University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

New Student Information System User Manual

User Account: Head of Department

Function: course offering

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A-System Overview

- From the viewing menu, the head of department can select the screen "**Course offering**" can search and view the course offering in the department.
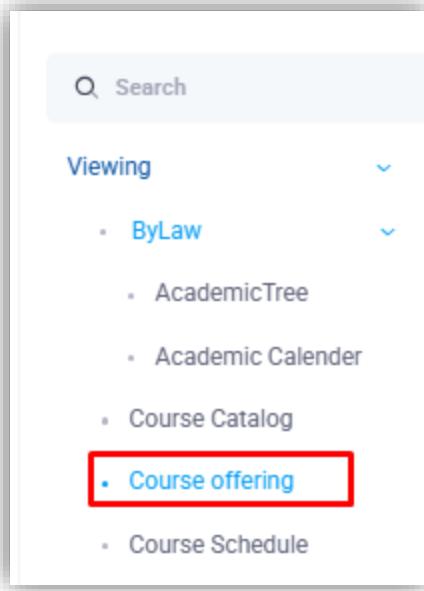

Figure 1 – Course offering

B- Brief about the fields on the page
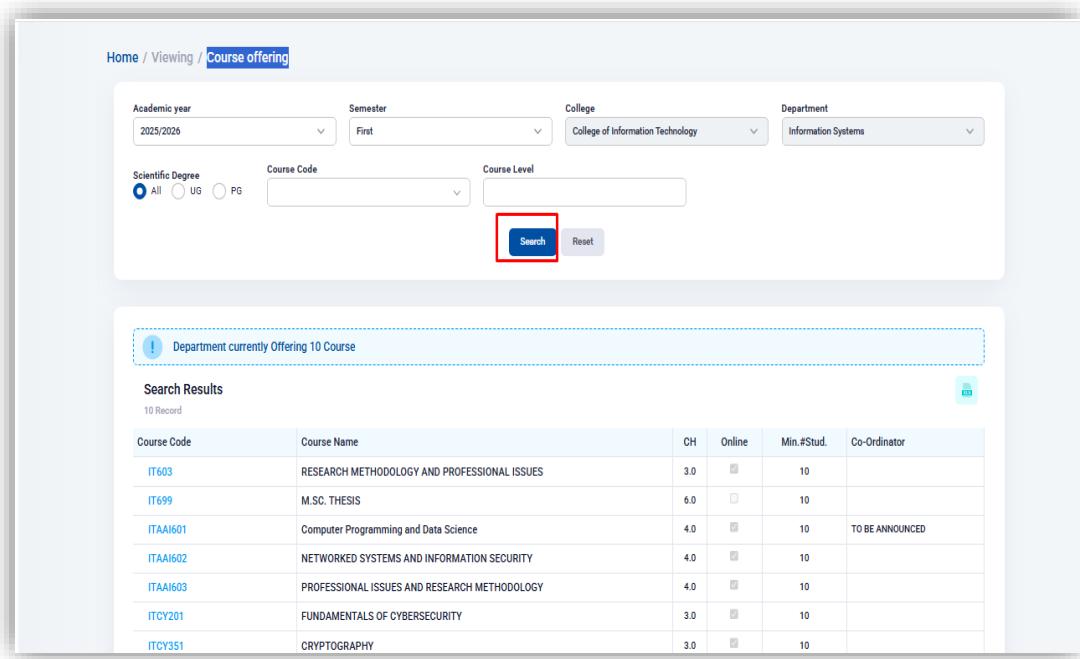
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Figure 2 – search button

1-Search Filters

- Academic Year: Select the year for which course offerings should be displayed.
- Semester: Choose the semester to view courses offered during that period.
- College: Select the college providing the courses.
- Department: Filters results to courses offered by the chosen department.
- Scientific Degree: Filter by academic level (All, Undergraduate, Postgraduate).
- Course Code: Search for a specific course using its code.
- Course Level: Filter courses by their academic level or stage.
- Search: Applies selected filters to display matching courses.
- Reset: Clears all filter selections.

2-Search Results Table

- Course Code: Unique identifier for the course.
- Course Name: Official name of the course.
- CH (Credit Hours): Number of credit hours assigned.
- Online: Indicates whether the course is offered online.
- Min. # Stud.: Minimum number of students required.
- Co-Ordinator: Assigned course coordinator or a placeholder if not assigned.