

Certificate in Organisational Context

Quick facts

Code: BCP/150
Course: Organisational Context
Level: Practitioner
Duration: 3 days
Assessment: Examination (fourth day)

Summary

This certificate is concerned with the organisational context for business analysis. Its focus is on using a holistic approach to understand the environment in which business analysts operate in order to create beneficial change.

You will learn

Holders of the certificate should be able to:

- Describe the range and type of business organisations;
- Describe the advantages and disadvantages of a range of management structures operated within organisations;
- Describe the work carried out by key functions found within organisations.
- Explain legislative issues affecting information systems;
- Describe the range of activities carried out by financial and management accountants;
- Interpret the contents of the balance sheet and profit and loss account; and
- Use investment appraisal, costing and cash flow forecasting techniques.

Syllabus

- **Law and government**
What is law; criminal and civil law; legislative process
- **Professions and professional bodies**
Legal status; reservation of title and function; professional bodies that influence the IT industry
- **Types of organisation**
Sole Traders; Partnerships; Private sector organisations; public sector organisations; not-for-profit organisations
- **Financing a start-up company**
Why capital is needed; the business plan; sources of finance
- **Financial accounting**
Capital expenditure; asset; liability; basic ledgers; profit and loss account; balance sheet
- **Management accounting**
Costing approaches (standard, variable, marginal; overheads); principles of budgeting; cash flow forecast
- **Performance measurement**
Financial Ratios; ROTA, ROCE, Liquidity, Gearing
- **Investment appraisal**
The justification process; business cases; costs; benefits; appraisal methods (payback, net present value, internal rate of return); discounting
- **Structure & management of organisations**
Organisational models; depth of structure; centralisation and decentralisation
- **Business functions**
Sales; Marketing; Operations; Procurement; Finance; Human Resources, IT
- **Legal issues**
Anti-discrimination legislation; software contracts and liability; intellectual property rights; data protection, privacy and freedom of information; internet issues; computer misuse

Entry

There are no strict pre-requisites for this course, however, to gain most value from the course the following basis is recommended:

- Have 12 months work experience in a Business Change role.

Intended Audience

This course is for Business and IT professionals who would like to do business change better.

The course is primarily for:

- Business Analysts, particularly those whose work has a high informational content;
- Managers with accountability for staff who deliver business change;
- Business and project stakeholders with input to or acceptance of business change; or
- People who work in a project team.

Duration

This course is delivered in the following format:

- Three full days (8:30 to 16:30), with an
- Assessment on the fourth day

Course delivery

Learning is driven by a combination of coach-led seminars, workshops and discussions each blended around a comprehensive case study.

Our approach encourages individual thinking and group participation, facilitates knowledge sharing and provides a safe environment for delegates to practically apply their skills and knowledge.

Course materials

Comprehensive course notes are provided and supplemented by a collection of template forms to support the transition of skills and knowledge.

Course workload

Delegates will need to:

- Comprehend course materials and demonstrate understanding;
- Actively participate in seminars, workshops and discussions;
- Investigate business situations and feedback solutions to case study exercises; and
- Spend additional effort on revision and example examination questions.

Assessment

The format for the examination is a one hour written (open book) examination based on a business scenario.

Delegates who pass the examination are awarded the certificate displaying their result. Those who do not achieve the minimum pass grade are awarded a certificate of attendance, provided they have participated in the full course.

Qualifications

This course is a core module in:

- D03: Diploma in Business Analysis

and an optional module in:

- D01: Diploma in Business Change

We advise you to refer to the relevant award descriptions for information on the circumstances in which the course can count towards these qualifications because from time to time the structure and requirements of a qualification may change.

More information

For full details, including course fees and start dates, visit our course and qualifications website, www.baworks.co.za/training.

We make every effort to ensure that this information is accurate but it could change if regulations or policies change or because of financial or other constraints.