Course Title: BCS Foundation Award - Understanding Data In Your Organisation	**Course Duration**: 3.0 Days
Exam: Included	**Exam Type**: Proctored Exam
Qualification: BCS Foundation Award - Understanding Data In Your Organisation	

Course Syllabus

1. Types Of Data And The Data Lifecycle

You will be able to:

1.1 Describe the differences between data, information, and knowledge.
1.2 Understand and describe how to classify different types of data
1.3 Explain each of the stages of the Data Lifecycle.
1.4 Identify the roles in risk management.

2. Structured And Unstructured Data

You will be able to:

2.1 Understand and describe the differences between Structured, Semi-structured and Unstructured data.
2.2 Describe common sources of Structured data.
2.3 Explain that Unstructured data can take various formats, listing examples
2.4 Explain how both Structured and Unstructured data can provide greater insight to enable business decision making.

3. Data Architecture

You will be able to:

3.1 Explain what Data Architecture is and its purpose.
3.2 Describe why a business needs to map its data to its infrastructure, applications, and business functions.
3.3 List and describe common data structures and how they are used to manage information.
3.4 State the functions of Data Architecture.

4. Data Analysis

You will be able to:

4.1 Explain the role of Data Analysis in delivering insight to a business.
4.2 State the functions of Data Analysis

5. Data Quality And Compliance

You will be able to:

5.1 Understand the importance and necessity of good quality data in respect to:
5.1.1 Legal and regulatory compliance

5.1.2 Commercial and intellectual property.
5.1.3 Confidentiality, integrity, and availability
5.2 Identify the common sources of data errors and how to avoid and/or resolve them.
5.3 Explain how minor data errors can create major issues.
5.4 Understand the benefit of having clearly defined data quality processes to the value of Data Analysis.
5.5 Describe the data protection and privacy issues associated with data management
5.6 Recall and describe the key principles of the General Data Protection Regulation
5.7 Explain the need to comply with the General Data Protection Regulation.

Course Overview

Our three-day BCS Foundation Award - Understanding Data In Your Organisation training course is designed for those wishing to gain an understanding of the terminology, principles, concepts and approaches used within data management, and the overall value of data to an organisation.

Our BCS Foundation Award - Understanding Data In Your Organisation training course takes a look at different types of data, the data lifecycle, the principles of data architecture and the importance of data quality and security.

Course Learning Outcomes

BCS Membership Offer: If you do not hold a BCS certification and successfully pass the examination for this training course - you will be given one year's complementary BCS Membership. This offer is only valid for your first BCS qualification.

This award sits within the **Data** area of the AI Foundation Pathway, providing a valuable overview to the field and a vital education for practitioners in every sector.

You'll learn about:

- Types Of Data
- The Data Lifecycle
- Structured & Unstructured Data
- Data Architecture
- Data Analytics
- Data Quality
- Data Compliance & Audit

Audience

- Anyone who works in a data role or area of the business that manages data such as marketing, accounts or customer service
- Digital professionals who are transitioning to a role working in AI or machine learning
- Those who want to develop their digital knowledge and enhance their credentials and value to the organisation
- Anyone who wants to know more about industry's dependence on data and the relationship between data and machine learning

Entry-Level Requirements

There are no specific entry requirements for this award. However, some professional experience in a business or IT environment may be advantageous.

Recommended Reading

The following titles are suggested reading for anyone undertaking this award. You should be encouraged to explore other available sources.

Title: Managing Data Quality: A Practical Guide
Author: Tin Ming, Julian Schwarzenbach
Publisher: BCS
Publication Date: 4th May 2020
ISBN: ISBN-13: 9781780174594

What's Included

- BCS Foundation Award - Understanding Data In Your Organisation Materials
- BCS Foundation Award - Understanding Data In Your Organisation Examination

Exam Information

BCS Foundation Award - Understanding Data In Your Organisation Examination:

- Type: 18 Multiple Choice Questions, 1 Scenario Based Question
- Duration: 30 Minutes
- Supervised: Yes
- Open Book: No (no materials can be taken into the examination room)
- Pass Mark: 13/20 (65%)
- Delivery: Digital Format Only.

Candidate Responsibilities

- You need to complete registrations for both BCS and Questionmark.
- You will receive an email inviting you to register on the e-professional portal. Once you have completed this registration, you will be able to see the booking details that your training provider had given to BCS.
- The exam date and time may not reflect what you will book with Questionmark, but we will update this once the exam has taken place so your certificate will have the correct date.
- You will also receive an email with log in details for Questionmark. This will enable you to complete your registration and book your exam. The link for registering is here.
- If you are unable to see an assessment to schedule once you have registered, please contact BCS via customerservice@bcs.uk.
- If you're unable to select a remote proctored time and date, contact support@questionmark.com.

Create Proctor Session

- To select the exam date and time click on 'Schedule'. If you have multiple exams to schedule it is advised that you only schedule the exam you wish to take otherwise you may encounter an error 500 screen.
- If you do encounter this then please clear your browser cache before proceeding.

What's Next

Other **Data** awards in the AI Foundation Pathway include:

- BCS Foundation Award - Big Data

- BCS Foundation Award - Data Visualisation

Additional Information

As data becomes an important currency in the world and an enabler for the future, it is imperative that all organisations have a firm understanding of the data available to them and the power it can hold.

Our BCS Foundation Award - Understanding Data In Your Organisation training course provides an introduction to the role of data analysis, and will act as a good starting point for those wishing to develop their knowledge and understanding of the principles of data to consider its use within AI and Machine Learning.

You will get a clear understanding around data and how it's used in your business, from the terminology, general principles and data management approaches to data lifecycle, architecture, quality and security - as well as the role of data in AI and machine learning.