

# BCS Foundation Certificate in Business Analysis

## Course Overview

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The Foundation Certificate in Business Analysis provides a broad coverage of many aspects of Business Analysis for those seeking a high-level understanding of the Business Analyst role.

At the end of the course delegates may take the BCS Business Analysis exam in order to gain a formal qualification.

The course duration is three days, including the exam which is taken on the afternoon of the final day.

## Intended Audience

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The Foundation Certificate in Business Analysis is an introductory level course suitable for those with little or no business analysis experience. Attendees will gain an understanding of the range of concepts, approaches and techniques that are applicable to Business Analysis.

It is also suitable for individuals, maybe in different disciplines such as project management or systems development who require a high level understanding of the role of the Business Analyst, but may not be expected to perform business analysis work themselves.

## Course Objectives

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By the end of the course candidates should be able to demonstrate knowledge and understanding of business analysis principles and techniques. Key areas are:

- The role and competencies of a business analyst
- Strategy analysis
- Business system and business process modelling
- Stakeholder analysis
- Investigation and modelling techniques
- Requirements engineering
- Business case development

## Course Structure

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The course covers the BCS syllabus for the Foundation Certificate in Business Analysis (Version 3.7 December 2015).

1. What is Business Analysis (2.5%)
2. The Competencies of a Business Analyst (2.5%)
3. Strategy Analysis (7.5%)
4. The Business Analysis Process Model (5%)
5. Investigation techniques (15%)
6. Stakeholder Analysis and Management (10%)
7. Modelling Business Processes (10%)
8. Defining the solution (5%)
9. Making a Business and Financial Case (10%)
10. Establishing the Requirements (7.5%)
11. Documenting and Managing Requirements (7.5%)
12. Modelling Requirements (7.5%)
13. Delivering the Requirements (5%)
14. Delivering the Business Solution (5%)

## Course Preparation

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The syllabus for this course and exam is based on the BCS publication Business Analysis, 3rd edition. As the Foundation Certificate exam is closed book we strongly recommend that delegates purchase and familiarise themselves with this book before attending the course. The headings listed in the syllabus relate to the relevant chapter headings, section headings and text included in this publication. The book can be purchased directly from BCS or on-line book retailers.

Business Analysis - Third Edition (Debbie Paul, James Cadle and Don Yeates)  
Published by: The British Computer Society  
ISBN 9781780172774

## Examination & Accreditation Details

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The BCS Foundation exam is taken on the final afternoon of the course. The format for the examination is a one hour multiple-choice examination consisting of 40 questions. The examination is closed book (no materials can be taken into the examination room). Candidates need to achieve a minimum of 26 marks out of 40 to pass the examination.

Candidates who are awarded a pass for the examination are awarded the BCS Foundation Certificate in Business Analysis.