UCI Division of Continuing Education

Business & Management

Business Analyst Certificate Program

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University of California, Irvine

Business Analyst Certificate Program

Business Analysts Capture Requirements to Build What the Customer Wants.

The Business Analyst serves as the key liaison between the client, stakeholders, and the solutions team, gathering and documenting business, organizational and operational requirements, and using them to guide functional system design. The fully online Business Analyst Certificate Program focuses on the analytical thinking, problem solving and communications skills required to be an effective Business Analyst in today's solutions-driven business environment.

Curriculum is aligned with the IIBA Business Analysis Body of Knowledge™ (BABOK®), reflecting current practices, appropriate strategies, and common project definitions. Students will be prepared to sit for the Certified Business Analysis Professional™ (CBAP®), or the Certification of Competency in Business Analysis™ (CCBA™) designations.

Who Should Attend

The program is designed specifically for professionals who wish to enhance their business analysis capabilities, as well as those who are seeking new opportunities in the field. It will benefit professionals in both business function and information technology areas, including business, software system architects, product marketers, product managers, QA analysts, business systems planners, computer system officers, computer resource specialists, programmer analysts and other professionals who work on process improvement projects.

Certificate Requirements

To receive the Business Analyst Certificate, you must compete five required courses and a minimum of 2.5 units of elective courses with a grade of "C" or better in each course. Students should submit a Candidacy Application form before completing your third course in the program.

Program Benefits

- Gain a comprehensive overview of the highly-valued roles business analysts serve

- Explore the depth and breadth of commonly-used tools, techniques and approaches

- Learn to assess business problems and opportunities, analyzing solution options and recommending those which best meet business needs

- Learn about requirement lifecycles: how to elicit, verify and validate requirements, and track and manage them throughout their lifecycles

- Gain exposure to real-world instructors who are professional business analysis practitioners.

- Course content is aligned with A Guide to the Business Analysis Body of Knowledge® (BABOK®), the industry standard for the Business Analyst profession

For more information:

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Program Manager
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Curriculum

Required Courses

Fundamentals of Business Analysis
MGMT X481.1 (2.5 units)
Whether you are new to the field of business analysis, or a supervisor of business analysts, this core class provides a basic understanding of the functions and business impact of the business analyst role. This course focuses on business analysis functions as they relate to the development of enterprise-wide solutions and the business analysis project life cycle. Course topics include the role of the business analyst, gathering and documenting user requirements, modeling the business, business case analysis, process modeling, quality management and testing.

Business Analyst Planning & Project Management
MGMT X481.2 (2.5 units)
Project management has been proven to be the most effective method of delivering products and/or services within the constraints of scope, schedule, and cost. In managing projects, the role of the business analyst has increased in importance over time because of the complexities of integrating new technologies and new processes in dynamic and ever changing business environments. Business analysis complements the project management function and focuses on defining and validating a strategic solution to meet business needs and goals. This course gives you a general overview of business analysis and project management processes and standards, then delves in to the details of how business requirements planning and management fit in to those processes, and how particular tools and techniques are applied for project success.

Requirements Elicitation and Analysis
MGMT X481.32 (2.5 units)
This course focuses on the analysis and documentation of requirements and the role of the business analyst. Topics include: capturing requirements in a business requirements document; project vision and scope; identifying users; types of requirements; elicitation techniques (context diagram, concept of operations etc); structuring end user requirements; and documenting user requirements.

Requirements Management & Communication
MGMT X481.4 (2.5 units)
The business analyst role requires additional skills and expertise in communicating technical concepts to others from different professional groups, hierarchical positions, or internal departments. This course covers how to advocate ideas upward through more effective issue analysis and argument selection, organize your thoughts and ideas to create effective and compelling technical presentations, inspire the need for urgency in decision-making and separate a real opportunity from a resource drain. Course includes role-plays, activities and interactive discussions.

Solution Assessment & Validation
MGMT X481.63 (2.5 units)
This course focuses on testing, test plans and on differentiating the roles of solution assessment and validation in achieving quality. Students will understand and apply the principles of solution assessment to meet the needs of business goals and organizational objectives, demonstrate the ability to assess business readiness, operation impacts and stakeholder requirements, and learn to prioritize solution options, consider solution components individually, and coalesce solution analysis into relatable output. Tasks include: reviews, inspections, testing, defect reporting, and user acceptance testing. Participants develop a test plan and write and review test cases at the business level.

Elective Courses
- **Analytical Thinking and Problem Solving**
- **Introduction to Business Process Optimization**
- **Introduction to Unified Modeling Language**
- **Influence, Persuasion and Negotiation**

To view elective course descriptions, please visit ce.uci.edu/ba and click on Course Schedule.

Why UCI Continuing Education?

- University of California approved curriculum
- Outstanding practical training from industry experts
- Instructor-led online and campus courses
- International Institute of Business Analysis (IIBA) Endorsed Education Provider

Free Webinars

Business Analyst webinars are packed with information about the certificate program, upcoming courses and industry tips. Visit ce.uci.edu/events to view the webinar schedule, enroll in an upcoming free event, or view previous webinar recordings.

On-Site Training

Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company's specific needs. Visit ce.uci.edu/corporate or call (949) 824-1847 for information.

Advisory Committee

- **Shawna Camp,** M.B.A., PMP
- **Kathleen Hass,** PMP, Principal Consultant, Kathleen Hass and Associates, Inc.
- **Anne-Marie Larsen,** Software Consultant, Nortridge Software
- **Patti Lassen,** Director, Strategic Platforms, Experian
- **Desiree McDonough,** M.B.A., PMP, Project Manager, Consultant
- **Anne Nuttall,** Director, IT Program, The Irvine Company
- **Susy Ongko,** Senior Business Systems Analyst, Mercury Insurance
- **Jeanette Pigeon,** CBAP®, President and CEO, aBetterBA
- **Dena Kelber,** Business Process and Technology Integration, Southern California Edison
- **Susan Thompson,** CBAP®, Scrum Master/Business Analyst, Solugenix
- **Kevin Watson,** M.B.A., M. SHCA., Global Integration Manager, Kronos

"The role of the business analyst is becoming more important as companies around the globe make great requirements a top priority. To succeed, the business analyst must be able to accurately capture the requirements and separate the what from the how. Deep technical knowledge is not needed. The trend is to focus requirements on business value to provide a better guide to building what the customer wants."

– Patti Lassen,
Director Strategic Platforms, Experian

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