



EXAM PREPARATION

CIA LEARNING SYSTEM INSTRUCTOR LED COURSE - PART 3 (CIA3)

NEW

DURATION: 4 DAYS

CPD HOURS: 32

SPECIALIST COURSE

The cost of the course includes the CIA LEARNING SYSTEM materials and courier costs. A discounted rate applies if you already have the materials plus courier costs.

SECTION I: GOVERNANCE/BUSINESS ETHICS

Chapter A: Corporate/Organizational Governance Principles

- Topic 1: Demonstrate Proficiency with Corporate/Organizational Governance Principles (Level P)

Chapter B: Environmental and Social Safeguards

- Topic 1: Demonstrate an Understanding of Environmental and Social Safeguards (Level A)

Chapter C: Corporate Social Responsibility

- Topic 1: Demonstrate an Understanding of Corporate Social Responsibility (Level A)

SECTION II: RISK MANAGEMENT

Chapter A: Risk Management Techniques

- Topic 1: Assess and Apply Risk Management Techniques (Level P)

Chapter B: Organizational Use of Risk Frameworks

- Topic 1: Demonstrate Proficiency with Organizational Use of Risk Frameworks (Level P)

SECTION III: ORGANIZATIONAL STRUCTURE/BUSINESS PROCESSES AND RISKS

Chapter A: Organizational Structures

- Topic 1: Demonstrate an Understanding of Various Organizational Structures (Level A)
- Topic 2: Demonstrate an Understanding of Risk/Control Implications of Different Organizational Structures (Level A)

Chapter B: Typical Activities in Various Business Cycles

- Topic 1: Demonstrate an Understanding of Typical Activities in Various Business Cycles (Level A)
- Topic 2: Demonstrate an Understanding of Supply Chain Management Business Cycles (Level A)

Chapter C: Business Process Analysis

- Topic 1: Describe Methods Used to Perform Business Process Analysis (Level A)

Chapter D: Inventory Management Techniques and Concepts

- Topic 1: Demonstrate an Understanding of Inventory Management Techniques and Concepts (Level A)

Chapter E: Electronic Funds Transfer (EFT)/Electronic Data Interchange (EDI)/E-commerce

- Topic 1: Demonstrate an Understanding of Electronic Funds Transfer (EFT) (Level A)
- Topic 2: Demonstrate an Understanding of Electronic Data Interchange (EDI) (Level A)
- Topic 3: Demonstrate an Understanding of E-commerce (Level A)



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Chapter F: Business Development Life Cycles

- Topic 1: Describe the Implications of Various Business Development Life Cycle Stages (Level A)

Chapter G: The International Organization for Standardization (ISO) Framework

- Topic 1: Demonstrate an Understanding of the International Organization for Standardization (ISO) Framework (Level A)

Chapter H: Out-Sourcing Business Processes

- Topic 1: Define Terms and Concepts in Out-Sourcing Business Processes (Level A)
- Topic 2: Describe Risks and Opportunities Related to Out-Sourcing (Level A)

SECTION IV: COMMUNICATION

Chapter A: Communication

- Topic 1: Demonstrate an Understanding of the Communication Process, Methods, and Principles (Level A)
- Topic 2: Demonstrate an Understanding of Organizational Dynamics (Level A)
- Topic 3: Express the Impact of Computerization on Communication (Level A)

Chapter B: Stakeholder Relationships

- Topic 1: Build Dynamic Relationships with Stakeholders (Level A)
- Topic 2: Deliver Value and Insight to Stakeholders (Level A)

SECTION V: MANAGEMENT/LEADERSHIP PRINCIPLES

Chapter A: Strategic Management

- Topic 1: Demonstrate an Understanding of Global Analytical Techniques (Level A)
- Topic 2: Describe Competitive Strategies and Global Competition in Various Industry Environments (Level A)
- Topic 3: Analyze the Impact of Strategic Decisions to Integrate or Expand Capacity or the Business (Level A)
- Topic 4: Demonstrate an Understanding of Forecasting (Level A)
- Topic 5: Demonstrate an Understanding of Quality Management (Level A)
- Topic 6: Describe Methods and Uses of Decision Analysis (Level A)

Chapter B: Organizational Behavior

- Topic 1: Describe Structures and Configurations within Organizational Theory (Level A)
- Topic 2: Demonstrate an Understanding of Organizational Behavior (Level A)
- Topic 3: Describe Traits, Stages, and Implications of Group Dynamics (Level A)
- Topic 4: Demonstrate an Understanding of Human Resource Processes (Level A)
- Topic 5: Express the Risk/Control Implications of Different Leadership Styles (Level A)
- Topic 6: Measure Various Aspects of Performance (Level A)

Chapter C: Management Skills/Leadership Styles

- Topic 1: Lead, Inspire, Mentor, and Guide People, Building Organizational Commitment and Entrepreneurial Orientation (Level A)
- Topic 2: Create Group Synergy in Pursuing Collective Goals (Level A)



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- Topic 3: Demonstrate an Understanding of Team Building and Assessing Team Performance (Level A)

Chapter D: Conflict Management

- Topic 1: Demonstrate an Understanding of Conflict Management (Level A)
- Topic 2: Describe Different Methods of Conflict Resolution (Level A)
- Topic 3: Demonstrate an Understanding of Negotiation Skills (Level A)

Chapter E: Project Management/Change Management

- Topic 1: Demonstrate an Understanding of Change Management (Level A)
- Topic 2: Describe Project Management Techniques and Best Practices (Level A)

SECTION VI: IT/BUSINESS CONTINUITY

Chapter A: Security

- Topic 1: Demonstrate an Understanding of Physical/System Security (Level A)
- Topic 2: Describe Concepts of and Threats to Information Protection (Level A)
- Topic 3: Describe Application Authentication (Level A)
- Topic 4: Demonstrate an Understanding of Encryption (Level A)

Chapter B: Application Development

- Topic 1: Describe End-User Computing (Level A)
- Topic 2: Demonstrate an Understanding of Change Control (Level A)
- Topic 3: Discuss Systems Development Methodology (Level A)
- Topic 4: Demonstrate an Understanding of Application Development (Level A)
- Topic 5: Describe Various Levels of Application Controls (Level A)

- Topic 6: Demonstrate an Understanding of Information Systems Development (Level A)

Chapter C: System Infrastructure

- Topic 1: Demonstrate an Understanding of Workstations (Level A)
- Topic 2: Demonstrate an Understanding of Databases (Level A)
- Topic 3: Describe Common IT Control Frameworks (Level A)
- Topic 4: Describe the Functional Areas of IT Operations (Level A)
- Topic 5: Demonstrate an Understanding of Enterprise-Wide Resource Planning (ERP) Software (Level A)
- Topic 6: Describe Data, Voice, and Network Communications/Connections (Level A)
- Topic 7: Demonstrate an Understanding of Servers (Level A)
- Topic 8: Describe the Process of Software Licensing (Level A)
- Topic 9: Demonstrate an Understanding of Mainframes (Level A)
- Topic 10: Demonstrate an Understanding of Operating Systems (Level A)
- Topic 11: Demonstrate an Understanding of Web Infrastructure (Level A)

Chapter D: Business Continuity

- Topic 1: Define and Describe Business Continuity Planning (Level A)
- Topic 2: Describe the Process and Best Practices of IT Contingency Planning (Level A)

SECTION VII: FINANCIAL MANAGEMENT

Chapter A: Financial Accounting and Finance

- Topic 1: Describe Basic Concepts and Underlying Principles of Financial Accounting (Level A)
- Topic 2: Describe Intermediate Concepts of Financial Accounting (Level A)
- Topic 3: Describe Advanced Concepts of Financial Accounting (Level A)



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- Topic 4: Perform Financial Statement and Ratio Analysis (Level A)
- Topic 5: Define and Differentiate Various Types of Debt and Equity (Level A)
- Topic 6: Define and Describe Various Financial Instruments (Level A)
- Topic 7: Demonstrate an Understanding of Cash Management/ Treasury Functions (Level A)
- Topic 8: Describe Inventory and Business Valuation Models (Level A)
- Topic 9: Demonstrate an Understanding of Capital Budgeting (Level A)
- Topic 10: Describe Various Taxation Schemes (Level A)

Chapter B: Managerial Accounting

- Topic 1: Describe General Concepts in Managerial Accounting (Level A)
- Topic 2: Describe the Concept of Responsibility Accounting (Level A)
- Topic 3: Demonstrate an Understanding of the Operating Budget (Level A)
- Topic 4: Demonstrate an Understanding of Cost Concepts (Level A)
- Topic 5: Describe Various Costing Systems (Level A)
- Topic 6: Explain the Concept of Relevant Cost (Level A)
- Topic 7: Perform Cost-Volume-Profit Analysis (Level A)
- Topic 8: Demonstrate an Understanding of Transfer Pricing (Level A)

SECTION VIII: GLOBAL BUSINESS ENVIRONMENT

Chapter A: Economic/Financial Environments

- Topic 1: Compare and Contrast Global, Multinational, International, and Multilocal Economic/Financial Environments (Level A)
- Topic 2: Describe Requirements for Entering the Global Marketplace (Level A)
- Topic 3: Explain How to Create Organizational Adaptability (Level A)
- Topic 4: Describe How to Manage Training and Development (Level A)

Chapter B: Cultural/Political Environments

- Topic 1: Explain the Importance of Balancing Global Requirements against Local Imperatives (Level A)
- Topic 2: Describe the Personal Characteristics and Competencies in a Global Mindset (Level A)
- Topic 3: Discuss Sources and Methods for Managing Complexities and Contradictions (Level A)
- Topic 4: Describe Best Practices for Managing Multicultural Teams (Level A)

Chapter C: Legal and Economic Implications of Global Business

- Topic 1: Demonstrate an Understanding of Trade Legislation and Regulations (Level A)
- Topic 2: Demonstrate an Understanding of Key Economic Indicators (Level A)

Chapter D: Impact of Government Legislation and Regulation on Business

- Topic 1: Demonstrate an Understanding of the Impact of Government Legislation and Regulation on Business (Level A)

WHO SHOULD ATTEND

All CIA candidates