



SYLLABUS: CERTIFIED ADVANCED BUSINESS ANALYST (CABA) – CRN# 40129

Program Coordinator: Katalin Antal
Exam Dates: The 10th of each month
Email: CABA@BusinessAnalysisCertification.com

Time: Self-Paced Program
Location: 100% Online

Learning Objectives of the CABA:

- Understanding what business analysis is, what role it plays, and related key terms and concepts.
- Understanding why business analysts are needed and how your project should be analyzed.
- To be able to perform and select the adequate elicitation technique.
- Recognize and categorize business requirements.
- Understand how to communicate effectively with project stakeholders.
- To be able to ask the right questions, and understand how to plan business analysis.
- Understand how to work with diverse and distant teams.
- Understand technical environment and apply appropriate analysis techniques.
- To be able to develop your skills needed for best-in-class business analysis.

PROGRAM REQUIREMENTS:

Self-Management: The Certified Advanced Business Analyst (CABA) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Strategic Project completion: The strategic project for the CABA course is laid out in the study guide. This project is worth 50% of the CABA grade and must be received completed before you can schedule your examination date.

Time-Management: Being that the CABA is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: Examinations are offered annually on January 10th, February 10th, March 10th, April 10th, May 10th, June 10th, July 10th, August 10th, September 10th, October 10th, November 10th, and December 10th. After registering for the CABA, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

Please note that your exam date request must be received at least 2 weeks before the exam date. For example, if you would like to sit for the January 10th exam, we need to receive your request and completed project no later than December 27th. You can send your completed project and date request to the email address above.

REQUIRED TEXTS: These books are available online and in most bookstores.

1. *The Business Analyst's Handbook* by Howard Podeswa ISBN-13:978-1-59863-565-2, ISBN-10: 1-59863-565-4
2. *Getting It Right Business Requirement Analysis Tools and Techniques* by Kathleen B Hass, PMP, Don Wessels, PMP, and Kevin Prennan, PMP. ISBN-13:978-1-56726-211-7, ISBN-10: 1-56726-211-2

REQUIRED TOOLS: Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

For the program project (outlined in the study guide), you will need to create a flowchart. As such, software to create this (Word, Excel, etc.) is required. As an alternative, the flowchart may be drawn and scanned for submission. For more information on the flowchart and project, please see the CABA study guide. This can be downloaded from the CABA program homepage, linked to below.

CABA GRADE BREAKDOWN:

Strategic Project: (100 pts) – Instructions provided in the CABA Study Guide.

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

For more information and to register for this self-paced business analysis training and certification program, please visit our website at:

BusinessAnalysisCertification.com