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existing Wiley CIA Exam Review books and prepares you for Part 2 of the CIA Exam with helpful outlines, concepts, tools and techniques, and standards. Get effective and efficient instruction on CIA internal auditing exam competencies in 2021 Wiley CIA Exam Review 2021 Focus Notes, Part 1 Essentials of Internal Auditing provides readers with all current Institute of Internal Auditors (IIA) content requirements. Filled with visual aids like tree diagrams, line drawings, memory devices, tables, charts, and graphic text boxes, the material is accessibly written from a student's perspective and designed to aid in recall and retention. Wiley CIA Exam Review 2021 Focus Notes, Part 1 Essentials of Internal Auditing contains all the internal audit elements Certified Internal Auditor test-takers will need to succeed on the internal auditing section of this challenging exam. Stay abreast of the latest information on international auditing with this indispensable resource. Obtain practical guidance in such areas as risk assessment, logistics, and cultural/business environment in an international context. Examine the risks international companies face as a cost of doing business and learn proven methods of addressing these risks. This guide gives you advice on how to plan safe and efficient auditing assignments and provides information on regions and countries throughout the world to allow you to place your assignment in a wide context. Order your copy today! Comprehensive review material for the first part of the 2022 CIA exam Wiley CIA 2022 Part 1 Focus Notes: Essentials of Internal Auditing offers students preparing for the 2022 Certified Internal Auditor exam a complete set of Focus Notes designed to help them succeed the first part of the test. Readers will receive complete coverage of the Essentials of Internal Auditing, including all of the following domains: Foundations of internal auditing. Independence and objectivity. Proficiency and due professional care. Quality assurance and improvement programs. Governance, risk management, and control. Fraud risk. Accessibly written from a student's perspective and designed by our knowledgeable staff to aid in recall and retention, these notes contain memory devices, visual aids, charts, tables, and more. Fulsome study notes for the second part of the CIA 2022 exam Wiley CIA 2022 Part 2 Focus Notes: Practice of Internal Auditing offers students preparing for the 2022 Certified Internal Auditor exam a complete set of Focus Notes designed to help them succeed on the second part of the test. Readers will receive complete coverage of the Practice of Internal Auditing section, including all of the following domains: Managing the internal audit activity. Planning the engagement. Performing the engagement. Communicating engagement results and monitoring progress. Accessibly written from a student's perspective and designed by our knowledgeable staff to aid in recall and retention, these notes contain charts, tables, memory devices, visual aids, and more. While the Institute of Internal Auditors (IIA) has provided standards and guidelines for the practice of internal audit through the International Professional Practice Framework (IPPF), internal auditors and Chief Audit Executives (CAEs) continue to experience difficulties when attempting to balance the requirements of the IPPF with management expectations. "Scandals have undermined investor confidence in the management of firms and drawn global attention to how Management Boards of public firms are in-control of their operations. These scandals cleared the way for corporate governance committees to define new requirements on the control systems of public firms. However, the requirements of these committees did not prevent new problems with a number of firms, some of which published an in-control statement. This raises questions with respect to the effectiveness and completeness of the control of these firms, suggesting that possible quintessential elements or aspects are missing. The internal audit profession has been involved only indirectly in the discussion on corporate governance in the Netherlands. This thesis explores a theory of internal audit in relation to the nature and the control systems of Dutch public listed firms. This thesis explores literature and current practices to obtain a clear view of internal audits theoretical and practical contributions to the reasons of existence and scope of work in the control system of a firm"--Cover. Recognized as one of the premier thought leaders in internal auditing, Norman Marks served as the chief audit executive at global companies for more than twenty years. He now spends his time speaking and presenting at conferences around the world on internal audit, risk management, governance, and better-run business. This book is about the professional experiences that shaped Norman and led him to be acknowledged by audit committees, company executives, and his peers as the leader of world-class internal audit teams. Read what led people to say about Norman and his team: • "Internal audit provides us with a competitive advantage" • "You have yet to perform an audit I wouldn't gladly pay for" • "You help the audit committee sleep through the night" • "You are not a typical internal auditor" A current chief audit executive who worked with Norman at two different companies had this to say: "Norman had a unique leadership philosophy where he adapted to the demands of the situation, the abilities of the staff and the needs of the organization. He was able to move between leadership styles utilizing the one needed for the challenges that the company was facing. He was at times visionary along with a coaching emphasis while not micromanaging. Norman set high standards, was democratic but occasionally would utilize a classic authoritarian style when needed with certain employees and situations. Norman moved easily between leadership styles which resulted in developing World Class departments. As the Chief Audit Executive for a semiconductor company I still consult Norman on various audit topics and practice leadership techniques I learned under his tutelage." The Dictionary of Auditing is a one-stop resource for key auditing terminology, concepts, and processes essential to auditors and of increasing interest to those that work with them. Covers key regulatory developments such as Sarbanes Oxley and provides links for further reading. This book is an annotated compendium of articles and checklists I wrote on the subject of Internal Auditing and to help internal auditors to identify, correct, and track nonconformities in their organizations. It is based on work I have done as an auditor and management consultant in the U.S. and in Central America and as a Military analyst for the Center for Naval Analyses, research of some very fine books, and the 27 years of military service that preceded it. The premise of this book and my reason for creating it is simple: 1. Our organizations (large and small public and private) can audit themselves more effectively than outside consultants or registrars. The news in recent years has proven that reliance on outside auditors to the exclusion or minimization of internal audits is both perilous and unforgivable. 2. It is not enough that organizations reach states of profitability and self-sustainment; they must develop a corporate character that identifies it as a good neighbor and responsible member of society. This corporate character must include Corporate Responsibility, employee safety and quality of life, and environmental compliance. 3. Our organizations, and, in fact, our lives are in danger from both physical and cyber-attacks, because we remain incredibly uneducated, unstructured, and vulnerable, when it comes to these modern-day, fact-of-life, threats. Organizational Security can be upgraded profoundly through a well-developed program of internal audits. 4. Organizations can combine resources synergistically. That is, the whole of the effort will be greater than the sum of its parts. I have kept this work as compact as possible, so as to minimize reading time and maximize productivity. I write for no-nonsense managers with big responsibilities and limited resources. I refer often to excellent ISO International Standards. Complete exam review for the third part of the Certified Internal Auditor exam The Wiley CIA 2022 Part 3 Exam Review: Business Knowledge for Internal Auditing offers students preparing for the Certified Internal Auditor 2022 exam complete coverage of the business knowledge portion of the test. Entirely consistent with the guidelines set by the Institute of Internal Auditors (IIA), this resource covers each of the four domains explored by the test, including: Business acumen. Information security. Information technology. Financial management. This reference provides an accessible and efficient learning experience for students, regardless of their current level of comfort with the material. Today's internal auditor is responsible for creating higher standards of professional conduct and for greater protection against inefficiency, misconduct, illegal activity, and fraud. Now completely revised and updated, Brink's Modern Internal Auditing, Seventh Edition is a comprehensive resource and reference book on the changing world of internal auditing, including new coverage of the role of the auditor and internal control. An invaluable resource for both the new and seasoned internal auditor, the Seventh Edition provides auditors with the body of knowledge needed in order to be effective. Internal auditors are expected to perform risk-based audits, but do so partially because they focus on financial and compliance risks at the expense of operational, strategic and technological ones. This limits their ability to evaluate critical risks and processes. This book merges traditional internal audit concepts and practices with contemporary quality control methodologies, tips, tools and techniques. It helps internal auditors perform value-added operational audits that result in meaningful findings and useful recommendations to help organizations meet objectives and improve the perception of internal auditors as high-value contributors, appropriate change agents and trusted advisors. The Certified Internal Auditor (CIA) is the only globally accepted certification designation for internal auditors and remains the standard by which individuals demonstrate their competency and professionalism in the internal auditing field. The Wiley CIA Exam Review Focus Notes, Volume 1: Internal Audit Activity's Role in Governance, Risk, and Control complements and supplements the existing Wiley CIA Exam Review books and prepares you for Part 1 of the CIA Exam with helpful outlines,

concepts, tools and techniques, and standards. Conquer the second part of the Certified Internal Auditor 2022 exam The Wiley CIA 2022 Part 2 Exam Review: Practice of Internal Auditing offers students practicing for the Certified Internal Auditor 2022 exam fulsome coverage of the practice of internal auditing portion of the test. Completely consistent with the standards set by the Institute of Internal Auditors, this reference covers each of the four domains tested by the exam, including: Managing the internal audit activity. Planning the engagement. Performing the engagement. Communicating engagement results and monitoring progress. This review provides an accessible and efficient learning experience for students, regardless of their current level of comfort with the material. Following corporate scandals and the recent bankruptcy of large financial institutions, the public believes that one of the responsibilities of governments, regulators and corporate executives is to do business in compliance with basic ethical values. It is now acknowledged that there has been a general decline in ethical standards in the business world, perhaps due in part to a celebrity culture that overvalues wealth and shallow notions of 'success'. Ethics used to be discussed only by philosophers and academics, but it is now apparent to business leaders that companies wishing to survive into the future have to develop effective protection against exposure to 'ethical risk'. This Short Guide, written by a professional with diverse international experience in auditing and fraud prevention who has specialised in ethics-related issues, serves as a resource for all who need a more complete view of the subject and practical guidance to inform their daily business decisions. Providing an overview of the theories of ethics that bear on today's business world, from Adam Smith's liberalism to stakeholder theory, the Guide explains the human behaviour that gives rise to fraud and corruption in terms of a "fraud triangle theory" according to which unethical behaviours happen when three risk components - psychological pressure, opportunity and rationalisation - are present. 'Pressure' is linked to the unfortunate superstar culture, while 'opportunity' can be reduced through application of adequate control mechanisms and corporate governance models. 'Rationalisation' has to do with the ability of an honest individual to justify a dishonest action in his own eyes. Ethics bears directly on this component and an ethical approach can prevent such self-justification. The adoption of appropriate company cultures and corporate governance models, the selection and retention of ethically sound staff and implementation of fair incentive systems are all advocated by the author, who describes the roles within an organisation of the Audit Committee and the Compliance Function. Additionally, the Guide offers a range of tools that can be applied by practitioners in the field, such as codes of conduct, compliance programmes, whistle blowing procedures and risk management processes. Auditors are trained to investigate beyond appearances to determine the underlying facts—in other words, to look beneath the surface. The recent financial crisis has made this skill even more crucial to the business community. As a result of this recent crisis and of the financial statement accounting scandals that occurred at the turn of the century, understanding the auditor's responsibility related to fraud, maintaining a clear perspective, probing for details, and understanding the big picture are indispensable to effective auditing. The author team of Louwers, Ramsay, Sinason, Strawser, and Thibodeau has dedicated years of experience in the auditing field to this new edition of Auditing & Assurance Services, supplying the necessary investigative tools for future auditors. Since the early 1980s there has been an explosion of auditing activity in the United Kingdom and North America. In addition to financial audits there are now medical audits, technology audits, value for money audits, environmental audits, quality audits, teaching audits, and many others. Why has this happened? What does it mean when a society invests so heavily in an industry of checking and when more and more individuals find themselves subject to formal scrutiny? The Audit Society argues that the rise of auditing has its roots in political demands for accountability and control. At the heart of a new administrative style internal control systems have begun to play an important public role and individual and organizational performance has been increasingly formalized and made auditable. Michael Power argues that the new demands and expectations of audits live uneasily with their operational capabilities. Not only is the manner in which they produce assurance and accountability open to question but also, by imposing their own values, audits often have unintended and dysfunctional consequences for the audited organization. "A comprehensive yet easily understandable guide to internal auditing ... [going] beyond the basics with comprehensive detail about establishing an internal audit program, selecting and training auditors, auditing requirements, interview techniques, planning audits, reporting, audit follow ups, and much more."--Back cover. Praise for Business Process Mapping IMPROVING Customer Satisfaction SECOND EDITION "A must-read for anyone performing business process mapping! This treasure shares step-by-step approaches and critical success factors, based on years of practical, customer-focused experience. A real winner!" —Timothy R. Holmes, CPA, former General Auditor, American Red Cross "Paulette and Mike make extensive use of anecdotes and real-life examples to bring alive the topic of business process mapping. From the outset, this book will engage you and draw you into the world of business process mapping. Who would have thought that reading about business process mapping could make you smile? Well, Mike and Paulette can make it happen! Within each chapter, the authors provide detailed examples and exhibits used to document a process. Each chapter also includes a 'Recap' and 'Key Analysis Points' which enable the reader to distill the highlights of the chapter." —Barbara J. Muller, CPA, CFE, Senior Lecturer, School of Accountancy, W. P. Carey School of Business, Arizona State University "Keller and Jacka cut through the drudgery of process mapping with a path-breaking approach that enables the reader to better understand processes, how they work and how they work together toward successful achievement of business objectives. With great style and flair, this book will provide you with a different way of thinking and new tools to assist you in process analysis and improvement. This book is a must-read for auditors, risk managers, quality improvement management, and business process engineers." —Dean Bahrman, VP and Internal Audit Director (Retired), Global Financial Services Companies "Mike Jacka and Paulette Keller show their expertise with the application of business process mapping in increasing customer service and satisfaction in this updated and expanded edition of this popular book. With clear, practical examples and applications, this book shows the writing talents of both authors, and it will be used over and over by those from all lines of industries and professions. Kudos for a job well done!" —Joan Pastor, PhD, Founding Partner, Licensed Industrial-Organizational Psychologist, JPA International, Inc., Beverly Hills, California The Wiley CIAexcel Exam Review Test Bank provides multiple choice questions for Part 2 of the Certified Internal Auditor (CIA) exam sponsored by the Institute of Internal Auditors (IIA). By using this product students prepare themselves for their forthcoming exam. Each question comes with an explanation of why an answer is correct as well as explanations why an answer is incorrect. Includes contributions by eleven academics writing on the past, present, and future of internal auditing. Focus is on the identification of internal audit topics that could raise interest in internal audit research. A clear, accessible guide to the roles and responsibilities of today's internal auditor At a time when companies are seeking to reevaluate their practices and add value to their audit processes, The Internal Auditor at Work represents an invaluable, user-friendly, and up-to-date guidebook for the internal auditing professional to refine and rethink both day-to-day methods and the underlying significance of the job. Each chapter of this in-depth, functional analysis contains numerous resources to guide the reader toward greater understanding and performance. Discussion questions promote dialogue among auditing professionals on the various topics covered. Top ten considerations lists recap the important points of each chapter. And end-of-chapter exercises are especially valuable to new internal auditors in that they facilitate self-development and application of principles covered. Written in partnership with the Institute of Internal Auditors with special attention to its revised standards and guidelines, The Internal Auditor at Work includes chapters on: The audit context The strategic dimension Quality and audit competence The audit process The audit proposition And more In a business environment currently undergoing major reevaluation, The Internal Auditor at Work provides an invaluable tool for internal auditing professionals and all others with an interest in adding value to their organizational processes. Get effective and efficient instruction on all CIA auditing practice exam competencies in 2021 Updated for 2021, the Wiley CIA Exam Review 2021, Part 2 Practice of Internal Auditing offers readers a comprehensive overview of the internal auditing process as set out by the Institute of Internal Auditors. The Exam Review covers the four domains tested by the Certified Internal Auditor exam, including: Managing the internal audit activity Planning the engagement Performing the engagement Communicating results and monitoring progress The Wiley CIA Exam Review 2021, Part 2 Practice of Internal Auditing is a perfect resource for candidates preparing for the CIA exam. It provides an accessible and efficient learning experience for students regardless of their current level of proficiency. Expansive study notes for the third part of the CIA 2022 exams Wiley CIA 2022 Part 3 Focus Notes: Business Knowledge for Internal Auditing offers students preparing for the 2022 Certified Internal Auditor exam a complete set of Focus Notes designed to help them succeed on the third part of the test. Readers will receive complete coverage of the Business Knowledge for Internal Auditing section,

including all of the following domains: Business acumen. Information security. Information technology. Financial management. Accessibly written from a student's perspective and designed by our knowledgeable staff to aid in recall and retention, these notes contain charts, memory devices, tables, visual aids, and more. Cutting Edge Internal Auditing provides guidance and knowledge for every internal auditor, encouraging each to pioneer new ground in the development of their professional practices in all risk management, control and governance processes. Serving as an excellent reference guide that develops a pattern of internal auditing now and for the future, this book explores the concept of 'cutting edge' internal auditing as an imaginative adventure: demonstrating how this has influenced and will continue to influence the development of professionalism in internal auditing. Built on the foundations of Jeffrey Ridley's extensive internal auditing experience across the public and private sectors, the author uses his articles and research to explore and develop the motivations, goals and categories of innovation in internal auditing today. It develops and brings up to date an imaginative internal auditing model, created and used by the author in the early 1980s, drawing on research and guidance by The Institute of Internal Auditors Inc., its Research Foundation and the Institute of Internal Auditors - UK and Ireland. Each chapter stands alone by focusing on an individual internal auditing theme, considered from both the perspective of internal auditing and its customers to suggest an appropriate vision as a goal for every internal audit activity. Each chapter also includes self-assessment questions to challenge the readers understanding of its messages. Companion website contains some of the author's training slides and seventy case studies, many written by leading internal audit practitioners, this book creates a vision for future cutting edge internal auditing. As a profession, internal audit sits somewhere between having a low profile that is barely mentioned in governance regulations, through to making a key contribution to better corporate transparency by improving how risk is perceived and addressed. A low-key approach has the danger that the value of internal audit may be overlooked, while a higher profile creates greater expectations which must be fully met as auditors reach out towards a new, more challenging role. This book provides concise commentary on strategic issues regarding the way internal audit is established, planned and performed. High-level issues sit alongside practical guidance to ensure the book has an appeal to all levels of internal audit management and staff, as each reader can dip into a range of important topics. The first edition of The Internal Auditing Handbook received wide acclaim from readers and became established as one of the definitive publications on internal auditing. The second edition was released soon after to reflect the rapid progress of the internal audit profession. There have been a number of significant changes in the practice of internal auditing since publication of the second edition and this revised third edition reflects those changes. The third edition of The Internal Auditing Handbook retains all the detailed material that formed the basis of the second edition and has been updated to reflect the Institute of Internal Auditor's (IIA) International Standards for the Professional Practice of Internal Auditing. Each chapter has a section on new developments to reflect changes that have occurred over the last few years. The key role of auditors in reviewing corporate governance and risk management is discussed in conjunction with the elevation of the status of the chief audit executive and heightened expectations from boards and audit committees. Another new feature is a series of multi-choice questions that have been developed and included at the end of each chapter. This edition of The Internal Auditing Handbook will prove to be an indispensable reference for both new and experienced auditors, as well as business managers, members of audit committees, control and compliance teams, and all those who may have an interest in promoting corporate governance. Reduce test anxiety and efficiently prepare for the first part of the CIA 2022 exam The Wiley CIA 2022 Part 1 Exam Review: Essentials of Internal Auditing offers students preparing for the Certified Internal Auditor 2022 exam comprehensive coverage of the essentials of internal auditing portion of the test. Completely compliant with the standards set by the Institute of Internal Auditors, this resource covers each of the six domains tested by the exam, including: Foundations of internal auditing. Independence and objectivity. Proficiency and due professional care. Quality assurance and improvement programs. Governance, risk management, and control. Fraud risks. This review provides an accessible and efficient learning experience for students, regardless of their current level of comfort with the material. This book addresses the practice of internal auditing using GAAS (Generally Accepted Auditing Standards), GAGAS (Generally Accepted Government Auditing Standards) and International Standards for the Professional Practice of Internal Auditing (Standards) as enunciated by the IIA. Unique in that it is primarily written to guide internal auditors in the process and procedures necessary to carry out professionally accepted internal audit functions, it includes everything necessary to start, complete and evaluate an internal audit practice, simplifying the task for even non-professionals. The easy way to master the art of auditing Want to be an auditor and need to hone your investigating skills? Look no further. This friendly guide gives you an easy-to-understand explanation of auditing — from gathering financial statements and accounting information to analyzing a client's financial position. Packed with examples, it gives you everything you need to ace an auditing course and begin a career today. Auditing 101 — get a crash course in the world of auditing and a description of the types of tasks you'll be expected to perform during a typical day on the job It's risky business — find out about audit risk and arm yourself with the know-how to collect the right type of evidence to support your decisions Auditing in the real world — dig into tons of sample business records to perform your first audit Focus on finances — learn how both ends of the financial equation — balance sheet and income statement — need to be presented on your client's financial statements Seal the deal — get the lowdown on how to wrap up your audit and write your opinion After the audit — see the types of additional services that may be asked of you after you've issued your professional opinion The Wiley CIA Exam Review is the best source to help readers prepare for the Certified Internal Auditor (CIA) exam, covering the Sarbanes-Oxley Act and more. Wiley CIA Exam Review, Volume 1: Internal Audit Activity's Role in Governance, Risk, and Control covers establishing a risk-based plan, understanding the internal audit activity's role in organizational governance, performing other internal audit roles and responsibilities, planning an audit, and more. Every volume in the Wiley CIA Exam Review series offers a successful learning system of visual aids and memorization techniques. Each volume is a comprehensive, single-source preparation tool that features theories and concepts, indicators that help candidates allot study time, full coverage of the IIA's Attribute and Performance Standards, and in-depth of theory and practice. Complete and accurate practice exams for Part 2 of the CIA 2022 exams Wiley CIA 2022 Part 2 Test Bank: Practice of Internal Auditing (1-year access) prepares students for the second part of the challenging Certified Internal Auditor exam with difficult multiple-choice questions and accompanying answer explanations. These practice tests cover each of the domains on the Practice of Internal Auditing portion of the exam, including: Managing the internal audit activity. Planning the engagement. Performing the engagement. Communicating engagement results and monitoring progress. You'll get access to test bank questions that cover each of the domains of the CIA 2022 exam. Ideal for anyone preparing for the CIA 2022 exam, as well as early-career auditors seeking to brush up on foundational concepts, this resource allows finance professionals and students to study efficiently and confidently. The Institute of Internal Auditors' (IIA's) International Professional Practices Framework (IPPF) is the authoritative guidance on the internal audit profession. The IPPF presents current, relevant, internationally consistent information that is required by internal audit professionals worldwide. The new IPPF features improved clarity, increased transparency, measurable accountability, a defined cycle of review for all guidance, and availability in hard copy and as a fully interactive CD-ROM. Praise for Directory of Global Professional Accounting and Business Certifications "In a globalized world, employers are confronted by a bewildering variety of professional qualifications, some valid, some less weighty and some spurious and fraudulent. This excellent compilation enables the reader to touch base with such organizations and explore their true credentials through access to their whereabouts including Web sites. It is additionally pleasing that updates will be provided via the publisher's own Web site." --Professor Dr. Gerald Vinten Deputy Principal, Thames Graduate School, Ilford, London Past president, chairman and committee chair, and member of several professional bodies (including the Institute of Internal Auditors, Royal Society of Health, CIPFA, and AAT) "I've often wondered what the 'alphabet soup' after some colleagues' names means and how impressed I really should be. Now I can find out!...This directory will be a valuable reference guide for human resource professionals and anyone else who wants to know what those letters mean and how seriously to take them." --James Roth, PhD, CIA, CCSA President, AuditTrends "The Directory of Global Professional Accounting and Business Certifications by Lal Balkaran is an indispensable reference source for anyone involved in the international accounting, auditing, and business professions. It is global, comprehensive, accurate, and easy to use. It is like having a personal contact book to all the world's professional organizations." --Belverd E. Needles Jr. Ernst & Young Alumni Professor, DePaul University Organized as a directory for easy reference of accounting and business designations, designatory

letters, and contact information of all disciplines, Directory of Global Professional Accounting and Business Certifications contains over 960 bodies administering well in excess of 2000 designations and designatory letters in 145 countries. This handy, yet comprehensive, directory also provides an index with a country-by-country listing of the professional designations that exist there. Internal auditors must know many concepts, techniques, control frameworks, and remain knowledgeable despite the many changes occurring in the marketplace and their profession. This easy to use reference makes this process easier and ensures auditors can obtain needed information quickly and accurately. This book consists of 100 topics, concepts, tips, tools and techniques that relate to how internal auditors interact with internal constituencies and addresses a variety of technical and non-technical subjects. Non-auditors have an easy-to-use guide that increases their understanding of what internal auditors do and how, making it easier for them to partner with them more effectively. Confidently prepare for the third part of the Certified Internal Auditor 2022 exam Wiley CIA 2022 Part 3: Exam Review + Test Bank + Focus Notes, Business Knowledge for Internal Auditing Set delivers a comprehensive and authoritative set of resources perfect for students preparing for the challenging third section on the Certified Internal Auditors 2022 exam. These materials come complete with coverage of all four domains explored by this two-hour portion of the test. You'll get access to test bank questions that cover the following sections of the CIA 2022 exam: Business acumen. Information security. Information technology. Financial management. The included resources meet all current Institute of Internal Auditors (IIA) requirements and are filled with visual aids, memory devices, and charts to aid in recall and retention.

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