



# Course Specification

## (Bachelor)

**Course Title:** Training Course - BIDA

**Course Code:** BIDA290

**Program:** Business Intelligence and Data Analysis

**Department:** Computer

**College:** Applied College

**Institution:** Najran University

**Version:** 1

**Last Revision Date:** 12/11/1446

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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, Summer Term)

#### 4. Course General Description:

This is mandatory training program for all students attending the program. The course is designed to provide students opportunity to apply their knowledge and understanding of business intelligence and data analyses to practical experience in different field of business analysis. Students are sent to different participating companies and organizations to get the real work, communications, and professional development experiences. Students must complete all required program courses prior to enrolling in this course.

#### 5. Pre-requirements for this course (if any):

Department Approval

#### 6. Co-requisites for this course (if any):

N/A

#### 7. Course Main Objective(s):

A continuous period of 120 hours spent in an organization with purpose of acquiring practical experience this course, the students will go onsite with an employer to learn on the job and the training body will supervise the progress of the students.

Summer Training is a great experience that provides students with the following:

- hands-on, real-world experience and demonstrate cybersecurity competencies in a work setting.
- Developing student skills using practical applications
- Preparing the students to move from the learning environment to the actual work environment.
- Expose the students to future employment opportunities.
- To provide the students an awareness of various performance assessments metrics being applied workplace.



## 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> <li>Traditional classroom</li> <li>E-learning</li> </ul>		
4	Distance learning		
5	Other	120	100

## 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	120
Total		120

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	K1 Explain how business intelligence and data analysis are used in the business field	K1	On the Job	Performance Demonstration
1.2	K2 Demonstrate technical, analytical, and creative skills that are fundamental to problem solving and decision-making in a business organization	K2	On the Job	Performance Demonstration

Code	Course Learning Outcomes	Code of PLOs aligned with the program	Teaching Strategies	Assessment Methods
<b>2.0</b>	<b>Skills</b>			
2.1	S1 Use BI and DA tools and techniques to improve business operations, support decision-making functions and evaluate organization solutions	S1	On the Job	Performance Demonstration
2.2	S2 Design, implement, and evaluate a data-driven solution to meet a given set of requirements of the organization in the context of the business intelligence and data analysis	S2	On the Job	Performance Demonstration
2.3	S3 Draw accurate conclusions from data analyses of real-world problems with a business-focused mindset	S3	On the Job	Performance Demonstration
2.4	S4 Develop reports and visual presentation of data, including forms, charts, and graphs to communicate analysis results to stakeholders	S4	On the Job	Performance Demonstration
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	V1 Work effectively and efficiently both independently and as part of a team	V1	On the Job	Performance Demonstration
3.2	V2 Demonstrate professionalism, honesty, and integrity when working to accomplish business intelligence and data analysis objectives	V2	On the Job	Performance Demonstration



### C. Course Content

No	List of Topics	Contact Hours
1.	Introduction	2
2.	How to write application letter How to create Curriculum Vitae	2
3.	Discipline and Logbook writing procedures.	2
4.	Report duty	2
5.	Discussing organization rules and regulations	2
6.	Discussing how to record and update daily activities.	2
7.	Discussing weekly activities	14
8.	Students are required to complete the overall report.	2
9.	Presentation	2
Total		30

### D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	First progress report	TBD	TBD
2.	Second progress report	TBD	TBD
3.	Final report	TBD	TBD
4.	Final presentation	TBD	TBD
5.	First progress report	TBD	TBD

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

### E. Learning Resources and Facilities

#### 1. References and Learning Resources

Required Textbooks	NA
Essential References	
Supportive References	
Electronic Materials	Organizational documentation
Other Learning Materials	





## 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	
<b>Technology equipment</b> (projector, smart board, software)	
<b>Other equipment</b> (depending on the nature of the specialty)	

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students, External reviewers`visit from Accreditation Agen-cy	Survey Formal Classroom Observation
Effectiveness of Students assessment	Quality and Development Unit, Curriculum Committee,	Teachers`feedback, Students` feedback, Course report, Pro-fessional certifications achievement rate
Quality of learning resources	Quality and Development Unit	Annual quality improvement program review
The extent to which CLOs have been achieved	Quality and Development Unit	Course report, data analysis of achievement test
Other		

**Assessors** (Students, Faculty, Program Leaders, Peer Reviewers, Others (specify))

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval

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

