



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي فنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

Course Outline

User Manual

Prepared by :

Pusat ICT

Universiti Pendidikan Sultan Idris

Februari 2013

Versi 1.0

1. Main page

The screenshot shows the 'Course Outline' interface for 'Rangka Kursus' at 'UNIVERSITI PENDIDIKAN SULTAN JORIS'. The page title is 'Course Outline' and it includes a 'Close' button. A navigation menu contains 'Dashboard', 'CO Progress', 'Approved CO', 'CO by Programme', 'New Course & CO', and 'User Manual'. The main content area is titled '(Edit Course Outline: BMK2012)'. On the left is a sidebar menu with options: 'General Info', 'Rationale for the Inclusion of the Course', 'Academic Staff & Offered Semester', 'SLT', 'Prerequisite', 'Learning Outcome', 'Transferable Skills', 'Teaching-Learning', 'Synopsis', 'Mode of Delivery', 'Assessment Methods and Types', 'Mapping of the Course to the Programme Aims', 'Mapping of the Course to the Programme LO', 'Course Content', 'List Of References', and 'Additional Information'. The 'General Info' option is selected. The main content area displays a table with the following data:

General Info	
Faculty	FACULTY OF LANGUAGES
Department	DEPARTMENT OF MALAY LANGUAGE
Semester	
Course Code	BMK2012
Course Name	Bahasa Melayu (Bahasa Melayu)
Credit	2
Student Learning Time	80

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

The screenshot shows the 'General Info' section of the course outline interface. A red box with the number '1' highlights the 'General Info' option in the sidebar menu. The main content area displays a table with the following data:

General Info	
Faculty	FACULTY OF LANGUAGES
Department	DEPARTMENT OF MALAY LANGUAGE
Semester	
Course Code	AAA1234
Course Name	afsaf (sfsafsaf)
Credit	4
Student Learning Time	160

A red box with the number '2' highlights the 'Semester' field in the table.

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

3. Rationale for the Inclusion of the Course

1

Rationale for the Inclusion of the Course

No	Rationale for the Inclusion of the Course	Action
	No Record	

2

Add New

Rationale for the Inclusion of the Course


Malay

3

English

4

Save Reset Back

 **HOW TO WRITE ?**

1. Think of the consequences if the course is not included in the program structure.
2. Convert the sentences into positive statements.

Example

Consequences:

1. Student will not be able to comprehend the concept of metabolism.
2. They will not be able to learn the science process skills.
3. Student could not communicate the importance of metabolism.

Positive statement:

This course is important to provide comprehension of concept of metabolism to learners and enhance their skills in scientific processes. The course is the main platform for the students to communicate the importance of metabolism during their learning.

5

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

The image shows a three-step process for managing academic staff and offered semesters. Step 1: The 'Academic Staff & Offered Semester' option is selected in the sidebar. Step 2: The 'Edit' button is clicked. Step 3: A dropdown list of academic staff is shown, with 'Abd Ghani Bin Abu' selected. Step 4: The 'Add' button is clicked. Step 5: The 'Coordinator' checkbox is checked. Step 6: The 'Delete' button is clicked. Step 7: The 'Semester 1' option is selected from the offered semester list. Step 8: The 'Save' button is clicked.

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

SLT			
Course Code	Course Name	Credit	SLT
BMK2012	Bahasa Melayu	2	80
FACE TO FACE	Teacher Centered	Lecture	40
	Student Centered	Practical	10
		Tutorial	10
		Integrative Learning Activity (PBL, Projects)	
INDEPENDENT LEARNING	Non face to face		10
	Revision		10
	Exam Preparation		
FORMAL ASSESSMENT	Continuous Assessment		
	Final Examination		
TOTAL SLT			80

2

3

SLT			
Course Code	Course Name	Credit	SLT
BMK2012	Bahasa Melayu	2	80
FACE TO FACE	Teacher Centered	Lecture	<input type="text" value="40"/>
	Student Centered	Practical	<input type="text" value="10"/>
		Tutorial	<input type="text" value="10"/>
		Integrative Learning Activity (PBL, Proj	<input type="text"/>
INDEPENDENT LEARNING	Non face to face		<input type="text" value="10"/>
	Revision		<input type="text" value="10"/>
	Exam Preparation		<input type="text"/>
FORMAL ASSESSMENT	Continuous Assessment		<input type="text"/>
	Final Examination		<input type="text"/>
TOTAL SLT			80

4

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

The diagram illustrates the process of deleting a prerequisite course in five steps:

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.

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

General Info

Rationale for the Inclusion of the Course

Academic Staff & Offered Semester

SLT

Prerequisite

Learning Outcome

Transferable Skills

Learning Outcome											
No.	Learning Outcome	Learning Domain			Soft Skill						Action
		Cognitive	Psychomotor	Affective	CS	CT	TS	LL	KK	EM	
No Record											
<div style="display: flex; justify-content: center; align-items: center;"> 2 <div style="border: 1px solid black; padding: 2px 10px; border-radius: 5px;">Add New</div> </div>											

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	<input type="checkbox"/>
	Comprehension	<input type="checkbox"/>
	Application	<input type="checkbox"/>
	Analysis	<input type="checkbox"/>
	Synthesis	<input type="checkbox"/>
	Evaluation	<input type="checkbox"/>
Psychomotor	Perception	<input type="checkbox"/>
	Set	<input type="checkbox"/>
	Guided Response	<input type="checkbox"/>
	Mechanism	<input type="checkbox"/>
	Complex Overt	<input type="checkbox"/>
	Adaptation	<input type="checkbox"/>
Affective	Origination	<input type="checkbox"/>
	Receiving	<input type="checkbox"/>
	Responding	<input type="checkbox"/>
	Valuing	<input type="checkbox"/>
	Organizing	<input type="checkbox"/>
Internalizing	<input type="checkbox"/>	

Soft Skill

KOM	Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KBPM	Critical thinking & problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSK	Team work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PBPM	Ongoing education and information management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KU	Entrepreneurship skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ETIK	Ethics & Moral professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PIM	Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4

Save

Reset

Back



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			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

The image shows a two-step process for editing transferable skills. The top screenshot shows the 'Transferable Skills' section in a sidebar menu (labeled 1) and the 'Edit' button (labeled 2). The bottom screenshot shows the 'Edit' form with input fields for 'Malay' and 'English' (labeled 3), 'Save' and 'Back' buttons (labeled 4), and a confirmation dialog box with 'OK' and 'Cancel' buttons (labeled 5). A 'TIPS' section is also visible at the bottom of the second screenshot.

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**.

TIPS

1. Transferable skills are the skills and abilities that they should acquire through their education, such as in the classes, projects, and lab works. Learned abilities are transferable to other parts of life and can apply to a variety of situations.
2. Example would be the ability to coordinate multiple tasks, strong communication skills, commitment to lifelong learning, the ability to work in teams, and to communicate creatively.

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

Teaching - Learning Assessment Strategy

No.	Type	Teaching Learning	Assessment Strategy	Action
No Record				

2 Add New

Teaching - Learning Assessment Strategy

Type of Teaching Learning


Teaching Learning (Malay)

Teaching Learning (English)

Assessment Strategy

3

4 Save Back

 **TIPS**

1. Serious thinking must be done in preparation prior to lesson implementation in order to achieve the learning outcome.
2. Lecturer plays the role as facilitator/moderator.

Example

In project-based learning, essential questions for the project need to be crafted in line with the intended learning outcomes, so that through the process the students learn what they are required to learn and therefore the learning outcome is achieved.

Teaching - Learning Assessment Strategy

No.	Type	Teaching Learning	Assessment	Action
1	Problem oriented project based learning	English	Assignments, r tests	5 Edit Delete

Add New

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

The image shows a two-step process for editing a synopsis. In the first step, the 'Synopsis' option in the left-hand navigation menu is highlighted with a red box and the number '1'. In the second step, the 'Synopsis' page is shown with the 'Malay' and 'English' text areas. The 'Edit' button is highlighted with a red box and the number '2'. A red arrow points down to the next step, where the 'English' text area is highlighted with a red box and the number '3'. At the bottom, the 'Save' button is highlighted with a red box and the number '4'. Below the form, there is a yellow box with a lightbulb icon and the heading 'HOW TO WRITE ?' followed by five numbered instructions.

1

2 Edit

3

4 Save Reset Back

HOW TO WRITE ?

1. It is a narrative summary of the course.
2. It should be written in present tense.
3. The synopsis introduces the main focus of the course and areas related to it.
4. It should be concluded with what the course/ programme hopes to achieve.
5. It should not be lengthy.

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

The image shows a three-step process for managing modes of delivery in a system. The first screenshot shows the sidebar with 'Mode of Delivery' selected (1) and the 'Add/Edit' button highlighted (2). The second screenshot shows the dropdown menu for selecting a mode (3) and the 'Add' button highlighted (4). The third screenshot shows the 'Delete' button highlighted (5) for a record that has been added.

Mode of Delivery

Bil	Mode	Action
#	Select Mode	Add
	LECTURE	
	TUTORIAL	
	PRACTICAL	
	SCL	
	Others	

TIPS

1. Lesson can be more meaningful and interesting to large classes by adopting any of the SCL strategies suggested.
2. Use relevant examples.

Example:

illustrate concepts using real-world examples-take difficult concepts and transform them in ways that students understand through the use of examples.

Mode of Delivery

Bil	Mode	Action
#	Select Mode	Add
1	LECTURE / KULIAH	Delete

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

12. Assessment Method and Types

1

Synopsis
Mode of Delivery
Assessment Methods and Types
Mapping of the Course to the Programme Aims
Mapping of the Course to the Programme LO

2

Detail Assessment		
Bil	Distribution Type	Percentage (%)
1	Coursework	
2	Final	
Total		0

3

Detail Assessment		
Bil	Distribution Type	Percentage (%)
1	Coursework	<input type="text"/>
2	Final	<input type="text"/>
Total		0

4

Save Reset Back

5

Are you sure?

OK Cancel

TIPS

1. Serious thinking must be done in preparation prior to lesson outcome.
2. Lecturer plays the role as facilitator/moderator.

Example

In project-based learning, essential questions for the process learning outcomes, so that through the process the student therefore the learning outcome is achieved.

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 Mapping of the Course to the Programme Aims

Mapping of the Course to the Programme LO

Mapping of the Course to the Programme Aims		
No	Program Aim	Contribution
1	Memperoleh pengetahuan dalam bidang perniagaan muzik.	MAJOR
2	Menguasai kemahiran dalam bidang perniagaan muzik.	MAJOR
3	Membina tingkah laku, nilai dan tahap profesional yang beretika.	MAJOR
4	Mempunyai pengetahuan dan kebolehan menyalurkan maklumat dengan komunikasi berkesan dalam bidang perniagaan muzik dan industri muzik.	MAJOR
5	Meningkatkan bilangan usahawan mahir dalam perniagaan muzik bagi memenuhi kehendak industri pada peringkat tempatan dan antarabangsa.	MAJOR
6	Mewujudkan peluang-peluang kepada pelajar untuk melanjutkan pelajaran di peringkat lebih tinggi.	MAJOR

2 Edit

Mapping of the Course to the Programme Aims		
No	Program Aim	Contribution
1	Memperoleh pengetahuan dalam bidang perniagaan muzik.	<input checked="" type="radio"/> Major <input type="radio"/> Minor
2	Menguasai kemahiran dalam bidang perniagaan muzik.	<input checked="" type="radio"/> Major <input type="radio"/> Minor
3	Membina tingkah laku, nilai dan tahap profesional yang beretika.	<input checked="" type="radio"/> Major <input type="radio"/> Minor
4	Mempunyai pengetahuan dan kebolehan menyalurkan maklumat dengan komunikasi berkesan dalam bidang perniagaan muzik dan industri muzik.	<input checked="" type="radio"/> Major <input type="radio"/> Minor
5	Meningkatkan bilangan usahawan mahir dalam perniagaan muzik bagi memenuhi kehendak industri pada peringkat tempatan dan antarabangsa.	<input checked="" type="radio"/> Major <input type="radio"/> Minor
6	Mewujudkan peluang-peluang kepada pelajar untuk melanjutkan pelajaran di peringkat lebih tinggi.	<input checked="" type="radio"/> Major <input type="radio"/> Minor

3

4 Save Cancel

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

Mapping of the Course to the Programme Aims

Mapping of the Course to the Programme LO

2 Edit

3

4 Save Cancel

Mapping of the Course to the Programme LO			
No	Domain	Program LO	Contribution
1		Menunjukkan kompetensi dalam bidang perniagaan muzik.	MAJOR
2		Mengaplikasi ilmu dan kemahiran pengurusan dan perniagaan dalam bidang muzik.	MINOR
3		Mengaplikasi kemahiran teknologi dan komunikasi dalam bidang perniagaan muzik.	MINOR
4		Menganalisis isu-isu dalam industri muzik secara kritis dan kreatif serta berkeupayaan menyelesaikan masalah	NONE
5		Mengamalkan prinsip-prinsip kepimpinan dalam keusahawanan dan perniagaan muzik	MAJOR
6		Mempamerkan nilai-nilai moral dan etika profesional dalam bidang perniagaan muzik	MAJOR
7		Menunjukkan kebolehan bekerja dalam pasukan	MAJOR
8		Mempamerkan sikap untuk belajar sepanjang hayat	NONE

Mapping of the Course to the Programme LO			
No	Domain	Program LO	Contribution
1		Menunjukkan kompetensi dalam bidang perniagaan muzik.	MAJOR
2		Mengaplikasi ilmu dan kemahiran pengurusan dan perniagaan dalam muzik.	MAJOR
3		Mengaplikasi kemahiran teknologi dan komunikasi dalam bidang perniagaan muzik.	MINOR
4		Menganalisis isu-isu dalam industri muzik secara kritis dan kreatif serta berkeupayaan menyelesaikan masalah	NONE
5		Mengamalkan prinsip-prinsip kepimpinan dalam keusahawanan dan perniagaan muzik	MAJOR
6		Mempamerkan nilai-nilai moral dan etika profesional dalam bidang perniagaan muzik	MAJOR
7		Menunjukkan kebolehan bekerja dalam pasukan	MAJOR
8		Mempamerkan sikap untuk belajar sepanjang hayat	NONE

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

Mapping of the Course to the Programme LO

Course Content

List Of Ref

Additional Informatic

Course Content

No.	Topics	L	T	P	O	Hours	Action
No Record							

2 Add New

3

Course Content

Topic

Malay

English

Content

Malay

English

Face To Face	Hours	Balance
Lecture	10	30
Tutorial	10	0
Practical	10	0
Others	0	0

* Nombor di medan balance adalah baki dari JPP/SLT ditolak dengan jam yang telah digunakan dalam kandungan kursus ini.

4 Save Back

5

Course Content

No.	Topics	L	T	P	O	Hours	Action
1	English English	10	5	10	0	25	Edit Delete
Total Hours		10	5	10	0	25	

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

Course Content
List Of References
Additional Information

2

Main Reference

Type	Title	Author	Publisher	Location	Number / Volume	Page	Action
No Record							

Add New

3

Main Reference

Reference Type:

Title:

Author:

Publisher:

Location:

Date Published:

Number / Volume:

Page:

Full URL:

Retrieved Date:

4

Save Back

5

Are you sure?
OK Cancel

6

Main Reference

Type	Title	Author	Publisher	Location	Number / Volume	Page	Action
1	Book / Magazine	tajuk	penulis	penerbit	just a test	3	Edit Delete

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

Additional Information

Malay

English

2 Edit

3

4 Save Back

5 Are you sure? OK Cancel

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