**Course Management Plan (TQF 3)**

**Section 1: General Information**

1. Course Code and Name

…………………………………………………………………………………………………………………………………………………………..

2. Number of Credits

…………………………………………………………………………………………………………………………………………………………..

3. Curriculum and Course Type

…………………………………………………………………………………………………………………………………………………………..

4. Course Coordinator and Course Instructor

…………………………………………………………………………………………………………………………………………………………..

5. Semester/Academic Year

…………………………………………………………………………………………………………………………………………………………..

6. Prerequisite Courses

…………………………………………………………………………………………………………………………………………………………..

7. Co-requisite Courses

…………………………………………………………………………………………………………………………………………………………..

8. Study Location

…………………………………………………………………………………………………………………………………………………………..

9. Date of Most Recent Course Details Preparation or Improvement

…………………………………………………………………………………………………………………………………………………………..

**Section 2 Objectives**

1. Course Objectives

1.1 Curriculum mapping illustrating the distribution of responsibilities for standard learning outcomes from the curriculum to the course, as per TQF.2, Section 4, Item 3.1.

…………………………………………………………………………………………………………………………………………………………..

1.2 Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs)

|  |  |  |
| --- | --- | --- |
| **Program Learning Outcomes (PLOs)** | **Learning Outcomes in Four Domains** | **Course Learning Outcomes (CLOs)** |
| PLO1 | Knowledge  K1 | CLO1 |
| Skills  S1 | CLO2 |
| S3 | CLO3 |
| Ethics  E1 | CLO4 |
| Personal Characteristics  C1 | CLO5 |

2. Objectives for Course Development/Improvement

…………………………………………………………………………………………………………………………………………………………..

**Section 3 Nature and Implementation**

1. Course Description

…………………………………………………………………………………………………………………………………………………………..

2. Number of Hours Per Semester

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecture** | **Practicum/Internship** | **Self-Study** | **Supplementary Teaching** |
|  |  |  |  |

3. Number of Weekly Hours per Student for Individual Academic Consultation and Guidance Provided by the Instructor

…………………………………………………………………………………………………………………………………………………………..

**Section 4 Student Learning Development**

1.1 Course Learning Outcomes

|  |  |  |
| --- | --- | --- |
| **Course Learning Outcomes (CLOs)** | **Teaching Methods** | **Assessment and Evaluation Methods** |
| CLO1 |  |  |
| CLO2 |  |  |
| CLO3 |  |  |

**Section 5 Lesson Planning and Assessment**

1. Lesson Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week No.**  **(Date Teaching)** | **Topic/Details** | **No. of Teaching Hours** | **Teaching and Learning Activities/Teaching media** | **Instructor** |
|  |  |  |  |  |
|  |  |  |  |  |

There should be time allocated for explaining to students about the course objectives, course description, course learning outcomes, teaching and learning methods, and methods of assessment and evaluation.

2. Learning Outcomes Assessment Plan

2.1 Assessment Plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Learning Outcomes (CLOs)** | **Assessment Method** | **Week of Assessment** | **Percentage of Assessment Weight** |
| CLO1 | Mid Term Examination | 6 | 60% |
| CLO2 | In-Class Tests | 1–5 | 20% |
| CLO3 | Assignments  Presentations | 10 | 20% |

2.2 Outcome Evaluation

|  |  |
| --- | --- |
| **Grade Level** | **Grade Range** |
| A | 80->> |
| B+ | 75–79.99 |
| B | 70–74.99 |
| C+ | 65–69.99 |
| C | 60–64.99 |
| D+ | 55–59.99 |
| D | 50–54.99 |
| F | 0–49.99 |

2.3 Guidelines for Appealing Assessment Results (Grades)

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**Section 6 Teaching and Learning Resources**

1. Textbooks and Documents Used for Teaching and Learning

…………………………………………………………………………………………………………………………………………………………..

**Section 7 Evaluation and Improvement of Course Implementation**

1. Course Assessment Strategy

…………………………………………………………………………………………………………………………………………………………..

2. Reviewing the Standards of Student Performance Outcomes in the Course

Example: During the course, there is a process of evaluating student performance outcomes for each topic according to the anticipated learning outcomes of the course. This evaluation is conducted through student surveys or random assessment of student work. Additionally, it involves considering the results of subtests and course results post-announcing, or analyzing exams.