

CONTINUING EDUCATION



# BUSINESS ANALYSIS CERTIFICATE

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*Offered in collaboration with*

**Procept Associates Ltd.**

11 DAYS

ON CAMPUS

# BUSINESS ANALYSIS

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Awarded by



In order to ensure that business requirements are properly captured — a fundamental requirement for project success — organizations are increasingly placing emphasis on the knowledge and capabilities of business analysts.

Continuing Education and Procept Associates Ltd., an endorsed education provider with the International Institute of Business Analysis (IIBA ), are collaborating to offer this program. The Business Analysis Certificate is awarded by Procept Associates on completion of the program requirements.

This Business Analysis Certificate Program covers a wide range of techniques that can be applied to resolve diverse business problems. Courses focus on the core skills required to be an effective business analyst and are suited to both new and experienced analysts. Students gain tools and knowledge for practical application in business.

**The Business Analysis Certificate will benefit:**

- Individuals who are interested in a career in business analysis
- Business or information systems managers who are new to business analysis
- Experienced business analysts seeking formal certification, or a better understanding of their roles
- Project staff or managers currently combining the business analyst role with their own
- Business staff or managers working in a business analysis environment and needing to interface with project managers and business analysts
- Individuals who are preparing to write the CBAP designation exam

## REQUIRED COURSES

Three courses are required for this program. All courses are based on the Business Analysis Body of Knowledge (BABOK™) version 2.0 and must be taken in the following order:

### **PDS 147 Comprehensive Business Analysis Seminar — Part 1 | 4 days**

In this course you will gain insight into the business analyst profession, the role business analysts play within an organization, the necessary skills required, and valuable applicable tools, techniques and methodologies for immediate use back on the job. You will learn how to develop thorough requirements elicitation and management processes, identify and analyze project deliverables within the project lifecycle and practise effective oral and written communication, documentation and facilitation skills.

### **PDS 154 Comprehensive Business Analysis Seminar — Part 2 | 4 days**

Major challenges facing business analysts are extracting and documenting business requirements in plain business language, translating those business requirements into technical specifications, and creating and implementing business processes. This course builds on the concepts covered in Comprehensive Business Analysis Seminar — Part 1 by examining specific tools in detail. You will learn effective writing skills, documentation, developing metrics to complete your analysis, facilitation and methodology definition.

Prerequisite: PDS 147 Comprehensive Business Analysis Seminar — Part 1, or equivalent

### **PDS 215 Enterprise and Strategic Analysis | 3 days**

This course is designed to provide business analysts with the skills required for involvement in strategy development, pre-project activities, and developing and managing enterprise architecture. You will learn the tasks and techniques outlined in the Enterprise Analysis Knowledge area within the Business Analysis Body of Knowledge® (BABOK®) v2. You will practise analyzing competitive data, benchmarking studies, business problems and opportunities, developing business strategies and documenting a business case.

Prerequisites: PDS 147 Comprehensive Business Analysis Seminar — Part 1, and PDS 154 Comprehensive Business Analysis Seminar — Part 2

## DELIVERY

All courses in this certificate are taught at the University of Calgary downtown campus in full-day sessions. Courses combine lecture, case studies, interactive workshops, and individual and team exercises.

## TIMELINE

The Business Analysis Certificate Program consists of 11 training days or three courses. Depending on scheduling, this program can be completed in as little as three months.

## ADMISSION

There are no prerequisites needed to enrol in the Business Analysis Certificate. Successful participants will nevertheless require desktop, numerical, documentation and analytical skills. Participants should also have a flair for details.

### **Prior Learning from other post-secondary institutions**

Courses in the Business Analysis Certificate Program are offered at partner universities including Simon Fraser University, the University of Waterloo, and Dalhousie University. Most courses from those programs can be transferred into the University of Calgary program. For information about transfer practices at any partner institution, please contact that university directly.

## ACCREDITING ASSOCIATION

This program of study is endorsed by the IIBA as suitable learning for professionals pursuing the Certified Business Analysis Professional (CBAP) designation. Program content reflects the body of knowledge tested by the CBAP certification examination, but completion of the Business Analysis Certificate does not in itself ensure eligibility or success on the CBAP exam. Please note that eligibility requirements to sit the CBAP examination include five years (7500 hours) business analysis work experience. A detailed summary of CBAP certification requirements can be found on the IIBA website at [www.theiiba.org](http://www.theiiba.org)

## EVALUATION

To maintain IIBA endorsement, an examination is administered at the end of the final day of each course. A participant who successfully passes the examination will receive a certificate of completion for that course.

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## COURSE REGISTRATION

To view courses and enrol online, go to [conted.ucalgary.ca](http://conted.ucalgary.ca) and look under Interest Areas for Business Analysis, then click on Courses. You may enrol online for most courses using a Visa, MasterCard, or American Express.

To enrol by phone, please call 403.220.2988 or 1.866.220.4992 (toll-free) between 8:30 am and 4 pm, Monday to Friday. You will need a Visa, MasterCard, American Express, or a purchase order number from your employer.

## CERTIFICATE ADMISSION

You do not need to be enrolled in the certificate to take a course. If you wish to enrol in the Business Analysis Certificate, please go to [conted.ucalgary.ca/apply](http://conted.ucalgary.ca/apply)

## CONTACT INFORMATION

### **Business Analysis Certificate**

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Calgary, AB T2P 1H9

403.220.2988

1.866.220.4992 (toll free)

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