

## **Business Analyst Solutions – BCS Diploma Reading List**

Delegates are advised to purchase each of the ‘Strongly Recommended’ books listed below. Please note that delegates from the same organisation should not attempt to share books as each exam is ‘open book’ allowing delegates to reference the reading material during the exams. Books cannot be shared during the exams.

We recommend 5-6 hours pre-reading time.

### **Organisational Context**

*Strongly recommended:* **Professional Issues in Information Technology** – Frank Bott  
Published by: The British Computer Society  
ISBN 1-902505-65-4  
Price: £24.95 from BCS (also available on Amazon).

Candidates taking BCS exams are expected to familiarise with all chapters but especially. Chapters 11 to 16 as these topics are not specifically covered during the course.

*Strongly Recommended:* **Business Studies** – Fourth Edition (Dave Hall, Rob Jones, Carlo Raffo)  
Published by: Causeway Press Ltd  
ISBN 1-405892-31-5  
Price: £25.00 available from Amazon

Candidates taking BCS exams should familiarise themselves with the following:

#### Relevant Chapters/sections:

- 7 – 10 - Legal Structures
- 34 – Sources of Finance
- 35 – Costs, revenue and profit
- 36 - Contribution
- 37 – Break-even analysis
- 39 – Cash flow
- 41 – Setting budgets
- 42 – Using budgets
- 43 – The role and objectives of accounting
- 44 – Balance sheets
- 45 – Business assets depreciation
- 47 – Working capital
- 48 – Profit and loss accounts and income statements
- 52 – Costing Methods
- 53 – Investment appraisal
- 55 – Interpreting published accounts
- 59 – Organisational structures
- 60 – Business organisation