

Certificate in

Business Analyst

PROFESSIONAL DEVELOPMENT

GET THE SPECIALIZED KNOWLEDGE YOU NEED

Develop an applied understanding of the contemporary concepts, practical knowledge and skills you need to work as a business analyst. Business analysis is a complex and multifaceted endeavor that requires specialized knowledge and techniques. In this certificate you will learn how to identify business problems and determine effective, efficient solutions. Whether the focus is process improvement or organizational change, you will be prepared to serve as a vital partner to assist businesses in achieving their goals.

WHO SHOULD ATTEND?

- Project managers
- Business analysts and their managers
- Consultants
- Business management graduates
- Career changers with business expertise
- Systems analysts
- Managers and trainers who focus on business analysis



Graduates of the certificate will:

- Understand the process needed to identify business problems
- Be ready to implement techniques to identify business needs
- Be able to communicate problem-solving requirements
- Be able to work as a liaison for change
- Be able to identify and recommend solutions that help organizations achieve their goals
- Understand the cost/benefit of implementing systems
- Have a completed project portfolio to demonstrate skills developed

“Employment of business analysts is expected to grow much faster than the average for all occupations through the year 2014 as organizations continue to adopt and integrate increasingly sophisticated technologies.”

Bureau of Labor Statistics

ELIGIBILITY

It is recommended that students beginning this program have three years of prior business experience and/or a bachelor's degree.

Register today at www.csufextension.org or 657.278.2611

For more information, contact Veronica Martinez: 657.278.3123, vmartinez@fullerton.edu

Cal State Fullerton
university extended education
www.csufextension.org

THE CLASSES

An important component of this program is the class project which will be introduced in the first class and carried through the entire certificate program. Certificate graduates will have a completed project portfolio to demonstrate skills developed in a step-by-step case study.

THE BUSINESS ANALYST ROLE (2.4 CEUs/24 hours)

Prerequisite: minimum of three years of business experience and/or bachelor's degree. The business analyst's role is that of an internal consultant who investigates business processes, policies and systems in order to identify options for improvement. Acting as the liaison between stakeholders in order to elicit, analyze, communicate and validate requirements for change is the primary function. Solutions recommended by business analysts should be appropriate and well-reasoned in order to enable an organization to achieve its goals. This course discusses essential business analyst skills and introduces the class project.

PERFORMING AN ENTERPRISE ANALYSIS (2.1 CEUs/21 hours)

Prerequisite: The Business Analyst Role. Enterprise analysis activities begin with a review of the organization's strategic goals, continue with information gathering and conclude with the benefits of the outcomes having been measured and analyzed. The consistent demand for new products and services combined with efficient business solutions has created a demand for business analysts to assist in converting business requirements and goals into innovative solutions that reflect the needs of the business. Enterprise analysis activities are discussed in this course.



REQUIREMENTS PLANNING AND MANAGEMENT (2.1 CEUs/21 hours)

Prerequisite: Performing an Enterprise Analysis. Business requirements are high-level statements of goals, objectives and the needs of a business organization which reflect the business perspective. Business analysts are expected to act as facilitators in providing clearly defined activities that will be performed in accordance with an organization's existing standards. The focus of these activities is to capture a view of the business in order to provide requirements and functional work design that will result in initiatives and long-term planning. This class will focus on activities that are necessary for a business analyst to perform in order to provide clearly defined requirements/deliverables for the project.

REQUIREMENTS ANALYSIS, DOCUMENTATION AND VALIDATION (2.4 CEUs/24 hours)

Prerequisite: completion of the three previous classes in this program. A business analyst's role in analysis and documentation is to define and describe the characteristics of acceptable solutions to business problems. These "deliverables" will be used to develop estimates for time, resources and budgets required to implement solutions that will meet the project requirements. A business analyst's role in assessment and validation is to measure the impact of the proposed solution on the business' environment. This course focuses on analysis techniques, documentation and deliverables. Final class projects will be presented.

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