The Field of Business Analysis
As the business environment evolves, the success of an organization’s ability to adapt relies increasingly on the effective management of requirements and on the analysis of relevant business information. Such information may relate to activities associated with a wide range of operational functions, including financial performance, valuations, budgetary data, sales figures, salary costs and facility planning.

Program Overview
Professionals with skills in analyzing information and incorporating findings into strategic planning and decision making are highly demanded. The Specialized Certificate in Business Analysis Tools and Strategies will offer opportunities for students to develop the tools and strategies of business analysis. Students completing this certificate will obtain comprehensive training in the foundational skills needed to be effective when assigned projects associated with organizational change and acquire the background necessary to apply their expertise to solving real-world business problems.

Program Audience
An individual working in any discipline and in any level of management within an organization who is assigned the responsibility to:
- Analyze information/data related to a problem
- Formulate solutions
- Communicate and implement change activities

Learning Objectives
- Understand the uses of business analysis in an organizational setting.
- Relate to sophisticated problem solving, decision making, elicitation and process modeling.
- Learn about the five domains of business analysis as developed by the Project Management Institute (PMI).
- Understand various types of elicitation techniques.
- Assess stakeholder problems through needs-assessment tools.
Program Details

Format
Students may complete the certificate online. All courses are offered in the online format. Visit our website to see when courses are offered or view the matrix shown below.

Prerequisites
A prerequisite course in Elementary Accounting (BUSA-40036), Financial Accounting for Non-Accountants (BUSA-40009), or equivalent is required before enrolling in Business Process Modeling. The Essentials of Business Analysis course does not have any prerequisites.

Length
The Specialized Business Analysis Tools and Strategies Certificate can be completed in as soon as one year.

Cost
The program costs approximately $2,520 including the certificate fee and course fees. This estimate may vary based on a variety of factors. The cost of attendance does not include textbooks, parking, transportation, or personal expenses. All estimated costs are subject to change; current fees and textbooks are listed on our website. Students pay for individual course fees for the courses they intend to take in a particular quarter.

Requirements
Students should begin the certificate by taking Essentials of Business Analysis when it is offered in the Fall or Spring quarters, or one of the prerequisite courses in Winter or Summer quarters. The capstone course, Solution Assessment, should be taken after completing Essentials of Business Analysis and Elicitation Techniques for Business Analysis.

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<tr>
<th>Prerequisite (required) complete one course</th>
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<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td><strong>Elementary Accounting I</strong> BUSA-40036</td>
<td>4.0</td>
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<td>Online; In-class</td>
<td>Online; In-class</td>
<td>Online; In-class</td>
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<tr>
<td><strong>Financial Accounting for Non-Accountants</strong> BUSA-40009</td>
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<td>Online; In-class</td>
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<td>Online; In-class</td>
<td>Online; In-class</td>
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<th>Required Courses</th>
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<td><strong>Essentials of Business Analysis</strong> BUSA-40882</td>
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<td><strong>Elicitation Techniques for Business Analysis</strong> BUSA-40891</td>
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<tr>
<td><strong>Business Process Modeling</strong> BUSA-40892</td>
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<tr>
<td><strong>Solution Assessment</strong> BUSA-40893</td>
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<td>Online</td>
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Electives
There are no electives required for this certificate.

Frequently Asked Questions

About the Certificate

Can I register for the certificate program at any time?
Yes, you may enroll in the program at any time. However, it is recommended that you enroll as soon as possible. The program curriculum may be updated at any time; if certificate requirements change, you must adhere to the curriculum at the time of your enrollment into the certificate. Enrolling in the certificate also gives you access to quarterly, personalized enrollment reminders from the program manager.

Can this certificate program be completed entirely online?
Yes. As of Spring 2018 quarter, all courses are offered in the online format.

How long do I have to complete the certificate?
You officially have five years from when you begin taking courses in the program to complete all requirements for the certificate.

Will this program prepare me for a certification exam?
Courses in this program include topics applicable to the PMI Professional in Business Analysis (PMI-PBA)® certification exam. Additional PMI-PBA® exam preparation courses are recommended. Knowledge obtained through this program is designed to provide students with the skills and techniques that will make them valuable in the workforce.

Once you have formally submitted your audit request, your certificate will be mailed to the address we have on file for you within ten business days.

Do you provide job or internship placement?
No, we do not currently offer job placement assistance, internships, or career services assistance.

Is financial aid available?
- UCSD Extension offers continuing education loans through UC Approved Lenders. Each institution offers low competitive interest rates and flexible payment options. You are also encouraged to contact your personal financial institution about possible lending solutions. Direct links to UC Approved Lenders can be found on our website’s Financial Resources page.
- The Employment Development Department (EDD) provides a comprehensive range of employment and training services in partnership with state and local agencies/organizations. More information is available on their website at edd.ca.gov.
- Career Centers Located throughout San Diego County offer their communities comprehensive employment and training services benefiting both business and job seekers. More information is available on their website at workforce.org.
- Please click here for information about Veteran’s Benefits.
- Free Application for Federal Student Aid (FAFSA) funds are limited to degree programs only, and cannot be used for courses or certificate fees at UCSD Extension.
About the Courses

When does course enrollment open for each quarter?
Our classes post to our website and become open for enrollment approximately two months prior to the new quarter starting. If you’d like to get an email reminder you can sign up for our newsletter(s) in My Extension, under the “Preferences” tab.

What kind of credit do I earn?
The courses in this program are post-baccalaureate, professional-level, credit bearing courses. Credit earned in these courses may lead to the award of a formal certificate by UC San Diego Extension or may be applied toward an academic degree or professional credential, subject to the approval of the receiving institution.

If you wish to transfer credit, it is your responsibility to confer with the receiving institution before enrolling, as each individual academic institution decides whether or not to accept Extension’s credits.

Are courses transferrable?
UC San Diego Extension is not a degree granting institution, however many UC San Diego Extension courses can be transferred to other colleges or universities. The transferability of credit is determined solely by the receiving institution. You should discuss how your individual courses will transfer with the Office of the Registrar at the receiving institution prior to enrolling.

Can I take a course without registering for the certificate?
Yes, you may take any course in this program without registering for the certificate, provided you have fulfilled any and all prerequisites for the course.

When is each course offered?
Please visit the course page on our website to see when courses are typically offered. You can also see a full program schedule by clicking on the “View Schedule” button under the “Courses” section on the certificate page or under the Program Requirements section of this document.

How many hours can I expect to spend studying outside of class time?
Each student has their own learning style so this can vary greatly. As a rule of thumb, expect to spend an average of two hours studying for every hour you spend in-class. For online courses, students should plan to spend approximately 8-10 hours per week viewing lectures and completing coursework.

How are online classes formatted?
The online courses are asynchronous: they have a start and end date but all the lessons are uploaded on Blackboard, our online learning management system, so you can learn at your own pace. However, please be aware that you may have weekly assignments, quizzes, or tests that are due on specific dates. Please click here to view a sample course tour to see if this format suits your learning style.

For More Information
For program specific questions, please visit the certificate page on our website or contact a program manager at BizAnalysisProgram@ucsd.edu or 858-534-8189. For administrative questions, please contact our Student Services Department at unex-reg@ucsd.edu or (858) 543-3400.