

CERTIFICATION IN CONTROL SELF ASSESSMENT (CCSA)

REVIEW CLASS
APRIL 15, 2010

Who Should Attend?

Internal auditors from all business sectors, academia and government, this is your opportunity to....

- ◆ Enhance your professional credibility.
- ◆ Pass an exam that stands on its own and qualifies as part 4 of the CIA exam.
- ◆ Understand the important role Control Self-Assessment (CSA) plays in the audit process.

Note: There is no obligation to sit for the CCSA exam; you may attend this course for the training aspect only, which is valuable in and of itself. Exam registration is a separate process and involves separate fees.

Agenda

Registration: 7:30 am - 8:00 am
Seminar: 8:00 am - 4:30 pm
Lunch: 12:00 pm - 12:50 pm

8.5 CPE based on the 50 minute hour

Location

Rensselaer Technology Park
200 Jordan Road
Troy, NY 12180*
(518) 286-2622 x110

PLENTY OF FREE PARKING

RTP is a SMOKE FREE Facility

*It's really in North Greenbush

Course Outline

This comprehensive CCSA[®] examination review course will help the students understand the dimensions of the CCSA[®] examination while helping them prepare for the successful achievement of the Certification in Control Self-Assessment CCSA[®].

The students will learn how to effectively study for the CCSA[®] examination and will gain the confidence to better manage multiple choice questions in a testing environment.

The McKeever CCSA Study System self study workbook will be used as the class workbook and will be provided, as part of the class, to all attending students. This workbook contains substantial CCSA[®] related theory as well as over 300 practice questions with answers and explanations. www.cbcseminars.com

During the class there will be discussions of typically tested topics along with **extensive reviews and discussions of a sample of the practice questions, answers, and explanations** from the workbook.

Domain 1 – CSA Fundamentals

- Code of Ethics
- Ownership and accountability for control
- Reliance on operational expertise
- Comparison to traditional techniques of risk and control evaluation
- Control awareness and education
- Cooperation, participation, and partnership

Domain 2 – CSA Program Integration

- Alternative approaches to CSA
- Cost / benefit analysis for implementation of the CSA process
- Strategic CSA program planning methodologies or techniques, including resource allocation
- Organizational theory and behavior
- Change management and business process reengineering
- Presentation techniques for successful integration
- Client feedback mechanisms (e.g. interviews, surveys)

Course Outline Continued

Domain 3 – Elements of the CSA Process

- Management's priorities and concerns
- Project and logistics management
- Business objectives, processes, challenges, and threats for the area under review
- Resource identification and allocation of participants and CSA team
- Culture of area under review
- Question development techniques
- Technology supporting the CSA process
- Facilitation techniques and tools
- Evaluation / analytical tools and techniques
- Formulating recommendations or actions plans
- Nature of evidence
- Reporting techniques and considerations
- Motivational techniques
- Follow up
- Ethical considerations

Domain 4 – Business Objectives and Organizational Performance

- Strategic and operational planning processes
- Objective setting, including alignment to the organization's mission and values
- Performance measures
- Performance management
- Data collection and validation techniques

Domain 5 – Risk Identification and Assessment

- Risk Theory
- Risk models / frameworks
- Risk management techniques / cost-benefit analysis
- Using CSA in Enterprise Risk Management (ERM)

Domain 6 – Control Theory and Application

- Corporate governance, control theory, and models
- Methods for judging and communicating the overall effectiveness of the system of internal control
- Relationship between informal and formal controls
- Techniques for evaluating formal controls, informal controls and control environments
- Control documentation techniques
- Control design and application
 - Techniques for determining control history for the organization

Presenter John J. McKeever, CCSA, CFE, CQA, CPC

John McKeever is the President and COO of Contemporary Business Concepts, LLC. He has served as an Operations Manager, Consultant, Instructor, and Audit Professional. During his fifteen years in the audit department at AT&T, he conducted and led a wide range of audit and consulting projects, including numerous audits of finance, operations, and information technology processes.

John has trained thousands of auditors and managers while at the AT&T School of Business. He has developed and delivered a number of business programs which include this *The McKeever CCSA Study System*, *COSO: The Steps to Success*, *Help Your Client Succeed with Control Self-Assessment*, and *Consulting: A Value Added Service and the Tools and Techniques that Make it Work*.

His work has included developing and delivering risk and control management programs specifically focused for the needs of Senior Executives, Board of Directors, and Audit Committees.

He is the author of numerous research papers that have addressed the concepts of process improvement in business, employee empowerment, and the management of effective teams. Using these tools, he has guided and encouraged thousands of domestic and international professionals to move toward process and business improvements. For his achievements as a seminar leader, the Institute of Internal Auditors has awarded John the designation of *Distinguished Adjunct Faculty Member*.

He has degrees in Business Administration and Management from Northeastern University, a MS Degree in Management from Stevens Institute of Technology, and a Certificate in Total Quality Management from the University of Phoenix. He is an American Society Certified Quality Auditor, a Certified Fraud Examiner, a Certified Business Manager, and a Certified Professional Consultant. He is a member of the American Society for Quality, The Institute of Internal Auditors, Association of Business Professionals in Business Management, and The Association of Certified Fraud Examiners.

To Register

Visit our website:

<http://www.theiia.org/chapters/index.cfm/view/events/cid/87>

Questions, contact:

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Or

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Registration Fees

(Includes lunch and refreshment breaks)

Members \$250

Nonmembers \$300

Early Bird by March 31

Members \$200

Nonmembers \$250

Price also includes a copy of the McKeever CCSA Study System, a 478 page review book with over 300 practice questions, answers and explanations – a \$175 value!

Cancellation Policy: Substitutions can be made at any time up until the time of the conference. Substitution of a non-member for a member will result in the additional non-member fees being charged. Registration fees will not be refunded for cancellations made after Friday, April 9, 2010. No shows will be individually responsible for full payment.



**Register Early!!
Class size
limited to 40!!**

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8.5 CPE HOURS AVAILABLE

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Sponsored by:

**The Albany Chapter of the
Institute of Internal Auditors**