

# BUSINESS ADMINISTRATION (102)

## 102-110 - Introduction to Business

Introduces the students to the world of business. Examines the key areas of business such as the external business environment, accounting, marketing, ethics, social responsibility, and operational functions including human resources, operations management and entrepreneurship. Explores a student's individual strengths that can be applied to their college experience and career in business. (Prerequisite: Completion of or concurrent enrollment in 890-101 College 101)

3 Credit hours  
54 Lecture hours

## 102-115 - Business and Employee Relations

Introduces the importance of using business relation skills with stakeholders in the business environment. Various approaches for maintaining positive relationships between managers, employees, business partners, customers and stockholders are evaluated. Enhances the ability to understand and develop employee-focused programs, policies and procedures such as formal and informal communications, employee recognition, and conflict resolution. Valuing diversity in the workforce is emphasized. Credit for Prior Learning Available

3 Credit hours  
54 Lecture hours

## 102-120 - Principles of Management

Students learn about the four managerial functions of planning, organizing, controlling, and leading in contemporary organizations. A series of self-assessment questionnaires provide insights into personal behaviors and help students turn managerial theories into potential personal managerial practices. Students learn how management processes apply to a global environment. (Prerequisite: Completion of or concurrent enrollment in 102-110 Introduction to Business or 105-120 Business Organization)

3 Credit hours  
54 Lecture hours

## 102-124 - Business Logistics

Examines the design and management of products, processes, services and supply chains. Considers the acquisition, development, and utilization of resources that firms need to deliver the goods and services for clients.

3 Credit hours  
54 Lecture hours

## 102-132 - Business Analyst Planning and Monitoring

Examines one of the five Business Analysis Perspectives and the five tasks associated with Business Analysis Planning and Monitoring: approach, stakeholder engagement, governance, information management, and performance improvement. Introduces the Business Analysis techniques of brainstorming, process modeling, and document analysis, which are commonly used techniques, to planning and monitoring tasks in addition to other stages of a Business Analysis project. (Prerequisites: Completion of or concurrent enrollment in 102-134 Business Analyst Essentials; 890-101 College 101)

3 Credit hours  
54 Lecture hours

## 102-134 - Business Analyst Essentials

Provides insight into the Business Analyst role and profession. Examines career pathways, key concepts, and the underlying competencies describing the behaviors, characteristics, knowledge, and personal qualities that support the practice of business analysis. Students will also be introduced to the Business Analysis Body of Knowledge Guide (BABOK). (Prerequisite: Completion of or concurrent enrollment in 890-101 College 101)

3 Credit hours  
54 Lecture hours

## 102-136 - Elicitation Techniques

Examines one of the five Business Analysis Perspectives (Business Intelligence) and the tasks associated with obtaining information from stakeholders (elicitation), confirming the results, and communicating business analysis information with stakeholders. Introduces the Business Analysis elicitation techniques of surveys, interviews, observation, workshops, benchmarking and market analysis. (Prerequisite: 102-134 Business Analyst Essentials)

3 Credit hours  
54 Lecture hours

## 102-138 - Requirements Life Cycle Management

Explores the key tasks to help manage, maintain, prioritize, assess and approve requirements and design information from inception to retirement, in addition to tracing relationships. Introduces various technologies utilized to assess requirement changes and track issues relating to requirements. Students will also explore the Agile Perspective. (Prerequisites: 102-132 Business Analyst Planning and Monitoring; 102-134 Business Analyst Essentials)

3 Credit hours  
54 Lecture hours

## 102-140 - Business Analyst Software Applications

Explores tools and technologies used in the business analysis field. Students will employ a variety of these tools and technologies in order to assemble, organize, analyze and manage data. Also introduces communication and collaboration technologies utilized with stakeholders to translate the data. (Prerequisites: 102-134 Business Analyst Essentials; 103-159 Computer Literacy - Microsoft Office)

3 Credit hours  
36 Lecture hours  
36 Lab hours

## 102-142 - Requirements Analysis and Design

Explores the key tasks of Requirements Analysis and Design that Business Analysts perform to structure and organize requirements discovered during the elicitation activity. Tasks include specifying and modeling requirements/designs, verifying and validating information, defining requirements architecture, defining solution options that meet business needs and estimating potential value for those solution options. Introduces techniques of use-cases, prototyping, non-functional requirements analysis and acceptance and evaluation criteria. Students will also explore the final perspective of Business Architecture. (Prerequisites: 102-132 Business Analyst Planning and Monitoring; 102-134 Business Analyst Essentials)

3 Credit hours  
54 Lecture hours

**102-144 - Business Analyst Strategy Analysis**

Explores the key tasks and techniques of Strategy Analysis that Business Analysts perform with stakeholders to identify a business need, enable the organization to address the need, and align strategy for the change with other organizational strategies and objectives. Strategy Analysis is performed typically as a business need is identified but can be ongoing if the business need changes in some way. Key tasks of Strategy Analysis include analyzing the current and future state, identifying stakeholders, assessing risks and defining a change strategy. Introduces the students to techniques including business capability analysis, KPIs, root cause analysis, design thinking, empathy and journey maps, gap analysis, and cost/benefit analysis. Students will conclude the course with a business case (rationale for undertaking a change) by using information collected from all the previous learning plans. An assessment of student interpersonal skills will also be evaluated based on the BABOK underlying competencies first introduced in the Essentials course. (Prerequisite: 102-142 Requirements Analysis and Design)

3 Credit hours

54 Lecture hours

**102-146 - Business Analyst Solution Evaluation**

Explores the key tasks of the Solution Evaluation knowledge area that business analysts perform to evaluate the performance of and value delivered by a solution currently in use or recently deployed by an organization. These tasks include analyzing actual value being delivered by use of performance measures; comparing results to desired or expected value; identifying limitations within the solution itself and within the organization that prevents value from being realized; and making recommendations to increase value and performance of the solution. Introduces solution evaluation techniques of organizational modeling and the roles and permissions matrix. Students will also evaluate prior course learning by applying the BACCM or Business Analysis Core Concept Model for all the knowledge areas of the BABOK Guide version 3. (Prerequisite: Completion of or concurrent enrollment in 102-144 Business Analyst Strategy Analysis)

3 Credit hours

54 Lecture hours