



Business Systems Analysis Syllabus

Week 1: Introduction to Business Analysis

Class 1: Overview Of business Analysis

- Definition & importance of business analysis
- Role of a business analyst
- Key skills and competencies

Class 2: Business Analysis Frameworks and Methodologies

- Introduction to popular frameworks (e.g., BABOK, Agile, Scrum)
- Selecting the appropriate methodology for different projects

Week 2: Understanding Business Processes

Class 3: Business Process Modeling

- Techniques for documenting and modeling business processes
- BPMN (Business Process Model and Notation)

Class 4: Process Improvement and Optimization

- Identifying inefficiencies and bottlenecks
- Strategies for process improvement

Week 3: Requirement Analysis

Class 5: Eliciting and Documenting Requirements

- Techniques for gathering requirements (interviews, surveys, observations)
- Documenting requirements using use cases, user stories, and other methods.

Class 6: Validating and Managing Requirements

- Importance of validation and verification
- Requirements traceability and change management.

Week 4: Data Analysis and Modeling

Class 7: Data Analysis Techniques

- Understanding data requirements
- Data modeling and normalization

Class 8: Database Design and Management

- Introduction to relational databases
- SQL basics for business analysts

Week 5: Stakeholder Management and Communication

Class 9: Stakeholder Analysis and Engagement

- Identifying and analyzing stakeholders
- Strategies for effective communication

Class 10: Communication and Presentation Skills

- Effective communication in written and verbal forms
- Creating compelling presentations for different audiences

Week 6: Case Studies and Practical Application

Class 11: Case Study Analysis

- Analyzing real-world business analysis case studies
- Applying learned concepts to practical scenarios

Class 12: Final Project and Review

- Group or individual project applying business analysis skills.
- Review of key concepts and skills learned throughout the course.



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