Course Outline

User Manual

1. **Main page**

2. **General Info** -- display general information about related course.

1. Click **General Info**
2. General info about related course displayed at the right side.

3. **Rationale for the Inclusion of the Course**

1. Click **Rationale for the Inclusion of the course.**
2. Click **Add New** button.
3. Fill in the requested information (in Malay and English language).
4. Click **Save** button.
5. Scroll down to view the tips given.

4. **Academic Staff & Offered Semester**

1. Click **Academic Staff & Offered Semester.**
2. Click **Edit** button.
3. Click dropdown list to view and select the academic staff for the related course.
4. Click **Add** button.
5. **Tick** to set the coordinator for the related course.
6. Click **Delete** button to delete selected the academic staff.
7. Choose the offered semester.
8. Click **Save** button.

5. **Student Learning Time (SLT)**

1. Click **SLT**.
2. Click **Edit** button.
3. Fill in all requested information. Total SLT will be automatically calculated based one the hours included.
4. Click **Save** button.
5. Scroll down to view the tips given.

6. **Prerequisite**

1. Click **Prerequisite**.
2. Click **Add New** button.
3. Click dropdown list to view and select the prerequisite course.
4. Click **OK**. The selected course will be displayed.
5. Click **Delete** to delete the selected course.

7. **Learning Outcome**

Learning Outcome

	General Info		
	Rationale for the Inclusion of the Course		
	Academic Staff & Offered Semester		
	SLT		
	Prerequisite		

1 Learning Outcome
Transferable Skills

No.	Learning Outcome	Learning Domain			Soft Skill							Action
		Cognitive	Psychomotor	Affective	CS	CT	TS	LL	KK	EM	LS	
					No Record							

2 Add New

Learning Outcome

Learning Outcome

Malay

English

3

Please insert ONLY ONE Learning Outcome. If you wish to add more, submit this first and click ADD NEW on the next page.

Learning Domain

Cognitive	Knowledge	☐
	Comprehension	☐
	Application	☐
	Analysis	☐
	Synthesis	☐
	Evaluation	☐
Psychomotor	Perception	☐
	Set	☐
	Guided Response	☐
	Mechanism	☐
	Complex Overt	☐
	Adaptation	☐
	Origination	☐
Affective	Receiving	☐
	Responding	☐
	Valuing	☐
	Organizing	☐
	Internalizing	☐

Soft Skill

KOM	Communication Skills	☐ CS1	☐ CS2	☐ CS3	☐ CS4	☐ CS5	☐ CS6	☐ CS7	☐ CS8
KBPM	Critical thinking & problem solving	☐ CT1	☐ CT2	☐ CT3	☐ CT4	☐ CT5	☐ CT6	☐ CT7	
PSK	Team work	☐ TS1	☐ TS2	☐ TS3	☐ TS4	☐ TS5			
PBPM	Ongoing education and information management	☐ LL1	☐ LL 2	☐ LL3					
KU	Entrepreneurship skill	☐ KK1	☐ KK2	☐ KK3	☐ KK4				
ETIK	Ethics & Moral professional	☐ EM1	☐ EM2	☐ EM3					
PIM	Leadership skills	☐ LS1	☐ LS2	☐ LS3	☐ LS4				

4 Save Reset Back

5

Are you sure?

OK   Cancel

Learning Outcome

No.	Learning Outcome	Learning Domain			Soft Skill							Action
		Cognitive	Psychomotor	Affective	CS	CT	TS	LL	KK	EM	LS	
1	English	C1	P4	A2	CS2		TS3		KK4			Edit Delete

Add New

6

1. Click **Learning Outcome**.
2. Click **Add New** button.
3. Fill in all requested information.
4. Click **Save** button.
5. Click **Ok**.
6. Click **Edit** button to edit the learning outcome entered. Click **Delete** button to delete the learning outcome.

8. **Transferable Skills**

1. Click **Transferable Skills**.
2. Click **Edit** button.
3. Fill in all requested information. Read the tips given for help.
4. Click **Save** button.
5. Click **OK**.

9. **Teaching-Learning**

1. Click **Teaching-Learning**.
2. Click **Add New** button.
3. Fill in all requested information. Read the tips given for help.
4. Click **Save** button.
5. Click **Edit** button to edit teaching-learning entered. Click **Delete** button to delete the teaching-learning.

10. **Synopsis**

1. Click **Synopsis**.
2. Click **Edit** button.
3. Fill in all requested information. Read the tips given for help.
4. Click **Save** button.

11. Mode of Delivery

1. Click **Mode of Delivery**.
2. Click **Add/Edit** button.
3. Click the dropdown list to view n select the mode.
4. Click **Add** button.
5. Click **Delete** button to delete the selected mode.

12. **Assessment Method and Types**

1. Click **Assessment Methods and Types.**
2. Click **Edit** button.
3. Fill in all the requested information. Read the tips given to help.
4. Click **Save** button.
5. Click **OK**.

13. **Mapping of the Course to the Programme Aims**

1. Click **Mapping of the course to the Programme Aims**.
2. Click **Edit** button.
3. Select the contribution.
4. Click **Save** button.

14. **Mapping of the Course to the Programme LO**

1. Click **Mapping of the course to the Programme LO.**
2. Click **Edit** button.
3. Select the contribution.
4. Click **Save** button.

15. **Course Content**

1. Click **Course Content**.
2. Click **Add New** button.
3. Fill in all requested information.
4. Click **Save** button.
5. Click **Edit** button to edit the course content entered. Click **Delete** button to delete it.

16. **List of References**

1. Click **List of References**.
2. Click **Add New** button.
3. Fill in all requested information.
4. Click **Save** button.
5. Click **OK**.
6. Click **Edit** button to edit the reference entered or click **Delete** button to delete it.

17. **Additional Information**

1. Click **Additional Information.**
2. Click **Edit** button.
3. Fill in all requested information.
4. Click **Save** button.
5. Click **OK**.