

CIMA

courses 2007



IBTC

PROFESSIONAL BUSINESS EDUCATION

Who are IBTC?

IBTC is a registered CIMA tuition provider delivering classroom tuition and distance learning courses throughout South Africa. All courses include a complete set of study material and personalised tutor support. The courses are aimed at equipping you with the skills and knowledge that will prepare you for the CIMA exams at all levels. Our (IBTC) study materials are licensed from BPP Professional Education, global leaders in CIMA tuition.

How to become a Chartered Management Accountant ?

The Chartered Institute of Management Accountants is a leading membership body that offers an internationally recognised professional qualification in management accountancy, which focuses on accounting for business. The CIMA qualification enables you to become a Chartered Management Accountant, use the designatory letters ACMA, and work in any aspect of finance or management in any business. To find out more about CIMA visit www.cimaglobal.com.

CIMA is open to everyone. It takes approximately 3 years to complete the CIMA qualification. If you have studied a relevant degree or diploma you are able to obtain exemptions from the earlier stages. The qualification is similar in standard to undergraduate and postgraduate studies. You will need a good standard of maths and be competent in the English language before you start. The syllabus builds step by step and you will develop your knowledge and skills as you progress. There are also intermediate qualifications, which are awarded as you complete each stage of the syllabus.

The CIMA Professional Qualification is a practical qualification and we recommend that you combine studying for CIMA with relevant employment. This will ensure that you apply your new skills in the workplace. It should also help you to progress quickly through the qualification. 68% of current CIMA students receive financial support from their employers allowing them to get the most out of their work and studies.

You can work in any company and in any industry. CIMA Training is an employer recognition scheme that encourages and recognises the quality of training employers give. When looking for an employer think about the support they offer.

Learnership programme

The Learnership programme is a government-backed initiative which provides employers with a number of financial benefits related to each employee that embarks on their CIMA studies with the company. The company is

able to join CIMA's corporate affiliation network, at no charge, by becoming a CIMA Training Partner.

The financial benefits of the learnership scheme are significant and can be summarised as:

- R 55,000 to R 60,000 tax rebate (per learner, per year)
- Skills Development Levy waiver (per learner)
- Discretionary cash grant from the Seta governing the sector in which the company operates (per learner)

Aside from the direct financial benefits, the company will be able to invest in the skills and development levels of its workforce and increase employee loyalty and satisfaction. Using the funds awarded by the scheme, the company will be able to provide financial support to each learner ensuring they receive a high level of tuition, which will ultimately better prepare each student for their professional examinations.

Registration and Exam Entry

To be eligible to sit the CIMA examinations you must register as a student with CIMA. After registering as a student you will automatically be sent information containing your CIMA Contact ID which you will use for booking and sitting exams and logging into "MyCIMA" via the CIMA website.

You can register with CIMA online at:

www.cimaglobal.com or you can contact **CIMA Head Office in Johannesburg: +27 (0)11 268 2555** or email johannesburg@cimaglobal.com.

Students must register by the 31st January 2007 to sit exams in May 2007 and by the 31st July 2007 to sit exams in November 2007.

*** Enrolling on an IBTC course does not register you either as a student or for exam entry**

How do I enter for an exam?

You are able to log into the CIMA website via "MyCIMA" and book the examinations that you wish to sit and where you would like to sit them. If you want to sit exams in November you must submit your exam entry form by 15th September that year. If you want to sit exams in May 2007 you must submit your exam entry form by 15th March 2007.

When are the paper-based exams?

Exam sittings are held during the last full week of May and November each year for all paper-based exams.

When can I enter for a Computer-based Assessment (CBA)?

All Certificate level papers are examined by computer-based assessment. You are able to enter for any CBA subject via your nearest CBA exam centre. You will need to consult your CBA centre to find out their exam timetable and fees.

Our Home Study courses are designed to enable you to attempt the CBA immediately after the Home Study course or after a short period of private tuition. This enables you to quickly complete papers 1 to 5 and move onto the Managerial level papers.

For more information on your nearest CBA centre please visit www.cimaglobal.com or call: +27 (0)11 268 2555.

Registration fees?

Initial Subscription (payable on registration) £54

Annual Subscription (payable by 31st January / 31st July)- £80

Examinations fees payable before each exam:

Certificate Level: consult nearest CBA centre

Managerial Level: £59

Strategic Level: £64

TOPCIMA: £85

Exemption fees relating to relevant qualifications:

Certificate Level: £38 } South African Students obtaining 5 or more exemptions are required to pay a maximum exemption fee of £150

Managerial Level: £59

Strategic Level: £64

Entry Requirements?

CIMA qualifications are open to everyone. Your entry level will depend upon your previous experience. The syllabus builds step by step and you will develop your knowledge and skills as you progress through the qualifications.

The CIMA qualifications are similar in standard to undergraduate and postgraduate studies. You will need a maths and be competent in the English language before you start, but there are no formal academic qualifications necessary.

Holders of certain relevant qualifications may receive exemptions from some of the papers. Visit www.cimaglobal.com to find out what exemptions you may qualify for or call IBTC on 0861 111 411

Syllabus and Study Advise

Certificate Level (5 Subjects)

C1 Fundamentals of Management Accounting

C2 Fundamentals of Financial Accounting

C3 Fundamentals of Business Mathematics

C4 Fundamentals of Business Economics

C5 Fundamentals of Ethics, Corporate Governance and Business Law

Managerial Level (6 Subjects)

P1 Management Accounting Performance Evaluation

P2 Management Accounting Decision Making

P4 Organisation Management and Information Systems

P5 Integrated Management

P7 Financial Accounting and Tax Principles

P8 Financial Analysis

Strategic Level (3 Subjects)

P3 Management Accounting Risk and Control Strategy

P6 Management Accounting Business Strategy

P9 Management Accounting Financial Strategy

TOPCIMA Level (Case Study Exam)

P10 Test of Professional Competence in Management Accounting (TOPCIMA)

Exam Regulations

There is no restriction on the number of papers that may be attempted at each sitting. Exams at each level may be attempted in any order subject to timetable restrictions.

Each level must be completed before progressing to the next stage.

Pass Criteria

The pass mark for papers at each level are as follows:

Certificate (CBA) 50%

Managerial 50%

Strategic 50%

TOPCIMA 50%

Individual paper passes will be allowed for all papers, although all 3 Strategic level papers must be completed together at first attempt.

Education Level

Certificate Level exams are of equivalent standard to the first 12/18 months of a university degree.

Managerial Level exams are equivalent to the 2nd and 3rd year of a university degree.

Strategic Level and TOP CIMA papers are equivalent to postgraduate studies.

STUDY ADVICE

- Certificate level exams can comfortably be completed within a 6 to 12 month period
- Thereafter, it is advisable to take 2 to 3 papers per exam sitting
- Record practical experience whilst studying in a Record of Skills Development (RSD)
- Gain exposure to various areas as specified in CIMA criteria guidelines and obtain sign off from line manager
- Focus studies on core examinable areas and practise exam technique extensively prior to written exams

Computer-based Assessments (CBAs)

All Certificate level subjects are examined by computer-based assessment (CBA). CBAs offer you the flexibility to sit papers outside the set May and November exam sessions, and provide immediate access to your results upon completion.

CBAs are held at CIMA licensed CBA Exam Centres - a list can be found on the CIMA website: www.cimaglobal.com or you can call **IBTC: 0861 111 411**

IBTC is a licensed CIMA CBA Exam Centre based in Cape Town. You can make bookings via our website: www.ibtc.co.za.

Although you do not need to register by the usual registration deadlines, you will still need to ensure that you are registered as a CIMA student and in possession of your student registration number. Please allow at least six weeks for your form to be processed and for your student number to be issued.

IBTC Tuition

PART-TIME CLASSROOM COURSES

IBTC's Part-time Evening courses are an excellent way of preparing for the CIMA exams. Courses are lecture based and relatively fast paced focusing on the core examinable areas of the syllabus. Students are provided with a comprehensive set of study material to accompany their studies and receive professional guidance and tuition on the CIMA syllabus.

Each evening session will last 3 hours (6pm to 9pm) and the number of evening sessions will depend on the size of the syllabus. Experienced lecturers will explain key areas of the syllabus that are most likely to be examined and will make themselves available for personalized attention where required.

Certificate level courses will take the form of an 'integrated' course incorporating both teaching and revision/question practice throughout the programme. Managerial level courses will take the form of a 'taught' course providing students with tuition on key examinable areas of the syllabus.

Students will be provided with revision guidance, in between classes, where they will be able to practice questions that relate to the topics covered in class. On completion of the course, students will have all the knowledge and material necessary to comfortably pass their professional CIMA exams.

Classroom courses are held over a 3-month period leading up to the exams:

January to April: May Exams

July to October: November Exams

* Please check the 'Courses' section of our website for specific dates

Cape Town: Old Mutual Business School

Johannesburg: Damelin College, Randburg

Durban: University of Kwa-Zulu Natal (UKZN) campus, Howard College

Course Material

The following study material will be handed out to students at the first evening course:

- Nationally consistent course notes and folder
- Course progress tests
- Study Text for technical reference support
- Practice & Revision Kits as a source of exam standard questions and answers (Certificate Level only)

Prices

Certificate Level

- From R 3,200 per subject incl study material (visit www.ibtc.co.za for full details)
- 6 - 12 Evening classes
- 3 hours each over 3 months

Managerial and Strategic Level

- From R 3,200 per subject incl study material (visit www.ibtc.co.za for full details)
- 6 - 8 Evening classes
- 3 hours each over 3 months

HOME STUDY

The study material is prepared by specialist accountancy tutors and is updated on a regular basis. The core course material has been compiled in such a way as to provide students with all the tools to pass each exam. The key examinable topics are explained in detail and exam technique is reinforced via illustrated examples and a diverse question bank.

IBTC's Home Study courses are a comprehensive tuition support package designed to help students prepare for their professional exams.

Home Study Material

The package includes the 5 following study aids:

- Study Programme (name changed from Guidance Notes)
- Study Text
- Practice & Revision Kit
- Passcards
- Tutor Support

Prices

The Home Study Package costs R1 400 per subject and includes the above mentioned study material.

STUDY MATERIAL

1. Guidance Notes

The guidance notes help students through their studies by providing:

- A focused structure to their study
- An indication of the relative importance of key issues and concepts addressed in the CIMA syllabus (in relation to the examinations)
- Recommendation on how to approach individual topics
- Suggested time allocation per chapter
- Knowledge check points throughout the syllabus
- Key focus points for students and common shortcomings
- Guidance on exam technique

The notes also contain 2 course exams which help the student to assess their progress once completing the syllabus material.

2. Study Texts

The Interactive Study Texts are presented for easy use and comprehension, to help you pick out key areas for learning and practice.

Each Interactive Text provides:

- A user friendly format for easy navigation
- A targeted topic coverage directly linked to CIMA's study guides, and Exam Focus Points showing exactly what the examiner wants you to do
- Opportunities to review and intergrate your learning with Practice Questions, Chapter Roundups and Quick Quizzes
- Exam Question Bank containing exam standard questions with answers
- A full index

3. Practice & Revision Kit

- A bank of examination standard questions and answers
- Two mock exams, each with a plan of attack
- Tutor's hints feature, giving hints and tips
- Unique Revision Guidance detailing the best questions to practice.
- Topic index

4. Passcards

These spiral-bound cards have been designed to aid revision by giving clear, visual emphasis to key points. Each card has tabs highlighting the topic(s) covered on the card and within the chapter. They follow the same order as the Study Text and show at a glance the interlinked topics in one subject area. The Passcards are pocket-or-handbag size and their succinct summary of the key points makes them handy revision tools.

5. Tutor Support

Online tutor support is available to all students who register for a course with IBTC. Should students struggle with certain aspects of the syllabus they are able to contact dedicated lecturers in their specific subject with their questions. All tutor contact details are supplied in the study material.

HOW TO BOOK A COURSE

All fees in this brochure are valid for courses and material booked and paid for in 2007. All fees exclude VAT.

Visit www.ibtc.co.za and click on 'Bookings'

Online

The quickest and most convenient way to book is to visit www.ibtc.co.za. Follow the 4 easy steps to book and make payment. An invoice will automatically be emailed to you.

Call

Call IBTC and we will help you to book a course with us: 0861 111 411

Receiving your material

The turn around time for a student to receive their Home Study Package is up to 2 weeks. All postage costs are based on standard courier costs per kilogram. Courses purchased from countries outside of South Africa are exclusive of local taxes and duties. You also have the option to collect your material if situated in Cape Town.