components	lecture+ Practical	Exam, Theoretical lectureExam
Four	Theory = 1	The student explains the functions of internal and external computer components.	Computer Components (Continued)	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Five	Theory = 1	The student identifies the components of the Central Processing Unit (CPU) and their functions.	Central Processing Unit Components	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Six	Theory = 1	The student clarifies the types of computer ports and their uses.	Computer Ports and Types	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Seven	Theory = 1	The student explains the concept of an operating system and the graphical user interface (GUI).	Operating System and Graphical User Interface	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Eight	Theory = 1	The student identifies the characteristics and components of the graphical user interface.	Graphical User Interface (Continued)	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Nine	Theory = 1	The student clarifies how to interact with the graphical user interface.	Graphical User Interface (Continued)	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Ten	Theory = 1	The student masters customizing the graphical user interface as needed.	Customizing the Graphical User Interface	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam

Eleven	Theory = 1	The student identifies the fundamentals of word processing.	Basics of Word Processing	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twelve	Theory = 1	The student applies text formatting skills.	Text Formatting	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Thirteen	Theory = 1	The student clarifies how to create tables and styles.	Tables and Styles	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Fourteen	Theory = 1	The student masters spell-checking and adding headers.	Spell Check and Headings	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Fifteen	Theory = 1	The student identifies the basics of spreadsheets.	Basics of Spreadsheets	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Sixteen	Theory = 1	The student applies skills of sorting and using formulas.	Sorting and Formulas	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Seventeen	Theory = 1	The student clarifies the concept and uses of pivot tables.	Pivot Tables	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Eighteen	Theory = 1	The student masters graphical data visualization.	Data Visualization	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Nineteen	Theory = 1	The student identifies presentation software.	Presentation Software	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty	Theory = 1	The student applies presentation formatting skills.	Presentation Formatting	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-One	Theory = 1	The student clarifies advanced presentation features.	Advanced Presentation Features	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Two	Theory = 1	The student identifies methods for	Troubleshooting Presentations	Theoretical lecture+ Practical	Practical Exam, Theoretical

		troubleshooting presentation issues.			lectureExam
Twenty-Three	Theory = 1	The student explains the concept of the Internet and networks.	Internet and Networks	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Four	Theory = 1	The student clarifies various Internet applications.	Internet Applications	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Five	Theory = 1	The student masters Internet browsing skills.	Browsing the Internet	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Six	Theory = 1	The student identifies hyperlinks and Internet addresses.	Links and URLs	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Seven	Theory = 1	The student explains the fundamentals of email.	Email Fundamentals	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Eight	Theory = 1	The student clarifies methods of collaboration via email.	Email Collaboration	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Twenty-Nine	Theory = 1	The student identifies the concept of cloud computing and its importance.	Cloud Computing	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam
Thirty	Theory = 1	The student applies effective use of Google Workspace tools.	Google Workspace Tools	Theoretical lecture+ Practical	Practical Exam, Theoretical lectureExam

11-The grade is distributed as follows:

- 1- 20 marks for the first theoretical lecture semester
- 2- 10 marks for the practical exam for the first semester
- 3- 20 marks for the second theoretical lecture semester
- 4- 10 marks for the practical exam for the second semester
- 5- -40 Final exam

12-Structure Infrastructure

Lectures on computer applications	1 Books decided required
computer applications	2 the reviewer Main (Sources)
https://www.noor-book.com/-pdf	A Books And references that recommend With it (Magazines Scientific , reports ,....)

Course Description

1. Course Title	
Human Rights & Democracy	
2. Course Code	
ATU1 ^۳	
3. Semester / Academic Year	
Annual	
4. Date of Preparation	
13/11/2025	
5. Available Attendance Modes	
In-person	
6. Total Study Hours / Total Credit Units	
Hours – 2 Units	
7. Course Coordinator	
Name: M. Mushtaq Talib Mihna Email: dktwrmshtaqtalb@gmail.com	
^Course Objectives	
Objectives	General Objectives: To introduce the student to human rights, their historical development, and the international charters and agreements that stipulate them, as well as the divine laws, including Islamic Sharia and national constitutions.

	<p>Specific Objectives:</p> <p>To enable the student to understand the concept of human rights, their guarantees at the national level, and their various types.</p>
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9. Teaching and Learning Strategies

Strategy/ Method	<p>Strategy Teaching and Learning Methods Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 2- 5- Daily</p>
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10 -Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
One	1	The student identifies human rights in ancient civilizations, with a focus on Mesopotamian civilization.	Human rights in ancient civilizations with emphasis on the Mesopotamian civilization.	Theoretical	Written & Oral Exams
Two	1	The student explains human rights in divine religions, especially in Islamic law.	Human rights in divine laws with emphasis on Islamic Sharia.	Theoretical	Written & Oral Exams
Three	1	The student distinguishes between human rights in different political doctrines, schools, and theories.	Human rights in doctrines, schools, and political theories.	Theoretical	Oral Exams
Four	1	The student identifies human rights declarations, revolutions, and	Declarations of human rights, revolutions and constitutions	Theoretical	Written & Oral Exams

		major constitutions.	(English documents, American, French and Russian revolutions).		
Five	1	The student explains the international recognition of human rights since World War I.	International recognition of human rights since World War I (League of Nations, United Nations).	Theoretical	Written & Oral Exams
Six	1	The student describes regional recognition of human rights.	Regional recognition of human rights.	Theoretical	Written & Oral Exams
Seven	1	The student identifies European, American, African, and Arab human rights conventions.	European Convention on Human Rights (1950), American Convention on Human Rights (1969), African Charter on Human and Peoples' Rights (1981), Arab Charter on Human Rights (1994).	Theoretical	Written & Oral Exams
Eight	1	The student explains the role of NGOs and the International Committee of the Red Cross in protecting rights.	Non-governmental organizations and human rights, International Committee of the Red Cross.	Theoretical	Written & Oral Exams
Nine	1	The student identifies Amnesty International and Human Rights Watch.	Amnesty International and Human Rights Watch.	Theoretical	Written & Oral Exams
Ten	1	The student analyzes human	Human rights in Iraqi	Theoretical	Written & Oral Exams

		rights in Iraqi constitutions in theory and practice.	constitutions between theory and practice.		
Eleven	1	The student explains the definition and guarantees of human rights in the Universal Declaration and international covenants.	Human rights: definition, determination and guarantees in the Universal Declaration of Human Rights and international conventions.	Theoretical	Written & Oral Exams
Twelve	1	The student distinguishes human rights in regional charters and national constitutions.	Human rights in regional charters and national constitutions.	Theoretical	Written & Oral Exams
Thirteen	1	The student explains the difference between individual and collective rights.	Individual and collective human rights.	Theoretical	Written & Oral Exams
Fourteen	1	The student identifies civil and political rights.	Civil and political rights.	Theoretical	Written & Oral Exams
Fifteen	1	The student explains national guarantees for the respect and protection of human rights.	Guarantees for respect and protection of human rights at the national level.	Theoretical	Written & Oral Exams
Sixteen	1	The student explains guarantees of public freedoms.	Guarantees of public freedoms.	Theoretical	Written & Oral Exams
Seventeen	1	The student identifies judicial jurisdiction in the field of public freedoms.	Judicial jurisdiction in the field of public freedoms.	Theoretical	Written & Oral Exams
Eighteen	1	The student explains the impact of judicial	The impact of judicial duality on public	Theoretical	Written & Oral Exams

		dualism on public freedoms.	freedoms.		
Nineteen	1	The student describes public freedoms according to administrative jurisprudence and general principles.	Public freedoms under administrative jurisprudence and general principles.	Theoretical	Written & Oral Exams
Twenty	1	The student identifies the concept of equality and its historical and modern developments.	The concept of equality and its historical and modern development.	Theoretical	Written & Oral Exams
Twenty-One	1	The student explains the interdependence among various human rights.	Interrelation between human rights.	Theoretical	Written & Oral Exams
Twenty-Two	1	The student explains economic, social, and cultural rights.	Economic, social and cultural human rights.	Theoretical	Written & Oral Exams
Twenty-Three	1	The student clarifies the principle of equality among individuals regardless of belief or race.	Equality among individuals based on beliefs and ethnicity.	Theoretical	Written & Oral Exams
Twenty-Four	1	The student identifies constitutional and legal guarantees and the principle of the rule of law.	Guarantees in the constitution and laws and the principle of rule of law.	Theoretical	Written & Oral Exams
Twenty-Five	1	The student explains litigation mechanisms, non-judicial complaints, and judicial appeals.	Grievance litigation, non-judicial complaint, and judicial appeal.	Theoretical	Written & Oral Exams
Twenty-Six	1	The student clarifies modern rights such as the right to	Modern human rights: right to development, environment	Theoretical	Written & Oral Exams

		development, environment, and solidarity.	and solidarity.		
Twenty-Seven	1	The student distinguishes the forms and categories of human rights and the interrelationship between them.	Forms and categories of human rights and their interrelation.	Theoretical	Written & Oral Exams
Twenty-Eight	1	The student identifies the Arab Organization for Human Rights.	Arab Organization for Human Rights.	Theoretical	Written & Oral Exams
Twenty-Nine	1	The student explains the role of national human rights institutions.	National human rights organizations.	Theoretical	Written & Oral Exams
Thirty	1	The student analyzes the impact of judicial dualism on public freedoms.	The impact of judicial duality on public freedoms.	Theoretical	Written & Oral Exams

11-The grade is distributed as follows:

- 1- 20 marks for the first theoretical lecture semester
- 2- 10 marks for the practical exam for the first semester
- 3- 20 marks for the second theoretical lecture semester
- 4- 10 marks for the practical exam for the second semester
- 5- -40 Final exam

12-Structure Infrastructure

Lectures	1 Books decided required
International agreements, Universal Declaration of Human Rights, United Nations Charter, International Covenant on Civil and Political Rights	2 the reviewer Main (Sources)
International agreements, Universal Declaration of Human Rights, United Nations Charter, International Covenant on Civil and Political Rights	A Books And references that recommend With it (Magazines Scientific , reports ,....)

<https://www.ohchr.org/sites/default/files/Documents/Countries/IQ/HRReportMarApr2006AR.pdf>
https://jlaw.journals.ekb.eg/article_45213_7462a246a457123da99ad952674b2607.pdf

B - the reviewer Electronic, websites The Internet

Course Description

1. Course Title	
Execution Law and Real Estate Registration	
2. Course Code	
LMT-201-24-YM	
3. Semester / Academic Year	
Annual	
4. Date of Preparation	
13/11/2025	
5. Available Attendance Modes	
In-person	
6. Total Study Hours / Total Credit Units	
150 hours – 10 units	
∇-Course Coordinator	
Name: Assist. Prof. Dr. Hani Abdullah Email: honeyomran@gmail.com	
^ -Course Objectives	
Objectives	General: Introduce students to the provisions of the Execution Law No. 45 of 1980, including the organizational structure of the execution authority, executive instruments, types of execution, compulsory execution procedures and methods, seizure and sale of movable and immovable assets. Also explain the main provisions of the Real Estate Registration Law No. 42 of 1971, especially the competencies of the Real Estate Registration Directorate, types

of registers and maps and their legal status, case files, registration procedures and types, and their formal requirements.

Specific: Enable students to understand how execution is carried out against a debtor who refuses to fulfill their obligation, clarify the legal methods and procedures for seizing movable and immovable assets, recognize the registration of real estate in the name of legal and natural persons, and understand the importance, conditions, and subjects of real estate registration for practical application.

9. Teaching and Learning Strategies

Strategy/Method	Strategy Teaching and Learning Methods Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily
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1 - Course structure					
Week	Hours	Intended Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
One	Theoretical lecture= 2, Practical = 3	The student identifies the Enforcement Directorate in Iraq, its structure, and the objectives of the Enforcement Law, as well as the types of enforceable judgments.	Overview of the execution authority in Iraq, organizational structure of the Head Office and Directorate of Execution, objectives and foundations of the Execution Law. Executive instruments, judgments and their types, binding, declaratory and constitutive judgments.	Theory + Systematic Training	Written & Oral Exams
Two	Theoretical lecture= 2, Practical = 3	The student explains the concept of enforceable documents, commercial papers, and instruments establishing	Executory documents, commercial papers, and documents proving personal and real rights.	Theory + Systematic Training	Written & Oral Exams

		personal and real rights.			
Three	Theoretical lecture= 2, Practical = 3	The student describes guarantees before the Enforcement Judge and the legal decisions and orders issued by the enforcement officer.	Guarantees before the execution officer, decisions and orders granted by law to the execution officer.	Theory + Systematic Training	Written & Oral Exams
Four	Theoretical lecture= 2, Practical = 3	The student distinguishes between voluntary enforcement and its advantages, and compulsory enforcement, its procedures, and the conditions required of the enforcement applicant.	Types of execution, voluntary execution and its advantages, compulsory execution, its cases and procedures, applicant and conditions.	Theory + Systematic Training	Written & Oral Exams
Five	Theoretical lecture= 2, Practical = 3	The student identifies the enforcement notice and compulsory enforcement measures such as the use of force and travel bans.	Execution notice memorandum, means of compulsory execution, coercive force and travel ban.	Theory + Systematic Training	Written & Oral Exams
Six	Theoretical lecture= 2, Practical = 3	The student explains the cases in which a debtor may be detained and the exceptions where detention is prohibited.	Imprisonment of the debtor, its cases, and situations where imprisonment is not permitted.	Theory + Systematic Training	Written & Oral Exams
Seven	Theoretical lecture= 2, Practical = 3	The student describes the suspension and postponement of	Suspension of execution, delay of execution and its effects.	Theory + Systematic Training	Written & Oral Exams

		enforcement, their cases, and legal effects.			
Eight	Theoretical lecture= 2, Practical = 3	The student identifies the rules governing the attachment of a debtor's assets and the categories of assets exempt from attachment.	Seizure of debtor's assets and assets that cannot be seized.	Theory + Systematic Training	Written & Oral Exams
Nine	Theoretical lecture= 2, Practical = 3	The student explains the procedures for attaching movable property and its sale.	Seizure of movable assets and procedures for their sale.	Theory + Systematic Training	Written & Oral Exams
Ten	Theoretical lecture= 2, Practical = 3	The student describes the attachment of debts owed to the debtor by third parties and the attachment of salaries and allowances.	Garnishment of debtor's funds held by third parties, seizure of salaries and allowances.	Theory + Systematic Training	Written & Oral Exams
Eleven	Theoretical lecture= 2, Practical = 3	The student identifies real estate attachment procedures.	Seizure of real estate and its procedures.	Theory + Systematic Training	Written & Oral Exams
Twelve	Theoretical lecture= 2, Practical = 3	The student explains procedures for the sale of real estate.	Sale of real estate and its procedures.	Theory + Systematic Training	Written & Oral Exams
Thirteen	Theoretical lecture= 2, Practical = 3	The student describes procedures for selling pledged property.	Sale procedures of mortgaged property.	Theory + Systematic Training	Written & Oral Exams
Fourteen	Theoretical lecture= 2, Practical = 3	The student identifies the enforcement proceeds and how they are	Proceeds of execution and their distribution among creditors.	Theory + Systematic Training	Written & Oral Exams

		distributed among creditors.			
Fifteen	Theoretical lecture= 2, Practical = 3	The student explains creditors' priority rights and their application in distributing enforcement proceeds.	Preferential rights of creditors and applied cases in distribution of proceeds.	Theory + Systematic Training	Written & Oral Exams
Sixteen	Theoretical lecture= 2, Practical = 3	The student describes appeals against decisions of the Enforcement Judge and the types of limitation periods.	Appeals against decisions of the execution officer and limitation periods.	Theory + Systematic Training	Written & Oral Exams
Seventeen	Theoretical lecture= 2, Practical = 3	The student identifies real estate registration and its historical development.	Introduction to real estate registration and its development.	Theory + Systematic Training	Written & Oral Exams
Eighteen	Theoretical lecture= 2, Practical = 3	The student explains the duties of the Director and Head of the Real Estate Registration Office, the real estate and personal registers, the title deed, file, and map.	Director General of Real Estate Registration, registers, deeds, maps and files.	Theory + Systematic Training	Written & Oral Exams
Nineteen	Theoretical lecture= 2, Practical = 3	The student describes the real estate registration systems and their types.	Registration systems and their types.	Theory + Systematic Training	Written & Oral Exams
Twenty	Theoretical lecture= 2, Practical = 3	The student identifies the jurisdiction of the	Jurisdiction of registration directorate and types	Theory + Systematic Training	Written & Oral Exams

		Real Estate Registration Directorate, the types of transactions and properties, and the meaning of real estate disposition.	of property dispositions.		
Twenty-One	Theoretical lecture= 2, Practical = 3	The student explains the legal rules for registers, procedures of registration, amendment, and correction.	Registers and their legal status, registration amendments and corrections.	Theory + Systematic Training	Written & Oral Exams
Twenty-Two	Theoretical lecture= 2, Practical = 3	The student describes preliminary investigation procedures, renewed registration, and official endorsements.	Preliminary investigation and renewed registration procedures.	Theory + Systematic Training	Written & Oral Exams
Twenty-Three	Theoretical lecture= 2, Practical = 3	The student identifies inspection procedures for files, registers, transactions, documents, legal verification, and applicable fees.	Inspection and auditing of files, registers, transactions and legal documents.	Theory + Systematic Training	Written & Oral Exams
Twenty-Four	Theoretical lecture= 2, Practical = 3	The student explains documentation, registration procedures, and transaction auditing.	Registration including documentation and auditing.	Theory + Systematic Training	Written & Oral Exams
Twenty-Five	Theoretical lecture= 2, Practical = 3	The student describes the formation and duties of decentralized auditing	Formation of decentralized audit committees and issuance of deeds.	Theory + Systematic Training	Written & Oral Exams

		committees and the issuance of title deeds and their legal status.			
Twenty-Six	Theoretical lecture= 2, Practical = 3	The student identifies procedures for registration by proxy, agency, or through religious or foreign documents.	Registration by proxy and registration based on legal documents inside/outside Iraq.	Theory + Systematic Training	Written & Oral Exams
Twenty-Seven	Theoretical lecture= 2, Practical = 3	The student explains registration in the name of legal persons, whether Arab or foreign.	Registration in the name of legal persons (Arab or foreign).	Theory + Systematic Training	Written & Oral Exams
Twenty-Eight	Theoretical lecture= 2, Practical = 3	The student describes the administrative structure of the Notary Public Directorate and its branches.	Administrative formations of the Notary Public Directorate.	Theory + Systematic Training	Written & Oral Exams
Twenty-Nine	Theoretical lecture= 2, Practical = 3	The student identifies the conditions for appointing a notary public, their powers, and procedures for recording machines and other transactions.	Conditions and powers of the notary public, registration of machinery and other transactions.	Theory + Systematic Training	Written & Oral Exams
Thirty	Theoretical lecture= 2, Practical = 3	The student explains notarial procedures, fee collection, and the legal status of documents and powers of attorney after authentication.	Notary procedures, fee collection, and legal status of authenticated documents.	Theory + Systematic Training	Written & Oral Exams

11-The grade is distributed as follows:

1 -15 points for the first theoretical lecturesemester.

2- 5 points for the first practical semester.

3 -15 points for the second theoretical lecturesemester.

4 -5 points for the second practical semester

5-10 points for the activity.

6-50 - Final exam score

12-Structure Infrastructure	
Provisions of the Real Estate Implementation and Registration Law	1 Books decided required
<p>Adam Waheeb Al-Nadawi, Provisions Law implementation, Printing press university Baghdad, 1983.</p> <p>Adam Waheeb Al-Nadawi friendship. happy congrats, to explain Law implementation, Printing press university Baghdad, 1984</p> <p>Dr.. Ahmed Abu Loyalty, procedures implementation, Dar: house Renaissance Arabic, Cairo.1995.</p> <p>Dr.. Mustafa glorious, to explain Law Register real estate, C1, \Printing press acquaintances, Baghdad, 1979.</p> <p>Dr.. slave Glorious Knowing, study in Law Register real estate, the organization Arabic For education And culture and sciences, institute Research And studies Arabic, 1972.</p>	2 the reviewer Main (Sources)
Dr.. Mustafa glorious, to explain Law Register real estate, C1, Printing press Guidance, Baghdad, 1972.	A Books And references that recommend With it (Magazines Scientific , reports ,....)
<p>https://services.gov.krd/sites/default/files/uploaded-laws</p> <p>https://law.aliraqia.edu.iq/wp-content/uploads/2023/06/45-%D9%84%D8%B3%D9%86%D8%A9-1980.pdf</p>	B - the reviewer Electronic, websites The Internet

Course Description

1. Course Title	
Principles of Criminal Procedures	
2. Course Code	
LMT-202-24-YM	
3. Semester / Academic Year	
Annual	
4. Date of Preparation	
13/11/2025	
5. Available Attendance Modes	
In-person	
6. Total Study Hours / Total Credit Units	
150 Hours – 10 Units	
∇-Course Coordinator	
Name: Asst. Lect. Aseel Hatem Touman Email: aseeltoman.ibo11@atu.edu.iq	
^ -Course Objectives	
Objectives	<p>General Objectives:</p> <p>To introduce students to the criminal case, the methods of initiating it, the role of judicial police officers and public prosecution, and to study scientific methods in criminal investigation.</p> <p>Specific Objectives:</p> <p>To enable students to understand how criminal cases are initiated, the authorities entitled to initiate them, the role of the public prosecution at various stages of the case, the study of criminal judicial judgments and methods of appeal, and modern investigation techniques.</p>
9. Teaching and Learning Strategies	
Strategy /Method	<p>Strategy Teaching and Learning Methods</p> <p>1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods</p>

1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily

1- Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic Title	Teaching Method	Assessment Method
One	Theoretical lecture= 2 / Practical = 3	The student identifies the Criminal Procedure Law, its historical development, its features, and its relationship with the Civil Procedure Law.	Introduction to the Law of Criminal Procedure and its historical development in Iraq, its characteristics and relationship with civil pleadings.	Lecture + Systematic Training	Written & Oral Exams
Two	Theoretical lecture= 2 / Practical = 3	The student explains the nature and basis of criminal actions and the similarities and differences between criminal and civil actions.	Definition of the criminal case, its basis and nature, similarities and differences with the civil case.	Lecture + Systematic Training	Written & Oral Exams
Three	Theoretical lecture= 2 / Practical = 3	The student describes the mechanisms for initiating criminal proceedings and the authorities empowered to initiate them.	The criminal case and methods of initiating it and the competent authorities entitled to do so.	Lecture + Systematic Training	Written & Oral Exams
Four	Theoretical lecture= 2 / Practical = 3	The student distinguishes offenses that may only be initiated upon a complaint by the victim or their legal representative.	Crimes that cannot be initiated except upon complaint by the victim or legal representative.	Lecture + Systematic Training	Written & Oral Exams
Five	Theoretical lecture= 2 /	The student identifies the	Rules governing	Lecture + Systematic	Written & Oral Exams

	Practical = 3	rules governing complaints, including cases with multiple victims or defendants and the conditions for extinguishing the right to complain.	private complaints such as multiple victims or defendants and lapse of the right to file complaints.	Training	
Six	Theoretical lecture= 2 / Practical = 3	The student explains the objectives, evolution, jurisdiction, and role of the Public Prosecution Law in criminal proceedings.	Public Prosecution Law: objectives, development, competencies, and its role in all stages of the criminal case.	Lecture + Systematic Training	Written & Oral Exams
Seven	Theoretical lecture= 2 / Practical = 3	The student describes the stage of inquiry and evidence collection and the role of law enforcement authorities.	Investigation and evidence collection stage; definition and duties of judicial police authority.	Lecture + Systematic Training	Written & Oral Exams
Eight	Theoretical lecture= 2 / Practical = 3	The student identifies the procedures for reporting crimes and investigating both flagrante delicto and non-flagrante delicto offenses.	Reporting crimes, responsible persons, procedures for investigation in flagrante and non-flagrante crimes.	Lecture + Systematic Training	Written & Oral Exams
Nine	Theoretical lecture= 2 / Practical = 3	The student explains the importance of the preliminary investigation, its rules, and the authorities responsible for conducting it.	Preliminary investigation stage, its importance, fundamental rules, and competent authorities.	Lecture + Systematic Training	Written & Oral Exams
Ten	Theoretical	The student	Preliminary	Lecture +	Written & Oral Exams

	lecture= 2 / Practical = 3	describes the procedures of the preliminary investigation, including hearing witnesses, searches, interrogating suspects, and investigating juveniles.	investigation procedures: witness hearing, search, interrogation, juvenile investigation.	Systematic Training	
Eleven	Theoretical lecture= 2 / Practical = 3	The student identifies the decisions issued by the investigating judge and the juvenile judge.	Decisions issued by investigating judges and juvenile judges.	Lecture + Systematic Training	Written & Oral Exams
Twelve	Theoretical lecture= 2 / Practical = 3	The student explains the types of criminal courts, their jurisdiction, composition, and types of decisions.	Types of criminal courts, jurisdiction, formation, and issued decisions.	Lecture + Systematic Training	Written & Oral Exams
Thirteen	Theoretical lecture= 2 / Practical = 3	The student distinguishes the characteristics of the judicial system in Iraq.	Characteristics of the Iraqi judicial system.	Lecture + Systematic Training	Written & Oral Exams
Fourteen	Theoretical lecture= 2 / Practical = 3	The student describes trial procedures, general rules of trial, and juvenile trial procedures.	Trial procedures and general rules, juvenile trials.	Lecture + Systematic Training	Written & Oral Exams
Fifteen	Theoretical lecture= 2 / Practical = 3	The student identifies methods of appealing criminal judgments, their importance, and their types.	Methods of appeal in criminal judgments, their importance and types.	Lecture + Systematic Training	Written & Oral Exams
Sixteen	Theoretical lecture= 2 /	The student explains the	Concept and objective of	Lecture + Systematic	Written & Oral Exams

	Practical = 3	concept of investigation and its primary purpose.	investigation.	Training	
Seventeen	Theoretical lecture= 2 / Practical = 3	The student describes the qualities, knowledge, and character required of an investigator.	Investigator: qualities, information, and personality.	Lecture + Systematic Training	Written & Oral Exams
Eighteen	Theoretical lecture= 2 / Practical = 3	The student identifies criminal evidence and its importance.	Criminal evidence.	Lecture + Systematic Training	Written & Oral Exams
Nineteen	Theoretical lecture= 2 / Practical = 3	The student explains the procedures for examining crime scenes and inspecting the location of the incident.	Crime scene inspection and examination.	Lecture + Systematic Training	Written & Oral Exams
Twenty	Theoretical lecture= 2 / Practical = 3	The student describes the role of witnesses and the importance of testimony.	Witness and testimony.	Lecture + Systematic Training	Written & Oral Exams
Twenty-One	Theoretical lecture= 2 / Practical = 3	The student identifies the general rules for hearing witnesses.	General rules for hearing witnesses.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Two	Theoretical lecture= 2 / Practical = 3	The student explains the procedures for interrogating suspects and recording their confessions or denials.	Suspect interrogation, confession and denial.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Three	Theoretical lecture= 2 / Practical = 3	The student describes the effects of crime and their	Effects of crime.	Lecture + Systematic Training	Written & Oral Exams

		significance in investigations.			
Twenty-Four	Theoretical lecture= 2 / Practical = 3	The student identifies fingerprints, firearm traces, and other physical evidence.	Fingerprints, weapon traces, and others.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Five	Theoretical lecture= 2 / Practical = 3	The student explains the importance of footprint evidence in criminal investigations.	Footprints.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Six	Theoretical lecture= 2 / Practical = 3	The student describes modern investigative techniques.	Modern investigation methods.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Seven	Theoretical lecture= 2 / Practical = 3	The student identifies the polygraph device and forensic chemical analysis.	Polygraph and forensic analysis.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Eight	Theoretical lecture= 2 / Practical = 3	The student explains hypnosis techniques and other methods used in investigations.	Hypnosis techniques and others.	Lecture + Systematic Training	Written & Oral Exams
Twenty-Nine	Theoretical lecture= 2 / Practical = 3	The student explains the types of criminal courts, their jurisdiction, composition, and decisions.	Types of criminal courts and their jurisdictions.	Lecture + Systematic Training	Written & Oral Exams
Thirty	Theoretical lecture= 2 / Practical = 3	The student distinguishes the features of the judicial system in Iraq.	Features of the Iraqi judicial system.	Lecture + Systematic Training	Written & Oral Exams

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11-The grade is distributed as follows:

1 -15 points for the first theoretical lecturesemester.

2- 5 points for the first practical semester.

3 -15 points for the second theoretical lecturesemester.

4 -5 points for the second practical semester

5-10 points for the activity.

6-50 - Final exam score

12 Structure Infrastructure

Explanation of the Code of Criminal Procedure and Criminal Investigation	1. Required prescribed books
Abdul Amir Al-Ukaili, Dr. Salim Harbah, Principles of Criminal Trials, Parts 1 and 2, Baghdad, 1981. Dr. Raouf Obaid, Principles of Criminal Procedure, Part 1 and Part 2, Cairo, 1993. Dr. Mahmoud Mahmoud Mustafa, Fanon’s explanation of criminal procedures, Cairo, 1999.	2 -Main references (sources)
Abdul Amir Al-Ukaili, Dr. Salim Harbah, Principles of Criminal Trials, Parts 1 and 2, Baghdad, 1981. Dr.Raouf Obaid, Principles of Criminal Procedure, Part 1 and Part 2, Cairo, 1993. Dr. Mahmoud Mahmoud Mustafa, Fanon’s explanation of criminal procedures, Cairo, 1999.	Recommended books and references (scientific journals, reports ,....)
https://wiki.dorar-aliraq.net/iraqilaws/law/4895.html	B - Electronic references, Internet sites...

Course Description

1-Course Title
Civil Procedures
2. Course Code
LMT-203-24-YM
3. Semester / Academic Year
Annual
4. Date of Description Preparation
13/11/2025

5. Available Attendance Modes

In-person

6. Total Study Hours / Total Credit Units

150 Hours – 10 Units

V-Name of Course Coordinator

Name: Assist. Prof. Qasim Madi Hamzah

Email: qasmmady4@gmail.com

^ -Course Objectives

Objectives

General Objectives:

To introduce students to the procedures for filing civil lawsuits according to the nature of the claimed right, methods of adjudicating civil cases, procedures of evidence, the role of the judge therein, and the means of appealing civil judgments.

Specific Objectives:

To enable students to understand how to initiate civil lawsuits, identify their parties and conditions, comprehend judicial notification procedures, recognize the requirements of judgments and the methods of their enforcement, and understand the procedures and types of evidence as well as the methods of challenging judgments.

9. Teaching and Learning Strategies**Strategy/
Method****Strategy Teaching and Learning Methods****1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training****Assessment Methods**

1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily

10 -Course structure

Week	Hours	Required Learning Outcomes	Unit / Topic Name	Teaching Method	Assessment Method
One	Theoretical lecture= 2, Practical = 3	The student identifies the Civil Procedure Law and its historical development in Iraq.	Introduction to the Civil Procedures Law and its historical development in Iraq.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Two	Theoretical lecture= 2, Practical = 3	The student explains the types of civil courts and their jurisdictions.	Types of civil courts and their jurisdictions.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Three	Theoretical lecture= 2, Practical = 3	The student describes the concept of a civil lawsuit, its	The civil lawsuit: its definition,	Theoretical lecture+ Systematic	Oral Exams + Written

		conditions, procedures for filing it, and methods for assessing its value.	conditions, procedures for filing, and value assessment.	Training	
Four	Theoretical lecture= 2, Practical = 3	The student distinguishes between different types of civil actions.	Types of lawsuits.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Five	Theoretical lecture= 2, Practical = 3	The student identifies the procedures for judicial notifications.	Judicial notifications.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Six	Theoretical lecture= 2, Practical = 3	The student explains courtroom rules, ethics of trial, attendance and absence rules, and representation in litigation.	Trial procedures, rules and ethics, attendance and absence, legal representation in litigation.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Seven	Theoretical lecture= 2, Practical = 3	The student describes incidental and supplementary claims, newly arising claims, and the procedures for involving a third party.	Incidental and supplementary requests, incidental claims, and the inclusion of a third party in the lawsuit.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Eight	Theoretical lecture= 2, Practical = 3	The student identifies the procedures for issuing judgments, court expenses, and the Judicial Fees Law.	Procedures for issuing judgments, judicial expenses, Judicial Fees Law No. 114 of 1981.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Nine	Theoretical lecture= 2, Practical = 3	The student explains the fundamental legal principles, court fees, and types of legal aid.	Basic principles of law, general court fees, judicial aid: concept and types.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Ten	Theoretical lecture= 2, Practical = 3	The student describes the methods of appealing civil judgments, their importance, and their	Methods of appeal in civil judgments, their importance and	Theoretical lecture+ Systematic Training	Oral Exams + Written

		types.	types.		
Eleven	Theoretical lecture= 2, Practical = 3	The student identifies the objection to judgments in absentia.	Objection to a default judgment.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twelve	Theoretical lecture= 2, Practical = 3	The student explains appellate procedures.	Appeal.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Thirteen	Theoretical lecture= 2, Practical = 3	The student describes the concept of cassation and its procedures.	Cassation.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Fourteen	Theoretical lecture= 2, Practical = 3	The student identifies the correction of cassation decisions.	Correction of cassation decision.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Fifteen	Theoretical lecture= 2, Practical = 3	The student explains third-party objection and retrial procedures.	Third-party objection and retrial.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Sixteen	Theoretical lecture= 2, Practical = 3	The student describes the Evidence Law, its objectives, foundations, and the role of the judge in evidence evaluation.	Concept of the Law of Evidence, its objectives and foundations, judicial evidence and the role of the judge.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Seventeen	Theoretical lecture= 2, Practical = 3	The student identifies the conditions of facts subject to proof.	Conditions of the fact subject to proof.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Eighteen	Theoretical lecture= 2, Practical = 3	The student explains evidentiary procedures.	Evidence procedures.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Nineteen	Theoretical lecture= 2, Practical = 3	The student describes written documents as a means of proof.	Means of proof: written evidence.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty	Theoretical lecture= 2, Practical = 3	The student identifies confession and interrogation as methods of proof.	Confession and interrogation.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-One	Theoretical	The student explains	Testimony,	Theoretical	Oral Exams +

	lecture= 2, Practical = 3	the role of testimony, oath, inspection, and expert reports in evidence.	oath, inspection, and expertise.	lecture+ Systematic Training	Written
Twenty-Two	Theoretical lecture= 2, Practical = 3	The student describes legal presumptions and the authority of judgments.	Presumptions and the authority of judgments.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty- Three	Theoretical lecture= 2, Practical = 3	The student explains the procedures for filing civil claims, their conditions, and drafting a statement of claim.	Identifying types of civil courts and their jurisdictions.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-Four	Theoretical lecture= 2, Practical = 3	The student masters judicial notification procedures.	Procedures for filing a civil case, its conditions, and drafting the statement of claim.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-Five	Theoretical lecture= 2, Practical = 3	The student explains trial procedures, rules, and courtroom conduct.	Familiarization with judicial notification procedures.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-Six	Theoretical lecture= 2, Practical = 3	The student identifies the duties and functions of the court clerk's office and its workflow.	Familiarization with trial procedures, rules, and ethics.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty- Seven	Theoretical lecture= 2, Practical = 3	The student describes the procedures for collecting judicial fees.	Training in the court registry, its duties, and work mechanism.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-Eight	Theoretical lecture= 2, Practical = 3	The student explains methods of maintaining judicial deposits.	Procedures for collecting fees.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Twenty-Nine	Theoretical lecture= 2, Practical = 3	The student identifies the procedures for appealing civil judgments.	Introduction to the procedures for safeguarding deposits.	Theoretical lecture+ Systematic Training	Oral Exams + Written
Thirty	Theoretical lecture= 2,	The student identifies the Civil Procedure	Procedures for appealing	Theoretical lecture+	Oral Exams + Written

	Practical = 3	Law and its historical development in Iraq.	judgments.	Systematic Training	
Week	Hours	The student explains the types of civil courts and their jurisdictions.	Required Learning Outcomes	Teaching Method	Assessment Method
One	Theoretical lecture= 2, Practical = 3	The student describes the concept of a civil lawsuit, its conditions, procedures for filing it, and methods for assessing its value.	Introduction to the Civil Procedures Law and its historical development in Iraq.	Theoretical lecture+ Systematic Training	Oral Exams + Written

11- The grade is distributed as follows:

1 -15 points for the first theoretical lecture semester.

2- 5 points for the first practical semester.

3 -15 points for the second theoretical lecture semester.

4 -5 points for the second practical semester

5-10 points for the activity.

6-50 - Final exam score.

12- Structure Restructure

Law of procedures and judicial evidence	Required prescribed books
Abdul Rahman Allam, Explanation of the Civil Procedure Law No. 83 of 1969, Baghdad, 1990. Sadiq Haider, Explanation of the Civil Procedure Law No. 83 of 1969, Baghdad, 1988.	2. Main references and volumes
Dr.. Medhat Al-Mahmoud, Explanation of the Civil Procedure Law No. 83 of 1969, Baghdad, 2005.	Recommended books and references (scientific journals, reports ,....)
https://tasjeel.mot.gov.iq/newtasjeel/.pdf	B - Electronic references, Internet sites....

Course Description

١- Course Name	
Administrative Law	
٢- Course Code	
LMT-204-24-YM	
٣- Semester / Year	
Annual	
٤- Date of Preparation	
13/11/2025	
٥- Available Attendance Modes	
In-person	
٦- Total Study Hours / Total Units	
90 Hours – 6 Units	
٧-Name of Course Coordinator	
Name: Mr. Nagham Abdulhusein Khalil Email: nagham.khalil@atu.edu.iq	
٨-Course Objectives	
Objectives	<p>General:- Introducing the student to the principles and provisions of Administrative Law and its role in regulating public administration and its means in performing its tasks, especially the provisions of public service and the acts of public administration represented by administrative decisions and contracts, and the supervision of those acts.</p> <p>Specific:- Enabling the student to identify the legal controls of public administration and its means in managing its activities, especially the provisions of public service, determining the legality of its actions, and the supervision over those actions.</p>
9. Teaching and Learning Strategies	
Strategy/ Method	<p>Strategy Teaching and Learning Methods 1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>

Course structure					
Week	Hours	Intended Learning Outcomes	Unit / Topic	Teaching Method	Assessment Method
One	Theoretical lecture= 1, Practical = 2	The student identifies the concept of Administrative Law, its characteristics, and its sources.	Introduction to Administrative Law, its characteristics and sources.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Two	Theoretical lecture= 1, Practical = 2	The student distinguishes the foundations of Administrative Law and determines its scope of application.	Foundations of Administrative Law and its scope of application.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Three	Theoretical lecture= 1, Practical = 2	The student explains the relationship between Administrative Law, public administration, and other legal branches.	Relationship between Administrative Law and public administration and other branches of law.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Four	Theoretical lecture= 1, Practical = 2	The student describes the organization of public administration, legal personality, centralization, and decentralization.	Organisation of public administration, legal personality, centralisation and decentralisation.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Five	Theoretical lecture= 1, Practical = 2	The student distinguishes the forms of administrative centralization and both territorial and functional decentralization.	Forms of centralisation and regional and functional decentralisation.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Six	Theoretical lecture= 1, Practical = 2	The student identifies the administrative organization in	Administrative organisation in Iraq.	Theoretical lecture+ Systematic Training	Oral + Written Exams

		Iraq.			
Seven	Theoretical lecture= 1, Practical = 2	The student determines the bodies of centralized and decentralized administration.	Central and decentralised administrative bodies.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Eight	Theoretical lecture= 1, Practical = 2	The student explains the concept of administrative police, its purposes, methods, and competent authorities.	Administrative control: definition, objectives, methods and bodies.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Nine	Theoretical lecture= 1, Practical = 2	The student clarifies the special nature of administrative police under exceptional circumstances.	Administrative control under exceptional circumstances.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Ten	Theoretical lecture= 1, Practical = 2	The student defines the public utility (public service), identifies its elements, types, and methods of establishment.	Public utility: definition, elements, types and establishment.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Eleven	Theoretical lecture= 1, Practical = 2	The student explains the principles governing the operation of public utilities.	Principles governing the operation of public utilities.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twelve	Theoretical lecture= 1, Practical = 2	The student distinguishes the methods of managing public utilities.	Methods of managing public utilities.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Thirteen	Theoretical lecture= 1, Practical = 2	The student identifies the tools of public administration.	Means of public administration.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Fourteen	Theoretical	The student	Public servant	Theoretical	Oral + Written

	lecture= 1, Practical = 2	explains the procedures for appointing public employees, confirming appointment, commencement of work, and issuing administrative orders.	and procedures of appointment, confirmation and commencement of duty.	lecture+ Systematic Training	Exams
Fifteen	Theoretical lecture= 1, Practical = 2	The student clarifies the calculation of salary, allowances, bonuses, promotion, and the issuance of related administrative orders.	Salary calculation, allowances, increments, promotion and related administrative orders.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Sixteen	Theoretical lecture= 1, Practical = 2	The student explains the procedures for granting and calculating official leaves and issuing the corresponding administrative decisions.	Procedures for granting leave and issuing related administrative orders.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Seventeen	Theoretical lecture= 1, Practical = 2	The student identifies the duties of public employees.	Duties of the public servant.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Eighteen	Theoretical lecture= 1, Practical = 2	The student explains the concept of disciplinary offense and the procedures for imposing disciplinary sanctions and issuing administrative orders.	Disciplinary offence and procedures for imposing disciplinary penalties.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Nineteen	Theoretical lecture= 1,	The student explains the	Procedures for appealing and	Theoretical lecture+	Oral + Written Exams

	Practical = 2	procedures for appealing disciplinary sanctions and methods for nullifying them.	annulment of penalties.	Systematic Training	
Twenty	Theoretical lecture= 1, Practical = 2	The student clarifies the cases in which the employment relationship terminates.	Termination of the employment relationship.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-One	Theoretical lecture= 1, Practical = 2	The student explains resignation procedures.	Resignation and its procedures.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Two	Theoretical lecture= 1, Practical = 2	The student describes the issuance of administrative orders accepting or rejecting resignation and issuing warnings.	Issuing administrative orders to accept or reject resignation and issuing warnings.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Three	Theoretical lecture= 1, Practical = 2	The student clarifies the procedures for dismissal due to redundancy, calculating retirement rights, referral to retirement, discharge, and removal from office.	Procedures for dismissal, retirement rights calculation and termination procedures.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Four	Theoretical lecture= 1, Practical = 2	The student distinguishes the concept of public property, its criteria, use, and protection.	Public funds: criteria, usage and protection.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Five	Theoretical lecture= 1, Practical = 2	The student defines the administrative decision, identifies its elements and	Administrative decision: definition, elements, types, implementation	Theoretical lecture+ Systematic Training	Oral + Written Exams

		types, and explains its execution and termination with practical applications.	and termination. Applications.		
Twenty-Six	Theoretical lecture= 1, Practical = 2	The student explains the concept of the administrative contract, its types, methods of formation, execution, and termination with practical applications.	Administrative contract: definition, types, conclusion and execution. Applications.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Seven	Theoretical lecture= 1, Practical = 2	The student describes the oversight of administrative actions, its types, and the forms of administrative control in Iraq.	Oversight of administrative actions: types and application in Iraq.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Eight	Theoretical lecture= 1, Practical = 2	The student identifies the composition, jurisdiction, and appeal mechanisms of the General Disciplinary Council.	Formation and jurisdiction of the General Disciplinary Council.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Twenty-Nine	Theoretical lecture= 1, Practical = 2	The student clarifies the formation of the Administrative Judiciary Court.	Establishment of the Administrative Court.	Theoretical lecture+ Systematic Training	Oral + Written Exams
Thirty	Theoretical lecture= 1, Practical = 2	The student explains the procedures for filing appeals before the court, their grounds, and the mechanisms for challenging its judgments.	Appeals before the court and procedures for challenging judgments.	Theoretical lecture+ Systematic Training	Oral + Written Exam

11-The grade is distributed as follows:

1- 15 marks for the first semester + 5 marks for the first semester practical

2- 15 marks for the second semester + 5 marks for the second semester practical

3 - 10 points student activities

4- 50 marks final

12-Structure Restructure

Explain Administrative Law Judgements

1. Required Books

Dr.. Maher Saleh Allawi Al-Jubouri, Mediator in Administrative Law, University of Mosul, 2009.

Dr. Mohieddin Al-Qaisi, Principles of Public Administrative Law, Beirut, 2003.

Dr.. Maged Ragheb Al-Helou, Administrative Judiciary, Alexandria, 2004.

2.Main References

Dr.. Ali Muhammad Badir, Dr. Essam Abdel Wahab, Dr. Mahdi Yassin, Principles and Provisions of Administrative Law, Baghdad, 1993.

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

https://ia601702.us.archive.org/17/items/20201108_20201108_0015

B - Electronic references, Internet sites.....)

Course Description

١- Course Name	
Legal Readings	
٢- Course Code	
LMT-205-24-YM	
٣- Semester / Year	
Annual	
٤- Date of Preparation	
13/11/2025	
٥- Available Attendance Modes	
In-person	
٦- Total Study Hours / Total Units	
90 Hours – 6 Units	
٧-Name of Course Coordinator	
Name: M. Hussein Mohsen Khudair	
Email: hu1994ssen@gmail.com	
٨-Course Objectives	
Objectives	<p>General: Enabling the student to develop a legal mindset that believes in the importance of law and its role in regulating social relations in English.</p> <p>Specific: Familiarizing the student with the judicial system in Iraq, types of civil and criminal courts and their jurisdictions, and developing the ability to express this in English.</p>
9. Teaching and Learning Strategies	
Strategy/Method	<p>Strategy Teaching and Learning Methods 1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>

١٠-Course structure					
The Week	Hours	Education Outcomes	Name of the Unit or Topic	Teaching Method	Evaluation Method
One	3	The student identifies the Iraqi judicial system and its general structure.	Iraqi Judicial System	Theoretical lecture+ Practical	Oral & Written Exams

Two	3	The student distinguishes the types of courts in Iraq and their jurisdictions.	Types of Courts in Iraq	Theoretical lecture+ Practical	Oral & Written Exams
Three	3	The student explains the role of civil courts and Courts of First Instance.	Civil Courts and Courts of First Instance	Theoretical lecture+ Practical	Oral & Written Exams
Four	3	The student identifies the Court of First Instance and the Personal Status Court.	Court of First Instance and Personal Status Court	Theoretical lecture+ Practical	Oral & Written Exams
Five	3	The student describes the jurisdiction of the Labor Court and the Court of Personal Matters.	Labor Court and Personal Matters Court	Theoretical lecture+ Practical	Oral & Written Exams
Six	3	The student clarifies the function of the Court of Appeal as the second level of litigation.	Second-Degree Courts Appeal	Theoretical lecture+ Practical	Oral & Written Exams
Seven	3	The student explains the role of the Court of Cassation in exercising supreme judicial review.	Court of Cassation	Theoretical lecture+ Practical	Oral & Written Exams
Eight	3	The student determines the jurisdictions of civil courts.	Jurisdiction of Civil Courts	Theoretical lecture+ Practical	Oral & Written Exams
Nine	3	The student explains the concept of judicial jurisdiction.	Judicial Jurisdiction	Theoretical lecture+ Practical	Oral & Written Exams
Ten	3	The student distinguishes the	Subject-Matter Jurisdiction	Theoretical lecture+ Practical	Oral & Written Exams

		subject-matter jurisdiction of courts.			
Eleven	3	The student explains the territorial jurisdiction of courts.	Territorial Jurisdiction	Theoretical lecture+ Practical	Oral & Written Exams
Twelve	3	The student identifies the principles upon which the judicial system is based.	Principles of the Judicial System	Theoretical lecture+ Practical	Oral & Written Exams
Thirteen	3	The student distinguishes the types of criminal courts.	Types of Criminal Courts	Theoretical lecture+ Practical	Oral & Written Exams
Fourteen	3	The student describes the role of the Investigating Court.	Investigative Court	Theoretical lecture+ Practical	Oral & Written Exams
Fifteen	3	The student explains the jurisdiction of the Misdemeanor Court and the Felony Court.	Misdemeanor Court and Criminal Court	Theoretical lecture+ Practical	Oral & Written Exams
Sixteen	3	The student identifies the types of penalties in criminal law.	Types of Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Seventeen	3	The student determines the principal penalties.	Primary Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Eighteen	3	The student explains bodily penalties.	Corporal Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Nineteen	3	The student clarifies the death penalty.	Death Penalty	Theoretical lecture+ Practical	Oral & Written Exams
Twenty	3	The student describes penalties	Liberty-Depriving Penalties	Theoretical lecture+ Practical	Oral & Written Exams

		involving deprivation of liberty.			
Twenty-One	3	The student distinguishes the forms of deprivation-of-liberty penalties.	Types of Liberty-Depriving Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Two	3	The student explains severe and simple imprisonment.	Severe and Simple Imprisonment	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Three	3	The student identifies complementary penalties.	Complementary Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Four	۳	The student explains additional penalties.	Additional Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Five	۳	The student describes financial penalties.	Financial Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Six	3	The student identifies the types of crimes.	Types of Crimes	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Seven	3	The student clarifies simple imprisonment.	Simple Imprisonment	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Eight	3	The student distinguishes between severe imprisonment and simple imprisonment.	Severe Imprisonment vs Simple Imprisonment	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Nine	3	The student applies examples and exercises related to additional penalties.	Exercises on Additional Penalties	Theoretical lecture+ Practical	Oral & Written Exams
Thirty	۳	The student determines the classifications of crimes under criminal law.	Categories of Crimes	Theoretical lecture+ Practical	Oral & Written Exams

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11-The grade is distributed as follows:
<p>1 -15 points for the first theoretical lecturesemester.</p> <p>2- 5 points for the first practical semester.</p> <p>3 -15 points for the second theoretical lecturesemester.</p> <p>4 -5 points for the second practical semester</p> <p>5-10 points for the activity.</p> <p>6-50 - Final exam score</p>

12- Infrastructure	
Civil proceedings in English	Required prescribed books
- F. M. Goady, Introduction to the study of law, London, 1985.	Main References
- D. Liyod, The idea of law, 1982.	Books, references, volumes recommended ,....)
https://www.uncfsu.edu/assets/Documents/College%20of%20Business%20and%20Economics/legal.pdf	Electronic webs, sites, internet

Course Description

\- Course Name

Governmental Accounting	
Υ- Course Code	
LMT-206-24-YM	
Ψ- Semester / Year	
Annual	
ξ- Date of Preparation	
13/11/2025	
ο- Available Attendance Modes	
In-person	
ϒ- Total Study Hours / Total Units	
120 Hours – 8 Units	
Υ-Name of Course Coordinator	
Name: Asst. Lecturer Sana'a \ Email: inam.obaid.iba@atu.edu.iq	
^ -Course Objectives	
Objectives	<p>General-To acquaint the student with the financial and legal aspects of the governmental accounting system and the foundations of accounting work in state service departments and the supervision thereof.</p> <p>Specific-To enable the student to understand the state budget, its divisions, and the chapters, figures, and types of accounts that include expenditures.</p>
9. Teaching and Learning Strategies	
Strategy/ Method	<p>Strategy Teaching and Learning Methods 1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>

ϒ -Course structure

Week	Hours	Intended Learning Outcomes	Unit / Topic Name	Learning Method	Assessment Method
One	Theoretical lecture= 2, Practical = 2	Student identifies the governmental accounting system	Governmental Accounting System	Theoretical lecture+ Practical	Oral & Written Exams
Two	Theoretical lecture= 2, Practical = 2	Student explains the importance of governmental accounting and	Importance and Scope of Application	Theoretical lecture+ Practical	Oral & Written Exams

		its scope			
Three	Theoretical lecture= 2, Practical = 2	Student defines accounting and its characteristics	Definition of Accounting and its Characteristics	Theoretical lecture+ Practical	Oral & Written Exams
Four	Theoretical lecture= 2, Practical = 2	Student explains the relationship between accounting and general balance	Accounting and General Balancing	Theoretical lecture+ Practical	Oral & Written Exams
Five	Theoretical lecture= 2, Practical = 2	Student determines the concept of final accounts	Final Accounts	Theoretical lecture+ Practical	Oral & Written Exams
Six	Theoretical lecture= 2, Practical = 2	Student explains the concept of the accounting cycle	Accounting Cycle	Theoretical lecture+ Practical	Oral & Written Exams
Seven	Theoretical lecture= 2, Practical = 2	Student clarifies how to manage the governmental accounting system	Management of the Governmental Accounting System	Theoretical lecture+ Practical	Oral & Written Exams
Eight	Theoretical lecture= 2, Practical = 2	Student identifies the government treasury and the formation of the joint treasury	Government Treasury and Formation of Public Treasury	Theoretical lecture+ Practical	Oral & Written Exams
Nine	Theoretical lecture= 2, Practical = 2	Student differentiates between centralized and decentralized accounting systems	Central and Decentralized Governmental Accounting System	Theoretical lecture+ Practical	Oral & Written Exams
Ten	Theoretical lecture= 2, Practical = 2	Student explains expenditure and revenue accounts	Analysis of Administrative and Qualitative Aspects	Theoretical lecture+ Practical	Oral & Written Exams
Eleven	Theoretical lecture= 2, Practical = 2	Student analyzes accounting administratively and qualitatively	Current and Fund Accounts	Theoretical lecture+ Practical	Oral & Written Exams
Twelve	Theoretical	Student explains	Advance	Theoretical	Oral & Written Exams

	lecture= 2, Practical = 2	current accounts and fund accounts	Accounts: Concept and Rules	lecture+ Practical	
Thirteen	Theoretical lecture= 2, Practical = 2	Student explains the concept and rules of advance current accounts	Types of Advance Accounts	Theoretical lecture+ Practical	Oral & Written Exams
Fourteen	Theoretical lecture= 2, Practical = 2	Student distinguishes the types of advance current accounts	Preparation of Accounts	Theoretical lecture+ Practical	Oral & Written Exams
Fifteen	Theoretical lecture= 2, Practical = 2	Student explains how to prepare accounts	Internal Control in Governmental Accounting Regarding Documents	Theoretical lecture+ Practical	Oral & Written Exams
Sixteen	Theoretical lecture= 2, Practical = 2	Student explains internal control of accounting documents	Control of Monetary Processes	Theoretical lecture+ Practical	Oral & Written Exams
Seventeen	Theoretical lecture= 2, Practical = 2	Student clarifies control over cash operations	Current Bank Account	Theoretical lecture+ Practical	Oral & Written Exams
Eighteen	Theoretical lecture= 2, Practical = 2	Student identifies the current account in the bank	Control of Expenditures and Revenues	Theoretical lecture+ Practical	Oral & Written Exams
Nineteen	Theoretical lecture= 2, Practical = 2	Student explains control over expenditures and revenues	Control of Profit Distribution Processes	Theoretical lecture+ Practical	Oral & Written Exams
Twenty	Theoretical lecture= 2, Practical = 2	Student clarifies control over grants and benefits operations	Personal Accounts for Advances	Theoretical lecture+ Practical	Oral & Written Exams
Twenty- One	Theoretical lecture= 2, Practical = 2	Student determines personal accounts for advances	General Registers and Daily Registers	Theoretical lecture+ Practical	Oral & Written Exams
Twenty- Two	Theoretical lecture= 2, Practical = 2	Student explains general daily accounting	Fund and Principal Professor	Theoretical lecture+ Practical	Oral & Written Exams

		records			
Twenty-Three	Theoretical lecture= 2, Practical = 2	Student clarifies the role of the treasury and the general ledger	Account Statements	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Four	Theoretical lecture= 2, Practical = 2	Student explains how to verify accounts	Statements of Daily and Annual Accounts and Accounting Cycle	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Five	Theoretical lecture= 2, Practical = 2	Student clarifies daily and annual account statements within the accounting cycle	Closing of Annual Accounts	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Six	Theoretical lecture= 2, Practical = 2	Student explains the closing of annual accounts	Law of Judicial Revenues	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Seven	Theoretical lecture= 2, Practical = 2	Student identifies the Judicial Collection Law	General Principles	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Eight	Theoretical lecture= 2, Practical = 2	Student determines the general principles of governmental accounting	Court Revenues and Primary Revenues	Theoretical lecture+ Practical	Oral & Written Exams
Twenty-Nine	Theoretical lecture= 2, Practical = 2	Student clarifies court collections and primary collections	Exercises and Practical Examples	Theoretical lecture+ Practical	Oral & Written Exams
Thirty	Theoretical lecture= 2, Practical = 2	Student applies exercises and examples on governmental accounting	Exercises and Practical Examples	Theoretical lecture+ Practical	Oral & Written Exams

11-The grade is distributed as follows:

1 –15 points for the first theoretical lecturesemester.

2- 5 points for the first practical semester.
 3 -15 points for the second theoretical lecture semester.
 4 -5 points for the second practical semester
 5-10 points for the activity.
 6-50 - Final exam score

12-Infrastructure	
Systematic government accounting	1- Required prescribed books
Dr. Maher Al-Obaidi, Government Accounting and Budget Accounts, Baghdad, 1982.	2- Main references (sources)
Hanna Razouki Al-Sayegh, General Foundations of the Government Accounting System, Baghdad, 1987.	Recommended books and references (scientific journals, reports,...)
1. https://kjeas.uowasit.edu.iq/index.php/kjeas/article/view/575 2. https://www.asjp.cerist.dz/en/downArticlepdf/494/3/1/66574	B - Electronic references, Internet sites...

Course Description

١- Course Name
Crimes of the Ba'ath Party Regime
٢- Course Code
ATU24

ζ- Semester / Year					
Annual					
ξ- Date of Preparation					
13/11/2025					
ο- Available Attendance Modes					
In-person					
ϒ- Total Study Hours / Total Units					
30 hours – 2 units					
ϕ-Name of Course Coordinator					
Name: Mr. Mushtaq Talib Mahna Email: dktwrmshtaqtalb@gmail.com					
⊖-Course Objectives					
Objectives		<p>General: Introducing the student to the crimes committed by the Ba'ath Party in Iraq during its rule, so that the student becomes aware and knowledgeable of the crimes committed by the Ba'ath regime in Iraq.</p> <p>Specific: Enabling the student to increase their knowledge of the legal aspects that constitute crimes.</p>			
9. Teaching and Learning Strategies					
Strategy/ Method		<p>Strategy Teaching and Learning Methods 1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>			
⊘-Course structure					
Assessment Method	Learning Method	Unit / Topic Name	Intended Learning Outcomes	Learning Method	Week
one	1	Defining crime linguistically as a violation of religious law and legally as a violation of state law	Concept of crimes linguistically and technically	theoretical lecture	Written + Oral Exam
two	1	Classifying crimes into misdemeanors, felonies, and	Types of crimes	theoretical lecture	Written + Oral Exam

		infractions based on severity			
three	1	Distinguishing international crimes such as war crimes, genocide, and crimes against humanity	Types of international crimes	theoretical lecture	Written + Oral Exam
four	1	Understanding the judicial decisions issued by the Iraqi High Criminal Court and their effects	Decisions issued by the Supreme Criminal Court	theoretical lecture	Written + Oral Exam
five	1	Analyzing the psychological and social impacts of crimes and Ba'ath regime violations	Psychological and social crimes and their effects, and highlighting violations of the Ba'ath regime in Iraq	theoretical lecture	Written + Oral Exam
six	1	Identifying mechanisms and methods of psychological crimes	Psychological crimes and mechanisms of psychological crimes	theoretical lecture	Written + Oral Exam
seven	1	Analyzing psychological pressure mechanisms and scientific impoverishment and their effects	Mechanisms of psychological pressure and punishment / mechanisms of intellectual impoverishment / effects of psychological crimes	theoretical lecture	Written + Oral Exam
eight	1	Understanding social crimes related to destroying societal structure	Social crimes – Part One	theoretical lecture	Written + Oral Exam
nine	1	Exploring forms of social crimes and their impact on society	Social crimes – Part Two	theoretical lecture	Written + Oral Exam

ten	1	Analyzing violations of Iraqi laws – Part One	Violations of Iraqi laws and their forms – Part One	theoretical lecture	Written + Oral Exam
eleven	1	Continuing the analysis of violations of Iraqi laws – Part Two	Violations of Iraqi laws and their forms – Part Two	theoretical lecture	Written + Oral Exam
twelve	1	Identifying Ba'ath regime decisions that violated political and military norms	Some political and military violation decisions of the Ba'ath regime	theoretical lecture	Written + Oral Exam
thirteen	1	Determining the locations of prisons and detention centers under the Ba'ath regime	Prison and detention locations of the Ba'ath regime	theoretical lecture	Written + Oral Exam
fourteen	1	Analyzing environmental crimes committed by the Ba'ath regime	Environmental crimes of the Ba'ath regime	theoretical lecture	Written + Oral Exam
fifteen	1	Studying environmental crimes in Basra Province	Environmental crimes in Basra	theoretical lecture	Written + Oral Exam
sixteen	1	Understanding radiation pollution and its effects, as in the Halabja incident	Pollution with radioactive materials / Halabja	theoretical lecture	Written + Oral Exam
seventeen	1	Analyzing the policy of destroying cities and villages practiced by the regime	Destruction of cities and villages	theoretical lecture	Written + Oral Exam
eighteen	1	Studying the Battle of Jassim River and the crimes of burning oil wells	Battle of Jassim River and burning of oil wells	theoretical lecture	Written + Oral Exam
nineteen	1	Analyzing the environmental and social effects	Drying of the marshes	theoretical lecture	Written + Oral Exam

		of draining the marshes			
twenty	1	Understanding the crimes of destroying palm orchards and agricultural lands	Bulldozing of palm orchards, trees and crops	theoretical lecture	Written + Oral Exam
twenty one	1	Defining mass graves and the importance of studying them	Introduction to crimes of mass graves	theoretical lecture	Written + Oral Exam
twenty two	1	Analyzing the 1963 genocide events and their connection to mass graves	Events of genocide mass graves committed by the Ba'ath regime / Events of 1963	theoretical lecture	Written + Oral Exam
twenty three	1	Understanding the historical context of events (1979–2003) and their link to mass graves	Introduction to events from 1979–2003 and their relation to mass graves	theoretical lecture	Written + Oral Exam
twenty four	1	Studying the connection between the Iran–Iraq War and mass graves	Events of the Iran-Iraq War 1980–1988 and their relation to mass graves	theoretical lecture	Written + Oral Exam

11-The grade is distributed as follows:

- 1-20 –points for the first theoretical lecture semester.
- 2-20 –points for the second theoretical lecture semester.
- 3-10 –points for the activity
- 4-50 - Final exam score

12- Infrastructure

The crimes of the Baath regime in Iraq	1- Required prescribed books
A course for all public and private universities	Main references
Author: Walid Majeed Al-Hilli: The impact of the use of radiological weapons on air and education in selected areas in southern Iraq. Master's thesis, University of Baghdad 1999	Recommended books and references (scientific journals, reports(....
https://iraqicenter-fdec.org/archives/4224 https://iraqicenter-fdec.org/archives/5018	B - Electronic references, Internet sites....

Course Description

١- Course Title
Arabic Language
٢- Course Code
ATU11
٣- Semester / Year
Annual
٤- Date of Preparation of this Description
13/11/2025
٥- Available Attendance Modes
In-person
٦- Total Study Hours / Total Units
30 hours – 2 units
٧- Name of Course Coordinator
Name: M.D. Qasim Kazem Mohammed Email: qqasim1988@gmail.com
٨- Course Objectives

Objectives	<p>General Objectives:</p> <ul style="list-style-type: none"> To raise the student with love for the Arabic language, the language of the Holy Qur'an. To identify aspects of beauty in the Arabic language and its literature, and to enable the student to acquire the ability to study the branches of the Arabic language. To help the student avoid grammatical, spelling, and linguistic errors in writing and in administrative correspondence. To enable the student to receive correct ideas and sound meanings through proper control of the language used in communication. <p>Specific Objectives:</p> <ul style="list-style-type: none"> To enable the student to convey the meaning he/she wishes to deliver to the recipient in a clear and understandable manner. To develop the student's literary taste so that he/she perceives the aesthetic aspects of expressions, meanings, and imagery. To develop the student's spelling and handwriting skills. To assist the student in understanding complex structures and ambiguous styles and enable precise thinking.
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9. Teaching and Learning Strategies

Strategy/ Method	<p>Strategy Teaching and Learning Methods 1- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer Training</p> <p>Assessment Methods 1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily</p>
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10.-Course structure

Week	No. of Hours	Intended Learning Outcomes	Unit / Topic Name	Learning Method	Assessment Method
One	1	Distinguishing the main parts of speech (noun, verb, particle) and the case markers of nouns	Parts of speech: the noun and its grammatical markers	Theoretical	Oral + Written Examinations
Two	1	Applying knowledge of nouns through the analysis of Qur'anic and literary texts	Applied examples of the noun from the Holy Qur'an and Arabic literature	Theoretical	Oral + Written Examinations

Three	1	Defining the verb and its types (past, present, imperative) and its forms (sound, weak)	The verb: its types and states	Theoretical	Oral + Written Examinations
Four	1	Applying knowledge of verbs through the analysis of Qur'anic and literary texts	Applied examples of the verb from the Holy Qur'an and Arabic literature	Theoretical	Oral + Written Examinations
Five	1	Classifying Arabic particles, their types, and their grammatical functions	Types of particles	Theoretical	Oral + Written Examinations
Six	1	Applying knowledge of particles through the analysis of Qur'anic and literary texts	Applied examples of particles from the Holy Qur'an and Arabic literature	Theoretical	Oral + Written Examinations
Seven	1	Differentiating between solar and lunar letters and applying the rules of al-lām ash-shamsiyya and al-lām al-qamariyya	Solar and lunar letters and the difference between them	Theoretical	Oral + Written Examinations
Eight	1	Practical application in distinguishing between solar and lunar letters in words	Applied examples on the previous topic	Theoretical	Oral + Written Examinations
Nine	1	Applying the rules of writing the tied T (ة) and the open T (ت)	Rules of tied and extended taa	Theoretical	Oral + Written Examinations
Ten	1	Applying the rules of tied and open T in Qur'anic and literary texts	Applied examples of tied and extended taa from the Holy Qur'an and Arabic literature	Theoretical	Oral + Written Examinations
Eleven	1	Applying the rules of writing the long alif (ا) and the short alif/maqṣūra (أ)	Rules of writing alif mamdudah and maqsurah	Theoretical	Oral + Written Examinations
Twelve	1	Applying alif rules in Qur'anic and literary	Applied examples of alif	Theoretical	Oral + Written Examinations

		texts	mamdudah and maqsurah from the Holy Qur'an and Arabic literature		
Thirteen	1	Analyzing pre-Islamic poetry by Imru' al-Qays and Antarah ibn Shaddad	Texts from pre-Islamic poetry / Imru' al-Qais – Antarah ibn Shaddad	Theoretical	Oral + Written Examinations
Fourteen	1	Analyzing Islamic-era poetry by Hassan ibn Thabit and Al-Hutay'ah	Texts from Islamic poetry / Hassan ibn Thabit – Al-Hutay'ah	Theoretical	Oral + Written Examinations
Fifteen	1	Identifying the characteristics of modern prose in novels and short stories	Modern prose / novel and short story	Theoretical	Oral + Written Examinations
Sixteen	1	Correcting common linguistic and spelling errors in administrative correspondence	Common linguistic and spelling errors in administrative correspondence	Theoretical	Oral + Written Examinations
Seventeen	1	Applying the rules of writing numbers (masculine, feminine, singular, compound)	Rules of writing numbers	Theoretical	Oral + Written Examinations
Eighteen	1	Applying number rules in Qur'anic and literary texts	Applied examples of number-writing rules from the Holy Qur'an and Arabic literature	Theoretical	Oral + Written Examinations
Nineteen	1	Identifying the types of objects (direct object, object of purpose) and parsing them	The five objects: 1- Direct object 2- Object of purpose	Theoretical	Oral + Written Examinations
Twenty	1	Practical application in parsing direct objects and objects of purpose	Applied examples of the direct object and object of purpose	Theoretical	Oral + Written Examinations
Twenty-One	1	Identifying the	3- Absolute	Theoretical	Oral + Written

		remaining types of objects (absolute object, adverbial object, object) and parsing them	object 4- Adverbial object 5- Comitative object		Examinations
Twenty-Two	1	Practical application in parsing all five types of objects	Applied models and exercises	Theoretical	Oral + Written Examinations
Twenty-Three	1	Defining the vocative), its types (pronoun, proper noun, intended indefinite), and its parsing	The vocative and its types	Theoretical	Oral + Written Examinations
Twenty-Four	1	Practical application in parsing different types of vocative expressions	Applied models and exercises on the vocative	Theoretical	Oral + Written Examinations
Twenty-Five	1	Differentiating between the letters (ض) and (ظ) in writing and pronunciation	The letters Dhaad and Zhaa	Theoretical	Oral + Written Examinations
Twenty-Six	1	Distinguishing the main parts of speech (noun, verb, particle) and the case markers of nouns	Examples on Dhaad and Zhaa	Theoretical	Oral + Written Examinations
Twenty-Seven	1	Applying knowledge of nouns through the analysis of Qur'anic and literary texts	Punctuation marks	Theoretical	Oral + Written Examinations
Twenty-Eight	1	Defining the verb and its types (past, present, imperative) and its forms (sound, weak)	Ancient prose texts / Oratory as a model	Theoretical	Oral + Written Examinations
Twenty-Nine	1	Applying knowledge of verbs through the analysis of Qur'anic and literary texts	Texts from Umayyad poetry / Al-Farazdaq – Jarir	Theoretical	Oral + Written Examinations
Thirty	1	Classifying Arabic particles, their types, and their grammatical functions	Texts from modern poetry / Al-Sayyab – Nazik Al-Malaika	Theoretical	Oral + Written Examinations

11-The grade is distributed as follows:

1-20 –points for the first theoretical lecturesemester.

2-20 –points for the second theoretical lecturesemester.

3-10 -points for the activity

4-50 - Final exam score

12- Structure Infrastructure

An introduction book to the study of law	1 Books decided required
The Holy Qur'an.	2 the reviewer Main (Sources)
Jami' al-Duroos al-Arabiyyah, Mustafa Al-Ghalayini, Al-Asriyah Library, Beirut, 1994.	A books and references that recommend with it (Magazines Scientific , reports ,....)
History of Arabic Literature, Shawqi Daif, Dar Al-Ma'arif, Egypt, 1975	B - The Electronic reviewer, websites, the Internet

Course Description

١- Course Title	
Arabic Language	
٢- Course Code	
ATU11	
٣- Semester / Year	
Annual	
٤- Date of Preparation of this Description	
13/11/2025	
٥- Available Attendance Modes	
In-person	
٦- Total Study Hours / Total Units	
30 hours – 2 units	
٧- Name of Course Coordinator	
Name: M. Nabil Shakir Abdulhussein Email: nabil.hussein@atu.edu.iq	
^ - Course Objectives	
Objectives	<p>General Objectives:</p> <ul style="list-style-type: none"> • To nurture students to love the Arabic language as the language of the Holy Qur'an. • To identify aspects of beauty in the Arabic language and its literature, and enable students to acquire the ability to study the branches of Arabic. • To help students avoid grammatical, spelling, and linguistic errors in writing and in administrative correspondence. • To enable students to receive correct ideas and sound meanings through proper control of the language they use in communication. <p>Specific Objectives:</p> <ul style="list-style-type: none"> • To enable students to convey the intended meaning to the recipient in a clear and understandable manner. • To develop students' literary taste so that they appreciate the aesthetic aspects of expression, meanings, and imagery. • To develop students' spelling and handwriting skills. • To help students understand complex structures and ambiguous styles and enable precise thinking. • To enable students to write assigned research papers in correct language free from linguistic errors.
9. Teaching and Learning Strategies	
Strategy/ Method	Strategy Teaching and Learning Methods ١- Lecture Method 2- Laboratory 3- Curricular Training 4- Summer

Training**Assessment Methods**

1- Oral Tests 2- Written Tests 3- Mid-term Exams 4- Final Exams 5- Daily

1- Course structure

Week	No. of Hours	Intended Learning Outcomes	Unit / Topic Name	Learning Method	Assessment Method
One	1	Distinguishing primary inflection signs (damma, fatha, kasra, sukun) and secondary signs	Original and subsidiary case endings	Theoretical	Written + Oral Examination
Two	1	Applying primary and secondary inflection signs in sentence analysis	Applied models and exercises on case endings	Theoretical	Written + Oral Examination
Three	1	Differentiating between nouns and verbs using grammatical and morphological criteria	Differentiating between the noun and the verb	Theoretical	Written + Oral Examination
Four	1	Applying noun markers (such as genitive case and tanween) and verb markers (such as <i>sa</i> and <i>sawfa</i>) in texts	Examples of noun markers and verb markers	Theoretical	Written + Oral Examination
Five	1	Defining the subject (mubtada') and predicate (khabar) and identifying types of predicates (word, sentence, phrase)	Subject and predicate	Theoretical	Written + Oral Examination
Six	1	Applying rules of subject and predicate in parsing nominal sentences	Applied models and exercises on subject and predicate	Theoretical	Written + Oral Examination
Seven	1	Identifying the formal aspects of administrative correspondence and the importance of linguistic accuracy	Formal aspects of administrative discourse and the importance of correct language in drafting it	Theoretical	Written + Oral Examination
Eight	1	Analyzing samples of administrative letters and evaluating their	Samples of administrative correspondence	Theoretical	Written + Oral Examination

		linguistic correctness			
Nine	1	Defining the diptote (non-declinable noun) and its reasons (adjectival, proper noun, pattern-related)	Diptote nouns (non-declinable)	Theoretical	Written + Oral Examination
Ten	1	Applying rules of diptotes to Quranic and literary texts	Applied models and exercises on diptote nouns from the Holy Qur'an and Arabic literature	Theoretical	Written + Oral Examination
Eleven	1	Distinguishing defective verbs (<i>kana</i> and its sisters) and quasi-verbs (<i>inna</i> and its sisters)	Abrogating elements in Arabic grammar / defective verbs and particles resembling verbs	Theoretical	Written + Oral Examination
Twelve	1	Applying the functions of defective verbs and quasi-verbs in Quranic and literary texts	Applied models and exercises on abrogating elements from the Holy Qur'an and Arabic literature	Theoretical	Written + Oral Examination
Thirteen	1	Differentiating between the moving <i>taa'</i> of the subject and the silent <i>taa'</i> of feminine marking in writing and parsing	The difference between the subject pronoun "taa" and the feminine silent "taa"	Theoretical	Written + Oral Examination
Fourteen	1	Analyzing a poem by Al-Mutanabbi from the Abbasid era and identifying its artistic features	A text from Abbasid poetry / Al-Mutanabbi as a model	Theoretical	Written + Oral Examination
Fifteen	1	Analyzing a piece of Abbasid prose and identifying its stylistic characteristics	A text from Abbasid prose / The epistle as a model	Theoretical	Written + Oral Examination
Sixteen	1	Defining the vocative (al-munada) and its types (singular,	The vocative and its types	Theoretical	Written + Oral Examination

		annexed, quasi-annexed) and explaining its parsing			
Seventeen	1	Applying rules of parsing the vocative in practice sentences	Applied models and exercises on the vocative	Theoretical	Written + Oral Examination
Eighteen	1	Distinguishing the grammatical dependents (adjective and emphasis) and explaining their inflection rules	Appositives in grammar / 1- Adjective 2- Emphasis	Theoretical	Written + Oral Examination
Nineteen	1	Applying rules of parsing adjectives and emphasis in various sentences	Applied models and exercises	Theoretical	Written + Oral Examination
Twenty	1	Distinguishing the grammatical dependents (substitution and coordination) and explaining their inflection rules	Appositives / 3- Apposition 4- Conjunction	Theoretical	Written + Oral Examination
Twenty-One	1	Applying rules of parsing the substitute noun (badal) and the coordinated noun in different sentences	Applied models and exercises	Theoretical	Written + Oral Examination
Twenty-Two	1	Using linguistic dictionaries and extracting meanings based on the root system	How to extract word meanings from the dictionary	Theoretical	Written + Oral Examination
Twenty-Three	1	Practical application of extracting word meanings from <i>Lisan al-Arab</i> dictionary	Applied examples from Lisan al-Arab dictionary	Theoretical	Written + Oral Examination
Twenty-Four	1	Defining the methodology of writing academic research and its basic components	How to write scientific research	Theoretical	Written + Oral Examination
Twenty-Five	1	Practical application of writing parts of a research paper according to proper methodology	Applied examples on writing scientific research	Theoretical	Written + Oral Examination
Twenty-Six	1	Analyzing a Quranic	Qur'anic text on	Theoretical	Written + Oral

		text on social justice and deriving its meanings	social justice		Examination
Twenty-Seven	1	Analyzing a Quranic text on good conduct and morals and extracting its values	Qur'anic text on good conduct and morals	Theoretical	Written + Oral Examination
Twenty-Eight	1	Analyzing a piece of Andalusian poetry and identifying its artistic and thematic features	A text from Andalusian-era Arabic poetry	Theoretical	Written + Oral Examination
Twenty-Nine	1	Defining the essay, its types (literary, scientific, journalistic), and its components	The essay: its types and components	Theoretical	Written + Oral Examination
Thirty	1	Practical analysis of a sample essay and identifying its elements	A sample essay	Theoretical	Written + Oral Examination

11-The grade is distributed as follows:

- ١-20 marks for the first theoretical lecture term.
- ٢- 2- 20 marks for the second theoretical lecture term.
- 3- 10 marks for student activities.
- 4- 50 marks for the final examination

12- Structure Infrastructure

An introduction book to the study of law	1 Books decided required
History of Arabic Literature, Shawqi Daif, Dar Al-Ma'arif, Egypt, 1975.	2 the reviewer Main (Sources)
The Holy Qur'an.	A books and references that recommend with it (Magazines Scientific , reports ,....)
Jami' al-Duroos al-Arabiyyah, Mustafa Al-Ghalayini, Al-Asriyah Library, Beirut, 1994.	B - The Electronic reviewer, websites, the Internet

١- **Course Name**

English Language

٢- Course Code	
ATU10-24-YM	
٣- Semester / Year	
Annual	
٤- Date of Preparation	
13/11/2025	
٥- Available Attendance Modes	
In-person	
٦- Total Study Hours / Total Units	
30 Hours / 2 Units	
٧-Name of Course Coordinator	
Name: M. Hussein Mohsen Khudair	
Email: hu1994ssen@gmail.com	
٨-Course Objectives	
Objectives	Providing students with essential skills in both general and scientific English.
9. Teaching and Learning Strategies	
Strategy/Method	<ol style="list-style-type: none"> 1. Written lectures. 2. Practical training. 3. Videos using a data show. 4. Scientific visits.

Course Description

١٠-Course structure					
The Week	Hours	Education Outcomes	Name of the Unit or Topic	Teaching Method	Evaluation Method
1-4	١	Review of basic English foundations identifying parts of speech and basic sentence patterns	Unit 1 Introduction and Review of the English Language Introduction to Parts of Speech Sentence Patterns	Theoretical	Written + Oral Examination
5-6	١	Developing reading	Unit 2 Reading Comprehension and Structure	Theoretical	Written + Oral Examination

		comprehension skills and analyzing the textual structure of scientific texts	Selected scientific passages for all majors		
7-8	✓	Understanding and analyzing general scientific passages suitable for various specialties	Scientific Context Simple Present Tense	Theoretical	Written + Oral Examination
9-10	✓	Using the simple present tense to describe scientific facts and stable situations	Mathematics The Unknown	Theoretical	Written + Oral Examination
11	✓	Understanding and forming passive voice structures in the context of mathematical topics	Scientific Methods Simple Past Tense	Theoretical	Written + Oral Examination
13 - 12	✓	Using the simple past tense to describe scientific procedures and methods	Quiz	Theoretical	Written + Oral Examination
14-15	✓	Assessing cumulative understanding of the materials	Unit 4 Conversation Daily life meeting people	Theoretical	Written + Oral Examination

		studied in previous units			
16-17	✓	Developing basic conversation skills for interviews and daily-life introductions	Talking About Your Job	Theoretical	Written + Oral Examination
18-19	✓	Acquiring the ability to talk clearly about jobs and professional tasks	Unit 5 Using the Library Dictionaries and the Internet	Theoretical	Written + Oral Examination
20-21	✓	Practicing translation of selected texts from the internet from English to Arabic and vice versa	Unit 6 Translation Selected Online Topics for Translation	Theoretical	Written + Oral Examination
22-25	✓	Learning to write technical reports clearly and in an organized academic manner	Unit 7 Writing Technical Reports	Theoretical	Written + Oral Examination
25-29	✓	Understanding and using basic specialized terminology in the field of study	Unit 8 Terminology Selected passages by specialization	Theoretical	Written + Oral Examination
30	✓	Learning how to conduct English	Final Exam	Theoretical	Written + Oral Examination

		language examinations			
1-4	1		Unit 1 Introduction and Review of the English Language Introduction to Parts of Speech Sentence Patterns	Theoretical	Written + Oral Examination
5-6	1	Review of basic English foundations identifying parts of speech and basic sentence patterns	Unit 2 Reading Comprehension and Structure Selected scientific passages for all majors	Theoretical	Written + Oral Examination
7-8	1	Developing reading comprehension skills and analyzing the textual structure of scientific texts	Scientific Context Simple Present Tense	Theoretical	Written + Oral Examination
9-10	1	Understanding and analyzing general scientific passages suitable for various specialties	Mathematics The Unknown	Theoretical	Written + Oral Examination
11	1	Using the simple present tense to describe scientific facts and stable situations	Scientific Methods Simple Past Tense	Theoretical	Written + Oral Examination

13 - 12	1	Understanding and forming passive voice structures in the context of mathematical topics	Quiz	Theoretical	Written + Oral Examination
14-15	1	Using the simple past tense to describe scientific procedures and methods	Unit 4 Conversation Daily life meeting people	Theoretical	Written + Oral Examination
16-17	1	Assessing cumulative understanding of the materials studied in previous units	Talking About Your Job	Theoretical	Written + Oral Examination
18-19	1	Developing basic conversation skills for interviews and daily-life introductions	Unit 5 Using the Library Dictionaries and the Internet	Theoretical	Written + Oral Examination
20-21	1	Acquiring the ability to talk clearly about jobs and professional tasks	Unit 6 Translation Selected Online Topics for Translation	Theoretical	Written + Oral Examination
22-25	1	Practicing translation of selected texts from the internet from English to	Unit 7 Writing Technical Reports	Theoretical	Written + Oral Examination

		Arabic and vice versa			
25-29	١	Learning to write technical reports clearly and in an organized academic manner	Unit 8 Terminology Selected passages by specialization	Theoretical	Written + Oral Examination
30	١	Review of basic English foundations identifying parts of speech and basic sentence patterns	Final Exam	Theoretical	Written + Oral Examination

11-The grade is distributed as follows:

- ١-20 marks for the first theoretical lecture term.
- ٢- 2- 20 marks for the second theoretical lecture term.
- 3- 10 marks for student activities.
- 4- 50 marks for the final examination

12- Structure Infrastructure

English language book	Prescribed Textbooks
Current official course textbook	Main References
Internet	Supporting References
University and Institute website	Electronic References
English language book	Prescribed Textbooks

(Course Second Year)

Course Description

١٠- Course structure

١- Course Name

English Language

٢- Course Code

ATU10-24-YM

٣- Semester / Year

Annual

٤- Date of Preparation

13/11/2025

٥- Available Attendance Modes

In-person

٦- Total Study Hours / Total Units

30 Hours / 2 Units

٧- Name of Course Coordinator

Name: M. Hussein Mohsen Khudair

Email: hu1994ssen@gmail.com

٨- Course Objectives

Objectives

Providing students with essential skills in both general and scientific English.

9. Teaching and Learning Strategies

Strategy/Method

1. Written lectures.
2. Practical training.
3. Videos using a data show.
4. Scientific visits.

The Week	Hours	Education Outcomes	Name of the Unit or Topic	Teaching Method	Evaluation Method
1-4	١	Forming different types of questions (Yes/No) and identifying basic parts of speech	Using English questions, types of questions, and identifying parts of speech in English	Theoretical	Written + Oral Examination

5-6	✓	Using the simple and continuous present tenses and distinguishing between have as a main verb and as an auxiliary verb	Simple present tense, present continuous tense, and the difference between <i>have</i> (main verb) and <i>have</i> (auxiliary)	Theoretical	Written + Oral Examination
7-8 9-10- 11 13 - 12	✓	Using the simple and continuous past tenses and time prepositions (in, on, at) and solving unit exercises	Simple past tense	Theoretical	Written + Oral Examination
14-15 16-17	✓	Distinguishing between countable and uncountable nouns and using quantity expressions (some, any) and articles (a, an, the)	Past continuous tense	Theoretical	Written + Oral Examination
18-19	✓	Using the simple future tense (will, be going to) and converting verbs into their different forms	Using prepositions with time expressions	Theoretical	Written + Oral Examination
20-21	✓	Using the verb of preference (like) and comparative and superlative forms	Solving Unit 3 exercises	Theoretical	Written + Oral Examination
22-25	✓	Distinguishing the uses of the simple and continuous present tenses and employing have as a main or auxiliary verb	Countable and uncountable nouns, quantity expressions	Theoretical	Written + Oral Examination

25-29	1	Enhancing the use of countable and uncountable nouns and articles in context	Indefinite and definite articles, solving Unit 4 exercises	Theoretical	Written + Oral Examination
30	1	Forming different types of questions (Yes/No) and identifying basic parts of speech	Simple future tense, verb patterns	Theoretical	Written + Oral Examination

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- 1-20 marks for the first theoretical lecture term.
- 2- 20 marks for the second theoretical lecture term.
- 3- 10 marks for student activities.
- 4- 50 marks for the final examination

12- Structure Infrastructure

English language book	Prescribed Textbooks
Current official course textbook	Main References
Internet	Supporting References
University and Institute website	Electronic References
English language book	Prescribed Textbooks