

BCS Diploma Top Up – Training Course Pre-Reading List

Pre-reading for the BCS Diploma Top Up Course is based on the BCS publication 'Business Analysis' and pre-reading documents developed by BA Training Solutions. Our own pre-reading documents will be sent to you as PDFs. The BCS publication should be purchased direct from the BCS or an alternative book retailer.

Business Analysis - Third Edition

Cadle, Eva, Hindle, Paul, Rollaston, Tudor and Yeates

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As this is an intensive course pre-reading is mandatory. Delegates are recommended to spend as much time as possible completing the pre-reading before attending the course. We recommend around 12-15 hours.

Module: Business Analysis Practice

Our own pre-reading document for this module will be issued to you as a pdf. You should spend around 4-6 hours reading this document.

You may also choose to read Chapters 3, 4, 6, 8 and 9 of **Business Analysis – Third Edition**

Module: Modelling Business Processes

Our own pre-reading document for this module will be issued to you as a pdf. You should spend 4-6 hours reading this document.

You may also choose to read Chapter 7 of **Business Analysis – Third Edition**

Module: Foundation Certificate in Business Analysis

Pre-reading is: Strongly Recommended

The syllabus for this course and exam is entirely based on the BCS publication above. The headings listed in the syllabus relate to the relevant chapter headings, section headings and text included in this publication. As the exam for this module is closed book familiarising yourself with the content of the book before the course will assist you greatly throughout the course and when you take your exam.

The exams for Business Analysis Practice and Modelling Business Processes are open book and you may refer to any of the above texts during the exams.* The Foundation Certificate exam is closed book, texts cannot be referred to during the exam.

***E-Readers** – Most BCS books are available to download in electronic format. Please note that the use of e-readers is not permitted during any BCS exams. If you choose to purchase pre-reading texts in electronic format you will not be able to refer to the device during the exam.