



KAF INSTITUTE ©IKAF

Syllabus

2019

Syllabus

**CIA Certified Internal Auditor in
Private and Public Sector**

Develop your career with iKAF

CIA Certified Internal Auditor in Private and Public Sector

Unlike any other available qualification, a Certified Internal Auditor is committed to serving in the public interest and to all those who rely upon the assurance that internal auditors provide. Certification at the Internal Auditor level is the best way to become a professional, fully qualified internal auditor able to make a significant contribution to the success of an organization at the highest possible level by being a trusted team advisor with a senior team in the company. The title as Internal Auditor receives those who have completed our professional qualifications and who have demonstrated the influence and leadership in their role as an internal auditor.

IKAF Certification is the primary professional qualification for practicing the profession of the internal auditor in various sectors, carrying out activities such as risk management, control, and governance, strongly rooted in the contextual practice in which internal audit operates. Unlike any other available qualification, it is specifically designed to meet the needs of the internal audit and is a benchmark for the profession, based on internationally accepted standards.



Module Scheme of CIA Certified Internal Auditor in Private and Public Sector

Module CIA-P1 Internal Environmental Auditing

- Environmental Law for Internal Auditing
- Organizing Organizations and Procedures
- Public Finances
- Work as a part of the Juridical System
- Commercial Entities Legislation
- Organizations and Transparence

Module CIA-P2 Financial Management

- Financial Accounting Concepts and Principles
- Financial Statements
- Revenue Recognition
- Financial Accounting of Assets
- Receivables
- Inventory
- Property, Plant and Equipment
- Intangible Assets
- Financial Accounting of Liabilities and Equity
- Non-current liabilities
- Bonds
- Equity
- Financial Statement Analysis
- Types of Debt and Equity
- Capital Structure
- Capital Structure Decisions
- Long-term investments in Shares
- Business combinations
- Combinations
- Consolidation of Financial Statements
- Other Special Topics of Financial Accounting

<p style="text-align: center;">Module CIA - P3 Practice of Internal Auditing</p>	<ul style="list-style-type: none"> ▪ Mandatory Guidance ▪ IAB Code of Ethics ▪ International Standards ▪ Types of Controls ▪ Management Control Technics ▪ Internal Control Framework Characteristics & Use ▪ Alternative Control Frameworks ▪ Risk Vocabulary and Concepts ▪ Awareness of the risk of fraud ▪ Data Collection ▪ Data Analyzing and Interpretation ▪ Data Reporting ▪ Documentation and Working papers ▪ Process Mapping, Including Flowcharting ▪ Evaluate Relevance, Sufficiency, and Competence of Evidence
<p style="text-align: center;">Module CIA- P4 Information Systems Audit</p>	<ul style="list-style-type: none"> ▪ IT Audit ▪ Governance and TI Management ▪ Buying, Developing and Implementing of Information Systems ▪ Operations, Maintain and Support ▪ Information assurance
<p style="text-align: center;">Module CIA- P5 Corporate Governance and Risk Management</p>	<ul style="list-style-type: none"> ▪ Business Ethic and Governance ▪ Organization Structure/ Business Processes and Risks ▪ Principles of Governance Management ▪ Strategic Decisions ▪ Organizational Behavior ▪ Managerial Skills and Leadership types ▪ Internal Control ▪ Characteristics and The Use of Internal Control Framework ▪ Risk Management ▪ Fraud Risks

Module

CIA-P1 Internal Environmental Auditing

15 Credits

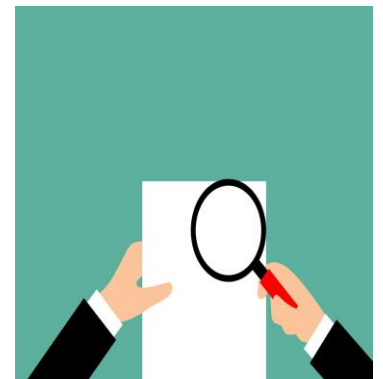
Objectives:

Understanding the organizational environment in which the internal audit operates. Enabling internal auditors to be able to provide effective assurance through evaluating structural, cultural and politic frameworks of the organization. Understanding terminology and concepts that are being used to describe, plan, manage and evaluate the organization's activity. In detail:

- ❖ Identify the context within which the organization operates and various external and internal influences
- ❖ Understanding the purpose of the organization and the way of achieving this goal
- ❖ Understanding different types of different organizational structures
- ❖ Understanding how the organization manages performance, and how it can contribute to organizational effectiveness
- ❖ Understanding the organizational context in which internal auditor operates
- ❖ Identifying how leadership and leadership can contribute to organizational effectiveness and the impact of different styles of individual management and leadership and team
- ❖ Understand the main elements of effective communication

Topics to be covered:

- ❖ Law for Internal Environmental Auditing
- ❖ Organizing Organizations and Procedures
- ❖ Public Finances
- ❖ Work as a part of the Juridical System
- ❖ Commercial Entities Legislation
- ❖ Organizations and Transparence



Training Features:

- ✓ A comprehensive review of Internal Environmental Auditing Module; and during the training, participants will be provided with case studies, exercises similar to those given in the IIA and CIA exams, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ The syllabus is based on IIA and CIA materials, study guides and syllabuses
- ✓ Upon completion of this course, participants will be able to take the exam at IKAF center.

Module

CIA-P2 Financial Management

15 Credits

Objectives:

Outline and understand the topics of financial management as Financial Accounting, Financial Reporting, and Management Accounting. Financial Management and Financial Reporting are based on International Accounting Standards and International Financial Reporting Standards. While, management accounting discusses the underlying principles which internal auditors must have recognized, while they evaluate the company's management function. In detail:

- ❖ Addressing basic principles and basic accounting concepts for standards, such as relevance, reliability, maturity, and so on.
- ❖ Understanding the components as assets, liabilities and equity.
- ❖ Analysis of financial statements
- ❖ Understanding the various types that companies use to finance, primarily through loans or issuing shares
- ❖ Discuss issues as the optimal capital structure and capital cost estimate.
- ❖ Long-term Investments: Business Combinations and Consolidated Financial Statements
- ❖ Rents and employee benefits, accounting changes, accounting for external operations, financial instruments and tax schemes.
- ❖ Familiarizing with the different types of expenditures and their calcification; determining the cost of production or service;
- ❖ Capital budgeting methods for analyzing potential investment projects
- ❖ Understanding the budget process and the way in which different budgets are prepared and counted
- ❖ Meaning of price transfer from a territorial and numerical point of view
- ❖ Classify relevant and irrelevant costs for making good spending decisions
- ❖ Cost-Volume-Price Analysis (CVP)
- ❖ Responsibility Centers and Accountability Accounting



Training Features:

- ✓ A comprehensive review of Financial Management Module; and during the training, participants will be provided with case studies, exercises similar to those given in the IIA and CIA exams, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ The syllabus is based on IIA and CIA materials, study guides and syllabuses
- ✓ Upon completion of this course, participants will be able to take the exam at IKAF center.

Module

CIA-P3 Practice of Internal Auditing

15 Credits

Objectives:

Provide mandatory guidance over the International Framework of Professional Practices, internal control, and risk concepts. In detail:

- ❖ Understanding and applying concepts as well as tools and techniques for conducting internal audit engagements
- ❖ Awareness on terminology and basics
- ❖ Definition of Internal Audit, Fundamental Purpose, Nature and Fieldwork
- ❖ Principles and expectations of the behavior of individuals and organizations in conducting internal audits
- ❖ Principles and providing a framework for conducting and promoting internal audit

Topics to be covered:

- ❖ Mandatory Guidance
- ❖ IAB Code of Ethics
- ❖ International Standards
- ❖ Types of Controls
- ❖ Management Control Technics
- ❖ Internal Control Framework Characteristics & Use
- ❖ Alternative Control Frameworks
- ❖ Risk Vocabulary and Concepts
- ❖ Documentation and Working papers
- ❖ Process Mapping, Including Flowcharting
- ❖ Evaluate Relevance, Sufficiency, and Competence of Evidence



Training Features:

- ✓ A comprehensive review of Practice of Internal Auditing Module; and during the training, participants will be provided with case studies, exercises similar to those given in the IIA and CIA exams, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ The syllabus is based on IIA and CIA materials, study guides and syllabuses
- ✓ Upon completion of this course, participants will be able to take the exam at IKAF center.

Module

CIA-P4 Information Systems Audit

15 Credits

Objectives:

Understanding the organizational environment in which the internal audit operates. Enabling internal auditors to be able to provide effective assurance through evaluating structural, cultural and politic frameworks of the organization. Understanding terminology and concepts that are being used to describe, plan, manage and evaluate the organization's activity. In detail:

- ❖ Identify the context within which the organization operates and various external and internal influences
- ❖ Understanding the purpose of the organization and the way of achieving this goal
- ❖ Understanding different types of different organizational structures
- ❖ Understanding how the organization manages performance, and how it can contribute to organizational effectiveness
- ❖ Understanding the organizational context in which internal auditor operates
- ❖ Identifying how leadership and leadership can contribute to organizational effectiveness and the impact of different styles of individual management and leadership and team
- ❖ Understand the main elements of effective communication

Topics to be covered:

- ❖ Law for Internal Environmental Auditing
- ❖ Organizing Organizations and Procedures
- ❖ Public Finances
- ❖ Work as a part of the Juridical System
- ❖ Commercial Entities Legislation
- ❖ Organizations and Transparence



Training Features:

- ✓ A comprehensive review of Information Systems Audit Module; and during the training, participants will be provided with case studies, exercises similar to those given in the IIA and CIA exams, and mock exam.
- ✓ Trainers are holding professional qualifications, and well experience in their field
- ✓ The syllabus is based on IIA and CIA materials, study guides and syllabuses
- ✓ Upon completion of this course, participants will be able to take the exam at IKAF center.

Module

CIA-P5 Corporate Governance and Risk Management

15 Credits

Objectives:

Understanding the Principles deriving from Good Corporate Governance and Corporate Social Responsibility. Understanding Risks; as well as management, assessment, tolerance and risk impact. In detail:

- ❖ Governance Principles and Corporate Social Responsibility
- ❖ The implications of organizing different organizational structures; Business Process Analysis; Inventory management techniques and concepts; E-commerce; Lifecycle of business development; International Organization for Standardization (ISO); and Subcontracting of Business Processes (outsourcing).
- ❖ Strategic Management; as well as organizational behavior through motivation; organizational theory; Management skills and leadership styles; Arranging conflicts, projects and changes
- ❖ Discuss the management of various strategic decisions for long-term survival and company benefit
- ❖ Organizational theories, motivation, group dynamics, human resource processes, implications of different leadership styles, performance.
- ❖ Management skills and leadership styles
- ❖ Controls and processes that help organizations achieve their goals and objectives.
- ❖ The Model of the Integrated Control Framework for COSO
- ❖ What is the risk and how is it managed?
- ❖ Knowing and Defining Types of Fraud



Training Features:

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- ✓ The syllabus is based on IIA and CIA materials, study guides and syllabuses
- ✓ Upon completion of this course, participants will be able to take the exam at IKAF center.