



New Student Information System User Manual

User Account: Head of Department
Function: course catalog

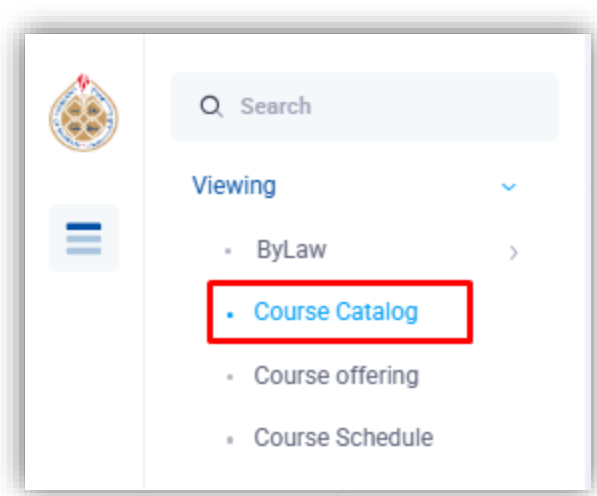
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A-System Overview

- From the viewing menu, the head of department can select the screen “**course catalog**” can search and view the course catalog in the department.

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- Figure 1 – course catalog

B-main page fields

1. Course Type

- Allows the user to choose the general classification of a course (for example, undergraduate or postgraduate categories).
Selecting a course type refines the search results to only show courses within that category.

2. College

- Specifies the college offering the course (e.g., College of Information Technology).
Choosing a college filters the courses to only those belonging to that specific academic division.

3. Department

- Narrows the search further by selecting the department within the chosen college.
Only courses under that department will be displayed in the results.

4. Course Code

- A field used to enter or select a specific course code.
Useful for quickly finding a single, exact course.

5. Scientific Degree

- Provides an option to choose whether to view courses belonging to undergraduate or postgraduate programs.
Selecting one category limits the displayed courses accordingly.

6. Active

- Indicates whether to display only currently active courses, inactive courses, or all courses.
Useful for checking courses that are officially offered in the present semester.

7. Online

- Allows filtering based on whether the course is offered online or not.
Helpful for students seeking remote learning options.

8. Search & Reset Buttons

- **Search:** Executes the search based on the selected filters.
- **Reset:** Clears all filters and returns the page to its default state.

Home / Viewing / Course Catalog

Course Type
Select

College
College of Information Technology

Department
Information Systems

Course Code

Scientific Degree
☒ UG ☐ PG

Active
☒ Yes ☐ No ☐ All

Online
☒ Yes ☐ No ☐ All

Search
Reset

Search Result
173 Records

Course Code	Course Title (AR)	Course Title (EN)	Department	CH	LEC	LAB	Eval.Type
PH424	الكفاء الاصطناعي في الصحة العامة	Artificial Intelligence for Public Health	Information Systems	3.0	2.0	2.0	0.0
ITCY484	التدريب الميداني	Internship in Cybersecurity	Information Systems	3.0	0.0	6.0	0.0
ITIS352	الحوسبة السحابية 1	Cloud Computing I	Information Systems	3.0	3.0	0.0	0.0
ITIS493	تقنيات وتطبيقات بلوكتشين	Blockchain Technology and Applications	Information Systems	3.0	3.0	0.0	0.0
ITIS478	مواضيع مختارة في قضايا تقنية المعلومات 1	Selected Topics in IT Issues I	Information Systems	3.0	3.0	0.0	0.0
ITIS479	مواضيع مختارة في قضايا تقنية المعلومات 2	Selected Topics in IT Issues II	Information Systems	3.0	3.0	0.0	0.0
ITIS484	التدريب الميداني في تقنية المعلومات	Internship in Information Technology	Information Systems	3.0	0.0	6.0	0.0
ITIS204	أساسيات تكنولوجيا المعلومات	FUNDAMENTALS OF IT	Information Systems	3.0	3.0	0.0	0.0
ITIS233	تحليل وتصميم النظم	Systems Analysis and Design	Information Systems	3.0	3.0	0.0	0.0

Figure 2 – Search for courses

c- Search Results Section

After running a search, the results are displayed in a table with the following columns:

- Course Code
- Course Title (AR)
- Course Title (EN)
- Department
- CH (Credit Hours)
- LEC (Lecture Hours)
- LAB (Laboratory Hours)
- Eval. Type (Evaluation Type)

D- Additional Tools

1. Filter button: Provides extra filtering options for refining results.

Home / Viewing / Course Catalog

Course Type: College: Department: Course Code:

Scientific Degree: ☒ UG ☐ PG Active: ☒ Yes ☐ No ☐ All Online: ☒ Yes ☐ No ☐ All

Search Result
173 Records

Course Code	Course Title (AR)	Course Title (EN)	Department	CH	LEC	LAB	Eval.Type
PH424	التكامل الاصطناعي في الصحة العامة	Artificial Intelligence for Public Health	Information Systems	3.0	2.0	2.0	0.0
ITCY484	التدريب العملي	Internship in Cybersecurity	Information Systems	3.0	0.0	6.0	0.0
ITIS352	الحوسبة السحابية 1	Cloud Computing I	Information Systems	3.0	3.0	0.0	0.0
ITIS493	تقنيات وتطبيقات سلاسل الكتل	Blockchain Technology and Applications	Information Systems	3.0	3.0	0.0	0.0
ITIS478	مواضيع مختارة في قضايا تقنية المعلومات 1	Selected Topics in IT Issues I	Information Systems	3.0	3.0	0.0	0.0
ITIS479	مواضيع مختارة في قضايا تقنية المعلومات 2	Selected Topics in IT Issues II	Information Systems	3.0	3.0	0.0	0.0
ITIS484	التدريب العملي في تقنية المعلومات	Internship in Information Technology	Information Systems	3.0	0.0	6.0	0.0
ITIS204	أساسيات التكنولوجيا المعلومات	FUNDAMENTALS OF IT	Information Systems	3.0	3.0	0.0	0.0
ITIS233	تحليل وتصميم النظم	Systems Analysis and Design	Information Systems	3.0	3.0	0.0	0.0

Figure 3 – Select filter

2-Export: printing the displayed course list

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Home / Viewing / Course Catalog

Course Type: College: Department: Course Code:

Scientific Degree: ☒ UG ☐ PG Active: ☒ Yes ☐ No ☐ All Online: ☒ Yes ☐ No ☐ All

Search Result
173 Records

Course Code	Course Title (AR)	Course Title (EN)	Department	CH	LEC	LAB	Eval.Type
PH424	التكامل الاصطناعي في الصحة العامة	Artificial Intelligence for Public Health	Information Systems	3.0	2.0	2.0	0.0
ITCY484	التدريب العملي	Internship in Cybersecurity	Information Systems	3.0	0.0	6.0	0.0
ITIS352	الحوسبة السحابية 1	Cloud Computing I	Information Systems	3.0	3.0	0.0	0.0
ITIS493	تقنيات وتطبيقات سلاسل الكتل	Blockchain Technology and Applications	Information Systems	3.0	3.0	0.0	0.0
ITIS478	مواضيع مختارة في قضايا تقنية المعلومات 1	Selected Topics in IT Issues I	Information Systems	3.0	3.0	0.0	0.0
ITIS479	مواضيع مختارة في قضايا تقنية المعلومات 2	Selected Topics in IT Issues II	Information Systems	3.0	3.0	0.0	0.0
ITIS484	التدريب العملي في تقنية المعلومات	Internship in Information Technology	Information Systems	3.0	0.0	6.0	0.0
ITIS204	أساسيات التكنولوجيا المعلومات	FUNDAMENTALS OF IT	Information Systems	3.0	3.0	0.0	0.0

Figure 4 – Select export

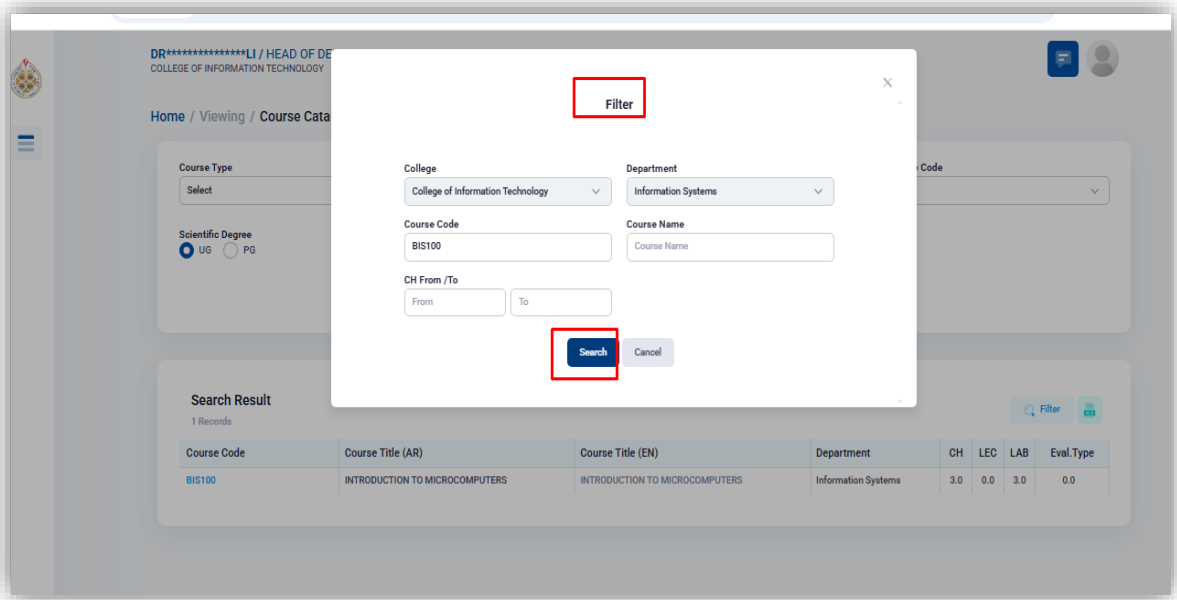


Figure 5 – filter with course details

E-Filter details

The **Filter** window allows users to apply more precise search criteria to narrow down the list of courses. Each field helps refine the results based on different course attributes.

(Course Code- Course Name- CH From / To (Credit Hours Range)- College- Department)

- **Search Button**

Applies the selected filters and displays matching results.

- **Cancel Button**

Closes the filter window without applying any changes.