



الهيئة العامة للتعليم التطبيقي والتدريب
Public Authority for Applied Education and Training

قسم القانون
دبلوم القانون
LAW DEPARTMENT
LAW DIPLOMA

كلية الدراسات التجارية
College of Business Studies

توصيف المقررات
COURSE DESCRIPTION

FIRST: GENERAL REQUIRED COURSES

أولاً: المقررات العامة الإجبارية

رقم المقرر COURSE NO.	اسم المقرر COURSE NAME	التوصيف العلمي للمقرر COURSE DESCRIPTION
101	الثقافة الإسلامية Islamic Culture (2 Credits)	<p>يهدف هذا المقرر الي تعريف الطالب بمبادئ الثقافة الإسلامية ومصادر وصفات الثقافة الإسلامية وكذلك دراسة أهم القوانين المنظمة لهذه الثقافة مع التركيز على العمليات القانونية وغير القانونية. يتعرف الطلاب من خلال هذا المقرر على المنهج السوي لتعامل المسلم مع عصره بمفاهيمه وتحدياته ويتمكن من معرفة الوسطية والاعتدال في المواقف والسلوك إزاء المظاهر المحيطة ويتعرف على التوجه الإسلامي المعتدل إزاء القضايا الكبرى سواء على المستوى الوطني الداخلي أو في المحافل الدولية.</p>
112	قيم العمل والولاء	<p>يهدف مقرر قيم العمل والولاء الى تحقيق عددا من الأهداف الجوهرية، وليكون مرسخا لقيم العمل والولاء الكفيلة برسم جملة من الضوابط الأخلاقية والسلوكية التي ينبغي ان ترافق مسيرة حياة الطالب الدراسية والعملية بعد تخرجه، حيث تصبح هذه القيم تعبيراً عميقاً وصادقاً عن مشاعر الحب والوفاء، والولاء الحقيقي للوطن. كما يهدف المقرر الى إبراز الحقائق والمبادئ التي تؤكد الدور الخلاق للفرد في المجتمع الكويتي لإخراج مواطن صالح يلتزم بقضايا الوطن ويسهم في تحقيق نهضته وتقدمه وأزدهاره.</p>
101	مبادئ محاسبة (1) Principles of Accounting (1) (3 Credits)	<p>يعتبر هذا المقرر هو الأساس الذي ينطلق منه الطالب لمعرفة علم المحاسبة حيث يتناول المقرر مقدمة عن علم المحاسبة وأهميته والمفاهيم المحاسبية الأساسية وتطبيقاتها والمصطلحات المالية المستخدمة كلفة أعمال كما يتناول المقرر خطوات إعداد القوائم المالية من حيث تحديد وقياس وعرض العناصر الأساسية للقوائم المالية. يهدف المقرر الى تعريف الطلبة بطبيعة المحاسبة ودورها في المنشآت الفردية. كما يهدف المقرر الى الالمام بالإجراءات المحاسبية "الدورة المحاسبية" مثل تحليل العمليات المالية وتسجيلها والتحويل الى دفتر الأستاذ واعداد ميزانية المراجعة وملخص الدخل.</p>

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This Course gives the student a firm and strong ground for the principles and foundations of this science, as well as for those who work and will work in the field of administrative work as supervisors or at a level of administrative work, and this course helps to know the most important major functions and the work of administrators and micro-jobs, reflecting positively on them in increasing their skills, abilities and knowledge whatever their job and management work and thus of course leads to the achievement of the goals they seek to achieve.</p>	<p>أصول إدارة Principles of Management (3 Credits)</p>	101
<p>This course includes topics that describe communication of all kinds and how the communication process succeeds after fulfilling its requirements, which makes the graduate fully aware of the negative or positive indicators that call for the success or failure of communication. This course deals with the various means of communication, the difficulties involved, and how to overcome them. It also deals with the latest trends in communication technology.</p>	<p>اتصالات إدارية Administrative Communications (3 Credits)</p>	211
<p>The course deals with the presentation of basic information on the types and functions of financial institutions in the State of Kuwait, and the institutional relations between them, especially in the banking, insurance and investment sectors. The components and role of the money and capital market, with special attention to the stock market and the activities of the Kuwait Fund for Economic Development.</p>	<p>المؤسسات المالية في الكويت Financial institutions in Kuwait (3 Credits)</p>	105

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This course introduces methods of collecting and presenting statistical data, calculating central tendency and dispersion measures, moreover, studying the relationship between two phenomena through linear correlation and simple linear regression, in addition to basic probability concepts. This will contribute to equip the students with the ability to deal with some of the problems that they may encounter in their real- life in a scientific manner. Furthermore, it enables them to collect data and process it through statistical methods. The course mainly depends on practical exercises using Microsoft Excel for statistical processing and its applications in the field of business and administration.</p>	<p>مبادئ الإحصاء Principles of Statistics (3 Credits)</p>	<p>101</p>
<p>An Introduction to Computer course introduces the basic concepts of a computer and an introduction to hardware and software components. The course deals with computer networks and the Internet and its various applications, such as electronic commerce and social media, as well as identifying the risks of data loss and damage, information crimes, and methods of computer security and protection. The Windows operating system and how to use the tools available in this system will be shown.</p>	<p>مقدمة في الحاسب الآلي Introduction to Computing (3 Credits)</p>	<p>105</p>
<p>This course comprises an introduction to computer Business applications. It gives the students in-depth knowledge of Microsoft Office applications and other practical applications in the field of specialization. It also orients students in the functions of computers in the different fields within the scope of business operations.</p>	<p>استخدامات الحاسب الآلي Computers Applications (3 Credits)</p>	<p>155</p>

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>is a general English course. This course is designed to develop students' macro (listening, speaking, reading, and writing) and micro (grammar, vocabulary, pronunciation, and spelling) skills of learning. This course could be considered as the groundwork for the succeeding courses. Accordingly, it is a prerequisite course for all ESP courses. It must be understood that this draft is an ongoing process and future changes might be adopted whenever the necessity arises in accordance with the English Language Unit imminent plans.</p>	<p>لغة انجليزية (1) English (1) (2 Credits)</p>	<p>101</p>
<p>This is a pre-intermediate) course designed to help students develop their listening, speaking, reading, and writing skills to communicate effectively in a legal environment. To facilitate their progress in speaking and writing, students will engage in learning grammar through subject-specific content throughout the semester that will also help them in all aspects of the course including reading and listening comprehension. To help students in this regard, the course features a series of authentic professional texts and conversations on a variety of legal topics followed by comprehension questions. Speaking skills are integrated into all aspects of the course by expecting and encouraging students to express their thoughts and ideas clearly and fluently and to take part in a variety of authentic legal situations.</p>	<p>لغة انجليزي تخصصي English for Law (2 Credits)</p>	<p>141</p>
<p>is a non-credit remedial course that is designed to improve the English language skills of those students who fail the placement test. Thus, it is a pre-requisite course for the general English course 101, and all the succeeding ESP courses. The aim of this course is to develop students' skills in listening, speaking, reading, and writing, using a communicatively based textbook and workbook.</p>	<p>اللغة الانجليزية English (0 Credits)</p>	<p>099</p>

ثانياً: المقررات العامة الاختيارية SECOND: GENERAL ELECTIVE COURSES

رقم المقرر COURSE NO.	اسم المقرر COURSE NAME	التوصيف العلمي للمقرر COURSE DESCRIPTION
111	فنون تشكيلية Art Formation (1 Credit)	يهدف هذا المقرر إلى تطوير القدرات الفنية للطلبة والطالبات من خلال تدريب الطالب علي استخدام أحدث المواد والأجهزة لتصميم عمل فني. يساهم المقرر في تنمية مهارات التعبير الفني والابداعي لدى الطلبة وتنمية الذوق الجمالي من خلال الرؤية الفنية للأشكال واللوحات والتصميم والمفردات الشكلية في المتاحف والحدائق والاحساس بالقيمة الجمالية لها لدى الطلبة.
110	اللياقة البدنية Physical Education (1 Credit)	يهدف هذا المقرر إلى تعريف الطلبة والطالبات بمعنى وأهمية اللياقة البدنية بالإضافة الي استخدام الأدوات والأجهزة الرياضية لتطوير هذه اللياقة كذلك يهدف هذا المقرر بتعريف الطلبة والطالبات بأهم القوانين واللوائح المحلية والدولية والتي تنظم اللياقة البدنية.
101	اقتصاد منزلي Home economy (1 Credit)	يهدف هذا المقرر إلى التعرف على أهمية وأهداف الاقتصاد المنزلي حيث يتعرف الطالبات على مجالات الاقتصاد المنزلي المختلفة حيث يوضح المقرر المفاهيم الأساسية ذات الصلة بالعلاقات الأسرية و ترشيد الاستهلاك والالمام بالمعرفة الأساسية للتفذية وعلوم الأطعمة و التعرف على المفاهيم الأساسية ذات الصلة بالمسكن و تأثيثه والمعرفة العامة ذات الصلة بالملابس والنسيج والأقمشة.

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>The student of the establishment of small projects course must be familiar with the contents of this course and the requirements of the private sector of how to establish and manage small shops, establish small projects, procedures for obtaining licenses, financing or material support, and the state's contributions to that, and to see the differentiation process between buying an existing project or setting up a project From start to finish.</p>	<p>تأسيس وإدارة المشروعات الصغيرة Establishing and managing small Businesses (2 Credit)</p>	104
<p>This course provides information to the students in the technical and practical aspects of organization and management; concentrating on the scientific approach to planning, organization and control of office activities.</p>	<p>إدارة المكاتب Office Management (2 Credit)</p>	152
<p>The course presents the basic concepts for dealing with office devices and techniques and knowledge associated with modern office work and the importance of supporting the working environment with techniques and office programs and identifying the most important software used in office work, the use of computers in the preservation and retrieval of files, as well as the course deals with training in printing, coordinating and processing texts using computers.</p>	<p>تقنيات مكتبية Office Technologies (2 Credit)</p>	107

ثالثاً: المقررات التخصصية الإلزامية

THIRD: MAJOR REQUIRED COURSES

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>This course aims to study the rules and principles related to public administration in the state in terms of its composition and activities through the administrative organization of the public administration Its activity, administrative organization, and public employee, in addition to the administrative decision.</p>	<p>قواعد القانون الإداري administrative law rules (3 Credits)</p>	103
<p>The course deals with the fundamentals of law and the basic principles of law by examining two theories the first theory of law, starts with the definition of law, its sources, and how to apply it. The theory of right is based on the definition of rights, its types, pillars, sources, and general provisions for it.</p>	<p>أصول القانون fundamentals of law (3 Credits)</p>	105
<p>This course deals with the definition of legal obligations in the Kuwaiti civil law Its sources and pillars in terms of its people and subjects and how the contract ends, whether by implementing what it came with at the end of its term, dissolution, or rescission</p>	<p>التزامات (1) Obligations (1) (3 Credits)</p>	144
<p>This course defines of commercial law, its sources and business theory, and its types, the theory of the merchant and his obligations and the commercial store, introducing companies and explaining their types and distinguishing between them</p>	<p>قانون تجاري Commercial law (3 Credits)</p>	150

رقم المقرر COURSE NO.	اسم المقرر COURSE NAME	التوصيف العلمي للمقرر COURSE DESCRIPTION
152	قانون جنائي (1) Criminal Law (1) (3 Credits)	يعرض المقرر المبادئ الموضوعية العامة لقانون الجزاء الكويتي ومفاهيم الجريمة ومراحلها وتصنيف الجرائم والعقوبات التي توقع على المجرمين وتحقيق الأمن والعدالة من خلال تطبيق الجزاء سواء كانت عقوبة او تدبير احترازي.
199	تدريب ميداني Field Training (4 Credits)	يتدرب الطلبة مع جهات العمل التي لها علاقة وثيقة بتخصصات الطلبة، فعن طريقها يتم ربط الدراسة النظرية في الكلية بالتطبيقات العملية بسوق العمل بشقيه الحكومي والخاص، وعلى ذلك يكون الهدف الرئيسي من مقرر التدريب الميداني بناء نظام تدريبي متكامل للنهوض بمستوى الطالب العملي، لكي يتمكن من التفاعل مع بيئة العمل بأسلوب ابتكاري، حيث يعمل الطالب لفترة محددة بإحدى الجهات الحكومية أو الخاصة، وذلك من أجل إكسابهم خبرة عملية في مجالات التخصص، وهنا يتمكن الطالب من التجربة والاستفادة القصوى من تطبيق ما تعلمه ودمج النظري مع التطبيقي. كما يندرج ضمن الإطار العام لبرنامج التدريب الميداني عدد من الاجراءات ذات العلاقة بمدته، وشروط الالتحاق به، واختيار جهات التدريب، وخطة التدريب، والاشراف على الطالب، وإسهام المشرف الأكاديمي في التقييم بالتعاون مع جهة العمل.
201	قانون مرافعات (1) Civil and Commercial Procedures Law 1 (3 Credits)	هذا المقرر يعرف الطالب بقانون المرافعات المدنية ومصادره وخصائصه، والتنظيم القضائي الكويتي وتشكيل المحاكم و القضاء المستعجل وشروط اختصاصه وتقسيم الدعاوى المدنية والتجارية والخصومة ومراحلها وإعلان صفح الدعوى و التعرف على القاضي وأعوانه والأحكام القضائية وطرق الطعن فيها .
		This course presents the general objective principles of the Kuwaiti Penal Law and the concepts of Crime and its stages, classification of crimes and penalties imposed on criminals, achieving security and justice through the application of punishment, whether it is a penalty or a preventive measure.
		The College of Business Studies curriculum includes a special course for practical training. This course is taken by all students, each according to his/her major. It is conducted at one of the private or government agencies, companies or organizations. This course aims to orient students to the work environment and helps them practice in a real work environment what they studied.
		This course provides definition, sources, and characteristics of the Code of Civil and Commercial Procedure, The Kuwaiti judicial organization, the formation of courts, and the urgent judiciary, Terms of jurisdiction and division of civil and commercial lawsuits, The litigation and its stages, and the announcement of the lawsuit newspapers and Introducing the judge and his assistants, judicial rulings and ways to appeal

<p>التوصيف العلمي للمقرر COURSE DESCRIPTION</p>	<p>اسم المقرر COURSE NAME</p>	<p>رقم المقرر COURSE NO.</p>
<p>This course introduces the criminal procedures followed in the Kuwaiti Procedures and Trials Law due process From the occurrence of the crime and the court procedures that are taken until the judgment is issued When judgement is rendered and the methods of appeal against these judgements are ordinary and unusual</p>	<p>قانون جنائي (2) Criminal Law (2) (3 Credits)</p>	<p>202</p>
<p>This course deals with the definition of voluntary and compulsory execution In Kuwaiti civil law, the general guarantee for creditors, And the means of preserving it, in addition, to studying The subject of the obligation and its parties and the transfer of the obligation by the assignment of right Or transferring the debt, and then how the obligation expires.</p>	<p>التزامات (2) Obligations (2) (4 Credits)</p>	<p>245</p>
<p>This course Introduces the general rules for civil execution and the authority competent of execution and its parties, the executive documents and their conditions, the place of execution, and the means of coercing the debtor, methods of execution through execution by provisional or executive booking, forced sale and its conditions, direct execution, and problems of execution.</p>	<p>قانون مرافعات (2) Civil and Commercial Procedures Law 2 (3 Credits)</p>	<p>251</p>

رابعاً: المقررات التخصصية الإختيارية FOURTH: MAJOR ELECTIVE COURSES

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>The course consists of two parts. The first is to learn about the provisions, premises, and conditions of marriage its introduction, conditions, eternal and temporary taboos and types of marriage contracts, and its effects mandate and competence and the second part, is divorce and khul' and the reasons which given by law for the wife to request annulment or divorce and its effects.</p>	<p>قانون الأحوال الشخصية Family Status Law (3 Credits)</p>	155
<p>This course presents the general provisions of evidence Burden of proof by written evidence, including official and customary documents and witness statement and its procedures in addition to the statement of conditions Which may be evidenced by testimony and evidence.</p>	<p>قانون الإثبات Evidence Act (3 Credits)</p>	156
<p>This course aims to introduce students to the constitutional system in Kuwait By studying the general constitutional principles through the definition of the constitution Its legal nature, its sources, public rights and freedoms, and the study of public authorities in the Kuwaiti constitutional system By studying the legislative authority in Kuwait and electing members of the National Assembly, the executive authority and the judiciary.</p>	<p>قانون دستوري Constitutional law (3 Credits)</p>	157

التوصيف العلمي للمقرر COURSE DESCRIPTION	اسم المقرر COURSE NAME	رقم المقرر COURSE NO.
<p>The human rights and fundamental freedoms course address the most important principles of human rights and fundamental freedoms. and its guarantees and means of protection, both in national legislation Chief among them are the constitutional systems and international and regional treaties and charters concerned with human rights.</p>	<p>حقوق الإنسان Human rights (3 Credits)</p>	<p>158</p>
<p>Learn about the types of commercial contracts, installment sales and commercial mortgages or commercial pledge and Commercial agencies in addition to bank operations and their types in Kuwaiti commercial banks Both cash and stock deposits and paper currency and Locker's rental.</p>	<p>عقود تجارية وعمليات بنوك Commercial contracts and banking operations (3 Credits)</p>	<p>159</p>
<p>This course deals with all topics related to real estate registration and documentation carried out by the Real Estate Registration Department at the Ministry of Justice.</p>	<p>قانون التسجيل العقاري والتوثيق Real estate registration and documentation law (3 Credits)</p>	<p>203</p>
<p>This course deals with the definition of arbitration in resolving private-commercial and international disputes the litigants may resort to arbitration based on a special agreement with their will and for the accuracy, specialization and speed arbitration achieves in settling disputes in addition, it maintains confidentiality and commercial competition.</p>	<p>قانون التحكيم Arbitration Law (3 Credits)</p>	<p>252</p>