

Decisions Business Analyst Course

Course Description:

This course is intended for Business Analysts and is the foundational training track for all Decisions users. This course provides practical experience with the 5 primary designers inside Decisions. Upon completion, attendees of this course will be able to build a simple business application utilizing forms, flows, rules, reports, pages, and data structures in Decisions.

The course is organized as a “guided build” experience where students will learn Decisions through lectures and hands-on application lab time.

Primary Course Learning Objectives:

1. IDENTIFY the use of Decisions Software in automating business processes.
2. CREATE a simple business application using the primary Decisions Designers and product coaching from an instructor/mentor.

Course Prerequisites:

1. None.

Required Equipment:

1. Students must provide their own laptop meeting the following minimum specifications:
 - a. 4-Core CPU Processor
 - b. 8 GB RAM
 - c. 100 GB of free Hard Disk Space

Evaluation:

Content & Material	Weight
Application Build	50%
Final Exam	50%

Application Build:

A portion of this course will be dedicated to in-class instructor-guided practical applications labs in the primary Decisions Designers. At the end of the course, students must have successfully built and demonstrated a small-scale application utilizing all of the primary Decisions Designers.

Final Exam:

The Final exam consists of a 50 question comprehensive knowledge exam taken in the Decisions Learning Management System (LMS). Students must pass the knowledge exam with a score of 75% to successfully complete the course.

Attendance and Participation:

This course is synchronously offered via Zoom or live at Decisions World Headquarters located in Virginia Beach, Va. *Attendance and participation in all lecture and lab periods are required to complete the course.*

Course Topic Outline	
Week 1	
Day 1	<ul style="list-style-type: none"> ● Welcome and Introduction ● Baseline Knowledge and Expectations Survey ● Business Process Management Principles ● Low-Code/No-Code Software Applications ● Decisions Overview ● Decisions Use Cases ● Decisions User Interface ● Review and QA
Day 2	<ul style="list-style-type: none"> ● Workflow Designer ● Form Designer ● Active Form Flows ● UX/UI Best Practices ● Rules Designer ● Introduction to Data Structures ● EOD Challenge
Day 3	<ul style="list-style-type: none"> ● Assignments and Tasks ● Process Tracking ● Reports Designer/Scheduled Jobs ● Pages and Dashboards ● KPI Tiles ● Decisions Project Development Best Practices ● EOD Challenge

Course Topic Outline (Cont'd)

Week 1 (Cont'd)

Day 4	<ul style="list-style-type: none"> ● User Management ● Validation and Testing ● Task Management in Decisions ● Import/Export ● Course Review ● Final Exam
Day 5	<ul style="list-style-type: none"> ● Project Review ● Graduation