

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



Academic Program and Course Description Guide Legal management techniques

2026–2025

Introduction:

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

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

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

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

Concepts and terminology:

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

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

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

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

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

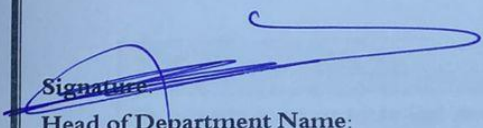
Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college and scientific department) with the number of credit hours.

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

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

Academic Program Description Form

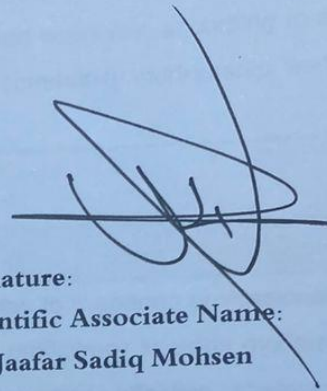
Southern Technical University
Management Technical Institute of Basra
Scientific Department: Legal management techniques
academic or Professional Program Name: Legal management Diploma
Specific Name: Legal management Diploma
Study System: Semester
Description Preparation Date: 2026/4/11
File Filling Date: 2026/4/29


Signature:

Head of Department Name:

Dr. Omer salah Al-din Nuri

Date:


Signature:

Scientific Associate Name:

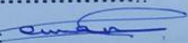
Dr. Jaafar Sadiq Mohsen

The file is checked by: Eman Makki Hussain

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature: 


Signature:

Approval of the Dean

Prof. Iman Askar Hawi

Date:

1. Program Vision

Leadership and excellence in preparing specialized technical cadres in legal management capable of competing and meeting the requirements of local and international labor markets, actively contributing to the development of administrative performance in judicial and legal institutions by adopting modern technologies and a knowledge-based economy, according to a pioneering vision that reinforces the rule of law and achieves community partnership and sustainable development.

2. Program Mission

To provide leading technical and academic education that contributes to preparing professional cadres combining solid legal knowledge, administrative skills, and proficiency in using modern technologies. Through a stimulating environment for innovation and effective strategic partnerships with judicial and legal institutions, we aim to supply the labor market with competencies capable of automating legal processes, simplifying procedures, and enhancing values of integrity and transparency, thereby supporting the rule of law and achieving sustainable development for community service.

3. Program Objectives

1. **Knowledge and Skill Empowerment:** To equip students with the fundamental legal knowledge and administrative and technical skills necessary for managing public and private institutions, judicial bodies, courts, and legal departments with high efficiency and professionalism.
2. **Digital Transformation and Automation:** To train students in utilizing modern technologies, legal information systems, and artificial intelligence for automating procedures and archiving documents, thereby accelerating the completion of legal transactions.
3. **Meeting Labor Market Needs:** To bridge the gap in local and international labor markets by graduating competent legal and administrative assistants capable of providing effective support to judges, lawyers, legal advisors, and official departments in both public and private sectors.

4. **Enhancing Professional Ethics:** To instill a culture of respect for the law, confidentiality, and professional values and ethics among students, ensuring the highest levels of integrity and transparency in the work environment.
5. **Research and Administrative Innovation:** To encourage applied research and critical thinking to find innovative solutions for administrative challenges facing legal institutions, thereby improving the quality of services provided to the public.
6. **Building Effective Partnerships:** To foster cooperation and openness with judicial institutions, bar associations, and arbitration centers to provide genuine field training opportunities that keep pace with developments and refine students' practical experiences.

4. Program Accreditation

Don't have

5. Other external influences

Don't have

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				

Department Requirements	18	58	100%	
Summer Training			Yes	
Other				

7. Program Description

Credit Hours		Course Name	Course or Course Code	Year/Level first
2 Practical	1 theoretical	Theory of Rights	Semester course	2025-2026 / First Year
2 Practical	1 theoretical	Theory of Law	Semester course	2025-2026 / First Year
3 Practical	2 theoretical	Marriage and Divorce	Semester course	2025-2026 / First Year
3 Practical	2 theoretical	Inheritance and Wills	Semester course	2025-2026 / First Year
3 Practical	1 theoretical	General Penalties	Semester course	2025-2026 / First Year
3 Practical	1 theoretical	Special Penalties	Semester course	2025-2026 / First Year
3 Practical	1 theoretical	correspondence	Semester course	2025-2026 / First Year
2 Practical	1 theoretical	Civil Service Legislation	Semester course	2025-2026 / First Year
2 Practical	1 theoretical	Civil Service Applications	Semester course	2025-2026 / First Year
-	2 theoretical	English Language	Semester course	2025-2026 / First Year
-	2 theoretical	Arabic Language	Semester course	2025-2026 / First Year
-	2 theoretical	Human Rights and Democracy	Semester course	2025-2026 / First Year
1 Practical	2 theoretical	Legal Readings 1	Semester course	2025-2026 / First Year
1 Practical	2 theoretical	Legal Readings 2	Semester course	2025-2026 / First Year
2 Practical	2 theoretical	Principles of Management	Semester course	2025-2026 / First Year
2 Practical	1 theoretical	Management Applications	Semester course	2025-2026 / First Year
3 Practical	1 theoretical	Mail and Archiving	Semester course	2025-2026 / First Year
2 Practical	-	Fundamentals of Computer Science	Semester course	2025-2026 / First Year

8. Expected learning outcomes of the program

Knowledge

1. Deep understanding of legal principles and modern administrative concepts applied in the management of public and private institutions, judicial bodies, courts, and legal departments.
2. Comprehensive familiarity with digital systems, legal databases, and automation software for judicial procedures and case management.
3. Understanding the rules and regulations governing the drafting of legal instruments, regulations, and contracts, and methods of their documentation and archiving in accordance with prevailing legislation.
4. Knowledge of local and international administrative and legal organizational structures, and understanding the mechanisms of oversight, inspection, and legal compliance within institutions.

Skills

1. Exceptional ability to draft, coordinate, and edit legal and administrative correspondence and documents with precision and professionalism, free from errors.
2. Professional use of modern technologies and cloud computing systems in electronic archiving, legal information retrieval, and managing schedules for hearings and legal appointments.
3. Effective management and facilitation of logistical and administrative operations within legal offices, including organizing meetings, managing sessions, and receiving and guiding clients and litigants.
4. Application of critical thinking skills and resolution of administrative and technical emergencies to ensure the smooth flow of work and the rapid completion of legal transactions.

Ethics

1. Exceptional ability to draft, coordinate, and edit legal and administrative correspondence and documents with precision and professionalism, free from errors.
2. Professional use of modern technologies and cloud computing systems in electronic archiving, legal information retrieval, and managing schedules for hearings and legal appointments.
3. Effective management and facilitation of logistical and administrative operations within legal offices, including organizing meetings, managing sessions, and receiving and guiding clients and litigants.
4. Application of critical thinking skills and resolution of administrative and technical emergencies to ensure the smooth flow of work and the rapid completion of legal transactions.

9. Teaching and Learning Strategies

1. Interactive Theoretical Lectures.
2. Simulation-Based Learning and Case Studies.
3. Guided Practical Application.
4. Cooperative Learning.
5. Self-Directed Learning and Research.

10. Evaluation methods

1. Weekly and daily exams, and final semester examination.
2. Daily and annual reports and research.
3. Performance evaluation in simulation exercises.
4. Continuous assessment and participation.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Dr. Omer salah Al-din Nuri	Public Law	Administrative Law			Staff	
Assistant Lecturer Haneen Mahmood Abraham	Special Law	Civil Law			Staff	
Assistant Lecturer Rajab Abdul Hassan Rajab	Special Law	Civil Law			Staff	
Assistant Lecturer	Special Law	Civil Law				Lecturer

Mohammed Salman Kazem						
Assistant Lecturer Basem Mohammed Abdel Imam	Public Law	Criminal Law			Staff	
Assistant Lecturer Mohammad Qasim Mohammad	Public Law	Criminal Law			Staff	
Assistant Lecturer Elham Ameer Sahy	Public Law	Administrative Law			Staff	
Assistant Lecturer Nour Jamal Ajeel	Business Administration	Production and Operations Management				Lecturer
Iman Ayal Khanfous	Law				Staff	
Ahmed Hatem Zwaid	Computer programmer					Lecturer
Assistant Lecturer Raed Khader Salman	Fine Arts	Art Research			Staff	
Raed Ali Nasser	Computer					Lecturer
Ali Hamid Hashem	English Translation					Lecturer
Hussein Ali Latif	English Language					Lecturer

12. Professional Development

Mentoring new faculty members

Guidance for faculty members through department council meetings and individual meetings with faculty.

Professional development of faculty members

Developing faculty members through training courses and self-development.

13. Acceptance Criterion

Central Admission.

14. The most important sources of information about the program

1. Official Legislation and Legal Texts.
2. Modern References and Textbooks.
3. Peer-Reviewed Periodicals and Academic Journals.
4. Legal Databases and Digital Libraries.
5. Specialized Conferences and Seminars.

15. Program Development Plan

1. Official Legislation and Legal Texts.
2. Modern References and Textbooks.
3. Peer-Reviewed Periodicals and Academic Journals.
4. Legal Databases and Digital Libraries.
5. Specialized Conferences and Seminars.

Program Skills Outline															
				Required program Learning outcomes											
Year/Level 2025-2026	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
First Semester of First Year 2025-2026	Semester course	Theory of Law	Core	✓		✓	✓	✓			✓		✓	✓	✓
		General Penalties	Core	✓		✓		✓			✓	✓		✓	✓
		Marriage and Divorce	Core	✓		✓		✓			✓	✓		✓	✓
		Civil Service Legislation	Supporting	✓	✓		✓	✓		✓				✓	
		Human Rights and Democracy	General		✓	✓			✓		✓	✓	✓	✓	
		Legal Readings	Core	✓		✓		✓			✓		✓		
		Principles of Management	Core	✓			✓			✓	✓		✓	✓	
		Correspondence	Core			✓		✓	✓	✓		✓	✓		
		Theory of Rights	Core	✓		✓	✓				✓	✓	✓	✓	

First Semester of First Year 2025-2026	Semester course	Inheritance and Wills	Core	✓		✓		✓			✓	✓	✓	✓	
		Special Penalties	Core	✓		✓					✓	✓	✓		✓
		Civil Service Applications	Supporting	✓		✓	✓	✓		✓				✓	
		Management Applications	Core	✓			✓			✓	✓		✓		
		Mail and Archiving	Core		✓	✓			✓	✓					✓
		Legal Readings/2	Core	✓		✓		✓			✓	✓			
		Fundamentals of Computer Science	Supporting	✓	✓		✓		✓		✓		✓		
		English Language	General	✓		✓		✓		✓	✓		✓		✓
		Arabic Language	General	✓	✓	✓		✓		✓	✓			✓	

Please mark the corresponding boxes for individual learning outcomes.

