

## Certificate in Business Analysis – Suggested Preparation

The goal of this program is to dramatically increase your competency level, whether you start the program as a beginner or as a more seasoned business analyst. These upfront requirements will level the playing field across the class and help you to fully participate in the teaching and learning environment that will be created.

We suggest that you undertake reading one of the recommended books in any area where you need to increase your foundational knowledge.

Applicants must have at least three of the following:

1. Analytical skills or experience working with data gathering, process models, data normalization, business case development or related activities
  - *The Root Cause Analysis Handbook* by Max Ammerman
  - *Balanced Scorecards & Operational Dashboards with Microsoft Excel* by Ron Person
  - *Data Modeler's Workbench* by Steve Hoberman
2. Experience in, or respect for organizational concepts including budgeting, team management, governance, project management, meeting management, etc. This could include experience as a supervisor, manager or formal leader, as well as working with a "great" manager or team lead.
  - *Management* by Peter F. Drucker
  - *Getting Things Done When You're Not in Charge* by Geoffrey M. Bellman
  - *The Change Handbook* by Peggy Holman
3. Basic computing skills, including web, email, and spreadsheet. IT related courses or experience is a plus, but you do not have to be a programmer or developer to succeed in this certificate program.
  - *Excel for Dummies* by Greg Harvey
  - *Visio 2007 Bible* by Bonnie Biafore
  - *Producing Open Source Software* by Karl Fogel
4. Experience or intrigue with the opportunities in this line of work. Have you attended or run requirements meetings that really worked? Are you passionate about objective analysis? Do you attend IIBA Chapter meetings?
  - *\*A Guide to the Business Analysis Body of Knowledge® (BABOK®)* by IIBA and Kevin Brennan
  - *From Analyst to Leader: Elevating the Role of the Business Analyst* by Kathleen B. Hass
  - *Seven Steps to Mastering Business Analysis* by Barbara A. Carkenord
5. A bachelor's is preferred. An associate's degree plus additional related experience may substitute.

*\*This book is required reading for the first course.*