



New Student Information System

User Manual

User Account: Head of Department
Function: Course Offering (UG-PG)

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A. System Overview

- From the Schedule Affairs menu, the head of department can select the screen **“Course Offering (UG-PG)”** to add the courses to be offered in the current academic semester or the next, for schedules creation purpose and to be available for registration by Students.

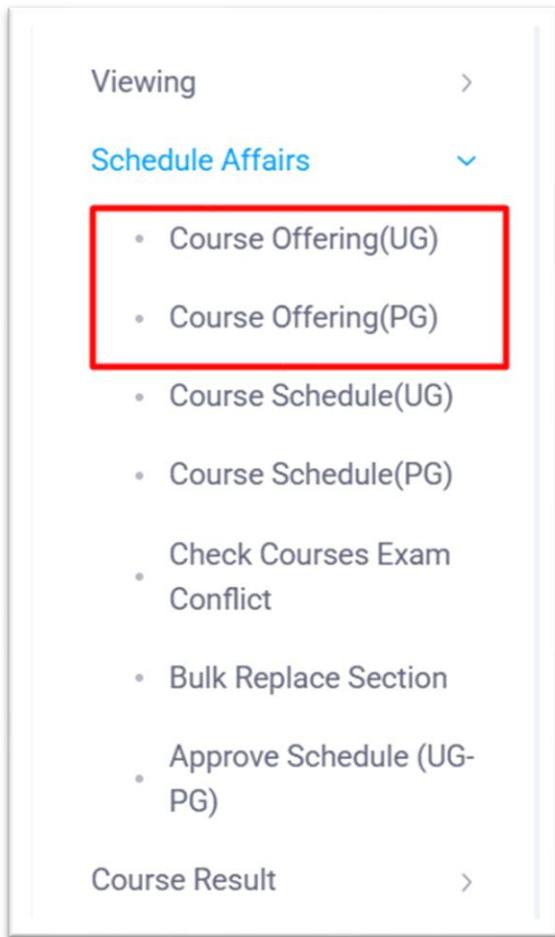


Figure 1- Course Offering (UG-PG)

B. Instructions

This screen allows the Head of Department to filter Courses based on many criteria, which help him/her to add, modify and delete the courses to be offered if the offered period is open.

1. Search :

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online
Code:ARAB242 ARABIC POETRY IN THE RENAISSANCE PERIOD	3.0	10	200	1691	6	4	40	TO BE ANNOUNCED	
Code:MC0355 2D ANIMATION	3.0	10	200	0	35	35	35	TO BE ANNOUNCED	
Code:MC0429 GRADUATION PROJECT (RADIO AND TELEVISION)	3.0	10	200	0	32	27	35	TO BE ANNOUNCED	

Figure 2: Search

2. Modify in the search result :

- Head of Department can enter the “Min. # Stud”, “Max # Stud”.
- Press “Update” icon.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online
Code:LAW106 CONSTITUTIONAL LAW I	3.0	10	200	0	186	179	225	TO BE ANNOUNCE	
Code:LAW109 INTRODUCTION TO INTERNATIONAL HUMAN RIGHTS LAW	2.0	10	200	0	105	76	135	TO BE ANNOUNCE	

Figure 3 – Update

3. Select Co-Coordinator:

The department head can also select the "course coordinator" by clicking on the search icon, where a pop-up window will appear to select a faculty member.

The screenshot shows a two-part interface for selecting a Co-Coordinator. The top part is a 'Search Result' table for courses, with two rows of data. The bottom part is a 'Faculty Staff Advanced Search' form with various filters and a 'Search' button. A red box highlights the 'Search' button. The second part shows a list of staff members with checkboxes, where the first checkbox is checked. A red box highlights the checked checkbox. A red arrow points from the 'Search' button in the search form to the checked checkbox in the staff list. A 'Select' button is also highlighted with a red box.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online
Code:LAW106 CONSTITUTIONAL LAW I	3.0	10	200	0	186	179	225	TO BE ANNOUNCED	
Code:LAW109 INTRODUCTION TO INTERNATIONAL HUMAN RIGHTS LAW	2.0	10	200	0	105	76	135	TO BE ANNOUNCED	

Faculty Staff Advanced Search

Collage: College of Arts, Department: Psychology, Job Degree: Select, Job Status: Active, Staff Name: Staff Name

Staff Code: Staff Code, CPR: CPR

Search (highlighted with a red box)

Reset

Search Result (11 Record)

Staff Name	Associated department	Job Degree
<input checked="" type="checkbox"/>	Psychology	Associate Professor
<input type="checkbox"/>	Psychology	Associate Professor
<input type="checkbox"/>	Psychology	Assistant Professor
<input type="checkbox"/>	Psychology	Professor
<input type="checkbox"/>	Psychology	Associate Professor
<input type="checkbox"/>	Psychology	Associate Professor
<input type="checkbox"/>	Psychology	Assistant Professor
<input type="checkbox"/>	Psychology	Assistant Professor
<input type="checkbox"/>	Psychology	Associate Professor
<input type="checkbox"/>	Psychology	Associate Professor

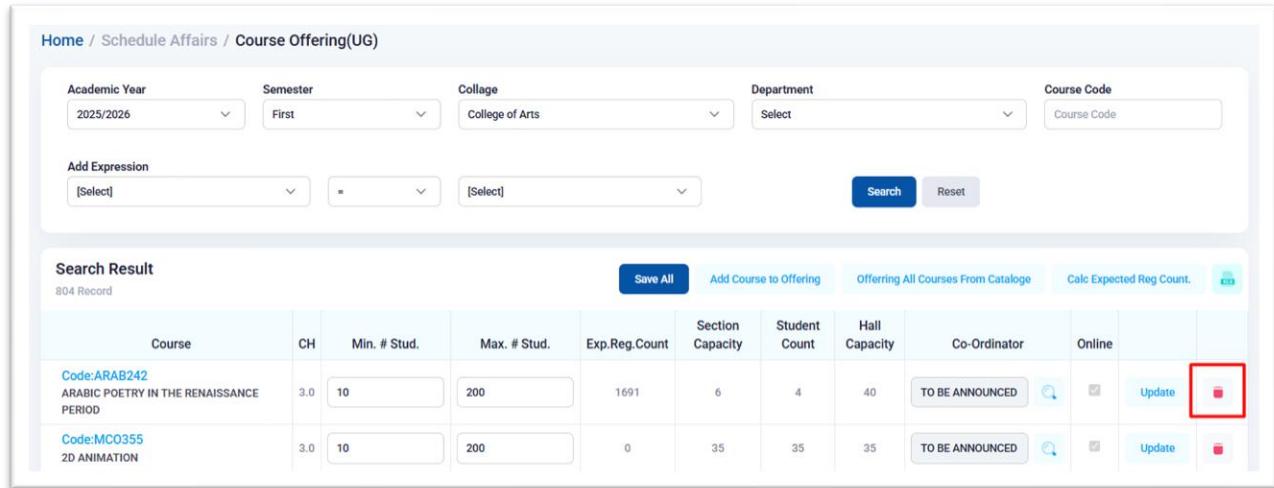
Select (highlighted with a red box)

Cancel

Figure 4 :Select Co-Coordinator

4. Delete Course:

The offered course can be deleted by pressing the "Delete" button.



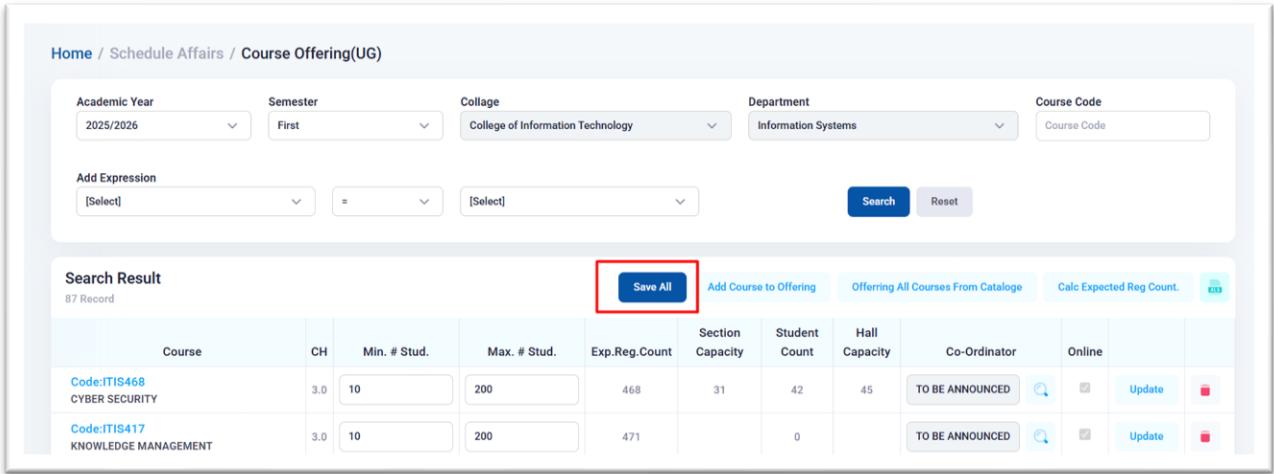
The screenshot shows the 'Course Offering (UG)' page. At the top, there are filters for 'Academic Year' (2025/2026), 'Semester' (First), 'College' (College of Arts), 'Department' (Select), and 'Course Code' (Course Code). Below these are search and reset buttons. The search results table has columns: Course, CH, Min. # Stud., Max. # Stud., Exp.Reg.Count, Section Capacity, Student Count, Hall Capacity, Co-Ordinator, Online, and a delete button. Two courses are listed: 'ARABIC POETRY IN THE RENAISSANCE PERIOD' and '2D ANIMATION'. The delete button for '2D ANIMATION' is highlighted with a red box.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	Delete	
Code:ARAB242 ARABIC POETRY IN THE RENAISSANCE PERIOD	3.0	10	200	1691	6	4	40	TO BE ANNOUNCED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update
Code:MC0355 2D ANIMATION	3.0	10	200	0	35	35	35	TO BE ANNOUNCED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update

Figure 5: Delete Course

5. Save All:

All changes can be saved by pressing the "Save All" button.



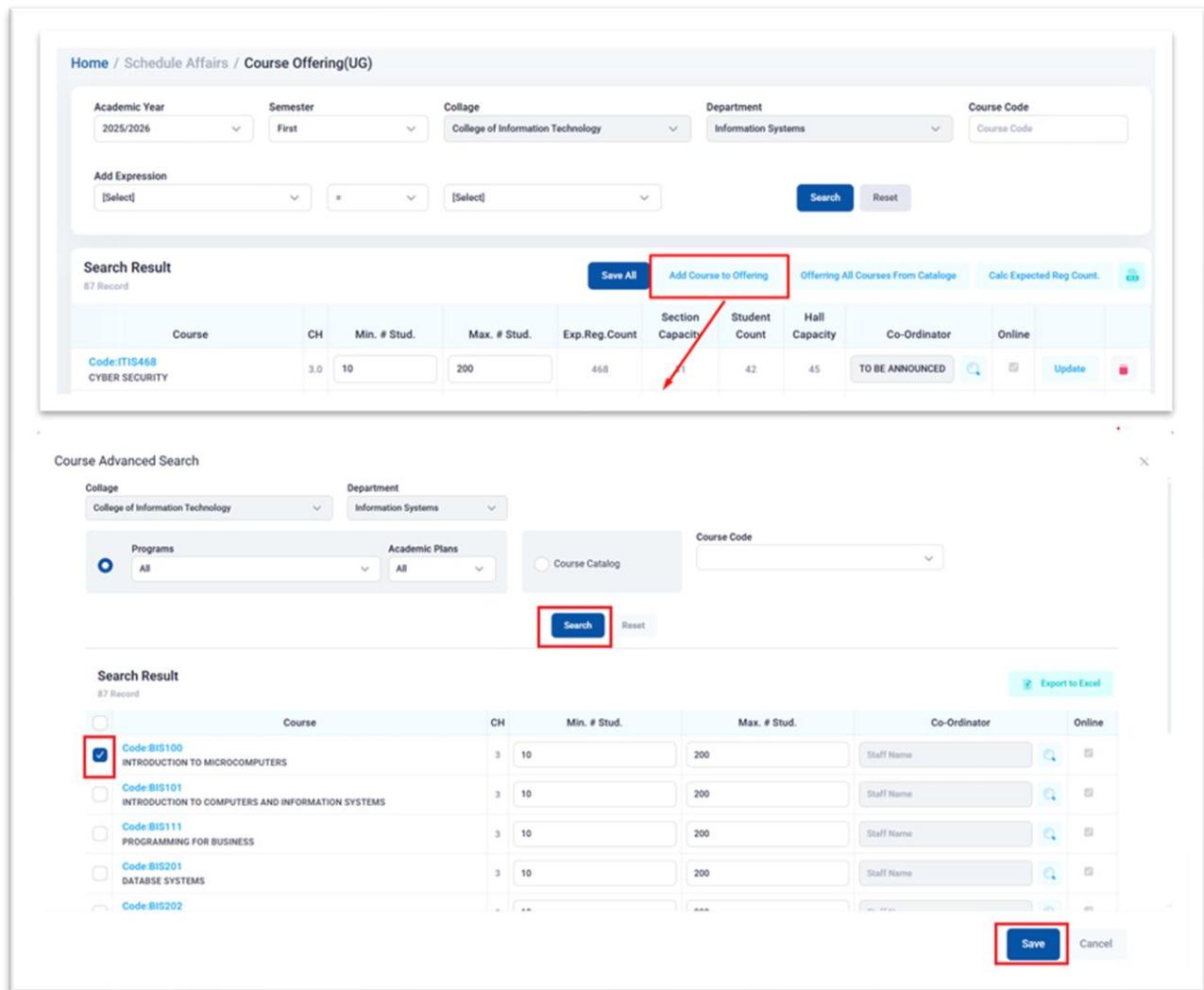
The screenshot shows the 'Course Offering(UG)' page. At the top, there are dropdown menus for 'Academic Year' (2025/2026), 'Semester' (First), 'Collage' (College of Information Technology), 'Department' (Information Systems), and 'Course Code' (Course Code). Below these are search and reset buttons. The main area is titled 'Search Result' and shows 87 records. A table lists courses with columns: Course, CH, Min. # Stud., Max. # Stud., Exp.Reg.Count, Section Capacity, Student Count, Hall Capacity, Co-Ordinator, Online, and two small icons. The 'Save All' button is highlighted with a red box. Other buttons in the header include 'Add Course to Offering', 'Offering All Courses From Catalogue', and 'Calc Expected Reg Count'.

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online			
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	31	42	45	TO BE ANNOUNCED				
Code:ITIS417 KNOWLEDGE MANAGEMENT	3.0	10	200	471		0		TO BE ANNOUNCED				

Figure 6: Save All Changes

3. Adding a specific course to the offering :

- HOD can add a specific course to the offering by press “**Add Course to Offering**” link and the system open popup screen to search for course .



Course Offering(UG)

Academic Year: 2025/2026 Semester: First Collage: College of Information Technology Department: Information Systems Course Code: Course Code

Add Expression: [Select] = [Select] **Search** **Reset**

Search Result 87 Record

Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	42	42	45	TO BE ANNOUNCED	Update Print

Course Advanced Search

Collage: College of Information Technology Department: Information Systems

Programs: All Academic Plans: All Course Catalog: Course Code

Search **Reset**

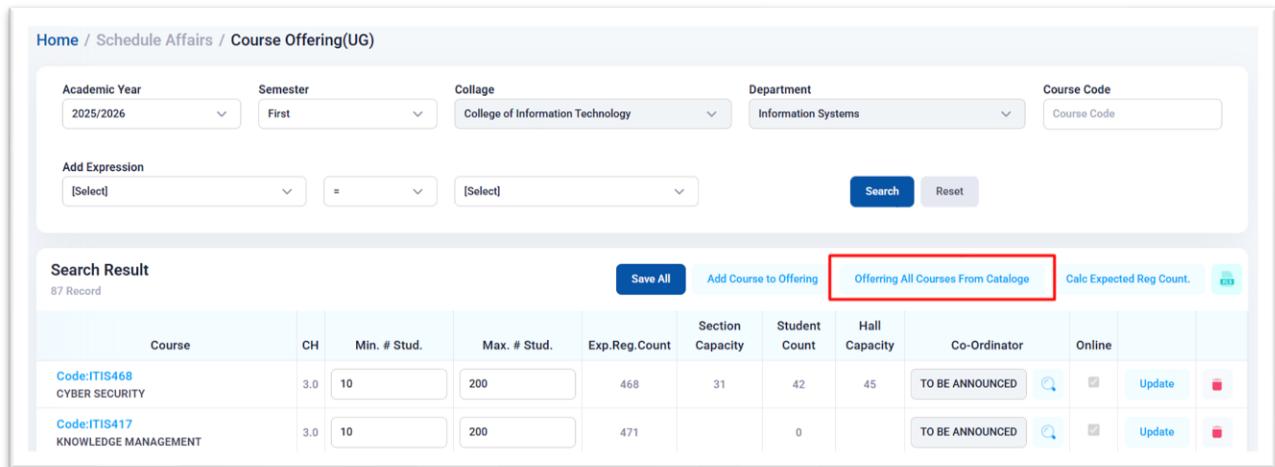
Search Result 87 Record

Course	CH	Min. # Stud.	Max. # Stud.	Co-Ordinator	Online
<input checked="" type="checkbox"/> Code:BIIS100 INTRODUCTION TO MICROCOMPUTERS	3	10	200	Staff Name	Save Cancel
<input type="checkbox"/> Code:BIIS101 INTRODUCTION TO COMPUTERS AND INFORMATION SYSTEMS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS111 PROGRAMMING FOR BUSINESS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS201 DATABASE SYSTEMS	3	10	200	Staff Name	
<input type="checkbox"/> Code:BIIS202	3	10	200	Staff Name	

Figure 7- Add Course to offering

4. Offering All Courses from Catalog :

- HOD can add all the courses in the defined catalog for the selected Academic Year, Semester to the offering by press “**Offering Add Courses from Catalog**” link.



The screenshot shows the 'Course Offering(UG)' page with the following search filters:

- Academic Year: 2025/2026
- Semester: First
- College: College of Information Technology
- Department: Information Systems
- Course Code: Course Code

Below the filters, there is an 'Add Expression' section with dropdowns for 'Select' and operators ('=', '!=', '>=', '!=', etc.), a 'Search' button, and a 'Reset' button.

The 'Search Result' table has the following columns:

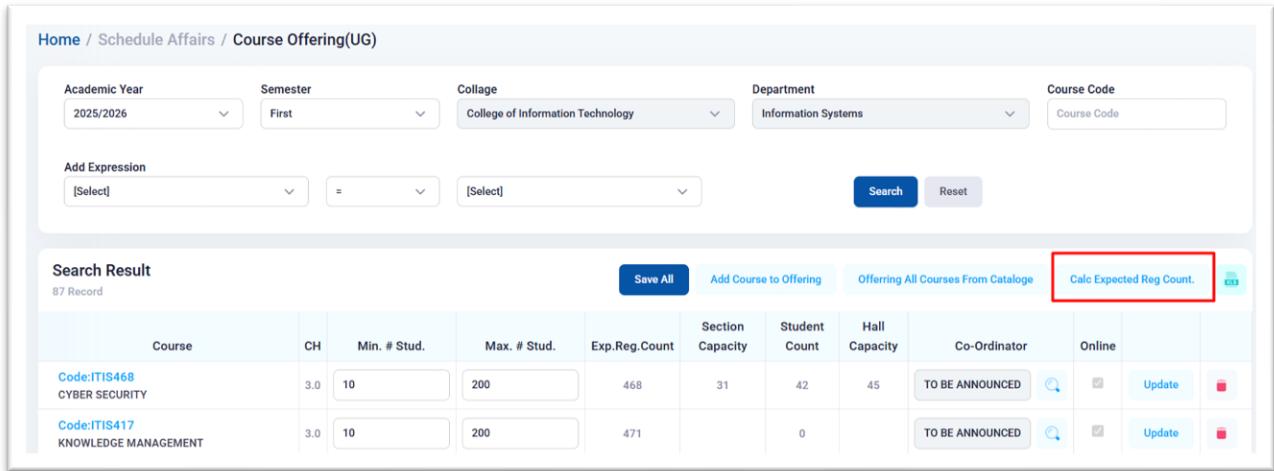
Course	CH	Min. # Stud.	Max. # Stud.	Exp.Reg.Count	Section Capacity	Student Count	Hall Capacity	Co-Ordinator	Online	Actions		
Code:ITIS468 CYBER SECURITY	3.0	10	200	468	31	42	45	TO BE ANNOUNCED				
Code:ITIS417 KNOWLEDGE MANAGEMENT	3.0	10	200	471		0		TO BE ANNOUNCED				

At the top of the table, there are buttons for 'Save All', 'Add Course to Offering', and 'Offering All Courses From Catalog' (which is highlighted with a red box). There are also buttons for 'Calc Expected Reg Count.' and a refresh icon.

Figure 8- Offering All Courses from Catalog

5. Calc Expected Reg Count :

- HOD can press “**Calc Expected Reg Count.**” link calculate the expected number of students shall register for every course in the offering list.



The screenshot shows a search interface for course offerings. At the top, there are dropdowns for 'Academic Year' (2025/2026), 'Semester' (First), 'College' (College of Information Technology), 'Department' (Information Systems), and 'Course Code'. Below these are search fields for 'Add Expression' and buttons for 'Search' and 'Reset'. The 'Search Result' section shows 87 records. A table lists courses with columns: Course, CH, Min. # Stud., Max. # Stud., Exp. Reg. Count, Section Capacity, Student Count, Hall Capacity, Co-Ordinator, and Online. Two specific courses are highlighted: 'Code:ITIS468 CYBER SECURITY' and 'Code:ITIS417 KNOWLEDGE MANAGEMENT'. The 'Exp. Reg. Count' column for the first course shows 468, and for the second, 471. The 'Calc Expected Reg Count.' button is located in the top right of the search result area, with a red box drawn around it.

Figure 9- Calc Expected Reg Count