

BAP200 - Introduction to Business Analysis

Faculty of Continuing Education, Fall - 2018

Subject Title

Introduction to Business Analysis

Subject Description

Students examine the fundamental processes, roles and responsibilities of the business analyst. The course curriculum is consistent with version 3 of the Business Analysis Body of Knowledge (BABOK) from the IIBA International Institute of Business Analysis. Students explore the use of tools and techniques used by business analysts within the broader context of organizations and their projects. They review methodologies used to equip the business analyst to better perform as a communication link between all business stakeholders and help them deliver on their key role in project and organizational success. The role of the business analyst as an agent of change is also highlighted. Students learn to plan, structure, and control the requirements elicitation and communication process, in order to maximize success and optimize results. These techniques can be utilized on a wide variety of activities, initiatives and projects and are an important component for success. Additionally studies include the effective use of requirements and life cycle management techniques. Through the combination of lectures, discussions and exercises, the course provides insights into the interaction between the business analyst and his or her surrounding environment and presents methodologies to identify, analyze and resolve business problems.

Credit Status

One full credit.

Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Describe the practice of business analysis as a distinct discipline and place the business analyst within the context of project success.
2. Demonstrate an understanding of the BABOK® competency model and how to use metrics to measure business analysis success.
3. Describe the importance of enterprise analysis and business architecture.
4. Identify and explain the BABOK® knowledge areas and how to put them to use.
5. Discuss how and when to use the many tools and techniques available to business analysts.
6. Identify and utilize the different approaches of business analysis, including the Rational Unified Process™, Agile, Structured and Object Oriented Analysis and Design.
7. Demonstrate the use of key business analysis tools such as a requirements management plan, basic project planning, and a business requirements package.
8. Demonstrate technical writing skills.
9. Describe the practice of business analysis as a distinct discipline and place it within the context of project success.

Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy

which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website <http://open2.senecac.on.ca/sites/academic-integrity/for-students> to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at student.conduct@senecacollege.ca.

Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

Prerequisite(s)

None.

Topic Outline

- Overview of Business Analysis
- What is the BABOK®
- Enterprise Analysis
- Business Analysis Planning and Monitoring
- Requirements Elicitation
- Requirements Analysis and Documentation
- Requirements Communication
- Solution Assessment
- Solution Validation
- BA Toolkit
- Business Analysis Fundamentals (Skills, Knowledge and Underlying Competencies)

Mode of Instruction

In-Class

A combination of teaching methods will be utilized which may include lectures, case studies, discussions, group and individual work.

Online

This course is delivered online. This may involve the use of digital materials and/or a text, group discussions, interaction with your instructor and online activities.

Prescribed Texts

In-Class

Title: [A Guide to the Business Analysis Body of Knowledge® \(BABOK® Guide\)](#)

Edition: Third (new for Fall 2016)

Publisher: International Institute of Business Analysis (IIBA)

ISBN-10: 1927584027

ISBN-13: 9781927584026

Hard copy available at our Bookstore

Online:

Title: A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)

Edition: Third (new for Fall 2016)

Publisher: International Institute of Business Analysis (IIBA)

ISBN-10: 1927584027

ISBN-13: 9781927584026

Access to a PDF version will be provided at the start of the online course and is included in course fee for online delivery.

Online: Additional Prescribed Textbook:

Title: The Business Analyst's Handbook

Edition: 1st

Author: Howard Podeswa

Publisher: Nelson

ISBN-10: 1598635654

ISBN-13: 978-1598635652

Bookstore inventories may be limited. Textbook(s) are available from alternate sources.

Reference Material

For digital download, students may purchase:

Business Analyst Template Toolkit directly using the link below:

<http://www.bridging-the-gap.com/business-analyst-template-toolkit/>

And the Visual Model Sample Pack at this link:

<http://www.bridging-the-gap.com/visual-model-sample-pack/>

Required Supplies

None.

Student Progression and Promotion Policy

<http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html>

Grading Policy <http://www.senecacollege.ca/about/policies/grading-policy.html>

A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	70% to 74%
C+	65% to 69%
C	60% to 64%
D+	55% to 59%
D	50% to 54%
F	0% to 49% (Not a Pass)
OR	
EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory

For further information, see a copy of the Academic Policy, available online (<http://www.senecacollege.ca/about/policies/academics-and-student-services.html>) or at Seneca's Registrar's Offices (<https://www.senecacollege.ca/registrar.html>).

Modes of Evaluation

Assignments are due on the dates specified. Should extenuating circumstances arise, please contact your instructor prior to the assignment due date so that an appropriate course of action can be established. Late assignments may be subject to a penalty of up to 10% per week and will not generally be accepted beyond two weeks from the due date.

In cases of cheating or plagiarism, the College Academic Policy will prevail. Please ensure that all assignments and reports are properly documented.

Students are referred to the following website for Seneca College Library style guides, Academic Honesty Policy and Copyright guidelines: <http://senecacollege.ca/library>

Dates for evaluations are specified in the weekly schedule addendum to this outline. The evaluation process may include, but is not limited to, tests, exams, assignments or presentations. Any absences or missed submissions due to medical or other reasons must be supported by medical or other appropriate documentation within one (1) week of the due date. The faculty and program area must be notified immediately in the event of a missed evaluation. Upon acceptance of the documentation, the weighting of the missed deliverable will normally be applied to the final exam.

English Competency

The ability to communicate effectively is essential for success in business. Therefore, you must demonstrate English competency in this course in both oral and written work. Ensure your written work includes correct sentence structure, spelling and punctuation. Always spell check, edit and proofread your work.

Grading is based on the following marking scheme:

In Class Delivery:

Team Assignments	25%
Individual Assignments	10%
Mid-Term Test	25%
Final Exam	40%

Online Delivery:

3 online discussions	15%
4 written assignments	45%
Mid-term	20%
Final Exam*	20%

***Final Exam for Online Delivery:** The final exam must be written at the Test Centre of the College at which you registered. If you are unable to do so, please make alternative arrangements through the College at which you registered. All the academic policies of the College at which you registered apply. This includes, but is not limited to policies related to grading, supplemental exams, deferred exams and accommodations.

Please retain this course outline document for future educational and/or employment use.

Academic Program Manager:

Emiliano Introcaso

Approved by: Academic Program Manager Emiliano Introcaso
Last revision date: 20-Jul-2018 11:52:21 AM
Last review date: 20-Jul-2018 11:52:34 AM

Seneca College of Applied Arts and Technology