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Academic Year: 2020-2021

Business Analyst Associate Degree

Program Code 101021

The Business Analyst (BA) Associate Degree prepares learners to work as liaisons among stakeholders in order to understand the structure, policies, and operation of an organization. Learners use techniques to gather and analyze business requirements, using best practices and relevant technologies. Graduates will be prepared to function as liaisons with IT and subject matter experts. Graduates will be able to support the needs of businesses in a wide variety of industries, including healthcare, manufacturing, insurance, and finance.

100%
Graduate
Employment
With 60% Employed in
Field

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.

Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. For a list of equivalents, go to www.nwtc.edu/gettingstarted
- One year of high school algebra completed.
- 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.

CURRICULUM

Students following the study plan below will complete the Business Analyst Associate Degree in the number of semesters shown.

FIRST SEMESTER

10-890-101 College 101	1
10-102-115 Business Analyst Essentials	2
10-809-198 Intro to Psychology	3
10-103-121 Micro: Word-Intro	1
10-103-131 Micro: Excel-Intro	1
10-102-124 BA Planning and Monitoring	3
10-105-101 Career Planning	1
10-103-132 Micro: Excel-Part 2	1
10-801-136 English Composition 1	3
SEMESTER TOTAL	16

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
10-154-125 IT:Web:Database Development	3
10-196-189 Team Building/Prob Solve	3
SEMESTER TOTAL	17

THIRD SEMESTER

10-809-195 Economics	3
10-809-166 Intro to Ethics: Theory & App	3
10-809-172 Intro to Diversity Studies	3
10-102-130 Requirements Analysis & Design	3
10-801-197 Technical Reporting	3
10-105-103 Career Preparation	1
10-182-111 Lean Operations	1
SEMESTER TOTAL	17

FOURTH SEMESTER

10-101-184 Business Finance/Budgeting	3
10-102-114 Data Analytics	2
10-182-113 Lean Logistics	1
10-102-132 BA Strategy Analysis & Eval	3
10-182-112 Lean Manufacturing	1
10-102-198 BA Career Experience	2
10-196-188 Project Mgmt Fundamentals	3
SEMESTER TOTAL	15

TOTAL CREDITS

65

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. . Students must earn a "C" or better in 10-801-136, English Composition 1, to enroll in 10-801-197, Technical Reporting.

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.

10-809-198 INTRODUCTION TO PSYCHOLOGY ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings. (Prerequisite: Cumulative GPA of 2.6 or greater OR satisfactory reading and writing assessment scores OR 10-831-107, College Reading and Writing 1 with "B" or better OR Corequisite: 10-831-102, English Comp Prep)

10-103-121 MICRO: WORD-INTRODUCTION ...word processing basics including creating, revising, formatting, printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating/formatting tables, graphics; and merging documents.

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)

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

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)

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses-contact academic advisor at 920-498-5444)

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)

10-154-125 IT:WEB:DATABASE DEVELOPMENT ...database uses, database terminology, analyzing information requirements, data models, database design phases, entity relationships, normalization processes, database management systems, database objects, development environments, creating tables, writing queries using SQL, testing.

10-196-189 TEAM BUILDING/PROBLEM SOLVING ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

10-809-195 ECONOMICS ...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-809-166 INTRO TO ETHICS: THEORY & APP ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-809-172 INTRO TO DIVERSITY STUDIES...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

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)

10-801-197 TECHNICAL REPORTING ...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-136, English Composition I OR 10-801-195, Written Communication with "C" or better)

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-182-111 LEAN OPERATIONS ...develop knowledge skills, process of lean operations management/JIT, quality management, quality control, continuous improvement methodologies, statistical process control chart interpretation, material handling and production logistics.

10-101-184 BUSINESS FINANCE/BUDGETING ...fiscal and monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. (Prerequisite: 10-804-134, Mathematical Reasoning)

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.

10-182-113 LEAN LOGISTICS ...identify and eliminate waste in your organization's supply chain and logistics function. Apply lean implementation methodology with critical success factors with real-world examples and case studies to demonstrate how to effectively implement long-term improvements and savings in a logistics environment. (Corequisite: 10-182-112, Lean Manufacturing)

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)

10-182-112 LEAN MANUFACTURING ...develop knowledge skills process of lean manufacturing/JIT environment, systems approach, productivity attainment, line balancing, kaizen, Kanban, 5S system, value stream mapping, human resource development and lean operations management. (Corequisite: 10-182-111, Lean Operations)

10-102-198 BUSINESS ANALYST CAREER EXPERIENCE ...students can select any hands-on experience related to: Internship, Field Research, Service Learning, Simulations, Capstone, Industry Related, or International. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation)

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.