



Course Specification

(Bachelor)

Course Title: **Data Management and Analysis**

Course Code: **BIDA128**

Program: **Business Intelligence and Data Analysis**

Department: **Computer & Information System**

College: **Applied College**

Institution: **Najran university**

Version: **1**

Last Revision Date: **7/12/1446**

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A. General information about the course:

1. Course Identification

1. Credit hours: (3 hours)

2. Course type

A. ☐ University ☐ College ☐ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (2nd Year, Term 5)

4. Pre Requisites for this course (if any)
COMP110

5. Co Requisites for this course (if any)
N/A

6. Mode of Instruction (Mark all That apply)

No	Mode of Instruction	Content Hours	Percentage
1	Traditional classroom 48 100	48	100
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Content Hour (Based on Academic Semester) :

No	Activity	Content Hours
1	Lecture	24
2	Laboratory/Studio	24
3	Tutorial	
4	Others (specify)	
	Total	48



B. Course Objective and learning outcome

1. Course Description

Emphasizes key spreadsheet functionality and tools for application and decision making in a business environment. Learners explore various techniques and tools used in data management, including data collection, cleaning, integration, and storage. Learners apply statistical analysis methods, data visualization techniques, and reporting frameworks to extract valuable information from data and present it in a meaningful way.

Note: This Course Prepares the Students to Take The Microsoft Bower BI Certification Exam.

2. Course Main Objective

- Students learn to model data for performance a scalability.
- Prepares students to use techniques and tools used in data management.
- Prepares students to Take The Microsoft Bower BI Certification Exam.

3. Course Learning Outcome

No	CIOs	Aligned- Plos
1	Knowledge and Understanding	
1.1	K1 Describe common techniques and tools used in data management	
2	Skills :	
2.1	S1 Demonstrate data management techniques including data collection, cleaning, integration, and storage	
2.2	S2 Apply statistical analysis methods to identify patterns, trends, and Relationship in data	
2.3	S3 Use data visualization techniques to communicate complex information and insights derived from data	
2.4	S4 Create comprehensive reports and dashboards	
3	Values:	
3.1	V1 Adhere to data ethics	
3.2	V2 Function effectively as a member of a team	



C. Course Content

No	List Of Topics	Contact Hours
1.	Ingest, clean and transform data	
2.	Model data for performance and scalability	
3.	Design and create reports for data analysis	
4.	Apply and perform advanced report analytics	
5.	Manage and share report assets	
Total		

D. Teaching and Assessment

1. Alignment Of Course Learning Outcome With teaching Strategies and Assessment Method

Code	Course Learning Outcome	Teaching Strategies	Assessment Method
1.0	Knowledge And Understanding		
1.1	K1 Describe common techniques and tools used in data management	Reading Presentation Class Discussion Internet research	Quiz
2.0	Skills		
2.1	S1 Demonstrate data management techniques including data collection, cleaning, integration, and storage	Reading Presentation Class Discussion Lab Activities	Exam Lab Activities
2.2	S2 Apply statistical analysis methods to identify patterns, trends, and relationships in data	Reading Presentation Class Discussion Lab Activities	Exam Lab Activities
2.3	S3 Use data visualization techniques to communicate complex information and insights derived from data	Reading Presentation Class Discussion Lab Activities	Exam Lab Activities
2.4	S4 Create comprehensive reports and dashboards	Reading Presentation Class Discussion Lab Activities	Exam Case Study Problem
3.0	Values		
3.1	V1 Adhere to data ethics	Group Project Case Study Problems	Exam Case Study Problem
3.2	V2 Function effectively as a member of a team	Group Project Case Study Problems	Exam Case Study Problem





2. Assessment Task For Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	First Monthly Exam	8	25%
2	Year duties	continuously	15%
3	Practical exam	14	20%
	Final exam	End of semester	40%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Students Academic Counseling and Support

: Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice

- Faculty Office Hours
- Advisor Appointment

F. Learning Resources and Facilities

1. Learning Resources

Required Textbox	Title: Introducing Microsoft Power BI Publisher: Microsoft Press Published year: 2016 Author: Marco Russo and Alberto Ferrari ISBN: 978-1-5093-0228-4
Essestial Refrence	
Electronic Materials	Power BI documentation https://learn.microsoft.com/en-us/power-bi/
Other Learning Materials	

2. Facilities Required

Items	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom IT Lab
Technology Recourses (AV, data show, Smart Board, software, etc.)	Smartboard Presentation Technology Computer With MS Office MySQL Workbench
Other equipment (specialty e.g If Specific laboratory equipment is required, list requirements or attach a list)	



G. Course Quality Evaluation

Evaluation Area / issue	Evaluators	Evaluation Methods
Effectiveness of teaching	Students, External reviewers` visit from Accreditation Agen-cy	Survey Formal Classroom Observation
Effectiveness of teaching and assessment	Quality and Development Unit, Curriculum Committee,	Teachers` feedback, Students` feedback, Course report, Pro Fessional Certification Achiefement Test
Achievement of Course Learning Outcomes	Quality and Development Unit	Course report, data analysis of achievement test
Quality of learning resources	Quality and Development Unit	Annual quality improvement program review

Evaluation Areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Method (Direct, Indirect)

H. Specification Approval Data

COUNCIL /COMMITTEE	المجلس التنفيذي
REFERENCE NO.	4600081176
DATE	22/12/1446