

# 2011 CIMA Certificate in Business Accounting syllabus

# Frequently asked questions

# **Section A - Studying for the Certificate level**

#### Question 1

How can I study for the Certificate in Business Accounting qualification?

#### **Answer 1**

Visit our college list at <a href="www.cimaglobal.com/colleges">www.cimaglobal.com/colleges</a> to find details of colleges local to you that teach the Certificate level.

The official CIMA study texts have full syllabus coverage for each new certificate subject. Find out more and order your copies of the CIMA study texts from CIMA Publishing. You can also study for the certificate subjects with CIMAstudy.com - the CIMA endorsed online study system.

#### Question 2

Where can I find past papers or sample papers?

# Answer 2

There are no past papers as the assessments are computer based. We have produced a model question paper with answers for each of the Certificate subjects. Find them by paper: <a href="http://www.cimaglobal.com/en-gb/Students/Exam-preparation/Certificate/">http://www.cimaglobal.com/en-gb/Students/Exam-preparation/Certificate/</a>.

CIMA Aptitude is an online question bank that simulates the real exams. It can be used either in practice mode, enabling you to attempt questions at your own pace, or in timed assess mode, enabling you to test yourself under exam conditions.

CIMA Aptitude is part of CIMAstudy.com, our online learning resource which is developed, written and reviewed by CIMA, but it can be bought as a stand alone package. Have a look at this demo and find information and prices for each subject.

Before the assessment, you will be given a short tutorial to complete which will allow you to practise submitting answers to the various question types that you might see during the assessment. You will also be shown how to navigate the test and access the calculator and any maths tables that are available to you onscreen during the assessment.

### Question 3

How long will it take me to complete the Certificate level?

#### **Answer 3**

You can complete the Certificate level at your own pace. The computer based certificate assessments are available throughout the year.

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This article on starting to study the certificate level by Martin Taylor from BPP suggests that you should aim to complete the exams in 6 to 9 months.

#### Question 4

In which order should I take the Certificate subjects and should I study one subject at a time?

#### Answer 4

CIMA does not apply any rules to the order in which you take the Certificate subjects or how many subjects you study for at a time. Some guidance is available on <u>page 9 of our syllabus</u> brochure.

This article on starting to study the certificate level by Martin Taylor from BPP suggests that the Certificate is best completed one paper at a time and you should allow 6 to 8 weeks to study for each paper, dedicating 6-8 hours study time per week.

# **Question 5**

What study resources are available from CIMA for Certificate students.

#### Answer 5

Each subject has a 'Study Resources' area on the website at: http://www.cimaglobal.com/en-gb/Students/Exam-preparation/Certificate/

You will find guides, reading lists and useful articles.

The CIMA Study texts give full syllabus coverage for each certificate subject. Order your copies of the CIMA learning system from CIMA Publishing. You can also study for the certificate subjects with CIMAstudy.com - the CIMA endorsed online study system.

#### Question 6

Once I complete the Certificate level, when can I move onto the Operational/Management level exams?

#### **Answer 6**

You must have completed all five of the Certificate assessments (or been awarded exemptions from them) before you can move onto the Operational or Management level exams.

In order to sit Operational/Management exams in May you must have completed the Certificate assessments by 12 March and to be eligible to sit any Operational/Management papers in November you must have completed the Certificate assessments by 12 September.

Read this useful <u>article on making the jump to Operational and Management levels</u> by Martin Taylor from BPP.

# Section B - Entering a computer based assessment

#### Question 7

How do I enter an assessment and how much will it cost?

#### **Answer 7**

All Certificate level exams are computer based.

You need to contact your chosen assessment centre to book your assessment. See the current fee list. Please note that centres may charge additional administration fees and you should check this directly with the centre when booking the assessment.

Find full details about entering certificate exams.

#### **Question 8**

Do I need a high level of computer literacy to sit a computer based assessment?

# **Answer 8**

You need to know the basics of using a computer. Some of the answers may ask you to enter a small amount of text. You will not be expected to show any workings.

# **Section C - Computer based assessment rules**

#### Question 9

What is the pass mark for Certificate assessments?

#### **Answer 9**

The pass mark is 50% for each of the five Certificate exams.

### **Question 10**

If I fail an assessment, how soon can I re-sit the same paper?

#### **Answer 10**

There are no rules regarding how long you need to wait to re-sit a paper. You will get your results and indicative feedback on screen as soon as your assessment has finished. The feedback shows how you performed in each syllabus area. You should make sure that you are confident in the syllabus areas that you performed poorly in before taking the assessment again.

#### **Question 11**

What is the assessment format for each of the subjects?

# **Answer 11**

For C01 Fundamentals of Management Accounting there will be a two hour computer based assessment, comprising 50 compulsory questions, each with one or more parts.

For C02 Fundamentals of Financial Accounting there will be a two hour computer based assessment, comprising 50 compulsory questions, each with one or more parts.

For C03 Fundamentals of Business Mathematics there will be a two hour computer based assessment, comprising 45 compulsory questions, each with one or more parts.

For C04 Fundamentals of Business Economics there will be a two hour computer based assessment, comprising 75 compulsory questions, each with one or more parts.

For C05 Fundamentals of Ethics, Corporate Governance and Law there will be a two hour computer based assessment, comprising 75 compulsory questions, each with one or more parts.

A variety of objective test question styles and types will be used within each of the assessments. The most common type of objective test question is multiple choice. We also use other types of objective test questions such as matching pairs of text and graphic, sequencing and ranking, labelling diagrams and single and multiple numeric entry.

#### **Question 12**

Can I use a calculator during the assessments?

#### Answer 12

An onscreen calculator is provided as part of the assessment, which is based on a standard scientific calculator, and contains all the standard functions you need to take the assessment. You are not allowed to use your own calculator during the assessment.

Please make sure that you read our CBA calculator guidance before your assessment.

### **Question 13**

Will I be given maths tables and formulae?

#### Answer 13

Maths tables and/or formulae are provided for reference during the C01 and C03 assessments. You can access these on screen at any time during the test. You will be instructed on how to access this information during the tutorial before each assessment begins.

#### **Question 14**

Can I take notes in to the assessments?

#### Answer 14

No, you are not allowed any book, notes or documents on you at any time during the assessment.

### **Question 15**

Can I write notes during the assessment?

#### **Answer 15**

Note paper will be provided for workings during the assessment and must be returned to the invigilator at the end of the assessment. You cannot remove note paper from the assessment room.

#### **Question 16**

Will CIMA notify me of the assessment rules and regulations?

### Answer 16

You will be required to read the assessment rules and regulations before you start your assessment.

Read these assessment guidance notes for candidates, which contain important information.

# Section D – the 2011 Certificate syllabus

# **Question 17**

When did the 2011 Certificate in business accounting syllabus start being examined?

# **Answer 17**

CIMA approved assessment centres started offering assessments based on the new 2011 Certificate syllabus on 3 October 2011.

#### **Question 18**

When did the old 2006 Certificate in business accounting syllabus stop being examined?

#### **Answer 18**

Examinations based on the old 2006 syllabus stopped running in CIMA approved assessment centres on the 30 June 2012. Therefore between 3 October 2011 and 30 June 2012 the two syllabi ran concurrently.

If you passed any exams under the 2006 syllabus before 30 June 2012 then you will have been given credits for subjects under the 2011 Certificate syllabus on a subject for subject basis. Any subjects you have remaining to sit must now be taken under the 2011 syllabus. The transition arrangements between the 2006 and 2011 syllabi are available to view here.

If you were awarded exemptions under the 2006 syllabus your credits have been transferred over to the 2011 syllabus as per the transition arrangements.

# **Question 19**

Will I still receive the Certificate if I completed some exams under the 2006 syllabus and some under the 2011 syllabus.

#### Answer 19

Yes. When you complete your last computer based assessment we will send your certificate. You should receive it within four to six weeks, except for if you passed the level in November or in May (in which case delivery may be delayed until the end of January (for November) or July (for May).

If you have been awarded exemptions from all five of the Certificate subjects then you will not receive a certificate. You must complete at least one Certificate assessment (and be exempted from four subjects) in order to receive the Certificate.

#### Question 20

What are the differences between the 2006 and 2011 syllabi?

# **Answer 20**

The revisions made to the 2011 Certificate syllabus mean that it is a closer fit with our 2010 Professional qualification. See <u>transition arrangements</u> (PDF 27KB) from the 2006 syllabus, and <u>look at this useful article</u> published in the July/August 2011 issue of Financial Management for a summary of the main subject changes.