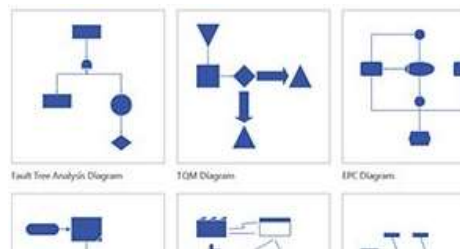


Business Analyst

Harper CE Computer Training · 847.925.6066 · harpercollege.edu/ce · cecomputers@harpercollege.edu

The Business Analyst badge teaches the analytical and process-mapping skills essential to businesses seeking to improve processes and information flow. You will gain an understanding of the structure, policies and, operations of an organization and be able to recommend solutions. Learn to prepare procedural documents to assist management with operating more efficiently and effectively. Explore workflow and flowcharting techniques using Microsoft Visio to develop process improvement and conceptual design diagrams.



Career Notes:

Business analyst opportunities are expected to grow faster than average and up to 28% through 2020. Job titles for business analysis practitioners include not only business analyst, but also business systems analyst, systems analyst, requirements engineer, process analyst, enterprise analyst, business architect, business intelligence analyst, and more. Median annual wages for Management Analysts were \$78,600 in 2012. Source: Bureau of Labor Statistics 2012 Wage Data.

Prerequisites:

- Working knowledge of Microsoft Office
- Strong project management skills

Requirements:

- **LCT0600** Introduction to Microsoft Visio 2016
- **LCT0610** Intermediate Microsoft Visio 2016
- **LPM8010** Business Systems Analyst

Course Descriptions:

LCT0600 Introduction to Microsoft Visio 2016 (6 Hours)

Learn how to use Microsoft's Visio powerful electronic diagramming application. Students will customize the Visio Interface, create a route map, modify diagram shapes, create process diagrams, create an organization chart, and more. Become familiar with the Visio interface and create basic Visio documents and create process diagrams.

Prerequisite: Introduction to Windows or equivalent experience.

LCT0610 Intermediate Microsoft Visio 2016 (6 Hours)

Continue to explore the advanced features of Visio. Students will create custom shapes, design custom stencils, design styles and templates, design floor plans, represent external data in Visio, and share drawings. Learn to create custom shapes, design custom stencils, represent external data in Visio and share your work! Prerequisite: Introduction to Microsoft Visio 2010.

LPM8010 Business Systems Analyst (24 Hours)

Gain business analysis knowledge and an understanding of the Systems Development Life Cycle. Learn how to define business requirements, analyze business processes, and demonstrate how to apply concepts and practical techniques in the work environment. Address how to solve complex issues to analyze business and user needs, document requirements, and translate into system requirement specifications. Project Management knowledge recommended. Microsoft Excel and Visio, or equivalent experience required.