# create course



Course Creation Process

**Business Development Department**

- Submit Proposal & Costing
- Wait for approval
- Proposal & Costing
- Approve?
- Reject
- Edit Proposal
- Publish Course Content
- CMS
- class full?
- Not Full
- Full
- Cancel Class

**Human Resources Department**

- Search & Assign Trainers
- Proposal

**Learning & Development Department**

- Set Guidelines
- Email Guideline to Trainers
- Outlook
- Prepare teaching resource
- Email Resource to LD
- Teaching Resource
- Save Resource
- Conduct class
- End

**Trainers**

- Guidelines
- Book facility
- Outlook

**Operation Department**

- Log facility
- Log Sheet