

SHEETS YOU NEED TO PRINT OUT FOR JPT	SHEETS YOU NEED TO PRINT OUT FOR MQA
<p>4. PO-PEO</p> <p>5. PO-LOKI</p> <p>8. Course-LO</p> <p>Plot3. Course-LO</p> <p>9. Course-KI</p> <p>10. Course-Taxonomy Domain</p> <p>Plot 5. Course-Cognitive</p> <p>Plot 6. Course-Psychomotor</p> <p>Plot 7. Course-Affective</p> <p>SLT Program</p>	<p>4. PO-PEO</p> <p>5. PO-LOKI</p> <p>6. Course-PO</p> <p>Plot 1. Course-PO</p> <p>7. Course-PEO</p> <p>Plot2. Course-peo</p> <p>8. Course-LO</p> <p>Plot3. Course-LO</p> <p>9. Course-KI</p> <p>10. Course-Taxonomy Domain</p> <p>Plot 5. Course-Cognitive</p> <p>Plot 6. Course-Psychomotor</p> <p>Plot 7. Course-Affective</p> <p>SLT Program</p>

Other documents include the Program Structure showing the courses before and after curriculum review, the SLT program and the syllabus which contains the course outcomes (3-5 outcomes). The instructional methods and assessment methods must also be shown (Ensure that the assessment and instructional methods are aligned with the Course outcomes and the MOHE LOs). Note that the **MEDIAN depth for diploma programs are C3, P4, A3**; for the degree programs they are **C4, P4, A3** and for the Masters program they are **C5, P5, A4**. In addition, the **assessment weightage recommended is 70% continuous (include all 3 domains of learning) and 30% final exam**. Note the MPTN recommendation on the program assessment weightage for the domains of learning are. **Degree: Cognitive 40%-60%; Psychomotor 15%-45% Affective 15%-25% and for Diploma: Cognitive 20%-30%; Psychomotor 45%-60% Affective 15%-25%**.

GUIDE TO USING THE TEMPLATE	
	<p>Once you start working on this template, SAVE AS with an appropriate file name such as DrJJ-Hazli-UiTM-FSG-AS225-280709. In other words, the filename must have the faculty name, the program name and the date when it was last modified. If you are using EXCEL 2007, after you save the file it is aslo advisable to SAVE AS an EXCEL 2003 file to enable others to open the file.</p>

GUIDE TO USING THE TEMPLATE	
<u>1</u>	Sheet 2. Prog Details . Fill in the Program Details.
<u>2</u>	Sheet 3. PO and PEO. Fill in the PEO and PO. You may hide and unhide columns and rows as needed. You may COPY PEOs from the older template by individually copying the content of each cell (double click inside the cell and highlight its content) containing the PEOs and PASTE SPECIAL (by right clicking inside the destination cell of the PEO) and choose the VALUES buttons. You may COPY the POs from the old template and PASTE SPECIAL (by right clicking inside the first cell of the PO) and choose the VALUES button.
<u>3</u>	Sheet 4. PO-PEO . Tick the necessary cells to show how each PO is addressing the PEO by using the drop-down list in the cell. You may hide and unhide columns and rows as needed for printing purposes.
<u>4</u>	Sheet 5. PO-LOKI . Tick the necessary cells to show how each PO is addressing the MOHE LO by using the drop-down list in the cell. You may hide and unhide rows as needed for printing purposes.
<u>5</u>	<p>Sheet 6. Course-PO. You may COPY all the courses from the old template and PASTE SPECIAL (by right clicking inside the first cell) and choose the VALUES button. Care must be taken to copy the courses, the code, the semester and the credit in a few consecutive sequence since the column order may not be the same between the older template and the current template. In addition, you can now separate the Core Servicing Codes (codes serviced by other programs in the faculty or by other faculties) and Core Faculty Codes (faculty requirements) from the Program Core Courses. The tickmarks for Servicing & Faculty courses along with the University Courses are done in 8. Course-LO sheet.</p> <p>You may also COPY and PASTE SPECIAL (VALUES) the tickmarks you have made for the POs of the Core and for Elective Courses from the older template to this present template. Otherwise, just fill in the cells by using the drop-down list. Hide the rows you do not need for printing purposes (Make sure you check and redraw the printing borders as necessary if you hide & unhide rows). The ticks for University Courses will automatically be generated AFTER you fill the ticks in Sheet 8. Course-LO since the university and some of the servicing codes is built on the 9 MOHE LOs and NOT built on your POs.</p>
<u>6</u>	Sheet 6. Course-PO and Sheet 10. Course-Taxonomy Domain . The SUM of courses for the ELECTIVES is done by adding ALL the courses you ticked. If you had ticked more courses than the number of courses that a student has to take, you will end up having too many courses and hence too many credits for the program. I suggest that you group the electives into 2 or 3 options (Electives Group 1, Group 2 and Group 3). Each Elective Group will contain the same number of courses (hence the same number of credits) and addressing the same LOs (ie the same POs), addressing the same KIs and having the same taxonomies (depth). Then you will only need to tick ONE of the Elective Groups. This will ensure you get the right total number of courses (credits) offered by the program. Otherwise, you may have to manually total up the SUM and manually key it in the respective cells. It can become very cumbersome and can result in unexpected errors and inconsistencies.
<u>7</u>	Sheet 8. Course-LO . You may COPY and PASTE SPECIAL (VALUES) the tickmarks you have made for the POs of University Courses from the older template to this present template or just fill in the cells by using the drop-down list. Hide the rows you do not need for printing purposes.
<u>8</u>	Sheet Plots..... . Change the Details on the Title of the plots and other details on the plots or int the PRINT options to reflect properties of your own program. Plot using the LANDSCAPE page mode for best output

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9	<p>Sheet 10. Course-Taxonomy Domain. The Cognitive domain is for the depth of courses which address LO1 (Knowledge-Content). The Psychomotor domain is for the depth of courses which address LO2 (Practical Skills), LO3 (Thinking & Science Skills), LO4 (communication Skills), LO7 (Life-Long Learning) and LO8 (Entrepreneurial). The Affective domain is for the depth of courses that address LO5 (Social skills & Teamwork), LO6 (Ethics, Morality & Professionalism and LO9 (Leadership). Hence, you do not have to tick the depth for the cognitive and pschomotor domain for all the courses in the program. For example, if a course address LO1, LO3 and LO4 then you MUST tick the cognitive and psychomotor domains. You may also choose to tick the affective domain if you feel it will be assessed. If a course is addressing LO3, LO6 and LO7, then you MUST tick the psychomotor and the affective domains.</p> <p>It is recommended that the depth for each domain increase with years of study. Hence, first year courses would study at depth no more than C2. Second year courses would study at depth no more than C4. Third year courses would study at depth no more than C5. Final year courses would study at depth C5 and C6. (For three year programs, C2, C4 and C5 respectively.). You may COPY the tickmarks from the old template and PASTE SPECIAL (by right clicking inside the first cell) and choose the VALUES button or just fill in the cells by using the drop-down list. Hide the rows you do not need for printing purposes.</p>
10	<p>GRAPHS: Ensure that you change the Faculty's and Program names to reflect your faculty and your program. At the end of the %, write the category that the % represents. In almost all cases, C3-C4 for Plot5, P4 for Plot6 and A3 for Plot7. These are the median for the depth for each of the domain. The % IS NOT The median. The corresponding categories is the median.</p>
11	<p>PRINTING: The output you produce will depend on how you choose to print. The PRINT PREVIEW will show you how the output will appear. Presently, I had set the printing in the best output mode but you are free to change that. Nonetheless, please don't remove any copyright information on the sheet. For best printing output, you may want to remove the background colour.</p>
12	<p>Examples of SLT programs and SLT courses are attached.</p>