



Internal Controls and Auditing Course

Need a flexible training option? **How about *anywhere on Saturdays!***
Thinking about preparing for the CIA Exam?

Rochester Institute of Technology's accelerated Internal Controls and Auditing course, is a rigorous online learning program designed for busy students and traveling professionals.

Our class time is efficiently focused with pre-assessment software prior to meeting, and a condensed text covering internal auditors' common body of knowledge published by The Institute of Internal Auditors. Live class time is spent on areas needing reinforcement. The same materials are also recommended by The IIA for students who wish to prepare for the [Certified Internal Auditor \(CIA\) examination](#). The professor is the owner of [Positive Assurance](#), which specializes in enterprise governance advisement to audit committees, executives, and internal auditing departments. She has performed nine internal audit department Quality Assurance Reviews, is certified for internal and information systems auditing (CIA, CISA), has an MBA from RIT.

Note: Tuition updated 5/19/07

Course Options: (Parts are defined below)	Basic Course Cost Audit	University Credit Graduate
Parts I, II, III, IV	\$1600	Add \$1600
Parts I, II, III	\$1200	Add \$1200
Required Materials* (Text & Online Software)	\$ 502 by June 2 or \$ 702 by June 28	

* - The software authorization ID is required for materials obtained on your own, to migrate into our class for aggregated pre-assessment scoring.

Registration Deadline and Course Schedule: Opens April 30 and closes June 2

Introduction & Administration:	June 7th – 4 hours (10:30am – live class via streaming and telecon.)
Mandatory Baseline Exam Due Dates: Online pre-assessment only, no live classes on these dates	Part I: Due June 14 The Internal Audit Activity's Role in Governance, Risk, and Control**
	Part II: Due June 28 Conducting the Internal Audit Engagement**
	Part III: Due July 12 Business Analysis and Information Technology**
	Part IV: Due July 26 Business Management Skills
Live Classes: 10:30am -1:30pm, 2-6pm EST (7 hours)	Part I. July 19th The Internal Audit Activity's Role in Governance, Risk, and Control**
	Part II. July 26th Conducting the Internal Audit Engagement**
	Part III. August 2nd - 4 hours (10:30-2:30) and August 9th Business Analysis and Information Technology**
	Part IV. August 16th Business Management Skills

** - Class effort for 3 credits

1) For college credit, complete the first registration form in this file and fax to 585.475.7005. (Online courses do not require college application or program acceptance.) The Registrar sends new student ID's to your email account. RIT has scholarships, accepts several employer tuition payment programs, and has monthly payment plans.

2) To audit the course (non-credit), *also* complete the [audit form](#) and fax to 877.290.3158(fax) or [to the professor](#) for approval. Use the end of the form to upgrade back to for-credit status (fax by June 9th to Registrar: 585.475.7005).



Internal Controls and Auditing Course



Course Outline

Part I: Audit Activity's Role in Governance

Internal Auditing Standards
 Risk and Control Knowledge Elements
 Risk-Based Auditing Plans
 Prioritizing Internal Audit Activities
 Risk Management, Control, and Governance

Part II: Conducting the Internal Audit Engagement

Conducting Engagements
 Monitoring Engagement Outcomes
 Fraud Knowledge Elements
 Planning Engagements
 Engagement Tools

Part III: Business Analysis and Information

Business Processes
 Financial Accounting and Finance
 Managerial Accounting
 Regulatory, Legal, and Economics
 Information Technology

Part IV: Business Management Skills

Strategic Management
 Global Business Environments
 Organizational Behavior
 Management Skills
 Negotiation

Course Materials, Tuition Payment Due Dates, and Refund Policies

Materials: All students registered by June 2nd may use a \$200 bulk materials discount provided by The Institute of Internal Auditors. Course materials are unable to be returned. Please [contact the professor](#) prior to registering or ordering materials if you have any questions or concerns about the course.

Between June 2nd and June 28th, materials may be purchased at full price from [The IIA's national office](#). Late registrants must still take all the assessments before classes start (approximately 130 for each section) *no later than July 12th*.

Tuition: Payment due dates: May 21 and June 30 by credit card (MasterCard/Discover), cash, check or electronic check to RIT Student Financial Services.

Refunds: Materials are non-refundable. Dropping class in the first six days has no refund penalty. Fax the [add/drop form](#) to the Registrar's Office at 585-485-7005. After six days, tuition refunds are prorated from the date a written request accompanied by the drop form is received by academic department (fax 877-290-3158) per the [quarterly tuition refund schedule](#).

Connection Test:

[To confirm if your computer meets online learning requirements](#). An installation assist prompt for FlashPlayer and Adobe Connect Meeting Add-In will appear if not already installed.

Accepted Operating Systems	Accepted Browsers
Microsoft® Windows® 98 SE, 2000, XP, Windows Vista™ Home Basic, Home Premium, Ultimate, Business, or Enterprise (32-bit or 64-bit editions)	* Internet Explorer 5.0 or higher * Mozilla Firefox 1.5 * Netscape Navigator 7.1 * AOL 9
Mac OS X 10.2, 10.3, 104	* Safari 1.1 or higher * Mozilla Firefox 1.5
Linux	* Mozilla Firefox 1.5
Solaris	* Mozilla 1.7

Internal Controls and Auditing Course Forms



**Rochester Institute of Technology
REGISTRATION FORM**

RIT will admit and hire women, veterans, persons with disabilities, and individuals of any race, creed, religion, color, national or ethnic origin, sexual orientation, age, or marital status, in compliance with all appropriate legislation.

Please refer to the Schedule of Courses for registration and payment procedures.

Date _____ Quarter: Fall _____ Winter _____ Spring _____ Summer **20074**

Name of Student _____ Social Security Number _____
Last First Middle

Required for new students. It is used internally to award and disburse Federal Financial Aid, report enrollment to the National Clearinghouse and lenders and provide information to the IRS for Federal Tax Credit Reporting.

**NEW STUDENTS - Please complete the following personal data section.
 RETURNING STUDENTS - Please complete only those areas in which a change has occurred.**

<p>Date of Birth _____ Gender <input type="checkbox"/> M <input type="checkbox"/> F <small>Month Day Year</small></p> <p>Home Address (RIT mail will be sent to this address)</p> <p>Number & Street _____</p> <p>City/State/Zip Code _____</p> <p>Province/Postal Code _____</p> <p>Telephone Numbers (Appears on Classlists)</p> <p>Home _____ / _____ Daytime (9am-5pm) _____ / _____ <small>Area Code Area Code Extension</small></p> <p>Country of Origin _____ State of Permanent Residence _____</p> <p>NYS County of Permanent Residence _____</p> <p>E-mail Address _____ <small>Used only for correspondence regarding this registration</small></p> <p>Are you currently enrolled in a degree/certificate program at RIT? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you interested in pursuing a degree/certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list any areas you are interested in: _____</p>	<p>Ethnic Origin - (optional) For Reporting to Federal Government</p> <p><input type="checkbox"/> C - White (Non-Hispanic Origin) <input type="checkbox"/> B - Black (Non-Hispanic Origin) <input type="checkbox"/> O - Asian or Pacific Islander <input type="checkbox"/> I - Am. Indian or Alaskan Native <input type="checkbox"/> S - Hispanic <input type="checkbox"/> T - Other</p> <p>Education Level - (required)</p> <p><input type="checkbox"/> high school, no diploma <input type="checkbox"/> high school graduate/GED <input type="checkbox"/> some college, no bachelor's degree <input type="checkbox"/> bachelor's degree</p>
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EMPLOYER INFORMATION

To have grades and tuition information released to your employer, sign the authorization below and complete the employer information. This must be completed EACH QUARTER. If your employer is NOT listed, we cannot mail your grade information. You must request a transcript to be sent to your employer.

Name of Employer _____	Employer Code _____	Student Signature _____
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COURSE REQUEST: Some courses may require departmental approval and/or advising prior to registration.

PREFERRED CHOICE				ALTERNATE CHOICE			
COURSE NUMBER	SECTION	CREDIT HRS.	TITLE	COURSE NUMBER	SECTION	CREDIT HRS.	TITLE
0697-798	90	4	_____	_____	_____	_____	_____
0697-798	91	3	_____	_____	_____	_____	_____

<p>Mail to: Rochester Institute of Technology Registrar's Office George Eastman Bldg. 27 Lomb Memorial Drive Rochester, NY 14623-5803 or Fax to 585/475-7005</p>	<p>Registrar's Office Use Only</p> <p>Date Received: _____ Date Processed: _____ Processed By: _____</p>
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Audit Form

This form must be received in the Office of the Registrar by the last day of Add/Drop.

Quarter: Fall _____ Winter _____ Spring _____ Summer _____ **20074**

Example: Fall 2006-2007 = 20061, Winter 2006-2007 = 20062

Today's Date: _____ **Student ID Number:** _____

Student Name: _____
Last First Middle

College/Program: College of Applied Arts and Sciences

REQUEST FOR AUDIT

Students wishing to receive an Audit grade in a course must obtain approval from the department offering the course. Not all courses are available for an audit grade. Department approval signifies that the section listed below is available for an audit grade; actual enrollment is dependent upon seat availability, restrictions, etc.

Courses taken for audit carry no credit and do not apply toward graduation requirements, satisfy prerequisites or count toward determining enrollment status. Please refer to the Schedule of Courses for current tuition assessment.

PROCEDURE: Complete this form, obtain department approval, and submit to the Office of the Registrar by the end of the Drop/Add period.

Course Number	Section	Course Title	Credit Hours	Dept. Approval/Date
<u>06 97 978</u>	<u>9</u>	<u>Internal Controls & Auditing</u>	—	<u>AU</u> _____
— — —	—	_____	—	<u>AU</u> _____

CHANGE FROM AUDIT TO CREDIT

Must be submitted to the Registrar's Office by the end of the Drop/Add period.

Course Number	Section	Course Title	Credit Hours	Dept. Approval/Date
— — —	—	_____	—	_____
— — —	—	_____	—	_____

Comments:

Registrar's Office Use Only:

Date Received:

Date Processed:

Processed By: