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— IT TRAINING — TE
HANDBOOK

BUSINESS ANALYST CERTIFICATION COURSE



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Business Analyst Certification Course

"Transform Data into Action – Drive Business Success with Expertise!"

In today's fast-paced business environment, **Business Analysts (BAs)** are the key players who bridge the gap between business needs and



technology solutions. With their ability to analyze, communicate, and implement strategies that solve complex problems, Business Analysts drive organizational growth and improve efficiency. At **TECHELEARN**, our **Business Analyst Certification Course** is designed to equip you with the essential skills and knowledge to excel in this vital role. Our course is designed for professionals who want to develop their business analysis capabilities and pursue a successful career in business analysis. Whether you are looking to break into the field or enhance your existing skills, this course offers comprehensive, hands-on training that prepares you to thrive in any business analysis role.

Why Become a Business Analyst?

- **Central Role in Business Growth:**
Business Analysts are critical in identifying opportunities for



improvement, optimizing processes, and driving strategic decisions.

- **High Demand Across Industries:**

From healthcare to finance, technology, and beyond, the demand for skilled BAs is growing exponentially.

- **Versatile Career Path:**

- Business analysts play an essential role in various sectors, offering a wealth of career opportunities.

- **Impactful Work:** BAs use data-driven insights to help companies make informed decisions, optimize operations, and enhance performance.



What Will You Learn in This Course?

Our **Business Analyst Certification Course** covers every aspect of business analysis, providing you with the tools, techniques, and methodologies required to make data-driven decisions and drive business success. You'll gain practical insights and hands-on experience through case studies, real-world examples, and interactive learning modules.

1. Introduction to Business Analysis



- Understand the role of a Business Analyst (BA) and how they influence business processes and outcomes.
- Learn about the skills, techniques, and tools required to be a successful BA.

2. Business Analysis Process

Framework

- Dive deep into the structured process framework that guides business analysis: from requirement gathering to solution implementation.
- Master the key stages of the BA lifecycle and how to execute each phase effectively.

3. Stakeholder Management and Communication

- Learn how to identify stakeholders and engage them through effective communication strategies.
- Understand the significance of **stakeholder mapping**, elicitation techniques, and maintaining transparent communication throughout the project.

4. Requirement Gathering and

Documentation

- Learn how to gather detailed business and system



requirements using techniques like **interviews, workshops, surveys, and focus groups.**

- Master **requirement documentation** methods such as **Use Cases, User Stories, Business Requirement Documents (BRD), and Functional Requirement Specifications (FRS).**



5. Business Process Modelling

- Understand business processes and workflows through **Business Process Modelling Notation (BPMN)** and other diagramming tools.
- Learn how to analyze, model, and optimize business processes to achieve operational efficiency.

6. Data Analysis and Reporting

- Explore how to collect, interpret, and present business data to make informed decisions.
- Learn about **data visualization, KPI tracking, and report generation** for executive-level insights.

- **7. Agile and Scrum Methodologies for BAs**



- Discover how Agile methodologies impact the role of Business Analysts in today's fast-paced environment.
- Learn how to collaborate with Scrum teams, work with Agile frameworks, and create **product backlogs, user stories, and sprints.**



8. Solution Assessment and Validation

- Learn how to evaluate potential solutions, assess them against business requirements, and validate their success.
- Master techniques for testing and ensuring that solutions align with business goals.

9. Risk Management and Problem Solving

- Learn how to identify business risks early in the analysis phase and develop strategies to mitigate them.
- Explore **root cause analysis, risk assessment, and conflict resolution** techniques.

10. Business Analyst Tools and Techniques

- Get hands-on training on leading BA tools like **JIRA, Trello, Microsoft Visio, Balsamiq**, and more.
- Learn how to use these tools for documentation, project



management, and effective collaboration.

11. Effective Presentation and Reporting

Skills

- Learn how to present your analysis findings and recommendations to senior management and stakeholders.
- Master **data storytelling**, **PowerPoint** presentations, and **report generation** techniques to communicate your insights clearly and persuasively.



12. Preparing for Business Analyst Certifications

- Understand the requirements for various BA certifications like the **CBAP** (Certified Business Analysis Professional) and **ECBA** (Entry Certificate in Business Analysis).
- Receive guidance on how to prepare for these exams and enhance your credibility in the market.

Course Highlights

- **Comprehensive Curriculum:** Cover all aspects of business analysis, from requirement gathering to project validation, ensuring you're fully prepared for any BA role.



- **Interactive Learning:** Engage with case studies, practical exercises, and role-play scenarios that mimic real-world challenges.

- **Industry Expert Trainers:** Learn from seasoned professionals with vast experience in business analysis across various sectors.

- **Globally Recognized Certification:** Receive a **Business Analyst Certification** from TECHELEARN that enhances your credibility and opens doors to career opportunities worldwide.
- **24/7 Learning Access:** Enjoy lifetime access to course materials, practice tests, and additional resources for continued learning.
- **Real-World Application:** Apply your knowledge through real-time projects and simulations, ensuring you're job-ready from day one.
- **Job Assistance and Networking:** Gain access to job placement assistance and networking opportunities with industry professionals and fellow students.





Course Format

Format Detail	Description
Duration	3 Months Training + 1 Month Practice
Learning Approach	30% Theory + 70% Practical
Assessment	90-minute certification exam with 60 MCQs
Passing Score	70%
Certification Criteria	Successful project submission + exam pass



Why Choose TECHELEARN?

- **Expert Trainers:** Learn from top business analysis professionals with years of hands-on experience and industry insights.
- **Flexible Learning:** Access course materials anytime, anywhere, and learn at your own pace.
- **Career-Oriented Training:** Focus on acquiring job-ready skills that you can immediately apply in the workplace.
- **Global Certification:** Our certification is recognized across industries, helping you build a strong resume and increase your career prospects.
- **Job-Ready Skills:** Gain the skills employers are looking for in Business Analysts, making you an asset to any organization.





Who Should Take This Course?

- **Aspiring Business Analysts:** If you want to start a career as a Business Analyst, this course provides the foundational knowledge you need to succeed.
- **Current Business Analysts:** Enhance your existing skills and deepen your knowledge to take your career to the next level.
- **Project Managers and Team Leads:** Understand the role of a Business Analyst to manage teams and stakeholders more effectively.
- **IT Professionals and Developers:** Learn to bridge the gap between technical teams and business requirements for successful project delivery.
- **Business Professionals Looking to Transition:** If you're in another business role and looking to transition into business analysis, this course provides the right foundation.



Course Structure

1. **Module 1: Introduction to Business Analysis**
2. **Module 2: Business Analysis Process Framework**
3. **Module 3: Stakeholder Management and Communication**



4. **Module 4: Requirement Gathering and Documentation**

5. **Module 5: Business Process Modelling**

6. **Module 6: Data Analysis and Reporting**

7. **Module 7: Agile and Scrum**

Methodologies for BAs

8. **Module 8: Solution**

Assessment and Validation

9. **Module 9: Risk Management and**

Problem Solving






10. **Module 10: Business Analyst Tools and Techniques**

11. **Module 11: Effective Presentation and Reporting Skills**

12. **Module 12: Preparing for Business Analyst Certifications**



Training Modes

-  **Live Instructor-Led Online Training**
-  **Self-Paced Learning + Assignments**
-  **Corporate On-Demand Training Workshops**
-  **Hybrid Model for Flexibility & Impact**
-  **Includes: Source Code, Assignments, Quizzes, Final Capstone Project & Certificate Exam**



Bonus Add-ons

- ✓ GitHub Portfolio Setup
- ✓ Resume & LinkedIn Optimization
- ✓ Interview Preparation Sessions
- ✓ Lifetime Access to Developer Community



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TECHELEARN offers customized **Business Analyst** training for businesses.

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-  Request a Tailored Group Training Plan

Get Started Today

Join **11,000+** learners who trust **TECHELEARN** for career-ready skills.

Business Analyst skills are in high demand. Don't just learn—**Master it** with



GET IN TOUCH

- *Personalized Support:* Whether you're seeking technical assistance or career guidance, we offer personalized, professional support.
- *Collaborate with Us:* We partner with educational institutions, businesses, and experts to offer training that meets industry needs.

JOIN US IN THIS EXCITING JOURNEY!



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