



COURSE OUTLINE (CO)

USER MANUAL FOR HOD – CREATE CO

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Universiti Pendidikan Sultan Idris
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1st Version

1. Main page



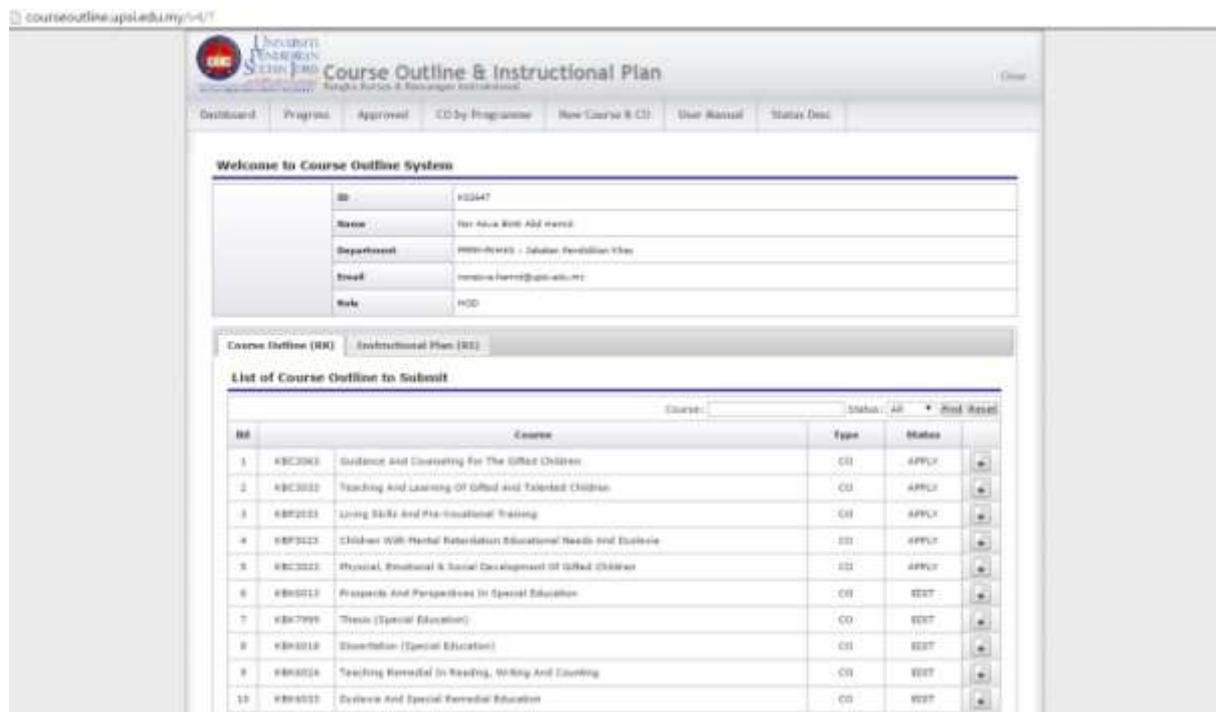
2. Click tab 'Course'



3. Click sub tab 'Course Outline'



4. Screen will display Main Page of Course Outline



5. Click tab 'New Course & CO'

courseoutline.upsl.edu/my/v4.7

UNIVERSITY OF SOUTHERN CALIFORNIA
Course Outline & Instructional Plan
Helpful For Co's & Managers Instructional

Dashboard | Program | Approval | CO by Program | **New Course & CO** | User Manual | Status Desc

Welcome to Course Outline System

ID	10047
Name	New Course Add menu
Department	EDUCATION - Sablos Perfection Vhs
Email	veneta.ferri@usc.edu
Role	HOD

Course Outline (10) | Instructional Plan (0)

List of Course Outline to Submit

ID	Course	Type	Status
1	ABC2903 Guidance and Counseling For The Gifted Children	CO	APPLX
2	ABC3003 Teaching And Learning Of Gifted and Talented Children	CO	APPLX
3	EDP2023 Living Skills And Pre-Vocational Training	CO	APPLX
4	EDP2123 Children With Mental Retardation Educational Needs And Ecology	CO	APPLX
5	ABC2023 Physical, Emotional & Social Development Of Gifted Children	CO	APPLX
6	EDP0213 Prospects And Perspectives In Special Education	CO	EDT
7	EDP7993 Thesis (Special Education)	CO	EDT
8	EDP0218 Dissertation (Special Education)	CO	EDT
9	EDP0224 Teaching Remedial In Reading, Writing And Counting	CO	EDT
10	EDP0233 Delivery And Special Remedial Education	CO	EDT

6. The screen will display New Course & Course Outline Setup

- 6.1 Enter the new course code and click 'Check Availability' to ensure the code does not exist yet
- 6.2 Enter Course Name in English and Malay
- 6.3 Choose the Level of Study
- 6.4 Enter the Total Credit Hour
- 6.5 Click 'Assign To' to choose respective lecturer to fill up the new CO
- 6.6 Click 'Start Date' to enter start date to fill up Course Outline and click 'End Date' to enter final date to fill up Course Outline.
- 6.7 Click 'Save' button.

UNIVERSITI SULTAN ISMAIL
Seri Iskandar, Johor Bahru
Rangka Kursus & Rancangan Instruksional

Course Outline & Instructional Plan

Dashboard | Progress | Approved | CO by Programme | **New Course & CO** | User Manual | Status Desc

New Course & Course Outline

Faculty	PPRE - Fakulti Pendidikan dan Pembangunan Manusia		
Department	PPRE-PKHAS - Jabatan Pendidikan Ekas		
Course Code	<input type="text"/>	<input type="button" value="Check Availability"/>	
Course Name BI	<input type="text"/>		
Course Name BH	<input type="text"/>		
Level of Study	<input type="text"/>		
Total Credit Hour	<input type="text"/>		
Assign To	<input type="button" value="Select Staff"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>

TIPS
Penyediaan Kod Kursus

```
graph TD
    A[A] --> F1[Fakulti yang Menawarkan]
    B[B] --> F1
    C[C] --> F1
    1[1] --> S1[Sub Bidang]
    2[2] --> S1
    3[3] --> S1
    4[4] --> S1
    1 --> N1[No Siri / Bilangan Kursus]
    2 --> N1
    3 --> N1
    4 --> N1
    A --> B1[Bidang]
    B --> B1
    C --> B1
    1 --> T1[Tahap Pengajian]
    2 --> T1
    3 --> T1
    4 --> T1
    1 --> K1[Kredit]
    2 --> K1
    3 --> K1
    4 --> K1
```