

# Business Analysis Essentials

Algonquin College Certificate Program

# Master the essentials of business analysis.

In a fast-moving business environment, the ability to adapt and recognize new sources of value is no longer just a competitive edge — it's a survival skill. Organizations need skilled business analysts who can turn information into insights and challenges into opportunities.

Developed by leading practitioners and educators, the Algonquin College Business Analysis Essentials (BAE) certificate program delivers the well-rounded, hands-on training business analysts need to identify business opportunities and recommend effective solutions. The syllabus is aligned with the latest version of the International Institute of Business Analysis (IIBA®) A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide).

## BAE1: Fundamentals of Business Analysis

In this foundation course, learn the current best practices of Business Analysis.

- ✓ Understand business analysis tasks, techniques, and roles.
- ✓ Learn the characteristics of business, stakeholder, solution and transition requirements, and business rules.
- ✓ Use models to define objectives and solution requirements.
- ✓ Assess alternate solution feasibility.
- ✓ Define solution scope and analyze business cases.
- ✓ Align solutions with business needs.

**2 Days | 14 PD Hours**

*“I found the complete experience very rewarding and beneficial. I can see how gaining and applying this knowledge will support our future business success.”*

*Michelle S., Former BAE Student*



## BAE2: Accelerated Requirements Elicitation and Analysis

Model several perspectives of a problem concurrently and eliminate delays by working smarter with subject matter experts.

- ✓ Capture perspectives with visual models.
- ✓ Coordinate teams to build and analyze models concurrently.
- ✓ Create use case diagrams and descriptions.
- ✓ Design diagrams, wireframes, storyboards, data models and a simple UML class model.
- ✓ Build state diagrams and business rules decision tables.

**3 Days | 24 PD Hours**

## BAE3: Facilitation Techniques for Business Analysts

Design and plan team-based collaborations such as a requirements workshop.

- ✓ Moderate discussions among participants.
- ✓ Control the agenda, ensuring that group objectives are achieved.
- ✓ Apply and promote active listening skills and lead a group to a consensus.
- ✓ Recognize individual personality types and team dynamics.
- ✓ Elicit project requirements while managing group dynamics.

**2 Days | 16 PD Hours**

## BAE4: Modeling Business Processes and Workflows

Analyze an organization's processes to identify and recommend improvements.

- ✓ Differentiate process and workflow modeling.
- ✓ Create process and workflow diagrams using various notations.
- ✓ Apply process and workflow modeling principles and best practices.
- ✓ Analyze models to identify problems, opportunities and potential solutions.
- ✓ Establish process governance.
- ✓ Align processes with enterprise architecture.

**3 Days | 24 PD Hours**

## BAE5: Use Case Modelling

Learn how to use different perspectives of use cases to address business needs.

- ✓ Build use case models at the business, solution, system, and detailed system levels.
- ✓ Write use case descriptions for different stakeholders.
- ✓ Apply use cases in a variety of business analysis initiatives, including Agile software development.
- ✓ Design an effective use case workshop.
- ✓ Integrate use cases into documentation such as feasibility studies or RFPs.
- ✓ Validate the use cases with various stakeholder groups.
- ✓ Identify test cases from use cases.

**2 Days | 16 PD Hours**

## BAE6: Validating and Testing Requirements

Improve the quality of your requirements, find defects sooner, and reduce the effort for the testing phase.

- ✓ Ensure elicited requirements meet quality standards.
- ✓ Validate, prioritize, and align requirements with organizational needs.
- ✓ Trace each requirement's origin, allocation, and relationships.
- ✓ Define requirements for acceptance and evaluation.
- ✓ Identify necessary testing levels for verification

**2 Days | 16 PD Hours**

## BAE7: Business Analysis in an Agile Environment

Communicate and collaborate on requirements in an Agile project environment.

- ✓ Grasp the Agile mindset, principles, behaviours, and practices.
- ✓ Understand the business analyst's role in Agile using IIBA® Agile Extension and BACCM.
- ✓ Track how requirements evolve from Product Backlog to delivery.
- ✓ Learn Agile techniques for planning, measuring, and evaluating initiatives.
- ✓ Apply Agile methods to enhance waterfall or hybrid approaches.

**2 Days | 16 PD Hours**

## PROGRAM OVERVIEW

In order to achieve your Algonquin College certificate, you must complete all seven courses within five years. However, taking all seven courses is not mandatory, and you may choose to select only those courses which meet your specific needs.

- BAE1: Fundamentals of Business Analysis (2 Days)
- BAE2: Accelerated Requirements Elicitation and Analysis (3 Days)
- BAE3: Facilitation Techniques for Business Analysts (2 Days)
- BAE4: Modeling Business Processes and Workflows (3 Days)
- BAE5: Use Case Modelling (2 Days)
- BAE6: Validating and Testing Requirements (2 Days)
- BAE7: Business Analysis in an Agile Environment (2 Days)



Algonquin College is an Academic Program Member of IIBA®. Our Business Analysis Essentials Certificate program is aligned with the most recent BABOK (Business Analysis Body of Knowledge). Courses in the program are eligible for Professional Development hours (PD Hours) for certification and Continuing Development Units (CDUs) for recertification.

## WHO SHOULD ATTEND?

### Current Analysts

Experienced business analysts and/or their managers who want a solid foundation of best practices.

### New Analysts

Those new to the discipline of business analysis and IT-business analysts looking to expand their capabilities.

### Managers

Project managers who want to understand the value of business analysis.

## ASSESSMENT

As this is a college-accredited certificate program, grades are given to each student for each course within the program. The grades are made up of in-class quizzes, in-class assignments, and homework. To qualify for a certificate, learners must be in attendance for at least 80% of the in-class sessions.

## ACCESSIBILITY

For learners requiring special accommodations, we require a form and supporting documentation submitted a minimum of three business days before your first day of class. Contact [trainingacct@algonquincollege.com](mailto:trainingacct@algonquincollege.com) for more information.



## HOW TO REGISTER

**CALL** 1.833.282.6852  
**EMAIL** [training@algonquincollege.com](mailto:training@algonquincollege.com)  
**ONLINE** [acprofessionaltraining.com](http://acprofessionaltraining.com)