



New Student Information System

User Manual

User Account: Head of Department
Function: course offering

Contents

A. System Overview-----	3
B. Brief about the fields on page -----	4
1. Search Filters-----	4
2. Search Results Table -----	4

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.

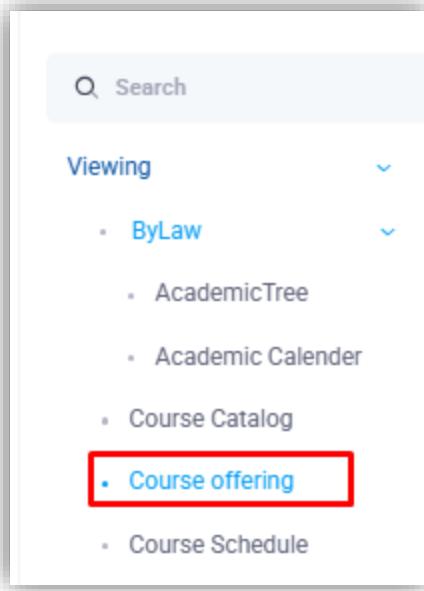
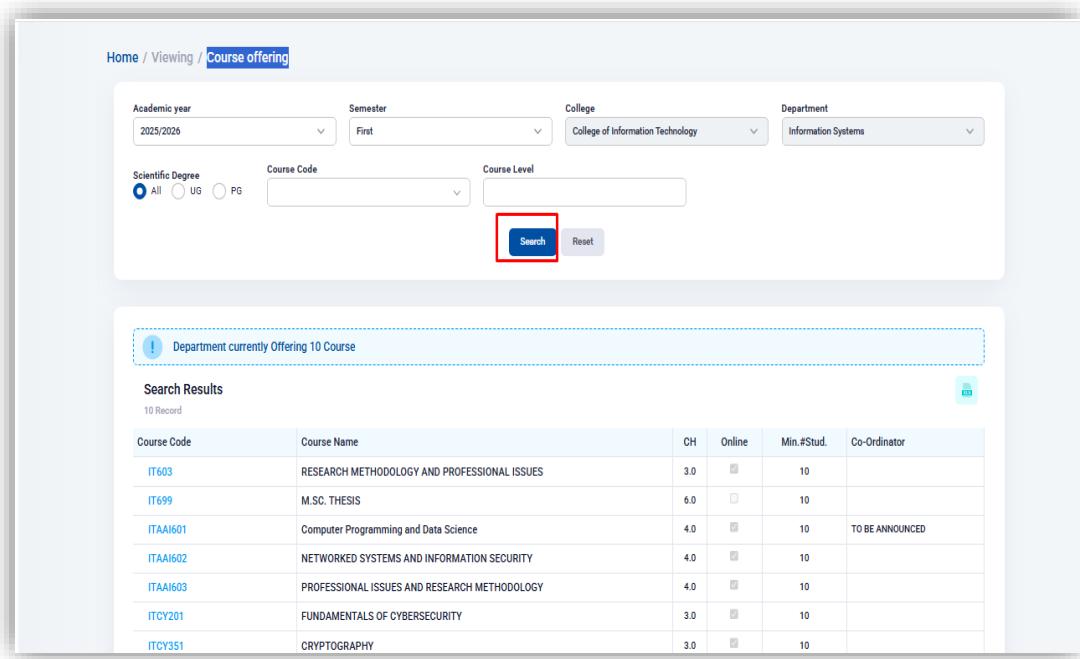


Figure 1 – Course offering

B- Brief about the fields on the page



The screenshot shows a search interface for course offerings. At the top, there are dropdown menus for 'Academic year' (2025/2026), 'Semester' (First), 'College' (College of Information Technology), and 'Department' (Information Systems). Below these are filters for 'Scientific Degree' (All, UG, PG), 'Course Code' (a dropdown menu), and 'Course Level' (a dropdown menu). A red box highlights the 'Search' button. Below the search area, a message says 'Department currently Offering 10 Course'. The 'Search Results' table has 10 records, each with a course code, name, CH (Credit Hours), Online status, Min. # Stud. (Minimum number of students required), and Co-Ordinator. The table includes rows for IT603, IT699, ITAAI601, ITAAI602, ITAAI603, ITCY201, and ITCY351.

Course Code	Course Name	CH	Online	Min. # Stud.	Co-Ordinator
IT603	RESEARCH METHODOLOGY AND PROFESSIONAL ISSUES	3.0	<input checked="" type="checkbox"/>	10	
IT699	M.S.C. THESIS	6.0	<input type="checkbox"/>	10	
ITAAI601	Computer Programming and Data Science	4.0	<input checked="" type="checkbox"/>	10	TO BE ANNOUNCED
ITAAI602	NETWORKED SYSTEMS AND INFORMATION SECURITY	4.0	<input checked="" type="checkbox"/>	10	
ITAAI603	PROFESSIONAL ISSUES AND RESEARCH METHODOLOGY	4.0	<input checked="" type="checkbox"/>	10	
ITCY201	FUNDAMENTALS OF CYBERSECURITY	3.0	<input checked="" type="checkbox"/>	10	
ITCY351	CRYPTOGRAPHY	3.0	<input checked="" type="checkbox"/>	10	

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.