

C05 - Fundamentals of Ethics, Corporate Governance and Business Law (2011 syllabus)

A guide for students

Introduction

CIMA has revised its Certificate in Business Accounting syllabus for 2011. This revision is a closer fit with our 2010 chartered management accounting qualification.

The updated content reflects significant emerging issues facing the business and financial communities like the 2008 banking crisis and credit crunch. The updated syllabus also uses a new format which links the lead aims, learning outcomes and syllabus content more explicitly.

This guide will provide you with information about the revised C05 Fundamentals of Ethics, Corporate Governance and Business Law 2011 syllabus.

Section A – The syllabus structure and learning outcomes

The C05 syllabus is split into 7 subject areas:

- A: Ethics and business (15%)
- B: Ethical conflict (10%)
- C: Corporate governance (10%)
- D: Comparison of English law with alternative legal systems (10%)
- E: The law of contract (20%)
- F: The law of employment (10%)
- G: Company administration and finance (25%)

Go to <http://www.cimaglobal.com/Students/Exam-preparation> for the full syllabus

A percentage weighting is shown against each subject area. This is provided as a guide to the proportion of study time each area requires. The study weightings also indicate the approximate proportional distribution of marks that will be allocated to topics in any single computer based examination.

It is essential that all areas in the syllabus are studied, since any single exam question may examine more than one topic.

Each subject within the syllabus is divided into a number of broad syllabus topics. The topics contain one or more lead learning outcomes, related component learning outcomes and indicative knowledge content.

A learning outcome has two main purposes:

- (a) to define the skill or ability that a well prepared candidate should be able to exhibit in the examination
- (b) to demonstrate the approach likely to be taken in examination questions.

The learning outcomes are part of a hierarchy of learning objectives. The verbs used at the beginning of each learning outcome relate to a specific learning objective.

The table below lists the learning objectives and the verbs that will appear in the syllabus learning outcomes and examination questions.

In the CIMA Certificate in Business Accounting syllabus only verbs from levels 1, 2 and 3 (knowledge, comprehension and application) are used in the component learning outcomes and therefore only verbs from these three levels can be used in the assessments.

LEARNING OBJECTIVE	VERBS USED	DEFINITION
Level 1 KNOWLEDGE What you are expected to know.	List State Define	Make a list of Express, fully or clearly, the details of/facts of Give the exact meaning of
Level 2 COMPREHENSION What you are expected to understand.	Describe Distinguish Explain Identify Illustrate	Communicate the key features Highlight the differences between Make clear or intelligible/State the meaning or Purpose of Recognise, establish or select after Consideration Use an example to describe or explain Something
Level 3 APPLICATION How you are expected to apply your knowledge.	Apply Calculate Demonstrate Prepare Reconcile Solve Tabulate	Put to practical use Ascertain or reckon mathematically Prove with certainty or to exhibit by practical means Make or get ready for use Make or prove consistent/compatible Find an answer to Arrange in a table

Example from C05 Fundamentals of Ethics, Corporate Governance and Business Law syllabus

Component learning outcome - Explain the nature of ethics and its application to business and the accountancy profession ;

The verb 'Explain' is from Level 2 in the learning objective hierarchy. Therefore an assessment question based on this component learning outcome could use one of the verbs from level 2 or from the lower level 1 but a higher level verb could not be used to test this learning outcome.

The skills or ability demonstrated at level 4 (analysis) and level 5 (evaluation) will not be examined at the Certificate level and verbs from these levels will not be found in the component learning outcomes for any Certificate syllabus.

Section B – Studying for C05 Fundamentals of Ethics, Corporate Governance and Business Law

We recommend that, wherever possible, you attend a course taught by an approved CIMA Learning Quality Partner. Visit our college list at www.cimaglobal.com/colleges 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.

Each subject has a '[Study Resources](#)' area on the website. From here you will find guides, reading lists and useful articles.

Question practice is an important part of preparing for the exams – find more information about [practice questions for C05](#).

CIMAsphere, our online community, provides a resource for students to share information and find expertise and support among peers, as well as gain advice from CIMA members and alumni. See the [certificate level discussion board](#).

Section C – Assessment strategy and assessment information

All exams under the 2011 Certificate syllabus are computer based.

[Find full details about entering certificate exams here.](#)

For C05 Fundamentals Ethics, Corporate Governance and Business 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 are 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.

Example question

Which of the following statements are CORRECT?

- (i) To succeed in the tort of negligence a claimant must prove that the defendant owed him/her a duty of care.
- (ii) To succeed in the tort of negligence the claimant must prove that the defendant has broken a duty to take care.
- (iii) To succeed in the tort of negligence a claimant must prove he/she suffered loss or harm as a result of the defendant's breach of the duty to take care.

- A (i) and (ii) only.
- B (ii) and (iii) only.
- C (i) and (iii) only.
- D (i), (ii) and (iii).

Receive results and feedback when you finish

You will see your results and indicative feedback onscreen as soon as your assessment has finished. It will take between five and seven days for your results to show in your MY CIMA account.

If you are successful, you will receive a certificate of achievement and your exam status will automatically be updated at CIMA.

If you are unsuccessful, the feedback will show where you should focus your studies in the syllabus. You can arrange your resit when you are ready.

Calculators

Keep up to date with guidance on using calculators in the Certificate computer based assessments. On-screen calculator is provided within the exam. [Guidance notes](#) on the calculator and how to test it are available [here](#).

Section D – Exemptions

You may be exempt from some or all of the CIMA Certificate in Business Accounting exams if you have a relevant degree, have completed the AAT Technician stage, or have studied another professional accounting qualification. You can find more information at www.cimaglobal.com/exemptions

Before accepting any exemptions you should consider the CIMA syllabus for the subject and make sure you are confident that you could pass it. This material will be built on in the later stages of CIMA's Professional qualification so it is important that you have a thorough understanding and good knowledge of any subject before accepting an exemption.

Section E - Useful reading

[The CIMA certificate in business accounting 2011 syllabus \(PDF 1MB\)](#).

[Transition arrangements \(PDF 27KB\)](#) between the 2006 and 2011 syllabi

[Article](#) published in the July/August 2011 issue of Financial Management summarising the subject changes.

Article published in the April 2011 issue of Velocity giving guidance on [starting to study the certificate level](#) including suggestions on how long you should aim to complete it in, study times and advice on which order to complete the subjects

[Exam video of online assessment and how to use on-screen calculator](#)

[Struggling with business English?](#)

[Struggling with mathematics?](#)

[Other useful articles from Financial Management and Velocity](#)