



Take the Lead. Become a Certified Internal Auditor.  
*Get Ahead. Get Recognised. Get Certified.*



# Certified Internal Auditor



[www.bfgulf.com/cia](http://www.bfgulf.com/cia)

## Prepare to Pass the NEW 3-Part CIA® Exam with Bright Future Training Center

If you are interested in earning the most sought-after credential in the global internal audit profession, then you need the best exam preparation course available. Bright Future Training Center is now offering a three-part Certified Internal Auditor® review course based on The IIA's CIA Learning System®.

### Increase Your Earning Potential!

According to The IIA's 2012 *Internal Audit Compensation Study*, the median salary of auditors who hold their CIA designation is as much as 40 percent higher than peers without the credential.

- ✓ SmartStudy tools that help you set up a study plan
- ✓ Learning modules available in print
- ✓ Guided Quickstart overviews for each module to highlight key topics
- ✓ Based on practical case studies drawn from real-world examples
- ✓ Mock Exams
- ✓ Online Resource Center with additional study tools

## Take the Lead. Become a Certified Internal Auditor

The CIA is the only globally accepted designation for internal auditors. It is the standard by which internal audit professionals demonstrate their knowledge and competence in the areas of governance, risk, and control. It is the standard by which internal auditing professionals demonstrate their knowledge and competence to facilitate and manage today's complex internal audit responsibilities.

### Why Earn Your CIA Certification?

- ✓ Demonstrate your knowledge and competence to internal management and external clients.
- ✓ Distinguish yourself from your peers.
- ✓ Fine tune your knowledge of best practices in the industry.
- ✓ Open new doors for career advancement.
- ✓ Increase your earning potential.



### Is the CIA Right for You?

Earning the CIA designation is an important accomplishment and professional advantage for internal auditors during all stages of their careers including:

- ✓ Chief audit executives.
- ✓ Audit directors
- ✓ Audit managers and staff.
- ✓ Risk management staff.
- ✓ Business, finance, and accounting students.

## What Will You Learn?

Part 1: Internal Audit Basics

Part 2: Internal Audit Practice

Part 3: Internal Audit Knowledge Elements

## Prepare to Pass the CIA Certification Exam

There is no better way to prepare for the CIA exam than with Bright Future Training Center's CIA Exam Prep Training Program. This course combines expert classroom instruction with **The IIA's CIA Learning System** reading materials and online study tools.

## Why Should I Register for CIA Certification Exam Prep?

- ✓ Increase your knowledge and skills in the areas of governance, risk, and controls.
- ✓ Stay on track to complete your CIA exam preparations.
- ✓ Attend classes taught by qualified instructors
- ✓ Network with peers and discuss difficult topics with an expert instructor.
- ✓ Enjoy comprehensive study materials with The IIA's CIA Learning System (included in tuition).

## Comprehensive and Interactive Learning Tools

**CIA Certification Exam** is based on the new IIA's CIA Learning System for the 3-part CIA exam. Available exclusively through The IIA and its partners, this premier quality teaches the entire global CIA exam syllabus and critical skills demanded by global employers. The IIA's CIA Learning System materials include:

### Comprehensive Reading Materials

- ✓ Study with printed books or e-books.
- ✓ Learn the entire 3-part CIA exam syllabus in a concise and easy-to-understand format.
- ✓ Use the materials as ongoing reference for years to come.

### Interactive Online Study Tools

- ✓ Study on-the-go with mobile-optimized online study tools.
- ✓ Create a personalized study plan with SmartStudy™.
- ✓ Assess your initial level of knowledge with the pre-test.
- ✓ Test your comprehension and retention with chapter quizzes.
- ✓ Review key terms with flashcards and glossary.
- ✓ Determine knowledge gain and identify further topics for review with the online post-test.
- ✓ Build confidence using the computer-based CIA exam software with the CIA Practice Exam.
- ✓ Access online study tools for up to two years.

### Quality Instruction from Experienced Professionals

One of the greatest benefits of classroom training is your instructor who provides expertise, insights, one-on-one guidance and discussion leadership.

### Educate Your Staff

**CIA Certification Exam Prep Training Course** is a great solution for organizations that wish to deliver premier-quality internal audit training to their staff without having to invest significant money and resources into development and implementation. The course offers:

- ✓ **Quality Training:** This course combines expert instruction with premier quality study materials, providing timely analysis and discussion of practical audit procedures.
- ✓ **Affordability:** Don't waste time and money developing your own curriculum. The IIA's CIA Learning System was developed by CIA-certified industry experts and is aligned with current Standards.
- ✓ **Best Practice Sharing:** Classroom discussions allow participants to learn from the experiences of their peers.

### Feature Highlights:

- Distinguish yourself among your peers.
- Demonstrate your long-term commitment to the Internal Audit profession.
- Keep current with the latest topics, legislation and regulatory requirements.
- Protect your organization from risk and ensure its compliance.
- Become eligible for additional career opportunities and attain professional advancement.
- Open doors to companies that require their employees to be certified.

### Course Delivery:

Bright Future Training Center is proud to launch the globally-acclaimed **CERTIFIED INTERNAL AUDITOR** in association with The Institute of Internal Auditors. The Certificate provides a customizable approach and addresses the need of providing formalized practical education to Internal Audit practitioners.

- ✓ Official Courseware
- ✓ Class-room Training
- ✓ Learning System Books
- ✓ Guided Case-studies
- ✓ Practical Examples from real-world scenarios
- ✓ In-class Drilling Sessions
- ✓ Comprehensive Revision
- ✓ Facilitator Support



## Certified Internal Auditor<sup>®</sup> - Course Outline

### Part 1 – Internal Audit Basics

#### Mandatory Guidance

- Definition of Internal Auditing
- Code of Ethics
- International Standards

#### Internal Control and Risk

- Types of Controls and Management Control Techniques
- Internal Control Framework Characteristics and Use
- Alternative Control Frameworks
- Risk Vocabulary and Concepts
- Fraud Risk Awareness

#### Conducting Internal Audit Engagements—Audit Tools and Techniques

- Data Gathering and Process Mapping
- Evaluating Relevance, Sufficiency, and Competence of Evidence
- Data Analysis and Interpretation
- Documentation/Work Papers
- Data Reporting

### Part 2 - Internal Audit Practice

#### Managing the Internal Audit Function

- Strategic Role of Internal Audit
- Operational Role of Internal Audit
- Establish a Risk-Based Internal Audit Plan

#### Managing Individual Engagements

- Plan Engagements
- Supervise Engagements
- Engagement Communications as a Process
- Monitor Engagement Outcomes

#### Fraud Risks and Controls

- Common Types of Fraud and Fraud Risks per Engagement Area
- Assessing Response to Engagement Area Fraud Risks
- Determining Need for Fraud Investigation
- Process Review for Fraud Controls Improvement
- Detecting Fraud
- Culture of Fraud Awareness
- Interrogation/Investigative Techniques
- Forensic Auditing

### Part 3 – Internal Audit Knowledge Elements

#### Governance/Business Ethics

- Corporate/Organizational Governance Principles
- Environmental and Social Safeguards
- Corporate Social Responsibility

#### Risk Management

- Risk Management Techniques
- Organizational Use of Risk Frameworks

#### Organizational Structure/Business Process and Risks

- Organizational Structures
- Risk/Control Implications of Organizational Structures
- Typical Structures in Various Business Cycles
- Business Process Analysis
- Inventory Management Techniques and Concepts
- Electronic Funds Transfer (EFT)/Electronic Data Interchange (EDI)/E-commerce
- Business Development Life Cycles
- The International Organization for Standardization
- Out-sourcing Business Processes

#### Financial Management

- Financial Accounting and Finance
- Managerial Accounting

#### Communication

- Communication
- Stakeholder Relationships
- Management/Leadership Principles
- Strategic Management
- Organizational Behavior
- Management Skills/Leadership Styles
- Conflict Management
- Project Management/Change Management

#### IT/Business Continuity

- Security
- Application Development
- System Infrastructure
- Business Continuity

#### Global Business Environment

- Economic/Financial Environments
- Cultural/Political Environments
- Legal and Economics—General Concepts
- Impact of Government Legislation and Regulation on Business

## REGISTRATION FORM

REGISTER NOW. CLASSES FILL QUICKLY AND SPACE IS LIMITED. DON'T DELAY YOUR CIA PREPARATIONS. NOW IS THE TIME TO DISTINGUISH YOURSELF FROM YOUR PEERS BY ENHANCING YOUR KNOWLEDGE AND YOUR CREDENTIALS.

Bright Future Training Center is pleased to announce that we are now offering The IIA's CIA Learning System review course to help local CIA candidates prepare to pass the CIA exam.

This program combines the leadership of an experienced instructor with the comprehensive reading materials and interactive online study tools of The IIA's CIA Learning System to expand your internal audit knowledge and skills and ensure you're prepared to pass the 3-part CIA exam. Discuss difficult topics with an instructor, network with your peers, and stay on track to meet your CIA goals.

### DELEGATE REGISTRATION FORM

## CERTIFIED INTERNAL AUDITOR TRAINING PROGRAM Kingdom of Bahrain

Organization	
Delegate Name	
Job Title	
Mailing Address	
Telephone *	
Fax	
Mobile *	
E-mail *	
Delegate's Signature	
Payment Information	

### DELEGATE SUBSTITUTIONS AND CANCELLATION POLICY

You may substitute delegates at any time. For cancellations received in writing more than thirty (30) days prior to this event you will receive a 100% credit to be used at another event for up to one year from the date of issuance. For cancellations received less than thirty (30) days prior to the event no credits will be issued. In the event that the Organiser postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. The Organiser shall assume no liability whatsoever if this event is altered, rescheduled, postponed or cancelled due to a fortuitous event, unforeseen occurrence or any other event that renders performance of this event inadvisable, illegal, impracticable or impossible. As such, the Organiser reserves the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.

**Important Notice:** Payment is required with registration and must be received prior to the event to guarantee your place. Walk-in delegates with payment only will be admitted on the basis of space availability.

### EASY WAYS TO REGISTER

Phone: +973 1736 5044  
Fax: +973 1736 5045  
Email: [training@bfgulf.com](mailto:training@bfgulf.com)  
Web: [www.bfgulf.com/cia](http://www.bfgulf.com/cia)

### REGISTRATION FEES

Certificate	Fees/Delegate
CIA EXAM PREP TRAINING	<b>SPECIAL OFFER: BHD 1,580</b>

Please make Payments through Bank Transfer: Bright Future Training Center, Ahli United Bank, A/c #: 0016 205109 001, IBAN#: BH37AUBB00016205109001, Seef Branch, Bahrain, SWIFT: AUBBBHBM

- Fees include Class-room lectures, attendance, SHRM Learning System, Mock Exams, Question Bank, hand-outs, refreshment breaks, buffet lunch, snacks, In-class Drilling Sessions, Exam Fees
- Participation will be confirmed upon receipt of full payment

### CERTIFICATION WEBSITE

[www.bfgulf.com/cia](http://www.bfgulf.com/cia)

### CLASSROOM VENUE

Bahrain: Novotel Resort & Spa

### ACCOMODATION, TRAVEL & VISA

The cost of the hotel accommodation, travel and Visa charges are not included in the registration fee.



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