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Academic Year: 2020-2021

Business Requirements Specialist Technical Diploma

Program Code 311026

Business analysis is defined as “the practice of enabling change in an organizational context by defining needs and recommending solutions that deliver value to stakeholders.” The Business Requirements Specialist (BRS) helps a business meet its goals and objectives, understands how work is being conducted, and through analysis, determines solutions to the issues. The BRS will work with stakeholders to conduct a feasibility study, focusing on requirements gathering and preparing a business case to justify change. At the beginning of the BRS career, they receive guidance from a Business Analyst ensuring complete and accurate work.

Locations

Offered at the Green Bay campus.
For information: (920) 498-5444.
Toll-free: (888) 385-6982.

This program is fully eligible for financial aid.

Follow Your Path

All credits from this technical diploma apply toward the following associate degree(s):
· Business Analyst, 101021



Requirements for Program Entry

- Five years of related work experience or an associate degree or higher credential.
- User-level familiarity with one or more computer operating environments.
- Ability to interact with a computer system (keyboarding or assist device).
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-102-115 BUSINESS ANALYST ESSENTIALS ...a foundational understanding of business analysis, the key concepts of the Business Analysis Book of Knowledge Guide (BABOK), and the underlying competencies of a business analyst.

CURRICULUM

Students following the study plan below will complete the Business Requirements Specialist Technical Diploma in the number of semesters shown.

FIRST SEMESTER

10-890-101 College 101	1
10-102-115 Business Analyst Essentials	2
10-103-131 Micro: Excel-Intro	1
10-102-124 BA Planning and Monitoring	3
10-103-132 Micro: Excel-Part 2	1
SEMESTER TOTAL	8

SECOND SEMESTER

10-102-126 Elicitation & Coll Techniques	2
10-103-170 BA Software Applications	3
10-804-133 Math & Logic	3
10-102-128 Requirements Life Cycle Mgmt	3
SEMESTER TOTAL	11

THIRD SEMESTER

10-102-130 Requirements Analysis & Design	3
10-102-114 Data Analytics	2
10-102-132 BA Strategy Analysis & Eval	3
10-196-188 Project Mgmt Fundamentals	3
SEMESTER TOTAL	11

TOTAL CREDITS 30

Curriculum Note

· The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or higher.

10-103-131 MICRO: EXCEL-INTRODUCTION ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Windows experience improves success; consider 10-103-111, Windows/Computer Basics.

10-102-124 BA PLANNING AND MONITORING ...instruction in the multiple approaches used for performing business analysis, planning activities and ongoing communication, defining scopes, process improvements, assumptions, constraints, and dependencies, and the management process. (Corequisite: 10-102-115, Business Analyst Essentials)

10-103-132 MICRO: EXCEL-PART 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, creating macros, Excel's database features and analysis tools. (Corequisite: 10-103-131, Micro: Excel-Intro)

10-102-126 ELICITATION AND COLLABORATION TECHNIQUES ...define stakeholders and use the stakeholder analysis to conduct elicitation activities accurately capturing information needs, documenting and confirming results. Facilitates meetings and communication plan to support ongoing collaboration. (Prerequisite: 10-102-124, BA Planning and Monitoring)

10-103-170 BA SOFTWARE APPLICATIONS ...students will learn to use BA software tools- Visio, Sharepoint, OneNote, and advanced Excel involving scenarios and case studies. (Corequisite: 10-103-132, Micro:Excel Part 2)

10-804-133 MATH & LOGIC ...Students will apply problem solving techniques from discrete mathematics. Topics include symbolic logic, sets, algebra and base number systems (Prerequisite: Accuplacer Arith score greater/equal to 65 AND Rdg score greater/equal to 55; OR ACT Math score greater/equal to 15 AND ACT Rdg score greater/equal to 16; OR prep courses-contact academic advisor 920-498-5444).

10-102-128 REQUIREMENTS LIFE CYCLE MANAGEMENT ...prioritize and trace requirements, organize large amounts of data, understand and model requirements using various analysis techniques; verify, validate and communicate the requirements. (Corequisite: 10-102-126, Elicitation and Collaboration Techniques)

10-102-130 REQUIREMENTS ANALYSIS AND DESIGN ...understand the principles of solution requirements, traceability, measuring, and tracing quality of BA work, utilizing metrics, complying with organizational standards, and managing and supporting organizational change. (Prerequisite: 10-102-128, Requirements Life Cycle Management)

10-102-114 DATA ANALYTICS ...will provide business analysis and make focused organizational decisions by mining, aggregating, and conducting predictive analytics on big data using a variety of analytic tools.

10-102-132 BA STRATEGY ANALYSIS & EVALUATION ...identify and define business needs; understand business structure, strategy, and impact of work efforts; define the importance of vision, strategy, goals and objectives; and define solution scope. Effectively facilitate change management. (Corequisite: 10-102-130, Requirements Analysis & Design)

10-196-188 PROJECT MANAGEMENT FUNDAMENTALS ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.