



business analyst

Associate in Applied Science (AAS) Program Code: 10-102-1 Total Credits: 63-64

The Business Analyst associate degree is a two-year program that prepares individuals to work closely with stakeholders to identify business needs and offer opportunities for improvements in systems or workflow. The skills gained in this program are in demand within the industries of healthcare, IT, manufacturing, insurance, and finance. In this program you will research, analyze, and design solutions using business requirements and best practices. Through group projects you will develop and leverage leadership- and team-building tools using a variety of different collaboration methods.

Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
Form(s): _____
- Follow-Up Appointment:
Where: _____
When: _____
With: _____
- Official Transcripts
Mid-State Technical College
Student Services Assistant
1001 Centerpoint Drive
Stevens Point, WI 54481
- Other: _____

mstc.edu
888.575.6782



MID-STATE
TECHNICAL COLLEGE

ADAMS CAMPUS
401 North Main
Adams, WI 53910

MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449

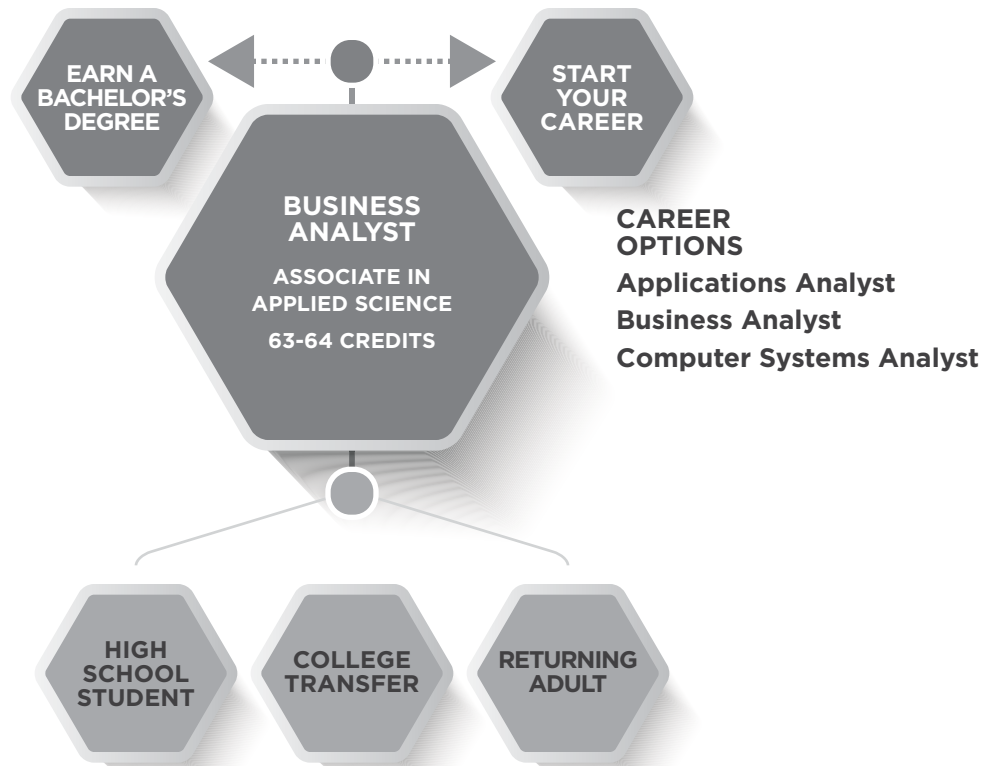
STEVENS POINT CAMPUS
1001 Centerpoint Drive
Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

BACHELOR'S DEGREE OPTIONS

Lakeland University,
Management Information
Systems (BA)

**For more information and
additional opportunities,
visit mstc.edu/transfer.**



College Credit • Dual Credit • Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.

**BEGIN AT ANY POINT
IN THE PATHWAY**

OTHER OPTIONS

RELATED PROGRAMS

- IT Computer Support Specialist
- IT Network Specialist
- IT Security Specialist
- IT Software Developer
- Microsoft System Administrator

SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10102210	Business Analyst Essentials	3
10103106	Microsoft Office-Introduction	3
10196189	Team Building & Problem Solving	3
10801136	English Composition 1	3
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3

Term		18-19 credits
10102211	Business Analyst Fundamentals 1	3
10102213	Requirements Analysis	3
10102214	Continuous Improvement	3
10156101	Database Concepts and Design	3
10804107	College Mathematics	3
	-or-	
10804118	Intermediate Algebra with Applications	4
10809172	Introduction to Diversity Studies	3

Term		15 credits
10102212	Business Analyst Fundamentals 2	3
10102216	Solutions Design	3
10156102	SQL Development	3
10196190	Leadership Development	3
10809103	Think Critically & Creatively	3

Term		15 credits
10102215	Business Analyst Fundamentals 3	3
10102220	Business Analyst Capstone	3
10196188	Project Management	3
10801197	Technical Reporting	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3

Total credits 63-64

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/classfinder.

SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10102210	Business Analyst Essentials	3
10196189	Team Building & Problem Solving	3
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3

Term		9 credits
10102211	Business Analyst Fundamentals 1	3
10102213	Requirements Analysis	3
10156101	Database Concepts and Design	3

Term		6-7 credits
10103106	Microsoft Office-Introduction	3
10804107	College Mathematics	3
	-or-	
10804118	Intermediate Algebra with Applications	4
	-or-	
10804189	Introductory Statistics	3

Term		9 credits
10102212	Business Analyst Fundamentals 2	3
10102216	Solutions Design	3
10156102	SQL Development	3

Term		9 credits
10102214	Continuous Improvement	3
10196188	Project Management	3
10801197	Technical Reporting	3

Term		6 credits
10801136	English Composition 1	3
10809172	Introduction to Diversity Studies	3

Term		9 credits
10196190	Leadership Development	3
10809103	Think Critically & Creatively	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3

Term		6 credits
10102215	Business Analyst Fundamentals 3	3
10102220	Business Analyst Capstone	3

Total credits 63-64

Business Analyst Capstone

101022203 credits

This course provides Business Analyst students the opportunity to integrate the knowledge they have obtained throughout their curriculum by demonstrating their proficiency during the entire life cycle of a project.
Corequisite: Business Analyst Fundamentals 2 10102212

Business Analyst Essentials

101022103 credits

Students learn a wide range of strategies to enhance their professional success as a business analyst, including business etiquette, professional image, ethical behavior, professional communication, time management, work ethic, multi-tasking, stress management, work place relationships, accountability, team building, problem solving, and leadership. The course also includes an introduction to the program outcomes and relates how the competencies of this course align to those outcomes.

Business Analyst Fundamentals 1

101022113 credits

Students learn how to identify and define business needs while navigating diverse business structures. Project roles and responsibilities will be explored with an emphasis on effective communication within each level of the organization. Also examines the necessity of project vision, strategy, goals, objectives, and scope definition.
Prerequisite: Business Analyst Essentials 10102210

Business Analyst Fundamentals 2

10102212.....3 credits

Students will assess organizational readiness, and learn to identify, manage, and communicate with impacted resources for the success of a project. Students are introduced to change management principles. At the conclusion of this course, along with success with other courses in the program, students will be prepared to take the ECBA certification from IIBA.
Prerequisite: Business Analyst Fundamentals 1 10102211

Business Analyst Fundamentals 3

101022153 credits

Students create a communication plan to support ongoing collaboration and requirements validation. Explores methods used to communicate, verify, and validate requirements.
Prerequisite: Business Analyst Fundamentals 2 10102212

College Mathematics

108041073 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Continuous Improvement

101022143 credits

Emphasizes using data to make sound business decisions. Students gain exposure to various tools used to assemble, organize, and manage data sets. Students further refine their skills in requirements documentation and validation by tracing and prioritizing solution requirements. Students also identify, measure, and validate solution requirements to support organizational change while complying with organizational standards.

Prerequisite: Business Analyst Essentials 10102210

Database Concepts and Design

101561013 credits

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and SQL.

Corequisite: English Composition 1 10801136

Developmental Psychology

10809188.....3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

English Composition 1

108011363 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.

Intermediate Algebra with Applications

10804118 4 credits

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 263 and QAS 234 or ACT of 19 or QAS of 245, or Pre-Algebra 10834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Intro to Psychology

108091983 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Diversity Studies

10809172.....3 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Leadership Development

101961903 credits

Applies skills and tools necessary to fulfill his/her role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Microsoft Office-Introduction

101031063 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. Students should possess basic keyboarding, mouse and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication

108011963 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Project Management

10196188.....3 credits

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, identifies project resources, implements the project, charts project progress, deals with variations, evaluates the project, and uses various technology in these processes.

Requirements Analysis

10102213.....3 credits

A practical course that provides an overview of the systems development life cycle and then focuses on the analysis phase of real-world computer and manual systems. Students learn concepts, techniques, and tools to aid in the analysis of existing systems, the identification of user requirements, and the design of database files. Emphasizes both written and oral communications. Most of the work is done in groups.

Solutions Design

101022163 credits

Students assess organizational readiness by facilitating testing and training of the solution. Emphasizes test plan creation, execution, and facilitation as well as the development of training plans.

Prerequisite: Requirements Analysis 10102213

Speech

108011983 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

SQL Development

101561023 credits

Expands on earlier courses with advanced SQL syntax (indexes, views, stored procedures, and triggers), database design, and data transformation. Additional topics include alternate database technologies, emerging database trends, and database administration and security. Data warehousing concepts are discussed.

Prerequisite: Database Concepts and Design 10156101

Team Building & Problem Solving

101961893 credits

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Technical Reporting

108011973 credits

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

Prerequisite: English Composition I 10801136 with a grade of "C" or better or Written Communication 10801195 with a grade of "C" or better. Proficiency in word processing skills recommended.

Think Critically & Creatively

108091033 credits

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.