

2011 CIMA Certificate in Business Accounting syllabus

Frequently asked questions

Section A - The new 2011 Certificate syllabus

Question 1

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

Answer 1

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

Question 2

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

Answer 2

Examinations based on the old 2006 syllabus will continue to run in CIMA approved assessment centres until 30 June 2012.

Therefore between 3 October 2011 and 30 June 2012 the two syllabi will run concurrently.

Question 3

I am a new student, should I start studying the old 2006 syllabus or the new 2011 syllabus.

Answer 3

We advise you to start studying the new 2011 syllabus which has been updated to fit more closely with our current 2010 Professional qualification.

The content of the 2011 syllabus is up to date and reflects emerging issues facing the business and financial communities like the 2008 banking crisis and credit crunch.

Question 4

I am currently studying a subject under the old 2006 syllabus, should I change and start studying the 2011 syllabus.

Answer 4

If you have already started studying for one of the 2006 syllabus subjects then we suggest that you continue to do so and take the assessment under the 2006 syllabus.

If you have not yet started studying the subject then you should consider taking the 2011 syllabus option as it is the most up to date and current version.

Question 5

I want to continue studying the 2006 syllabus. What will happen if I don't complete all of the exams under this syllabus before 1 July 2012?

Answer 5

The 2006 syllabus will stop being examined on 30 June 2012. If you have passed any exams under the 2006 syllabus before this date then you will be given credits for subjects under the 2011 Certificate syllabus on a subject for subject basis. Any subjects you have remaining to sit must then be taken under the 2011 syllabus.

The transition arrangements between the 2006 and 2011 syllabi are available to view here.

http://www.cimaglobal.com/Documents/Student%20docs/2011_CBA/TransitionArrangements.pdf

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

Question 6

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

Answer 6

Yes. When you complete your last computer based assessment we will send your certificate. You should receive it within four to six weeks.

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 7

What are the differences between the 2006 and 2011 syllabi?

Answer 7

The revisions made to the 2011 Certificate syllabus mean that it is a closer fit with our 2010 Professional 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.

We have produced guides which analyse each 2011 subject against its corresponding 2006 subject. The guides show where the syllabus content remains the same, where content has been removed or moved to another syllabus subject area. These are available from:

<http://www.cimaglobal.com/Students/Entry-level-certificate-in-business-accounting/Certificate-in-business-accounting-from-2011/>

You can also [look at this useful article](#) published in the July/August 2011 issue of Financial Management for a summary of the main subject changes:

Section B - Studying for the Certificate level

Question 8

How can I study for the new qualification?

Answer 8

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.

Question 9

Where can I find past papers or sample papers?

Answer 9

There are no past papers as the assessments are computer based.

You can try our [online demonstration](#) of the software to familiarise yourself with the technology you will use in the assessment:

Please note that the questions used in this demo are based on the 2006 syllabus.

Our online study resource has sample computer based assessments for you to assess your progress – you can find out more by visiting CIMAstudy.com

Question 10

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

Answer 10

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

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.

This [advice from a student](#) who completed his certificate in business accounting in less than six months is also useful reading:

Question 11

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

Answer 11

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 [page 9 of our syllabus 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 12

What study resources are available from CIMA for Certificate students.

Answer 12

Each subject has a 'Study Resources' area on the website at:

<http://www.cimaglobal.com/Students/Entry-level-certificate-in-business-accounting/Certificate-in-business-accounting-from-2011/>

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.

[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](#).

Question 13

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

Answer 13

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 1 March and to be eligible to sit any Operational/Management papers in November you must have completed the Certificate assessments by 1 September.

Read this useful [article on making the jump to Operational and Management levels](#) by Martin Taylor from BPP.

Section C - Entering a computer based assessment

Question 14

How do I enter an exam for the new 2011 syllabus subjects and how much will it cost?

Answer 14

All exams under the 2011 syllabus are computer based and you enter for an assessment under the 2011 syllabus in the same way as you enter for one under the 2006 syllabus.

When you contact your chosen CIMA accredited computer based assessment centre to book your exam please say which syllabus you would like to take the exam under.

The fee for 2012 is GBP47 per subject assessment. 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 here.](#)

Question 15

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

Answer 15

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 D - Computer based assessment rules

Question 16

What is the pass mark for exams taken under the 2011 Certificate syllabus?

Answer 16

The pass mark is still 50% for each of the five Certificate exams. This is the same as for exams taken under the 2006 Certificate syllabus.

Question 17

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

Answer 17

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 18

What is the assessment format for each of the subjects?

Answer 18

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 19

Can I use a calculator during the assessments?

Answer 19

Yes. Keep up to date with guidance on using calculators in the Certificate computer based assessments at www.cimaglobal.com/exams

Question 20

Can I take notes in to the assessments?

Answer 20

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

Question 21

Can I write notes during the assessment?

Answer 21

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 22

Will CIMA notify me of the assessment rules and regulations?

Answer 22

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