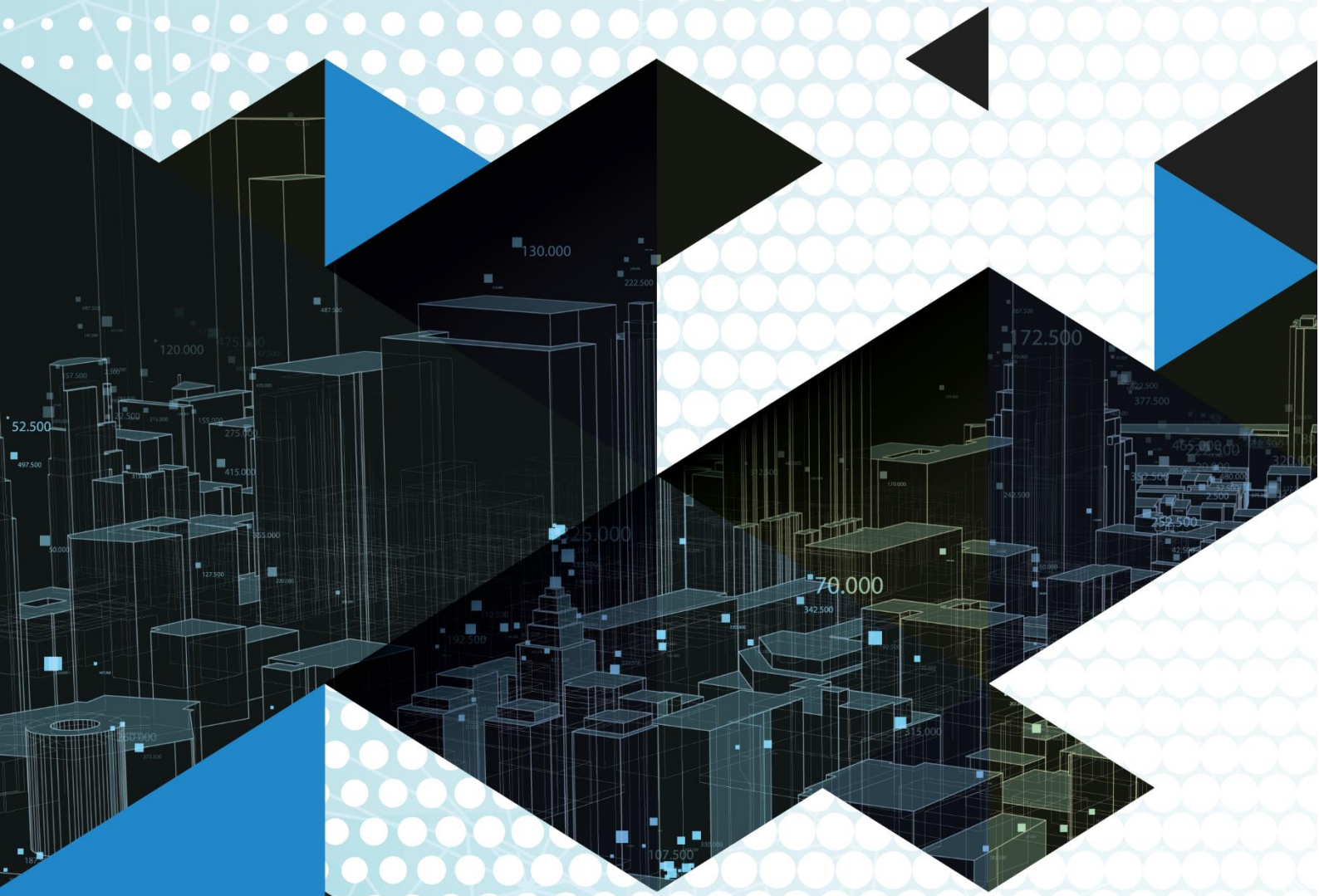


# MANUAL PENGGUNA



# SISTEM OBE UUM

VERSI 1.0

**Disediakan Oleh:**  
**University Teaching and Learning Center, UUM**

## 1. Keperluan Dokumen

Bagi mengisi data ke dalam sistem OBE beberapa dokumen perlu disediakan terlebih dahulu. Dokumen ini mungkin berlainan mengikut setiap pusat pengajian namun boleh digunakan untuk memudahkan proses masuk data ke dalam sistem OBE.

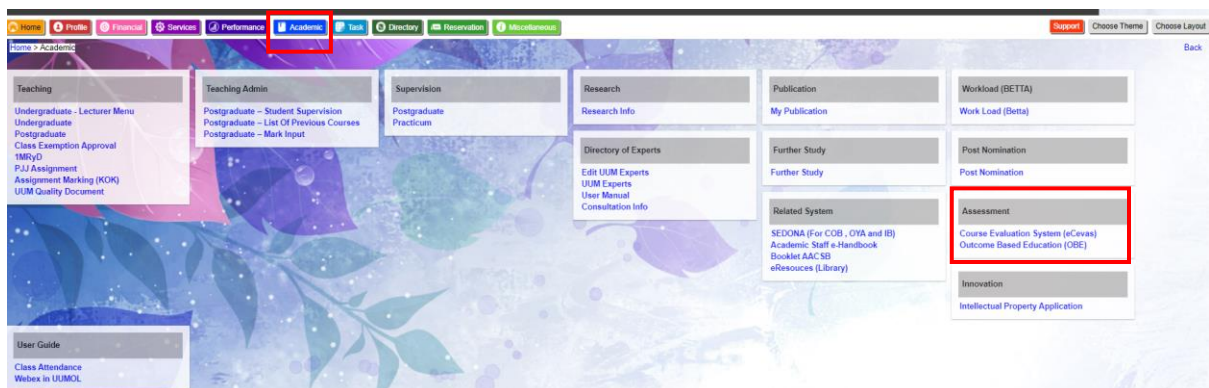
Bagi manual pengguna ini, dokumen yang akan digunakan ialah:

- Syllabus\_DesignMQA\_V2.0\_PG - <http://utlc.uum.edu.my/index.php/obe-files/postgraduate> (password: uum2020)
- Syllabus\_DesignMQA\_V2.0\_UG - <http://utlc.uum.edu.my/index.php/obe-files/undergraduate> (password: uum2020)
- Syllabus\_OJMT6023 - <https://bit.ly/ManualOBE> (password: uum2020)
- Assessment Plan - <https://bit.ly/ManualOBE>

## 2. Menu Utama Sistem OBE

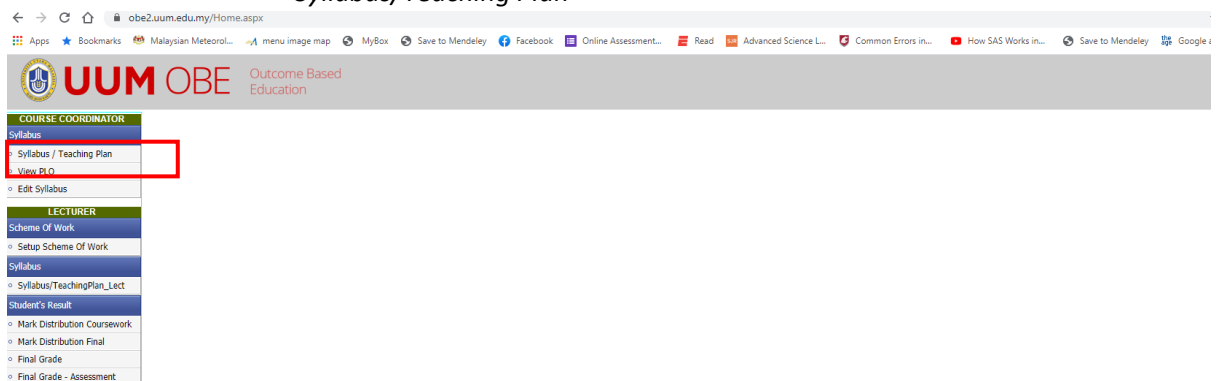
2.1 Capaian ke Sistem OBE UUM adalah melalui portal masing-masing.

### Academic>Outcome Based Education (OBE)



2.2 Berikut adalah menu utama sistem OBE UUM

i. Bagi tujuan memasukkan data *syllabus* dan *teaching plan* perlu Klik pada menu *Syllabus/Teaching Plan*



### 3. Menu Setup Syllabus

3.1 Pilih Semester (Untuk *Undergraduate* pilih semester A999, manakala untuk *Postgraduate* pilih semester G999)

LIST OF COURSES					Staff No: 2328	Log Out
Semester	A999 - (OBE)					
No.	Code	Sesi	Phase	List of Course	Setup Syllabus	Setup Teaching Plan
	A999	OBE				
	A201	2020/2021	1 - First			
	G999	2019/2020	2 - Second			
	A192	2019/2020	2 - Second	No data to display		

3.2 Setelah memilih semester, akan keluar senarai kursus yang telah diberikan untuk di masukkan data (Font **Biru** bermaksud Approved manakala Font **Merah** masih Draft). Dalam contoh di bawah terdapat 2 kursus yang perlu di masukkan data

LIST OF COURSES					Staff No: 2328	Log Out
Semester	G999 - (2019/2020 2 - Second)					
No.	Course Code	Course Description		List of Course	Setup Syllabus	Setup Teaching Plan
1.	OJMT6023	DATA MINING FOR BUSINESS APPLICATIONS			Setup Syllabus	Setup Teaching Plan
2.	OJMT6033	DATA VISUALIZATION FOR CONSUMER INSIGHT			Setup Syllabus	Setup Teaching Plan

3.3 Untuk masukkan data silibus pada kursus OJMT6023, Klik pada *Setup Syllabus*

LIST OF COURSES					Staff No: 2328	Log Out
Semester	G999 - (2019/2020 2 - Second)					
No.	Course Code	Course Description		List of Course	Setup Syllabus	Setup Teaching Plan
1.	OJMT6023	DATA MINING FOR BUSINESS APPLICATIONS			Setup Syllabus	Setup Teaching Plan
2.	OJMT6033	DATA VISUALIZATION FOR CONSUMER INSIGHT			Setup Syllabus	Setup Teaching Plan

3.4 Terdapat 10 komponen yang perlu di isi seperti berikut

		SYLLABUS																	
Semester	G999 - (2019/2020 2 - Second)																		
Course	OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS																		
Status	Draft																		
<table border="1"> <thead> <tr> <th colspan="3">COMPONENTS OF SYLLABUS</th> </tr> </thead> <tbody> <tr> <td>1. <input type="checkbox"/> Course Info</td> <td>4. <input type="checkbox"/> Pre-Requisite</td> <td>7. <input type="checkbox"/> CLO</td> </tr> <tr> <td>2. <input type="checkbox"/> Synopsis</td> <td>5. <input type="checkbox"/> Topic/Sub Topic</td> <td>8. <input type="checkbox"/> LOC</td> </tr> <tr> <td>3. <input type="checkbox"/> Objective</td> <td>6. <input type="checkbox"/> References</td> <td>9. <input type="checkbox"/> Mapping CLO-LOC</td> </tr> <tr> <td></td> <td></td> <td>10. <input type="checkbox"/> Mapping CLO-PLO</td> </tr> </tbody> </table>				COMPONENTS OF SYLLABUS			1. <input type="checkbox"/> Course Info	4. <input type="checkbox"/> Pre-Requisite	7. <input type="checkbox"/> CLO	2. <input type="checkbox"/> Synopsis	5. <input type="checkbox"/> Topic/Sub Topic	8. <input type="checkbox"/> LOC	3. <input type="checkbox"/> Objective	6. <input type="checkbox"/> References	9. <input type="checkbox"/> Mapping CLO-LOC			10. <input type="checkbox"/> Mapping CLO-PLO	Preview Syllabus Submit for Teaching Plan
COMPONENTS OF SYLLABUS																			
1. <input type="checkbox"/> Course Info	4. <input type="checkbox"/> Pre-Requisite	7. <input type="checkbox"/> CLO																	
2. <input type="checkbox"/> Synopsis	5. <input type="checkbox"/> Topic/Sub Topic	8. <input type="checkbox"/> LOC																	
3. <input type="checkbox"/> Objective	6. <input type="checkbox"/> References	9. <input type="checkbox"/> Mapping CLO-LOC																	
		10. <input type="checkbox"/> Mapping CLO-PLO																	

#### 3.5 Course Info

- i. Data untuk Course Name, School Name, Collage Name dan Credit Hour akan wujud secara automatik di dalam sistem OBE (maklumat ini ditarik dari sistem ASIS/GAIS)
- ii. Coursework %: Pecahan markah untuk kerja kursus
- iii. Final %: Pecahan markah untuk peperiksaan akhir
- iv. Achievement Target (AT/QAT): Merupakan nilai yang digunakan bagi tujuan tanda aras kursus bagi tujuan Assurance of Learning (AOL). Pada kebiasaannya nilai ini perlu dipersetujui di peringkat Program (Rujuk Penyelaras Program di Pusat Pengajian).
- v. Component: Perlu pilih samada Compulsory, Major (Core), Elective(Core), Elective(Open/Free)
- vi. Bagi bahagian MQA Information, maklumat ini boleh diperolehi dari maklumat silibus sedia ada. Transferable Skills merupakan skill yang akan di terapkan kepada pelajar berpandukan Learning Outcome Cluster (LOC).
- vii. Pastikan klik pada butang **SAVE** setelah selesai masukkan data.



Semester		G999 - (2019/2020 2 - Second)		SYLLABUS					
Course	OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS			COMPONENTS OF SYLLABUS					
Status	Draft			1. <input type="checkbox"/> Course Info	4. <input type="checkbox"/> Pre-Requisite	7. <input type="checkbox"/> CLO	Preview Syllabus		
				2. <input type="checkbox"/> Synopsis	5. <input type="checkbox"/> Topic/Sub Topic	8. <input type="checkbox"/> LOC	Submit for Teaching Plan		
				3. <input type="checkbox"/> Objective	6. <input type="checkbox"/> References	9. <input type="checkbox"/> Mapping CLO-LOC			
						10. <input type="checkbox"/> Mapping CLO-PLO			

**COURSE INFO**

Course Info	
Course Name	DATA MINING FOR BUSINESS APPLICATIONS
School Name	OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS
College Name	COLLEGE OF BUSINESS (UUM COB)
Credit Hours	3
Coursework (%)	70
Final (%)	30
Achievement Target (AT/QAT)	80
Component	<input type="text"/>

MQA Information	
Identify special requirement or resources to deliver the course (e.g., software, nursery, computer lab, simulation room etc)	This is an advanced course to learn data mining for business applications for MBA students specializing in Business Analytics.
Transferable Skills	Knowledge, Cognitive, Practical, Digital
Other additional information (if applicable)	Traditional Lecture, Student Centered Learning, Case Studies and Online Learning. For the assessment strategy it is a continuous assessment.

### 3.6 Synopsis

- i. Sinopsis kursus boleh diperolehi dari silibus sediaada
- ii. Pastikan klik pada butang **SAVE**

Semester		G999 - (2019/2020 2 - Second)		SYLLABUS					
Course	OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS			COMPONENTS OF SYLLABUS					
Status	Draft			1. <input type="checkbox"/> Course Info	4. <input type="checkbox"/> Pre-Requisite	7. <input type="checkbox"/> CLO	Preview Syllabus		
				2. <input checked="" type="checkbox"/> Synopsis	5. <input type="checkbox"/> Topic/Sub Topic	8. <input type="checkbox"/> LOC	Submit for Teaching Plan		
				3. <input type="checkbox"/> Objective	6. <input type="checkbox"/> References	9. <input type="checkbox"/> Mapping CLO-LOC			
						10. <input type="checkbox"/> Mapping CLO-PLO			

**COURSE SYNOPSIS**

Synopsis:  
 Data increasingly becomes valuable with the advent of new-age technology infrastructure, mining tools, and techniques. More and more data is available from devices, social media platforms, e-commerce, and intelligent machines. This data is now used for managerial decision-making. Data mining helps elucidate and extract useful insights from data through use of mathematical techniques. Now, this knowledge extraction has been simplified by the advancement of technologies such as SAP Hana. Recent success stories in the area of credit rating, E-commerce database marketing, CRM etc. have made the discipline in demand.  
 This course focuses on the use of data mining for business applications and not much on the programming or the mathematics and statistics involved in it. The emphases are on understanding the pros and cons of various tools available and identify cases for the application.

### 3.7 Objective

- i. Objektif kursus boleh diperolehi dari silibus sediaada
- ii. Pastikan klik pada butang **SAVE**

Semester		G999 - (2019/2020 2 - Second)		SYLLABUS					
Course	OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS			COMPONENTS OF SYLLABUS					
Status	Draft			1. <input type="checkbox"/> Course Info	4. <input type="checkbox"/> Pre-Requisite	7. <input type="checkbox"/> CLO	Preview Syllabus		
				2. <input type="checkbox"/> Synopsis	5. <input type="checkbox"/> Topic/Sub Topic	8. <input type="checkbox"/> LOC	Submit for Teaching Plan		
				3. <input checked="" type="checkbox"/> Objective	6. <input type="checkbox"/> References	9. <input type="checkbox"/> Mapping CLO-LOC			
						10. <input type="checkbox"/> Mapping CLO-PLO			

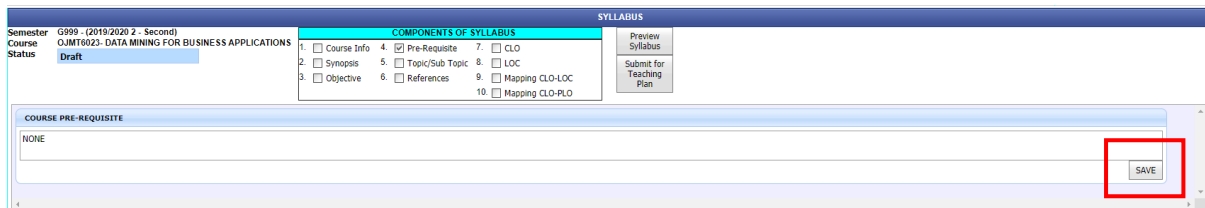
**COURSE OBJECTIVE**

Students are expected to

1. Gain working knowledge of Data mining techniques in solving business problems.
2. Develop an understanding of the pros and cons of data mining techniques.
3. Identify relevant business applications of the data mining techniques.
4. Perform data mining for different business situations using data mining applications.

### 3.8 Pre-Requisite

- i. Pre-Requisite kursus boleh diperolehi dari silibus sediaada
- ii. Pastikan klik pada butang **SAVE**



### 3.9 Topic/Subtopic

- i. Klik pada New untuk masukkan Week/Topic, Topic Content, Face to Face dan Non F2F
- ii. Nilai pada setiap *cell* berikut diperolehi dari dokumen (c - Syllabus\_OJMT6023 - sheet CDM)
- iii. Setelah selesai masukkan Week/Topic, klik simbol + untuk masukkan Subtopic (SubTopic No dan SubTopic Content)
- iv. SubTopic No dan SubTopic Content perlu dimasukkan seperti dalam silibus
- v. Jumlah SLT akan dikira secara automatik (Contoh: Bagi kursus *Postgraduate* - 3 kredit; jumlah SLT bagi *topic/subtopic* adalah 70 jam) – panduan pengiraan boleh didapati dalam dokumen (c - Syllabus\_OJMT6023 - sheet BasicMQA\_SLT)

Week/Topic	Topic Content	Face to Face								Non F2F		Total SLT	Action
		Physical				Online/Technology Mediated (Synchronous)				O	IL		
		Lp	Tp	Pp	Op	Ls	Ts	Ps	Os				
1	Production to Data Mining	1	0	0	1	0	0	0	0	1	2	5	Edit New Delete
2	Data Mining Process	2	0	2	1	0	0	0	0	1	4	10	Edit New Delete
3	Data Mining Tools	1	0	3	2	0	0	0	0	2	5.33	13.33	Edit New Delete
4	Data Mining Techniques	1	0	1	2	0	0	0	0	3	4.67	11.67	Edit New Delete
5	Data Mining Applications	2	0	3	2	0	0	0	0	3	6.67	16.67	Edit New Delete
6	Future of Data Mining	0	0	0	3	0	0	0	0	1	2.67	6.67	Edit New Delete
7	Guest Lecture	0	0	0	3	0	0	0	0	1	2.67	6.67	Edit New Delete
Total SLT : 70.01											70.01	v	

Sub-Topic No	Sub-Topic Content	SLT	Action
1.1	Origin of Data Mining		Edit New Delete
1.2	Relationship between Data Warehousing, OLAP and Data Mining		Edit New Delete
1.3	Knowledge Discovery in Databases		Edit New Delete
2	Data Mining Process	10	Edit New Delete

### 3.10 References

- i. Pilih jenis rujukan sebelum masukkan data untuk setiap rujukan

Semester: G999 - (2019/2020 2 - Second)  
 Course: OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS  
 Status: Draft

COMPONENTS OF SYLLABUS  
 1.  Course Info 4.  Pre-Requsite 7.  CLO  
 2.  Synopsis 5.  Topic/Sub Topic 8.  LOC  
 3.  Objective 6.  References 9.  Mapping CLO-LOC  
 10.  Mapping CLO-PLO

REFERENCES

Type: [Dropdown: B BOOK, J JOURNAL, W WEBSITE, N NEWSPAPER, MG MAGAZINE, MO MONOGRAPH, V VIDEO]

No.	Title (Secondary)	Author	Publisher	Publish Date/Year	Webpage Name	ISBN	Edit/Delete
1.	Data Mining for Managers	Boire, R.	Palgrave McMillan	2014		9781137	Edit Delete

Semester: G999 - (2019/2020 2 - Second)  
 Course: OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS  
 Status: Draft

COMPONENTS OF SYLLABUS  
 1.  Course Info 4.  Pre-Requsite 7.  CLO  
 2.  Synopsis 5.  Topic/Sub Topic 8.  LOC  
 3.  Objective 6.  References 9.  Mapping CLO-LOC  
 10.  Mapping CLO-PLO

REFERENCES

Type: BOOK

Author: Dr. William J. T. Hatcher, J. O., & Webb, D. A., L. W. Pease  
 Year / Date: 1980 or (1980, February 22)  
 Book Title: Aging in the 1980s: Psychological Issues  
 Chapter Title: Contemporary issues and new directions in adult development of learning and...  
 Publishing City: Washington  
 State / Country Code: [Blank]  
 Publisher: American Psychological Association  
 Edition: 1st ed. or 2nd ed.  
 ISBN: 978-3-16-148410-8  
 Page(s): 320-352  
 Date accessed: 10/20 March 2018  
 URL: http:// if retrieved from the web

Add to List

No.	Title	Title (Secondary)	Author	Publisher	Publish Date/Year	Webpage Name	ISBN	Edit/Delete
1.	Data Mining for Managers		Boire, R.	Palgrave McMillan	2014		9781137	Edit Delete

### 3.11 CLO

- i. Untuk masukkan CLO, masukkan *Keyword* (Bloom Taxonomy) bagi CLO tersebut dan klik Search Keyword
- ii. Setelah klik Search Keyword, pilihan level Taxonomy Bloom akan dipaparkan.
- iii. Jika CLO yang dipilih diuji dalam kuiz, peperiksaan pertengahan dan peperiksaan akhir (atau apa-apa pentaksiran yang memerlukan skema jawapan) maka keperluan berikut perlu dipatuhi
  - a. Jika *level* Cognitive Level adalah 1 atau 2 maka Learning Outcome Cluster yang akan digunakan ialah LOC 1 (Knowledge and Understanding)
  - b. Jika *level* Cognitive Level adalah 3,4,5,6 maka Learning Outcome Cluster yang akan digunakan ialah LOC 2 (Cognitive)
- iv. Jika hanya menggunakan rubrik atau praktikal maka keperluan berikut perlu dipatuhi;
  - a. Jika CLO diuji menggunakan rubrik maka Level Affective perlu dipilih
  - b. Jika CLO diuji menggunakan praktikal maka Level Psychomotor perlu dipilih
- v. Setelah level dipilih masukkan pula CLO content
- vi. Pilih Program Aims Strength kepada **Yes** dan klik Add to List
- vii. Contoh bahagian CLO yang telah siap

Semester: G999 - (2019/2020 2 - Second)  
 Course: OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS  
 Status: Draft

**COMPONENTS OF SYLLABUS**

1.  Course Info 4.  Pre-Requsite 7.  CLO  
 2.  Synopsis 5.  Topic/Sub Topic 8.  LOC  
 3.  Objective 6.  References 9.  Mapping CLO-LOC  
 10.  Mapping CLO-PLO

Preview Syllabus  
 Submit for Teaching Plan

**COURSE LEARNING OUTCOME**

CLO No: 1  
 Please TYPE your word describe:  Search Keyword:

Domain	Description	Level	Select
Affective	Receiving phenomena	A1	<input type="checkbox"/>
Psychomotor	Perception	P1	<input type="checkbox"/>
Cognitive	Remember	C1	<input type="checkbox"/>
Cognitive	Evaluate	C5	<input type="checkbox"/>
Cognitive	Understand	C2	<input type="checkbox"/>

**COURSE LEARNING OUTCOME**

CLO No: 1  
 Please TYPE your word describe:  Search Keyword:

Domain	Description	Level	Select
Affective	Receiving phenomena	A1	<input checked="" type="checkbox"/>
Psychomotor	Perception	P1	<input checked="" type="checkbox"/>
Cognitive	Remember	C1	<input type="checkbox"/>
Cognitive	Evaluate	C5	<input type="checkbox"/>
Cognitive	Understand	C2	<input checked="" type="checkbox"/>

Bloom Keyword:

Selected Domain: C2,A1,P1

CLO Content: Describe the importance of Data Mining in emerging business scenarios

Programme Aims Strength: 3-YES

Add to List

**COURSE LEARNING OUTCOME**

CLO No: 5  
 Please TYPE your word describe:  Search Keyword:

No data to display

Bloom Keyword:

Selected Domain:

CLO Content:

Programme Aims Strength:

Add to List

List of Course Learning Outcome

CLO No.	CLO Content	Bloom Keyword	Programme Aims Strength	Selected Domain	Edit / Delete
CLO1	Describe the importance of Data Mining in emerging business scenarios	Describe	3-YES	C2,P1,A1	<a href="#">Edit</a> <a href="#">Delete</a>
CLO2	Explain the data pre-processing tasks for data mining	Explain	3-YES	C2,A3,P2	<a href="#">Edit</a> <a href="#">Delete</a>
CLO3	Demonstrate Business Objectives in data mining technique choices.	Demonstrate	3-YES	A3,C3,P5	<a href="#">Edit</a> <a href="#">Delete</a>
CLO4	Explain appropriate data mining tools for solving varied business problems	Explain	3-YES	C5,A4,P2	<a href="#">Edit</a> <a href="#">Delete</a>

### 3.12 LOC (Learning Outcome Cluster)

- i. Untuk memilih LOC, perlu pastikan ianya sama seperti dalam silibus. Contoh: Untuk kursus OJMT6023, LOC yang akan digunakan ialah LOC1 (Knowledge and Understanding), LOC2 (Cognitive Skills), Practical Skills (LOC3a) dan Digital Skills (LOC 3d) – Rujuk dokumen (c - Syllabus\_OJMT6023 - sheet CourseInfo)

Semester: G999 - (2019/2020 2 - Second)  
 Course: OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS  
 Status: Draft

**COMPONENTS OF SYLLABUS**

1.  Course Info 4.  Pre-Requsite 7.  CLO  
 2.  Synopsis 5.  Topic/Sub Topic 8.  LOC  
 3.  Objective 6.  References 9.  Mapping CLO-LOC  
 10.  Mapping CLO-PLO

Preview Syllabus  
 Submit for Teaching Plan

**LEARNING OUTCOME**

CLUSTER:

LOC:

Add to List

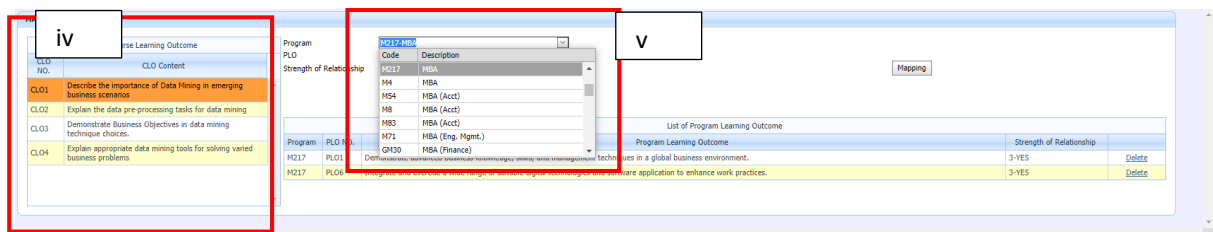
NO.	CLUSTER CODE	CLUSTER	LOC CODE	Learning Outcome (LOC)	
1.	CLUSTER1	KNOWLEDGE AND UNDERSTANDING	1	Knowledge and Understanding (LOC1)	<a href="#">Delete</a>
2.	CLUSTER2	COGNITIVE SKILLS	1	Cognitive Skills (LOC2)	<a href="#">Delete</a>
3.	CLUSTER3	FUNCTIONALITY WORKS SKILLS	1	Practical Skills (LOC3a)	<a href="#">Delete</a>
4.	CLUSTER3	FUNCTIONALITY WORKS SKILLS	4	Digital Skills (LOC3d)	<a href="#">Delete</a>



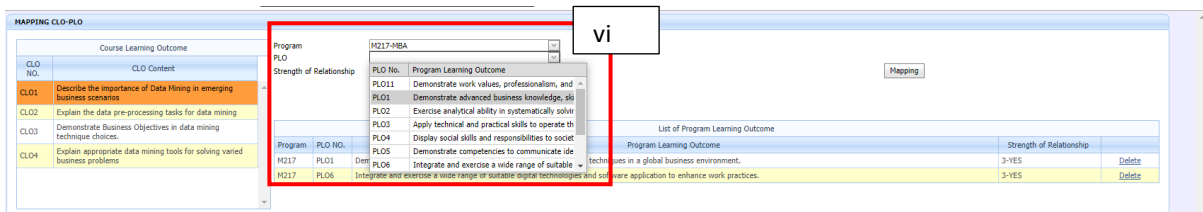


CLO Number	LOC	PLO
CLO1	LOC1	PLO1 -Demonstrate advanced business knowledge, skills, and management techniques in a global business environment.
	LOC3d	PLO6- Integrate and exercise a wide range of suitable digital technologies and software application to enhance work practices.
CLO2	LOC1	PLO1 -Demonstrate advanced business knowledge, skills, and management techniques in a global business environment.
	LOC3a	PLO3 - Apply technical and practical skills to operate the organisation in an economically, socially, and environmentally sustainable manner.
CLO3	LOC2	PLO2-Exercise analytical ability in systematically solving business related problems via the application of scientific approaches or methods
	LOC3d	PLO6- Integrate and exercise a wide range of suitable digital technologies and software application to enhance work practices.
CLO4	LOC2	PLO2-Exercise analytical ability in systematically solving business related problems via the application of scientific approaches or methods
	LOC3a	PLO3 - Apply technical and practical skills to operate the organisation in an economically, socially, and environmentally sustainable manner.
	LOC3d	PLO6- Integrate and exercise a wide range of suitable digital technologies and software application to enhance work practices.

- iv. Klik pada CLO1
- v. Pilih Program; Contoh M217: MBA



vi. Pilih PLO yang berkaitan



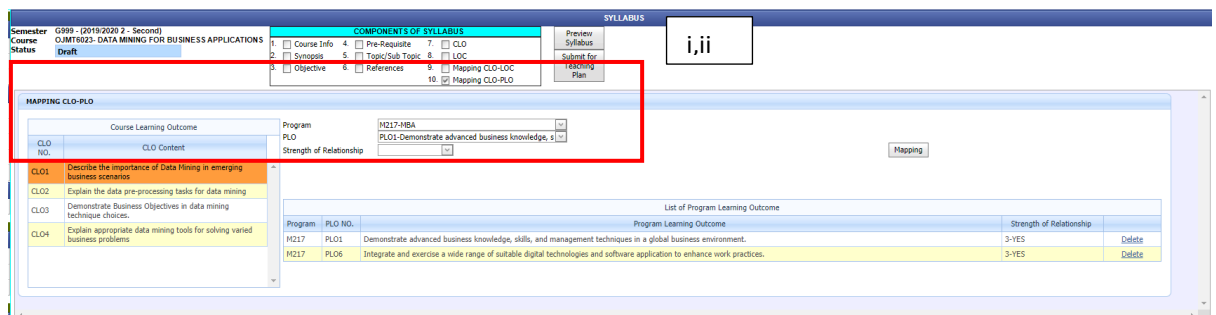
vii. Pilih Strength of Relationship = Yes dan Klik Mapping



viii. Ulang langkah (iv) hingga (vii) hingga semua CLO di *mapping* kepada PLO

### 3.15 Submit for Teaching Plan

- Setelah selesai, masukkan semua data, Klik Preview Silibus untuk lihat silibus yang dimasukkan (Lihat contoh pada folder <https://bit.ly/ManualOBE> )
- Apabila telah puas hati dengan data yang dimasukkan Klik Submit for Teaching Plan untuk ke fasa Setup Teaching Plan



iii. Klik Continue to Syllabus/Teaching Plan

- Course Info
- Synopsis
- Objective
- Reference
- Course Learning Outcome
- Course Topic
- Softskills
- Mapping CLO - PLO
- Mapping CLO - Softskills



Continue to Syllabus Setup/Teaching Plan

iii

### 3.16 Edit Syllabus

- i. Jika ada keperluan untuk edit semula silibus maka perlu Klik pada Edit Syllabus

The screenshot shows the 'COURSE COORDINATOR' menu. Under the 'Syllabus' section, the 'Edit Syllabus' option is highlighted with a red box and labeled 'i'. Other options include 'Syllabus / Teaching Plan', 'View PLO', 'Scheme Of Work', 'Setup Scheme Of Work', 'Syllabus/TeachingPlan\_Lect', 'Student's Result', 'Mark Distribution Coursework', 'Mark Distribution Final', 'Final Grade', and 'Final Grade - Assessment'.

- ii. Pilih semester untuk kursus yang hendak dikemaskini (Contoh G999)

The screenshot shows the 'EDIT SYLLABUS STATUS' page. The 'Semester' dropdown is set to 'G999 - (2019/2020 2 - Second)'. A table lists courses with columns for 'Course Code', 'Course Description', 'Course Status', and 'Change Status to Draft'. The course 'G999' is highlighted, and the label 'ii' is placed over the dropdown menu.

- iii. Pilih kursus yang hendak di Edit (Contoh: OJMT6023)

The screenshot shows the 'EDIT SYLLABUS STATUS' page. The 'Semester' dropdown is set to 'G999 - (2019/2020 2 - Second)'. The 'List of Course' table shows two courses: 'OJMT6023 DATA MINING FOR BUSINESS APPLICATIONS' and 'OJMT6033 DATA VISUALIZATION FOR CONSUMER INSIGHT'. The 'OJMT6023' course is selected in the dropdown, and the label 'iii' is placed over the dropdown menu.

- iv. Tukar status kepada Draft

- v. Klik Update

The screenshot shows the 'EDIT SYLLABUS STATUS' page. The 'Course Code' dropdown is set to 'OJMT6023' and the 'Course Status' dropdown is set to 'Draft'. The 'Update' button is highlighted with a red box and labeled 'v'. The label 'iv' is placed over the 'Course Status' dropdown menu.

#### 4. Setup Teaching Plan

##### 4.1 Klik pada Setup Teaching Plan untuk kursus OJMT6023

LIST OF COURSES			
Semester G999 - (2019/2020 2 - Second)			
List of Course			
No.	Course Code	Course Description	<a href="#">Setup Syllabus</a> <a href="#">Setup Teaching Plan</a> <a href="#">Print Student Format</a> <a href="#">Print MQA Format</a>
1.	OJMT6023	DATA MINING FOR BUSINESS APPLICATIONS	<a href="#">Setup Syllabus</a> <a href="#">Setup Teaching Plan</a> <a href="#">Syllabus Print Approval</a> <a href="#">Syllabus Print Approval</a>
2.	OJMT6033	DATA VISUALIZATION FOR CONSUMER INSIGHT	<a href="#">Setup Syllabus</a> <a href="#">Setup Teaching Plan</a> <a href="#">Student Format</a> <a href="#">MQA Format</a>

##### 4.2 Terdapat 6 komponen yang perlu diisi seperti berikut

TEACHING PLAN							
<b>Semester</b> G999 - (2019/2020 2 - Second) <b>Course</b> OJMT6023- DATA MINING FOR BUSINESS APPLICATIONS <b>Status</b> Draft <input type="checkbox"/> Teaching Plan Approval Details	<div style="border: 2px solid red; padding: 5px;"> <b>COMPONENTS OF TEACHING PLAN</b> <table border="0"> <tr> <td>1. <input type="checkbox"/> View Topic</td> <td>4. <input type="checkbox"/> Setup Assessment</td> </tr> <tr> <td>2. <input type="checkbox"/> Teaching Method</td> <td>5. <input type="checkbox"/> Setup SLT</td> </tr> <tr> <td>3. <input type="checkbox"/> Setup SOW</td> <td>6. <input type="checkbox"/> Setup Cluster-LOC Mapping</td> </tr> </table> </div> <div style="margin-top: 10px;"> <input type="button" value="Preview Teaching Plan"/>  <input type="button" value="Submit for approval"/> </div>	1. <input type="checkbox"/> View Topic	4. <input type="checkbox"/> Setup Assessment	2. <input type="checkbox"/> Teaching Method	5. <input type="checkbox"/> Setup SLT	3. <input type="checkbox"/> Setup SOW	6. <input type="checkbox"/> Setup Cluster-LOC Mapping
1. <input type="checkbox"/> View Topic	4. <input type="checkbox"/> Setup Assessment						
2. <input type="checkbox"/> Teaching Method	5. <input type="checkbox"/> Setup SLT						
3. <input type="checkbox"/> Setup SOW	6. <input type="checkbox"/> Setup Cluster-LOC Mapping						

##### 4.3 View Topic

- i. Data pada View Topic ditarik secara automatik dari Setup Syllabus (Tiada Perubahan Perlu Dilakukan)

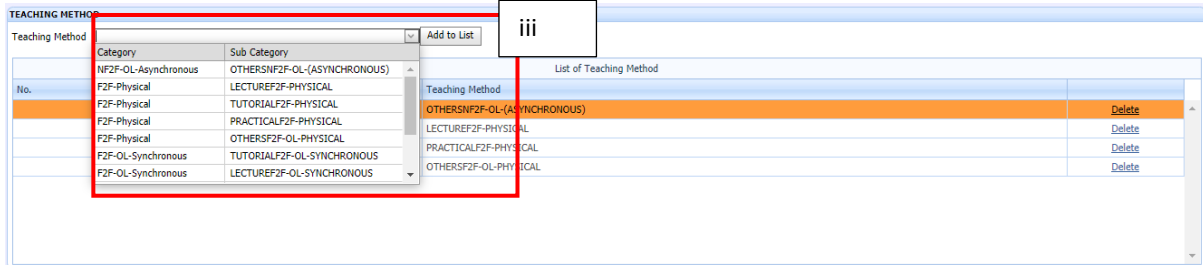
VIEW TOPIC															
Week/Topic	Topic Content	Face to Face								Non F2F		Total SLT	Edit		
		Physical				Online/Technology Mediated (Synchronous)				Online/Tech Mediated (Async)	Independent Learning				
		Lp	Tp	Pp	Op	Ls	Ts	Ps	Os						
1	Introduction to Data Mining	1	0	0	1	0	0	0	0	1	2	5	Edit		
2	Data Mining Process	2	0	2	1	0	0	0	0	1	4	10	Edit		
3	Data Mining Tools	1	0	3	2	0	0	0	0	2	5.33	13.33	Edit		
4	Data Mining Techniques	1	0	1	2	0	0	0	0	3	4.67	11.67	Edit		
5	Data Mining Applications	2	0	3	2	0	0	0	0	3	6.67	16.67	Edit		
6	Future of Data Mining	0	0	0	3	0	0	0	0	1	2.67	6.67	Edit		
7	Guest Lecture	0	0	0	3	0	0	0	0	1	2.67	6.67	Edit		
		Lp : 7   Tp : 0   Pp : 9   Op : 14   Ls : 0   Ts : 0   Ps : 0   Os : 0								O : 12		IL : 28.01		Total : 70.	

##### 4.4 Teaching Method

- i. Menu ini untuk memasukkan semua Teaching Method bagi kursus OJMT6023. Maklumat ini boleh disemak pada 4.3 View Topic
- ii. Didapati dari komponen View Topic, kursus OJMT6023 akan menggunakan seperti berikut:

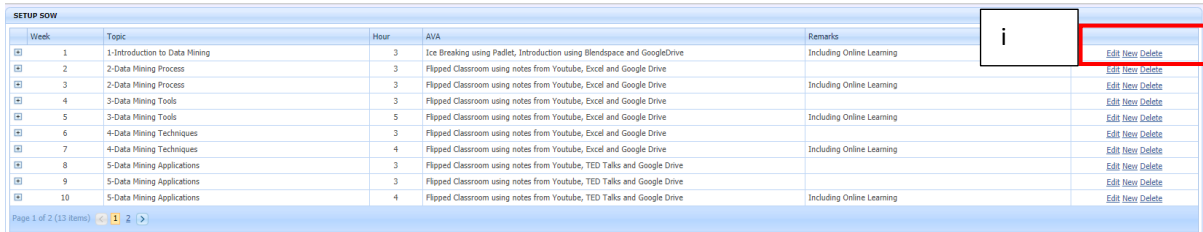
Teaching Method
Lecture F2F Physical
Practical F2F Physical
Others F2F Physical
Others NF2F – OL - Asynchronous

- iii. Berdasarkan pada 4.4(ii), maka perlu pilih Teaching Method dari list Teaching Method dan Klik Add to List.
- iv. Ulang langkah 4.4(iii) sehingga semua Teaching Method dimasukkan

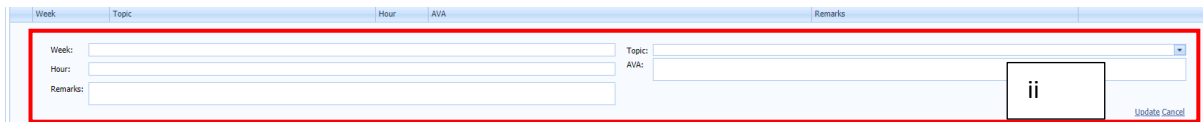


#### 4.5 Setup Schema of Work (SOW)

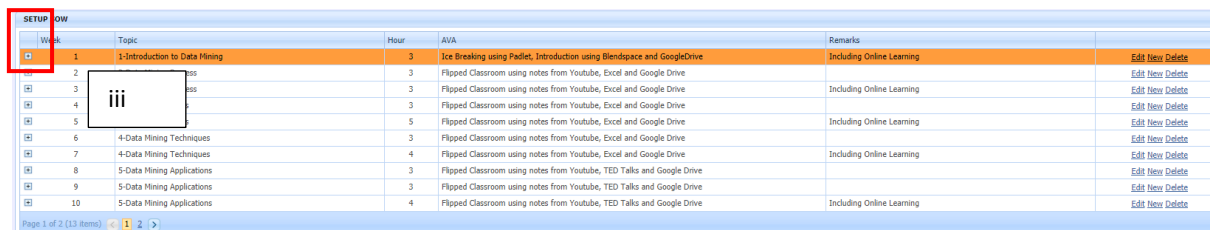
- i. Untuk memasukkan data SOW, Klik New



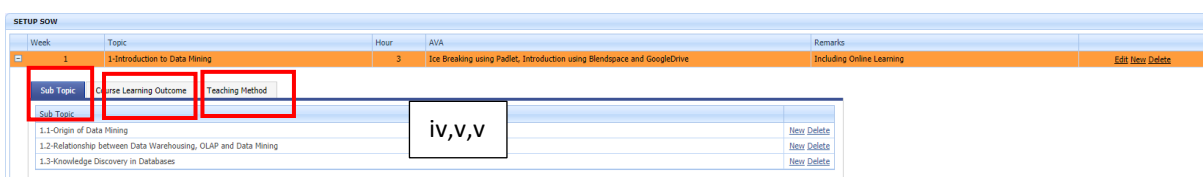
- ii. Masukkan Week, Topic, Hour, AVA dan Remarks dan Klik Update



- iii. Tekan simbol +, pada Week yang telah dimasukkan

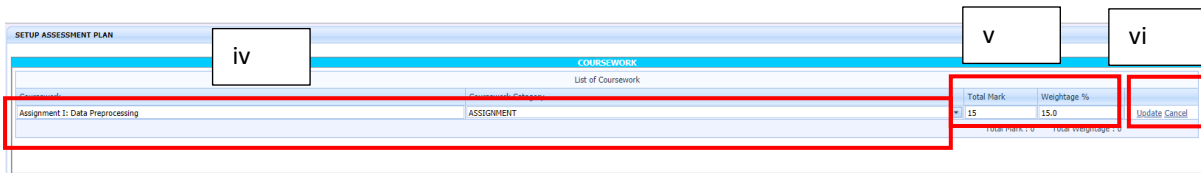


- iv. Masukkan data untuk Subtopic (Klik New dan Update - Ulang sehingga semua data Subtopic dimasukkan)
- v. Masukkan data untuk Course Learning Outcome (Klik New dan Update - Ulang sehingga semua data Course Learning Outcome dimasukkan)
- vi. Masukkan data untuk Teaching Method (Klik New dan Update - Ulang sehingga semua data Teaching Method Outcome dimasukkan)

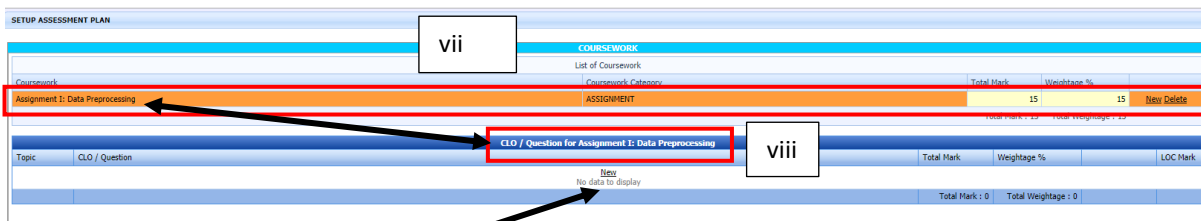




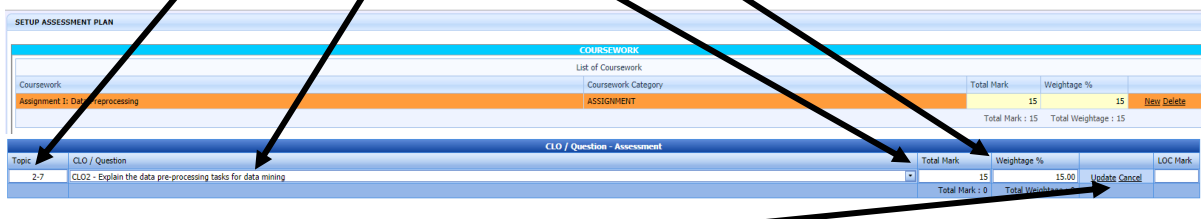




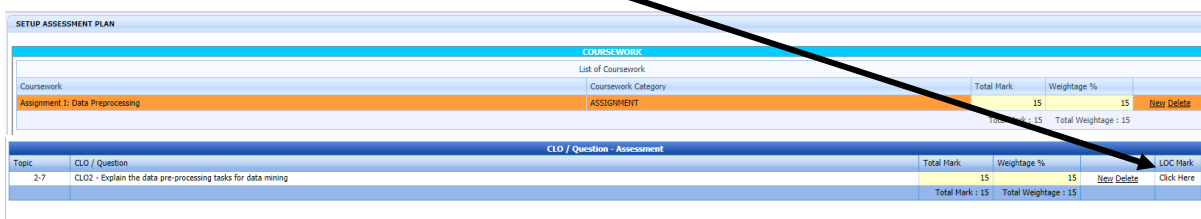
- vii. Setelah Klik Update, Klik semula pada Row Assignment 1: Data Preprocessing untuk mengaktifkan bahagian kemasukkan markah mengikut CLO
- viii. Pastikan nama pada bahagian CLO/Question for Assignment adalah sama dengan nama Coursework yang dipilih.



- ix. Klik New untuk masukkan markah mengikut CLO dan LOC
- x. Masukkan Topik untuk Assignment tersebut
- xi. Masukkan CLO yang hendak di capai bagi Coursework tersebut
- xii. Masukkan Total Mark (Weightage akan dikira secara automatic)
- xiii. Klik Update

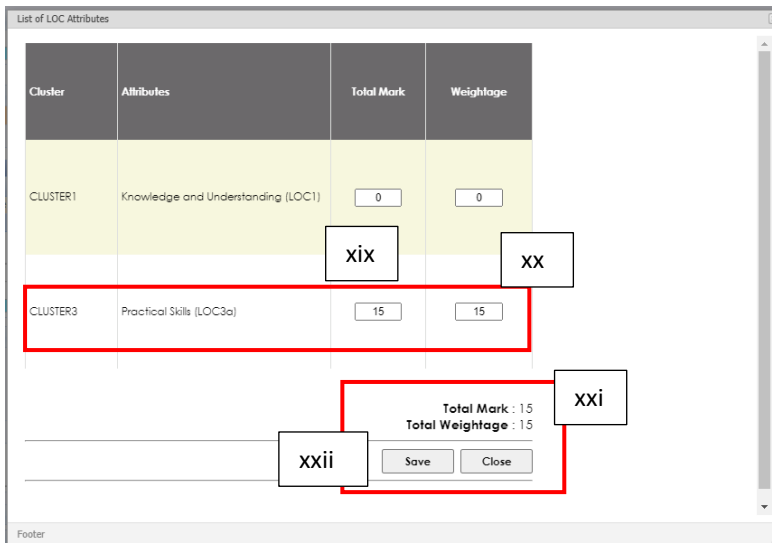


- xiv. Setelah Klik Update, Column LOC Mark akan diaktifkan
- xv. Klik pada Click Here

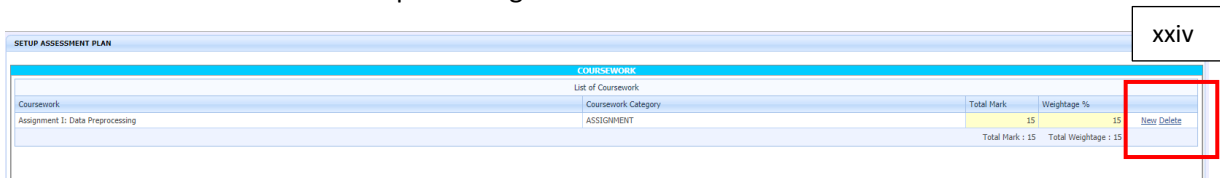


- xvi. Satu Popup menu akan dipaparkan mengikut Mapping yang telah dilakukan. Merujuk pada contoh yang diberi, CLO2 telah *dimapping* kepada LOC 1 dan LOC3a.
- xvii. Bagi Assignment 1: Data Preprocessing, LOC yang hendak diuji hanyalah LOC3a
- xviii. Jadi markah hanya perlu dimasukkan pada LOC3a. **(Jika satu Assignment menguji banyak LOC, pastikan LOC tersebut di mapping terlebih dahulu)**
- xix. Masukkan Total Marks
- xx. Masukkan Weightage
- xxi. Pastikan Total Marks dan Weightage yang dimasukkan sama.

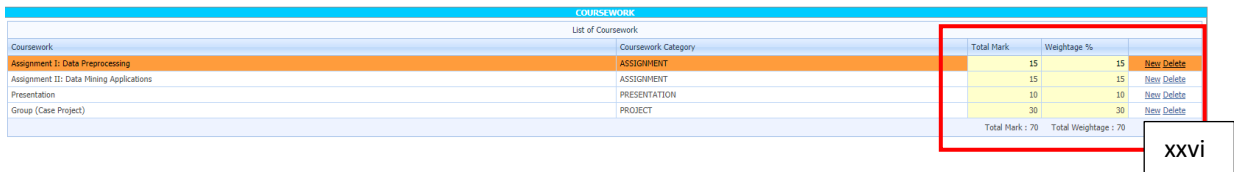
xxii. Klik Save



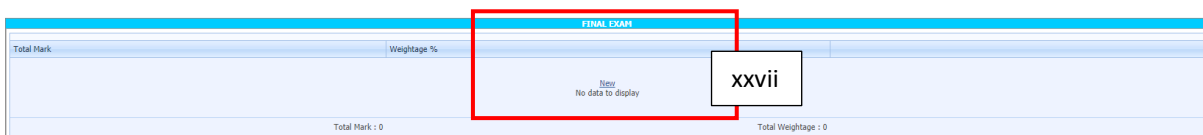
- xxiii. Ulang langkah ix – xxii, jika satu Assignment menguji lebih dari satu CLO.
- xxiv. Untuk masukkan Coursework seterusnya Klik pada New pada Assignment I: Data Preprocessing



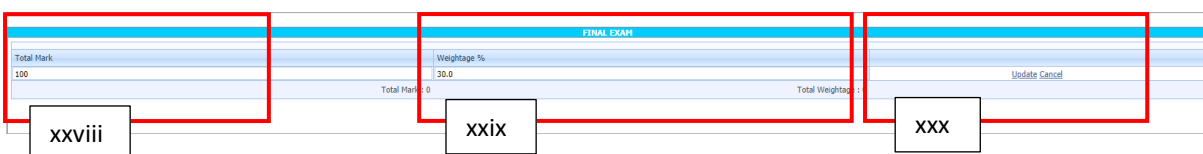
- xxv. Ulang langkah iii – xxiv sehingga selesai semua Coursework
- xxvi. Pastikan Total Weightage untuk Coursework adalah bersamaan dengan Total Weightage kursus masing-masing. Bagi contoh ini, kursus OJMT6023 pecahan Coursework ialah 70% manakala Final Exam ialah 30%.



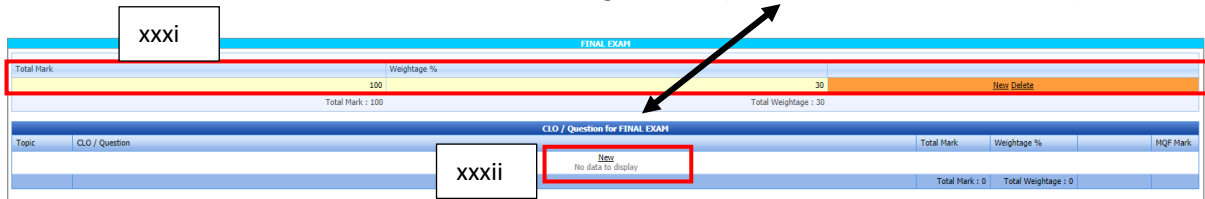
xxvii. Untuk masukkan data pada Final Exam, Klik New



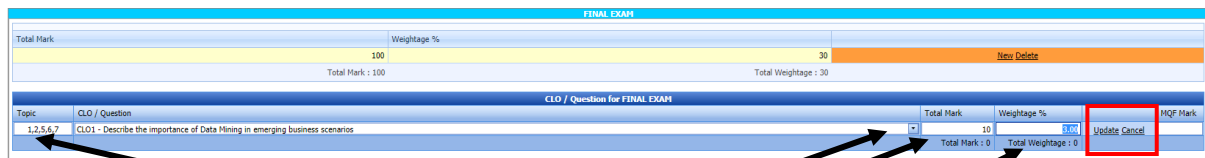
- xxviii. Masukkan Total Mark untuk Final Exam
- xxix. Masukkan Weightage untuk Final Exam
- xxx. Klik Update



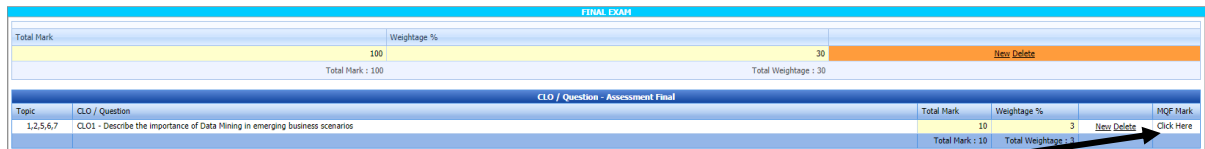
- xxxii. Klik semula pada Row markah Total Mark untuk mengaktifkan bahagian kemasukkan markah mengikut CLO (CLO/Question for Final Exam)



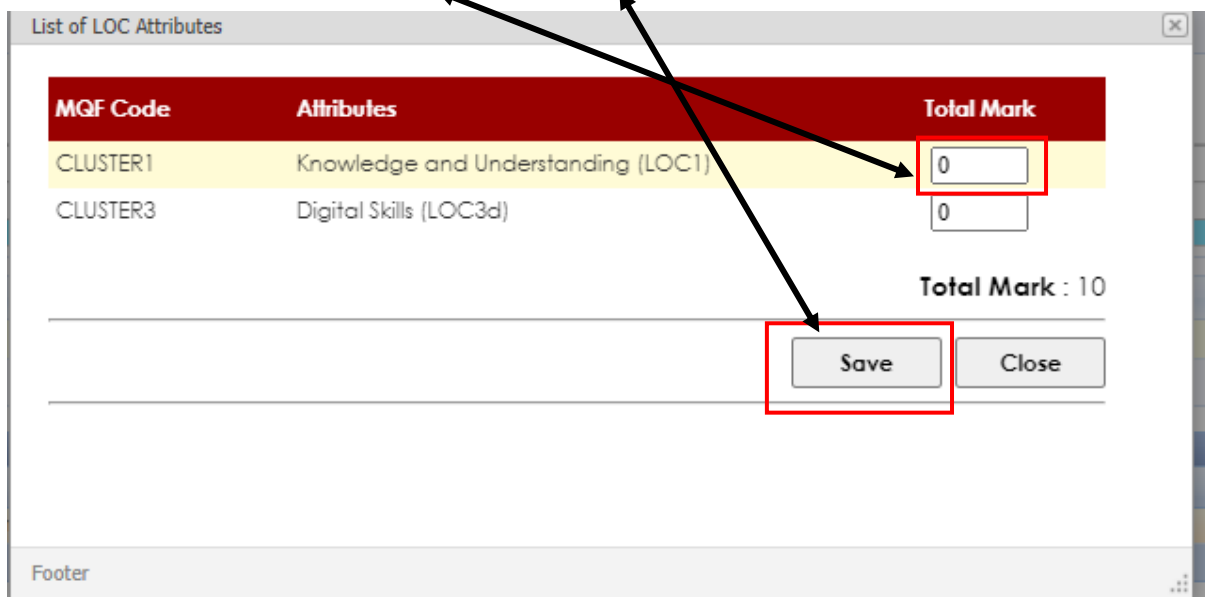
- xxxiii. Klik New untuk masukkan markah Final Exam mengikut CLO (dalam contoh ini, Final Exam meliputi 4 CLO dengan pecahan CLO1=10%, CLO2=20%, CLO3=30% dan CLO4=40%.



- xxxiii. Masukkan Topic
- xxxiv. Pilih CLO yang berkaitan
- xxxv. Masukkan Total Mark
- xxxvi. Weightage % akan dikira secara automatic
- xxxvii. Klik Update



- xxxviii. Pada Column MQF Mark Klik Click Here
- xxxix. Satu menu Popup akan dikeluarkan untuk masukkan markah mengikut LOC. \*Pastikan markah dimasukkan hanya pada LOC yang berkenaan sahaja.
- xl. Masukkan Mark dan Klik Save



xli. Klik NEW pada CLO/Question – Assessment Final untuk CLO yang seterusnya

Topic	CLO / Question	Total Mark	Weightage %	MQF Mark
1,2,5,6,7	CLO1 - Describe the importance of Data Mining in emerging business scenarios	10	3	Click Here
Total Mark : 10		Total Weightage : 3		

xlii. Ulang langkah xxxiii – xli sehingga selesai masukkan markah Final Exam 100 %

xliii. Contoh Final Exam OJMT6023

Topic	CLO / Question	Total Mark	Weightage %	MQF Mark
4-7	CLO1 - Explain appropriate data mining tools for solving varied business problems	40	12	Click Here
3-7	CLO3 - Demonstrate Business Objectives in data mining technique choices.	30	9	Click Here
3-7	CLO2 - Explain the data pre-processing tasks for data mining	20	6	Click Here
1,2,5,6,7	CLO1 - Describe the importance of Data Mining in emerging business scenarios	10	3	Click Here
Total Mark : 100		Total Weightage : 30		

#### 4.7 Setup SLT

- Terdapat 2 bahagian untuk Setup SLT. Bahagian pertama ialah SLT untuk Teaching and Learning dan bahagian kedua untuk Assesment.
- Bahagian 1 (Teaching and Learning), data ditarik secara automatik dari komponen View Topic
- Bahagian 2 (Assessment), perlu dimasukkan secara manual.
- Pada bahagian 2 (Assessment), data untuk Assessment dan Mark ditarik secara automatik dari komponen Setup Assessment
- Untuk masukkan nilai SLT pada bahagian Assesment, klik pada Edit

Teaching & Learning		Student Learning Time (SLT)
Physical Delivery-Face to Face		30
Online/Technology Mediated(Synchronous) Delivery - F2F		0
Online/Technology Mediated(Asynchronous) Delivery - NF2F		12
Independent Learning		0
Total Student Learning Time : 42		

No.	Assessment	Mark	Implementation	Preparation	F2F-Phy	F2F-Sync	NF2F-Async	Total Student Learning Time	
ASSESSMENT									
	Assignment I: Data Preprocessing	15,00	0	0	0	0	0	0	Edit
	Assignment II: Data Mining Applications	15,00	0	0	0	0	0	0	Edit
	Group (Case Project)	30,00	0	0	0	0	0	0	Edit
	Presentation	10,00	0	0	0	0	0	0	Edit
	FINAL EXAM	30,00	3	12	3	0	0	15	Edit
		100,00	3	12	3	0	0	Total Assessment : 15	

**Total (T&L) + Assessment** 0  
**Course Credit Hours** 3  
**Total Notional Hours** 2  
**Calculated Credit Hours** 2

- Untuk masuk nilai Implementation, Preparation, F2F-Phy, F2F-Sync, NF2F-Async perlu rujuk kepada dokumen (c - Syllabus\_OJMT6023 - Sheet SummarySLT)
- Nilai pada Total Student Learning Time akan dikira secara automatik
- Pastikan Total Credit Hours adalah betul

Summary of Student Learning Times							
<b>Learning and Teaching Activities</b>		<b>SLT</b>					
Physical Delivery - Face to Face		30					
Online/Technology Mediated (Synchronous) Delivery - F2F		0					
Online/Technology Mediated (Asynchronous) Delivery - Non F2F		12					
Independent Learning		28					
<b>Total SLT - TnL Activities</b>		<b>70</b>					
<b>Assessment</b>	<b>%Mark</b>	<b>Implementation</b>	<b>Preparation</b>	<b>F2F-Phy</b>	<b>F2F-Sync</b>	<b>NF2F-Async</b>	<b>Total</b>
Quiz 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Online Quiz 1	0	0.00	0.00	0.00	0.00	0.00	0.00
Quiz 2	0	0.00	0.00	0.00	0.00	0.00	0.00
Quiz 3	0	0.00	0.00	0.00	0.00	0.00	0.00
Quiz 4	0	0.00	0.00	0.00	0.00	0.00	0.00
Mid Semester	0	0.00	0.00	0.00	0.00	0.00	0.00
<b>Test</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
A1:DataPreprocessing	15	4.40	3.60	4.40	0.00	0.00	8.00
A2: Data Mining Application	15	4.40	3.60	4.40	0.00	0.00	8.00
A3:Case Project	30	7.95	8.55	7.95	0.00	0.00	16.50
A4:Presentation	10	1.75	0.75	1.75	0.00	0.00	2.50
Please Define	0	0.00	0.00	0.00	0.00	0.00	0.00
Final Exam	30	3.00	12.00	3.00	0.00	0.00	15.00
<b>Total</b>	<b>100.00</b>	<b>21.50</b>	<b>28.50</b>	<b>21.50</b>	<b>0.00</b>	<b>3.50</b>	<b>50.00</b>
<b>Total SLT</b>	<b>120.00</b>						
<b>Credit Hours</b>	<b>3.00</b>						

vi

SETUP SLT								
<b>Teaching &amp; Learning</b>		<b>Student Learning Time (SLT)</b>						
Physical Delivery-Face to Face		30						
Online/Technology Mediated(Synchronous) Delivery - F2F		0						
Online/Technology Mediated(Asynchronous) Delivery - NF2F		12						
Independent Learning		0						
Total Student Learning Time : 42								
No.	Assessment	Mark	Implementation	Preparation	F2F-Phy	F2F-Sync	NF2F-Async	Total Student Learning Time
<b>ASSESSMENT</b>								
	Assignment I: Data Preprocessing	15.00	4.4	3.6	4.4	0	0	8
	Assignment II: Data Mining Applications	15.00	4.4	3.6	4.4	0	0	8
	Group (Case Project)	30.00	7.95	8.55	7.95	0	0	16.5
	Presentation	10.00	1.75	0.75	1.75	0	0	2.5
	FINAL EXAM	30.00	3	12	3	0	0	15
	<b>Total Assessment : 50</b>	<b>100.00</b>	<b>21.5</b>	<b>28.5</b>	<b>21.5</b>	<b>0</b>	<b>0</b>	
<b>Total (T&amp;L) + Assessment</b>		<b>0</b>						
<b>Course Credit Hours</b>		<b>3</b>						
<b>Total Notional Hours</b>		<b>3</b>						
<b>Calculated Credit Hours</b>		<b>3</b>						

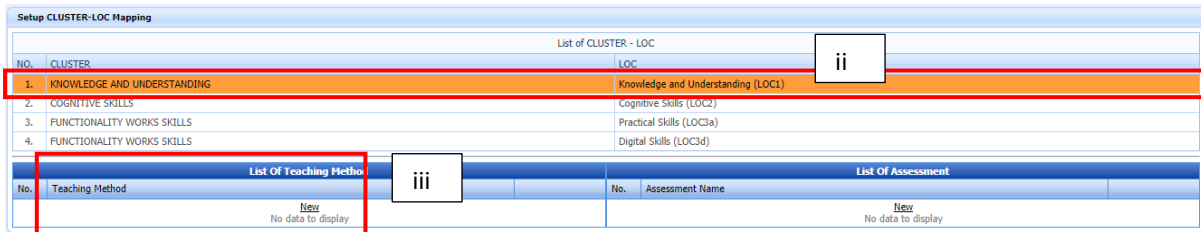
vii

viii

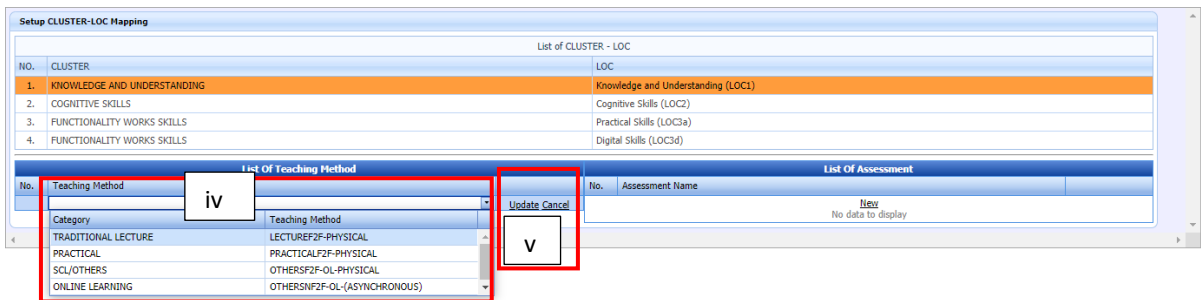
#### 4.8 Setup Cluster-LOC Mapping

- i. Klik pada setiap nama LOC untuk mengaktifkan Menu List of Teaching Method dan Menu List of Assessment
- ii. Contoh: Klik pada LOC1 (Knowledge and Understanding)
- iii. Klik New pada menu List of Teaching Plan

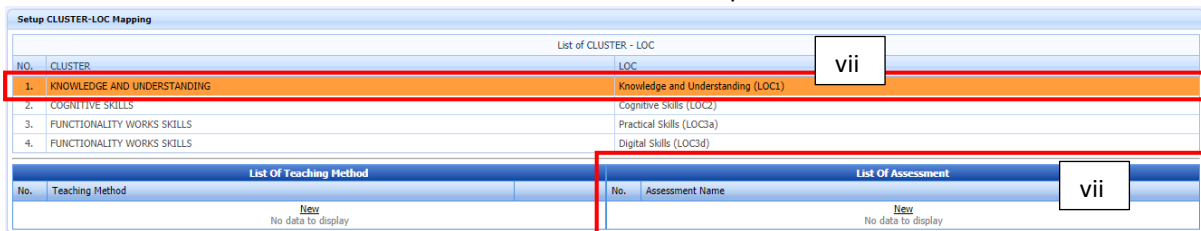




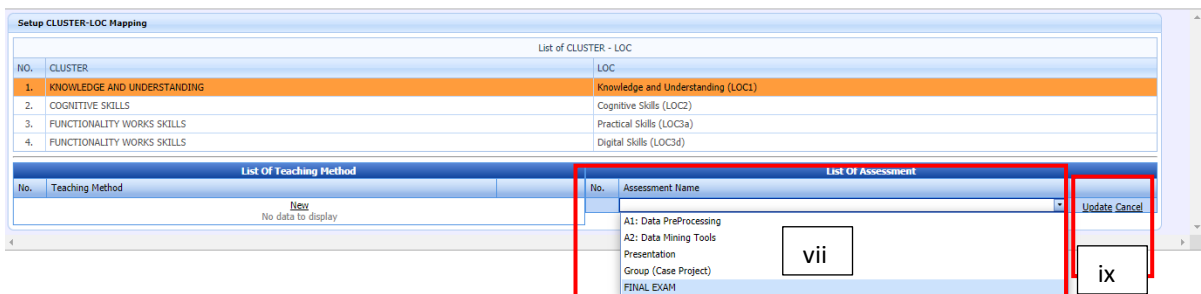
- iv. Pilih Teaching Method yang digunakan untuk LOC1(Knowledge dan Understanding)
- v. Klik Update
- vi. Ulang Langkah i-v sehingga selesai



- vii. Untuk List of Assessment – Klik New pada menu List of Assessment



- viii. Pilih Assessment yang digunakan untuk menguji LOC1 (Knowledge and Understanding)
- ix. Klik Update
- x. Ulang Langkah I, vii, viii ix sehingga selesai



xi. Contoh setelah selesai untuk LOC1 (Knowledge and Understanding)

Setup CLUSTER-LOC Mapping		List of CLUSTER - LOC	
NO.	CLUSTER	LOC	
1.	KNOWLEDGE AND UNDERSTANDING	Knowledge and Understanding (LOC1)	
2.	COGNITIVE SKILLS	Cognitive Skills (LOC2)	
3.	FUNCTIONALITY WORKS SKILLS	Practical Skills (LOC3a)	
4.	FUNCTIONALITY WORKS SKILLS	Digital Skills (LOC3d)	

List Of Teaching Method			List Of Assessment	
No.	Teaching Method		No.	Assessment Name
1.	TRADITIONAL LECTURE-LECTUREF2F-PHYSICAL	New Delete	1.	FINAL EXAM
2.	PRACTICAL-PRACTICALF2F-PHYSICAL	New Delete		
3.	SCL/OTHERS-OTHERSF2F-OL-PHYSICAL	New Delete		
4.	ONLINE LEARNING-OTHERSNF2F-OL-(ASYNCHRONOUS)	New Delete		

4.9 Submit for Approval

- i. Setelah selesai, masukkan semua data, Klik Preview Teaching Plan untuk semak Teaching Plan yang dimasukkan
- ii. Apabila telah puas hati dengan data yang dimasukkan Klik Submit for Approval untuk di luluskan oleh Dekan Pusat Pengajian

TEACHING PLAN					
COMPONENTS OF TEACHING PLAN					
1.	<input type="checkbox"/> View Topic	4.	<input type="checkbox"/> Setup Assessment	Preview Teaching Plan	i,ii
2.	<input type="checkbox"/> Teaching Method	5.	<input type="checkbox"/> Setup SLT		
3.	<input type="checkbox"/> Setup SOW	6.	<input checked="" type="checkbox"/> Setup Cluster-LOC Mapping	Submit for approval	

- iii. Pengesahan beserta 5 tanda Tick akan kelihatan sekiranya semua data telah dimasukkan.

Teaching Method	
Assessment - Final	
Assessment (Coursework)	
Assessment - MQFMark NEW	
Scheme of Work	
SLT - Final credit hours less than 3	
Mapping Softskills - Teaching Method	
Mapping Softskills - Assessment	

4.10 Contoh Teaching Plan OJMT6023 pada folder <https://bit.ly/ManualOBE>