



**CIMA Computer Based
Assessment (CBA) courses
CIMA Approved Computer
Assessment Centre
No pass free re-sit offer
Achieve an accounting
qualification within a year**

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

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 %





Course material

Material provided within the tuition fee include

- BPP tuition notes
- BPP study text
- Link exam and marking
- BPP revision question bank

The study text and tuition notes will be given to you on day one of the course. If you wish to receive the study text in advance, p&p of £6 (incl VAT) will be charged. The tuition notes will not be available beforehand. The question bank will be given on the last 2 days of the course.

To assist you throughout your home studies, you can also purchase separately

- BPP passcards £10 & p&p £3 (incl VAT)
- BPP i-pass CD-Rom £30 & p&p £3 (incl VAT)

No pass – free re-sit

We are fully confident that our Certificate in Business Accounting training programme will ensure your success at your examination sitting. In testimony to our belief in our courses, we are willing to offer any student who is unsuccessful at their exam sitting, a free place on our next course

To qualify for the no pass free resit offer, students need to:

- Have attended all full days of Reed Business School course and sit the CBA at Reed Business School
- Submitted link test as per the study programme and scored a minimum pass of 45 %
- Attend a re-sit course within 18 months of failed sitting
- One free re-sit course per student per paper
- There will be no charge for tuition fees. Accommodation, course material and exam fee if applicable will be charged at the published rates

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 both a residential and 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.

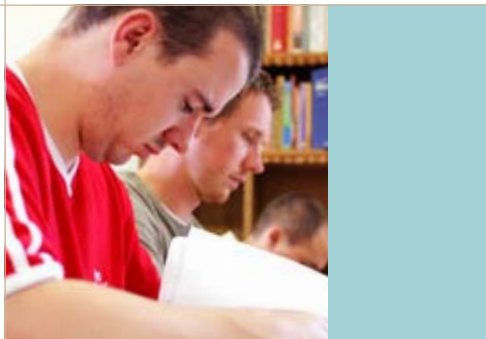
The 'personal' approach of our intimate classes enable students to freely ask questions in and out of class. Students can also share experiences through spending time together during meal times and if staying residentially throughout the evening.

C03 – Business Maths For this module we are providing an 'optional' additional day on Friday 24 July to cover basic mathematics. We would recommend that this day will be applicable for those who have not recently completed a Maths GCSE and achieved Grade C or above or have not studied for a period of time.

Course dates CIMA Certificate in Business Accounting 2009

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.

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



Paper

2009 class dates (9:30am start)

Exam

C04 (FBE) Fundamentals of Business Economics

10-11 Jan, 7-8 Feb

10am 21 Feb

C02 (FFA) Fundamentals of Financial Accounting

28-29 Mar, 18-19 Apr, 9-10 May

10am 16 May

C05 (FLBW) Fundamentals of Ethics,
Corporate Governance & Business Law

6-7 Jun, 4-5 Jul

10am 18 Jul

C03 (FBM) Fundamentals of Business Mathematics

24-26 Jul, 15-16 Aug

10am 5 Sept

C01 (FMA) Fundamentals of Management Accounting

10-11 Oct, 21-22 Nov

10am 5 Dec

Course fees

If booking on all papers at the same time, a discount of 10% 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	300+VAT	40
C02	Fundamentals of Financial Accounting	6	400+VAT	40
C03	Optional Basic Mathematics	1	75+VAT	–
	Fundamentals of Business Mathematics	4	300+VAT	40
C04	Fundamentals of Business Economics	4	300+VAT	40
C05	Fundamentals of Ethics, Corporate Governance and Business Law	4	300+VAT	40

Residential information/fees

	£/night
Shared room	28+VAT
Single room	41+VAT

Accommodation is situated in either the Manor or in a number of surrounding cottages. The rooms are basic but equipped with all the necessary requirements for residential study with shared bathroom and shower facilities. The Business School also offers a limited number of single rooms for an additional fee. All meals and beverages are provided within the residential option. For students attending on a non-residential basis, beverages 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 registration number before you can book on a CBA. Please refer to www.cimaglobal.com for details of how to register.

Enrolment – CIMA CBA

Surname
First name
 Male Female Date of birth
Home address
.....
Postcode
Tel Mobile
Email
Emergency contact details
Dietary restrictions
CIMA registration number
(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

Methods of payment

- Please invoice my employer (if signed above)
 I enclose a cheque for £
made payable to: Reed Business School
 Credit/debit card – please charge my credit/debit card in respect of the courses listed below and any fees outstanding in respect of the CIMA courses booked

Name on card
Cardholder's signature
Card No.
Valid from Expiry date
Issue No. (If applicable) Security No.
Statement address:
.....
.....

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 all 5 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 along with an administration fee of £30+VAT. 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 all 5 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.

Cancelling 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.

Deferring

If a student wishes to defer a booking to a later sitting within 15 working days of the original course start date, there will be an administrative charge of 25% of the course fee. If that booking is then cancelled at any time, the course fee remains payable.

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. If a refund is applicable an administration charge of £25.00 + VAT will be levied.

Course fees

Paper	2009 Course Dates	2009 CBA Dates	Total £
C01 (FMA)	10-11 Oct, 21-22 Nov	5 Dec	300
C02 (FFA)	28-29 Mar, 18-19 April, 9-10 May	16 May	400
C03 (FBM)	(24 Jul – Optional Basic Mathematics) 25-26 Jul, 15-16 Aug	– 5 Sept	75 300
C04 (FBE)	10-11 Jan, 7-8 Feb	21 Feb	300
C05 (FLBW)	6-7 Jun, 4-5 Jul	18 July	300
£ Total to carry down			

*A discount of 10% on tuition fees can be deducted for booking on all 5 papers at the same time.
Please refer to the terms and conditions for terms of payment

Accommodation

	Please indicate dates you require accommodation	Sub Total £
Shared room @ £28/night		
Single room @ £41/night		
£ Total to carry down		

Note: that the standard price is based on two sharing.

A limited number of single rooms are available upon payment of a single room supplement.

Computer Based Assessments (CBA)

	C01	C02	C03	C04	C05	Total £
Please indicate which of your CBA papers you would like to sit at Reed Business School (£40 each)						
£ Total to carry down						

Additional material

Please tick the boxes below to indicate which BPP materials you would like in addition to your materials supplied (see course material section)

	C01	C02	C03	C04	C05	Sub Total £
Study Text** £6 per study text, P&P inc VAT						
Passcard @ £10 each (+ £3 per order, P&P inc VAT)						
i-Pass @ £30 each (+ £3 per order, P&P inc VAT)						
£ Total to carry down						

**Study text is provided within the tuition fee. If you require the text before the course commences, a fee of £6 will be applied to cover P&P. Please indicate above if you wish to have the study text posted to you.

Totals

<p>Please fax both sides of this booking form to 01608 674518 or mail a copy of this form to The Manor, Little Compton, Nr Moreton-in-Marsh, Glos. GL56 ORZ</p>	Course fees	
	*Discount	
	Accommodation fees	
	CBA fees	
	Sub-total	
	VAT @ 17.5 %	
	Materials	
	Total	
	<input type="checkbox"/> Please tick if you are paying in full upon enrolment	
	<input type="checkbox"/> Please tick if you wish to be invoiced in instalments (Please refer to T&Cs)	

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.

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