



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.

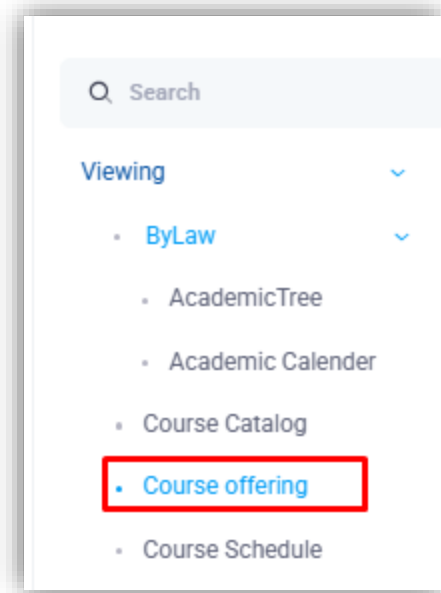


Figure 1 – Course offering

B- Brief about the fields on the page

Home / Viewing / **Course offering**

Academic year: 2025/2026 Semester: First College: College of Information Technology Department: Information Systems

Scientific Degree: ☒ All ☐ UG ☐ PG Course Code: Course Level:

Search Reset

! Department currently Offering 10 Course

Search Results
10 Record

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