



# Kaplan CIMA Courses Brochure





**Kaplan began in 1938 as one student and one instructor and has now become one of the world's largest diversified education companies working with thousands of companies to deliver courses to more than 1 million students globally.**

# Introduction

Kaplan has been training accountants and finance professionals for over 70 years and prepares over 45,000 students<sup>β</sup> a year for exams such as CIMA. As the official publisher of CIMA study materials, we are experts in delivering tailored content to help you study, learn and achieve your qualification. We offer a range of different learning options to help you make the most of your studies with us.



## Live Online

With CIMA Live Online, the classroom comes live and direct to you over the internet. It follows the same structure, study materials and timings as our UK classroom courses and allows you to ask questions in real-time and use the recorded lecture facility to playback lectures or topics.



## Distance Learning

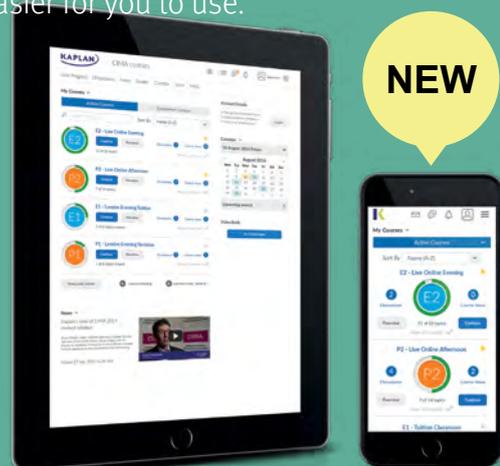
Our Distance Learning courses give you flexibility to study how, where and when you want. It combines exam-focused study materials, a wide range of online resources and a paper specific lecturer to support you through your exams.

# Your new and improved MyKaplan

We've listened to your feedback and have been making lots of changes and improvements to MyKaplan, to make it much easier for you to use.

## So what's new?

- ✓ Easier access to your content
- ✓ Built-in marking tool
- ✓ Progress and performance check
- ✓ Course discussion forums
- ✓ Support available via email and live chat
- ✓ News and updates



# CIMA course overview

## About CIMA

CIMA (Chartered Institute of Management Accountants) is a leading membership body that offers professional management accounting qualifications. The CIMA qualification prepares you for a career in business combining accounting, finance and management with the cutting edge techniques needed to drive successful organisations. CIMA is the world's largest professional body of Management Accountants with over 90,000 members.

## Who can study CIMA?

Anyone can study a CIMA qualification; the only requirements are competence in Maths and English Language. To become a full CIMA member, a student must pass 12 exams (excluding Certificate level) and have three years relevant experience.

## What does the CIMA qualification cover?

The CIMA Syllabus is split into four levels. The Certificate is designed for beginners and can be studied as a separate qualification in its own right - the CIMA Certificate in Business Accounting. The remaining three levels make up the Professional Qualification: Operational, Management, Strategic.

## Exam focused to ensure your CIMA success

Kaplan's expert lecturers, official CIMA study materials and dedicated local support teams have just one goal: helping you gain your CIMA qualification first time. Our exam-focused support is available to all our students and could make the vital difference to your results – that's why over 60,000 trainee accountants choose our study programmes each year.

# Kaplan Publishing – the Official Publisher of CIMA study materials



Kaplan Publishing's range of high quality, exam-focused CIMA study materials are designed to help students pass their exams and are written by leading lecturers who know the key to exam success.

With vast experience and expertise in both providing learning resources and leading tuition methods for CIMA courses, Kaplan Publishing is the Official Publisher of CIMA study materials. All of our CIMA publications benefit from being CIMA-reviewed and incorporating the examiners' insights. Furthermore, Kaplan Publishing is the only publisher to include a state-of-the-art learning system which allows students to study at their convenience.





# Live Online

Since its launch in 2009, Kaplan's Live Online courses have become the learning method of choice for over 20,000 students across 65 countries. Our expertise in this learning method is proven by our student pass rates and prize winners.

We recognise the need to provide you with a consistent global training programme regardless of location. Live Online is fully interactive, participative and delivered live by our expert lecturers. Live Online currently runs the whole CIMA qualification on weekday evenings.

## Features and benefits of Live Online:

- ✓ **Live lectures** – Fully interactive virtual classroom with a live video link of the lecturer and a “virtual whiteboard” where course material and the lecturer’s own notes and examples will appear
- ✓ **Interactive** – You can post questions to the lecturer and the other students, they will be answered immediately through an instant messenger chat panel
- ✓ **Convenience** – Study in the evening from home, library or a cafe
- ✓ **Flexibility** – Lectures are recorded so if you miss a session you can catch up in your own time and not fall behind with your studies
- ✓ **Academic Support** – In addition to the live lecturer support all trainees get access to expert lecturers outside of the classroom who are on hand every step of the way. Available via email and live chat.
- ✓ **User-friendly** – A relaxed learning environment, allows you to absorb the knowledge of a live classroom with easy to use technology via our WebEx platform
- ✓ **Value for money** – Our courses are up to 24% lower than other local Platinum classroom providers\*\*

Try a Live Online demo – <https://kaplanprofessional.wufoo.com/forms/x1ua6dbd1m77b5k/>

## What does a Kaplan Live Online Lecture look like?

**Study Material**  
The lecturer will work through the exact same material as the student, annotating, highlighting and working through examples.

**Participants' Panel**  
Students can see who is online. Raise a virtual hand to get the attention of the lecturers and can use emoticons for feedback.

**Interactive White Board**  
Students can watch the lecturer work through examples on an interactive whiteboard.

**Chat Panel**  
Students can communicate with their lecturer and classmates. They can ask questions privately or openly with their lecturers.

**Video Panel**  
The lecturer can be seen live through streaming audio and video.

\*\* Based on a comparison of published ACCA Platinum tuition providers versus Live Online Tuition and Revision for the Professional papers (P1, P2, P3, P4, P5, P7) as at 01/12/2014.



# Live Online

**Kaplan offers complete courses including both Tuition and exam preparation elements, to make sure you have everything you need for exam success.**

## Component 1

### Induction

Induction is designed to familiarise you with the various resources & systems that will be made available to you during your studies. You will be made aware of the following:

- ✓ The syllabus structure and possible progression routes
- ✓ The Kaplan teaching method, course structure and assessment framework
- ✓ The delivery platforms: WebEx and MyKaplan
- ✓ Feedback methods, contact routes and any relevant guidelines regarding attendance and assessments.

## Component 2

### Technical Knowledge

You will be provided with a comprehensive set of course based learning materials prior to the start of your course.

Taught courses will be delivered in a virtual classroom environment. This is an exam-driven course covering the whole syllabus assuming no previous knowledge encompassing lecture, discussion and question practice.

Each class is 2.5 hours long. The shorter class length allows us to impart learning in an exam focused format, without overburdening you.

All sessions are recorded which you can review and recap at your leisure.

## Component 3

### Application

The Application phase doesn't just recap the syllabus, it also teaches you how to apply it to the real world. It includes exam standard question practice with feedback and a mock exam to help you get ready for the exams. The sessions are supplemented with additional online content.

**Initial assessments** – Multiple choice tests on each topic area where you require an understanding from an underpinning paper. Not available for E1 and P1.

**Knowledge checks** – as you go along knowledge checks help assess your understanding of a topic before you move onto the next one.

**Test yourself questions** – a range of hundreds of questions to build your own tests, so you can target weak areas or check your overall knowledge.

## Component 4

### Exam Preparation

Kaplan believes that one of the keys to exam success is continual assessment - both in the form of self-assessment by you and more formal assessment by qualified markers.

During your course, you have access to practice tests and mock exams via our Online Learning portal (MyKaplan) providing instant personalised performance feedback.

**Exam prep tests** – these are short tests based on key topics to get you ready for sitting the mock exams.

**Mock exams with feedback** – practice your exam technique with 4 mock exams so you can continually check your progress. Exams are marked with personalised feedback on MyKaplan.



# Distance Learning

## Discover the benefits of Kaplan Distance Learning:

- ✓ Official CIMA study materials provider
- ✓ **MyKaplan** – your personalised online study space
- ✓ **Academic support** – available everyday with an online community enabling you to keep in touch with your fellow students and tutors.

## Official CIMA online content

Full syllabus online content included from **CIMAstudy.com** with 120 hours of e-learning.

## Practice questions & debriefs

Improve your exam technique and identify your weaker areas. Also includes lecturer-recorded debriefs, explaining key parts of the questions and answers.

## CIMA approved study materials

Be confident you're learning exactly what you need for the exam with study materials approved by CIMA. Includes Study Text, Exam Kit and Pocket Notes.

## Mock exams with feedback

Familiarise yourself with the computer-based question styles and format and identify the areas where you need to focus your revision.

Course features	
Personal lecturer support	Personal lecturer†
Official CIMA study materials	Official material: Printed and online
Back on Track support	✓
Interim and final assessment	✓
Exam practice questions with feedback	✓
Mock exam with feedback	✓



† Personal lecturer only available for Operational, Management and Strategic Levels. Mentors will be allocated to Certificate students. Academic support available Mon - Thurs 8am - 9pm. Fri - 8am - 5.30pm. Weekends 9am - 1pm, Bank Holiday, 9am - 1pm. UK GMT.



To find out more:

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