



Fundamentals of Ethics, Corporate Governance and Business Law

Certificate level | Subject BA4
CIMA official revision cards

KAPLAN
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FUNDAMENTALS OF ETHICS, CORPORATE GOVERNANCE AND BUSINESS LAW

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How to use Revision Cards

The concept

- Revision Cards are a new and different way of learning, based upon research into learning styles and effective recall.
- The cards are in full colour and have text supported by a range of images, making them far more effective for visual learners and easier to remember.
- Unlike a bound text, Revision Cards can be rearranged and reorganised to appeal to kinaesthetic learners who prefer to learn by doing.
- Being small enough to carry around means that you can take them anywhere. This gives the opportunity to keep going over what you need to learn and so helps with recall.
- The content has been reduced down to the most important areas, making it far easier to digest and identify the relationships between key topics.
- Revision Cards, however you learn, whoever you are, wherever you are.....

How to use them

Revision Cards are a pack of approximately 52 cards, slightly bigger than traditional playing cards but still very easy to carry and so convenient to use when travelling or moving around. They can be used during the tuition period or at revision.

They are broken up into 4 sections.

- An overview of the entire subject in a mind map form (orange).
- A mind map of each specific topic (blue).
- Content for each topic presented so that it is memorable (green).
- Exam tips with references to past questions on each topic (purple).

Each one is a different colour, allowing you to sort them in many ways.

- Perhaps you want to get a more detailed feel for each topic, why not take all the green cards out of the pack and use those.
- You could create your own mind maps using the blue cards to explore how different topics fit together.
- If at the revision phase why not take all the purple cards and work through the past questions identified.
- And if there are some topics that you understand, take those out of the pack, leaving yourself only the ones you need to concentrate on.

There are just so many ways you can use them.

Contents

- Business ethics
- Ethical conflict
- Corporate governance
- Controls
- Corporate social responsibility
- The law of contract
- The law of employment
- Company administration

Exam guidance

Format of exam

The assessment for Fundamentals of Ethics, Corporate Governance and Business Law (BA4) is a two hour computer based exam consisting of 85 compulsory questions, each with one or more parts.

A variety of objective test question styles and types will be used within the assessment, such as:

Multiple choice, true/false questions, matching pairs of texts and graphic, sequencing and ranking, labelling diagrams and single and multiple numeric entry.

Core areas of the syllabus

The syllabus comprises of

- | | | |
|---|---|-----|
| A | Business ethics and ethical conflict | 30% |
| B | Corporate governance, controls and corporate governance | 45% |
| C | General principles of the legal system, contract and employment law | 15% |
| D | Company administration | 10% |



overview

fundamentals of ethics, corporate governance and business law

RevisionCards 

FUNDAMENTALS OF ETHICS, CORPORATE GOVERNANCE AND BUSINESS LAW

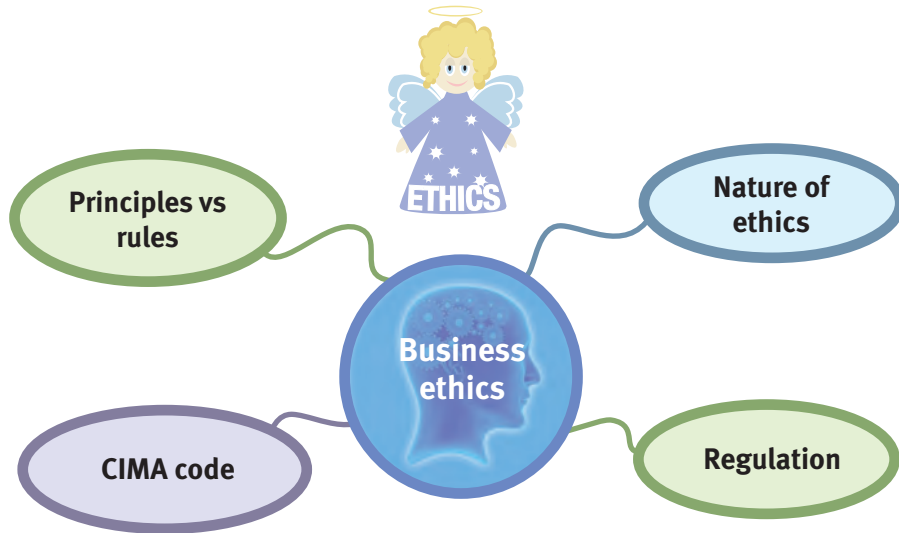




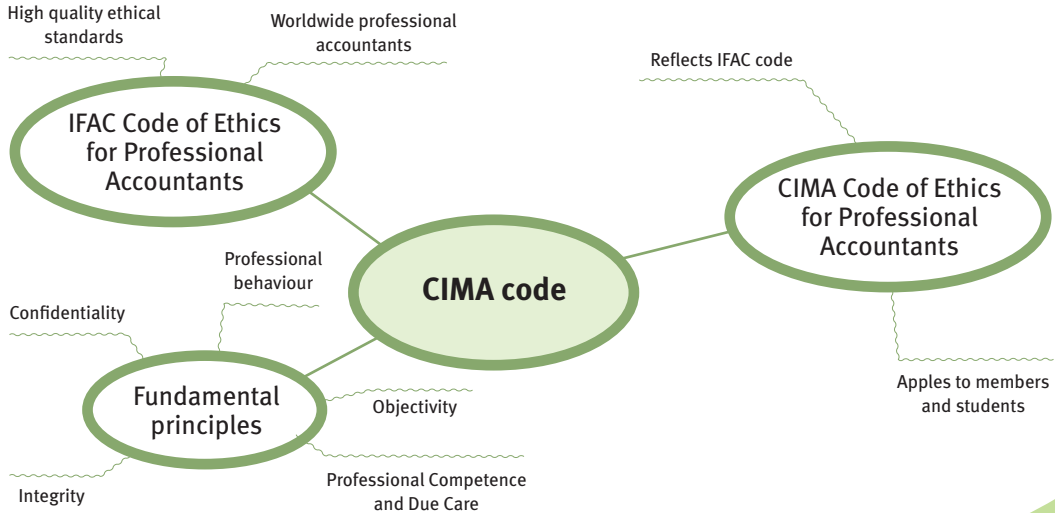
Business ethics

fundamentals of ethics, corporate governance and business law

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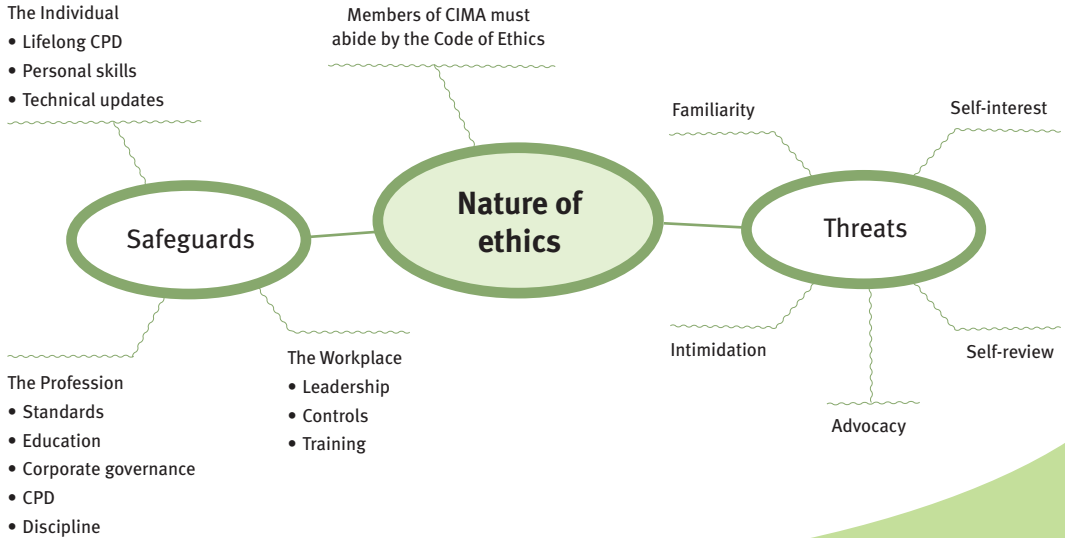


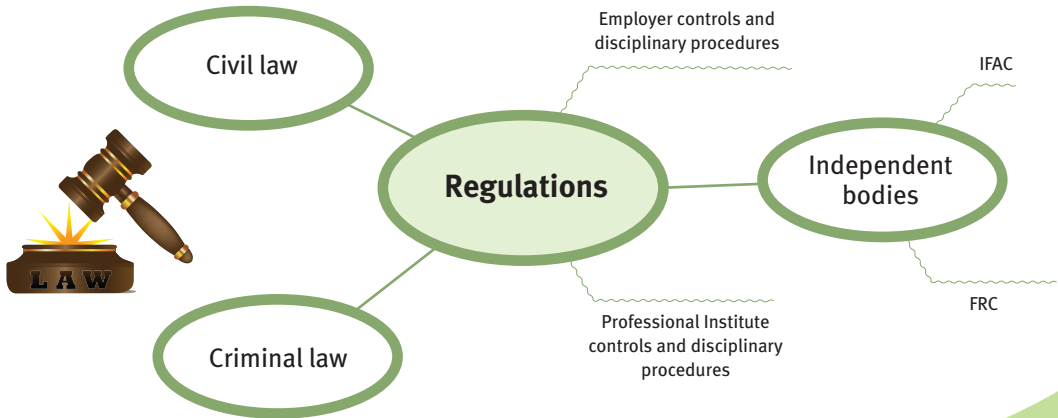
BUSINESS ETHICS



Developed to assist management accountants to identify potential ethical pressures

BUSINESS ETHICS





Basis of application of ethics

Principles based

- Flexible.
- Allow self regulation by the profession.
- Sets cultural tone of an organisation.
- Requires trust, honesty and effectiveness.



Rules based

- Provides clarity.
- Requires objective enforcement rather than interpretation/application.
- Compliance with rigid set of rules required.

