

**CIMA Computer Based
Assessment (CBA) courses
CIMA Approved Computer
Assessment Centre
No pass free re-sit offer
Achieve an accounting
qualification within a year
25% discount available when
booking on 3 or more papers**

All profits are covenanted up to a registered charity. Reed Business School is a trading subsidiary of Reed Educational Trust Limited which is a registered charity. Registered Number 328347.

Certificate in business accounting



Introduction to The Certificate in Business Accounting

The Certificate in Business Accounting is a qualification that gives delegates a good business foundation. It also provides a pathway straight into the CIMA Professional Qualification. The Certificate gives a grounding in the basics of business and accounting. Its aim is to ensure an understanding of the principles of book-keeping, budgeting and preparing management and financial accounts. It also examines how formal business relationships between organisations are established and the economic environment in which organisations operate.

The courses are assessed by Computer Based Assessment (CBA) which can be sat at Reed Business School soon after the course. The courses and exam will be under the CIMA Certificate in Business Accounting 2011 syllabus.

Paper No.	Exam duration	Subject	Pass mark
C01	2 hrs	Fundamentals of Management Accounting (FMA)	50 %
C02	2 hrs	Fundamentals of Financial Accounting (FFA)	50 %
C03	2 hrs	Fundamentals of Business Mathematics (FBM)	50 %
C04	2 hrs	Fundamentals of Business Economics (FBE)	50 %
C05	2 hrs	Fundamentals of Ethics, Corporate Governance & Business Law (FBLW)	50 %



Delivering results

Benefits of training at Reed

The Business School offers residential facilities enabling students to avoid the demands of day to day domestic chores and daily commuting. All meals are provided within our residential option. Course delegates can attend on either a residential or non-residential basis. To give you the best chance of passing your exams, our class sizes are kept deliberately small. The benefits of smaller class sizes is evident in pass rates that are consistently above the national average.

The 'personal' approach of our intimate classes enable students to freely ask questions in and out of class. Students can also share experiences through spending time together during meal times and if staying residentially throughout the evening.

Our small team of dedicated tutors are all experts in their subjects and teach equivalent papers to a high level. Your subject tutor will provide their email contact details and are available outside of the class to help you throughout your studies.

Course dates

CIMA Certificate in Business Accounting

Our courses are scheduled over weekends designed in mind for the individual at work who does not gain a great deal of study leave to attend courses. Each module is planned over an approximate 10 week period therefore all 5 papers can be completed within 1 year.

For the Business Maths paper, we will be including one additional 'kick start' day on the Friday immediately before the first weekend. Many students have difficulty with this paper and the first day will be dedicated to reacquaint students on how to use a scientific calculator and brush up on basic maths skills before moving on to the subject syllabus matter.

Modules can be sat in any order and therefore students can start the course at any point in the year.

CBA Exam Facilities for All

Students are welcome to sit a CBA at Reed even if not attended one of our courses. Places are subject to availability and need to be booked in advance. If new to Reed, if you subsequently enrol on one of our courses we will credit the cost of your CBA fee (£50 + VAT) to your course fees.

Paper	2012 class dates (9:30am start)	Exam
C02 (FFA) Fundamentals of Financial Accounting	28-29 Jan, 11-12 Feb, 3-4 Mar	17 Mar
C04 (FBE) Fundamentals of Business Economics	21-22 Apr, 26-27 May	9 June
C05 (FLBW) Fundamentals of Ethics, Corporate Governance & Business Law	16-17 Jun, 7-8 Jul	21 Jul
C03 (FBM) Fundamentals of Business Mathematics	3-5 Aug, 1-2 Sept	15 Sept
C01 (FMA) Fundamentals of Management Accounting	6-7 Oct, 3-4 Nov	17 Nov

Course fees

If booking on three or more papers at the same time, a discount of 25% on the tuition fees will be given. Please refer to our terms and conditions for further details

Paper No.	Paper Name	Course length (days)	Tuition fees £	CBA £
C01	Fundamentals of Management Accounting	4	310+VAT	50
C02	Fundamentals of Financial Accounting	6	410+VAT	50
C03	Fundamentals of Business Mathematics	5	360+VAT	50
C04	Fundamentals of Business Economics	4	310+VAT	50
C05	Fundamentals of Ethics, Corporate Governance and Business Law	4	310+VAT	50

Residential information/fees

	£/night
Single room	30+VAT

Accommodation is situated in one of our surrounding cottages. The rooms are basic but equipped with all the necessary requirements for residential study with shared bathroom and shower facilities.

The accommodation at the Business School is mainly twin shared rooms with limited single rooms which are available for a single room supplement. For the CIMA Certificate 2012 courses, we will provide single room occupancy at the shared room rate saving £15+VAT/night. This offer is subject to availability.

All meals and drinks are provided within the residential option. For students attending on a non-residential basis, drinks and lunch will be provided.

If you would prefer to stay in accommodation which is a little more luxurious than available at the Business School, a list of recommended hotels is available upon request. We would ask that if this is an option you would like to take, you book directly with the hotel.



Student registration

Please note that you must have registered with CIMA and received your CIMA contact I.D. before you can book on a CBA.

Please refer to www.cimaglobal.com/registration on details of how to register.

Reed Business School,
The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 ORZ



How to find us Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds

By rail

This is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey away from the station.

By road

The distances by road are...

Oxford 25 miles A44

Birmingham 45 miles M40 (J15), A429, A44

London 80 miles M40 (J8), A40, A44

Swindon 35 miles A361, A44.

CIMA, 26 Chapter Street, London SW1P 4NP
Tel 020 8849 2251 Fax 020 8849 2450
Web www.cimaglobal.com



Tel **01608 674224** Fax **01608 674518** Email rbs.reed@reed.co.uk Web www.reedbusinessschool.co.uk

Enrolment – CIMA CBA

Surname

First name

Male Female

Date of birth

Home address

Postcode

Tel

Mobile

Email

Emergency contact details

CIMA Contact ID

(This information is required to sit the CBA)

Course fees to be paid by: Student Employer

Employer's name and address

Postcode

Tel

Fax

Email

I have read and accept the terms of business as outlined below

Student signature

Date

Have you studied at Reed Business School before? Yes

How did you hear of Reed Business School?

(e.g. website, direct mailing, recommendation, previous student)

Please ask employer to sign below if paying your course fees

Employer's authorisation for sponsored students

As employers, we are responsible for the payment of fees due on receipt of the invoice, regarding the student mentioned opposite and will endeavour to inform you in writing of any change to this arrangement. We understand that we are fully responsible, in all circumstances, for the payment of fees due, including termination of employment or cancellation of course (unless Reed Business School is notified in writing at least 15 working days, before the relevant course commences)

Employer's signature

Please print

Employer's title

Date

Do you have any dietary requirements?

- Vegetarian
- No fish
- Dairy free
- Wheat free
- Nut allergy
- Vegan
- Other

Please give details of 'other'

Preferred method of receiving course information from Reed

- By post to home address
- By post to work address
- Email to work address
- Email to private address
- Other

Please give details of 'other'

Terms and Conditions

Reed Business School reserves the right, in its sole discretion, to refuse to accept any booking

Payment

We can offer two types of payment method

1. Full payment upon enrolment All course fees including materials, tuition fees, examination fees and accommodation are payable upon enrolment no later than 15 working days prior to the start of the first course. Discount for multiple bookings on 3 or more papers at the same time can be deducted from the full invoice amount.

2. Instalment payment Upon enrolment, all materials and postage must be paid with enrolment. Tuition, accommodation and examination fees will be invoiced in phases and must be paid no later than 15 working days previous to the first day of each course. Discount for booking on 3 or more papers at the same time will be given on the final instalment payment. A schedule of the instalment payment plan with payment terms and conditions will be sent to you with the initial invoice. Debit/Credit card details must be provided in order to pay by instalments.

Canceling courses

All cancellations to bookings must be made in writing 15 working days prior to the start of the course. If a booking is cancelled within the 15 days or if the student fails to attend the course, the full course fee must be paid immediately.

Amendment to Booking

An administrative charge of £10+VAT will be payable for each amendment requested to an existing booking. Refunds on credit card payments will be charged at the greater of 1.5% or £10 to cover transaction fees.

25% Discount

Our 25% discount offer is applicable on tuitions fees when booking 3 or more papers at the same time. Discount is not available on additional study materials, accommodation, computer based assessments or P&P. This offer is available on all CIMA Certificate course dates throughout 2012

