



Business, Management & Legal Programs

Internal Audit Certificate

A 9-Course Professional Program

The Internal Audit Certificate is designed to meet the market demand for qualified internal auditors and the desire by financial professionals and students to increase their internal auditing knowledge and skills. The program is ideal for internal audit managers and staff who want to expand their current career prospects as well as for individuals who are considering a career transition into the field.

The program's curriculum provides the educational coursework needed to fully prepare for the globally recognized Certified Internal Auditor (CIA[®]) certification. In addition, this program provides relevant curriculum for individuals considering the CFE, CISA, CGAP[®], and CFSA[®] credentials.

Candidates completing this program are awarded the Gold Seal Certificate of the University of California signed by the Dean of UCLA Extension.

Program Curriculum

This 9-course, 36-unit professional certificate program provides a comprehensive curriculum covering core aspects of internal audit theory and practice.

Suggested Program Prerequisites

It is advisable that you complete the following (or equivalent) since they are prerequisites for a number of courses in the curriculum.

X 120A	Intermediate Accounting	👤
X 120B	Intermediate Accounting	👤
X 120C	Intermediate Accounting	👤

Core Courses (All 6 Required)

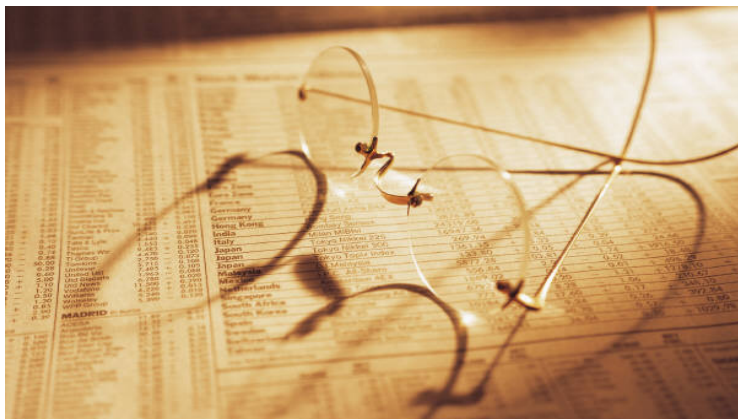
X 423.2	Internal Auditing	👤
X 423	Auditing: Financial	👤
X 423.421	Forensic Accounting	👤
X 423.426	Organizational Governance and Ethics	
X 423.427	Information Technology (IT) Auditing	👤
X423.428	Internal Auditing Capstone	

Elective Courses (Choose 3)

X 423.424	Government Auditing and Performance Measurement	
X 422	Management Accounting	👤
X 190	Management Theory, Policy and Process	
X 429.4	Financial Control of Operations	👤
X 130A	Basic Managerial Finance	👤
828.501AC	CIA Exam Review: Comprehensive Parts 1-3*	👤
X 423.42	Internship in Accounting (5 units)	

*Successful completion of 828.501AC CIA Exam Review: Comprehensive Parts 1-3 may be counted for up to 2 electives.

👤 Also offered online.



General Information

Enrolling in a Certificate

To officially enroll in a certificate and be assured of completing the program under its current requirements, an Application for Candidacy and nonrefundable application fee must be submitted by the completion of the third course in the program. Enroll online at uclaextension.edu/accounting.

Grading

All courses to be applied toward this certificate must be taken for a letter grade; a grade of "C" or better is required. If you receive a grade of "C-" or lower, you must either repeat the course or confer with your Certificate Advisor to find a suitable substitute.

Course Scheduling

To determine if a course(s) is being offered, see the quarterly schedule of courses in the UCLA Extension catalog or visit our website: uclaextension.edu/accounting.

Internship

Internship in Accounting (X 423.42) provides internship opportunities for students who are officially enrolled in this certificate and have completed a minimum of 5 courses in the program. For information contact Yvette de la Cruz at (310) 206-1578; email: ydelacru@uclaextension.edu.

Transfer of Courses

A maximum of two courses can be transferred into this certificate program from another institution. Courses must be equivalent in course content and unit value to be eligible and must have been taken within the last 5 years. If courses were taken beyond this time period, students may be allowed to take alternative courses in consultation with the Certificate Programs Advisor.

Degree Transferability

UCLA Extension courses numbered X 1-199 and XL 100-199 are degree credit courses. To determine if courses transfer to another school, contact the institution to which you plan to transfer.

Cost of the Program

The following are approximations and are subject to change without notice. The total is based on a 36-unit program. (Course fees do not include online courses, suggested prerequisites or the internship.)

Candidacy Fee (Nonrefundable): \$175

Course Fees: \$5,535

Textbooks: \$1,500

Approximate Total: \$7,210

In accordance with applicable Federal laws and University policy, the University of California does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or disability. Inquiries regarding the University's equal opportunity policies may be directed to Office of Registrar, UCLA Extension, Suite 214, 10995 Le Conte Ave., Westwood; Voice/TDD: (310) 825-8845. For information on services for students with disabilities, or questions about accessibility, please call (310) 825-7851 (voice or TTY). Wheelchair accessible.

Course Descriptions

All course descriptions and fees are subject to change.

Suggested Program Prerequisites

Intermediate Accounting Theory and Practice

X 120A Management 4 units

This is the first part in the 3-course Intermediate Accounting sequence. This course covers the interpretation, use, processing, and presentation of accounting information and the preparation of principal accounting statements. Topics include an overview of the conceptual framework of accounting, valuation, recording, and presentation of the balance sheet, income statement, and statement of cash flows. Students are introduced to time value of money concepts, as well as, accounting for cash, receivables, and the first part of inventories. *Prerequisite:* X 1A and X 1B Principles of Accounting, or consent of instructor.

Intermediate Accounting Theory and Practice

X 120B Management 4 units

This is the second part in the 3-course Intermediate Accounting sequence. This course begins with the second part of inventory accounting, and then covers accounting for long-term assets and intangibles, current and long-term liabilities, and stockholders' equity. *Prerequisite:* X 120A Intermediate Accounting Theory and Practice or consent of instructor.

Intermediate Accounting Theory and Practice

X 120C Management 4 units

This is the third part in the 3-course Intermediate Accounting sequence. This course covers complex accounting issues such as accounting for investments, revenue recognition, pension plans, leases, accounting for income taxes, accounting changes, preparation of the statements of cash flows, and an overview of financial statement analysis. *Prerequisite:* X 120B Intermediate Accounting Theory and Practice or consent of instructor.

Required Core Courses

Internal Auditing

X 423.2 Management 4 units

This course introduces students to the internal audit profession and the internal audit process and is designed for accounting, auditing, and business students; CPAs, CIAs, and CMAs or candidates; controllers and internal auditors; financial and auditing managers; corporate executives; and federal and state auditors and managers. Topics include the definition of internal auditing, The IIA's International Professional Practices Framework (IPPF), risk, governance and control issues, and conducting internal audit engagements, including report writing and interviewing skills. Additional topics include Internal Auditing (IA) standards; internal controls; managing the IA department; IA working papers, procedures, evidences, sampling, and flowcharting; 30 major areas of operational auditing, such as production, marketing, finances, EDP, purchasing, and personnel; fraud detection, including a discussion of the latest developments in financial crimes; major areas of management auditing; IA reports; and evaluation of the IA function. *Prerequisite:* X 120A, B, and C Intermediate Accounting Theory and Practice, or consent of instructor.

Auditing: Financial

X 423 Management 4 units
36.75 hours of MCLE credit available.

This course examines the auditing principles governing the responsibilities of certified public accountants in their examination of clients' financial statements. Professional ethics, legal liability, internal control, evaluation, sampling techniques, and audit reports, as well as a study of the statements on auditing standards issued by the American Institute of CPAs, also are discussed. Emphasizes verification of the major items reported in clients' statements, audit programs, and case studies. *Prerequisite:* X 120A, B, and C Intermediate Accounting Theory and Practice, or consent of instructor.

Forensic Accounting

X 423.421 Management 4 units

This course is an introduction to the exciting field of forensic accounting and the role it plays in both preventing fraud from occurring and discovering fraud after it has occurred. Students are introduced to many opportunities in the field of accounting and fraud detection in the private sector, public accounting, and government. Topics include complex financial investigations, compliance and financial audits, money laundering, net worth analysis, the psychology of white collar crime, financial statement fraud, and more. Guest lecturers from diverse fields describe their careers in the field of accounting/forensic accounting by presenting real-world cases and investigations. *Prerequisite:* X 423 Auditing: Financial and X 423.2 Internal Auditing (Operational and Management) or consent of instructor.

Organizational Governance and Ethics

X 423.426 Management 4 units

In today's global business environment, with volatile worldwide capital markets and eroded investor confidence in corporate accountability, the demand for effective corporate governance and ethical conduct in ensuring reliable financial information is higher than before. This course introduces students to aspects of good organizational governance principles and frameworks, key concepts of proper ethical behavior as well as the role internal auditors should undertake in supporting their organizations. The course is intended to develop an awareness and understanding of the main themes, perspectives, frameworks, concepts, and issues pertaining to corporate governance and business ethics from historical, global, institutional, commercial, best practices, and regulatory perspectives.

Information Technology (IT) Auditing

X 423.427 Management 4 units

This course covers management's role in controlling information technology and addressing the major risks related to technology. Topics include information security, contingency planning, desktop computer controls, systems development controls, computer center operation controls, assurance of information related to on-line, client-server, web-based, internet, and other advanced computer systems. Students learn approaches to evaluating and addressing technology risk throughout the organization from the perspective of internal and external auditing in addition to the view of every end user. *Prerequisite:* X 423 Auditing: Financial and X 423.2 Internal Auditing (Operational and Management) or consent of instructor.

Capstone Course

Internal Auditing Capstone

X 423.428 Management 4 units

This course provides the practical experience for students to apply the theory they have been learning. The course also acquaints students with important business communication aspects that an internal auditor must be familiar with in the business environment, including aspects that cover both verbal and written communication. Using "real life" case studies/projects, students conduct mock audits using a teamwork setting. Key learning objectives include: understand the process of effective communication within the business environment, learning key elements for internal audit report writing and presentations, and understanding the entire internal audit process and how to conduct an internal audit with limited supervision. Prerequisite: Completion of all core courses in the Internal Audit Certificate.

Elective Courses

Governmental Auditing and Performance Measurement

X 423.424 Management 4 units

Corporate financial professionals use profits to track results, but what is the "bottom line" in government and how are results quantified beyond staying within the annual budget? Intended for government and non-profit managers, accountants, auditors, and students, this course explores how public sector managers and auditors can work together to promote the effectiveness of public programs by establishing goals, quantifying outcomes, and reporting results. Students are introduced to Generally Accepted Governmental Audit Standards (GAGAS) for Performance Auditing used in the government and non-profit sectors. Topics include the auditor's role in the public sector, the performance audit process, writing effective audit findings, benchmarking and other methods for evaluating public sector outcomes. Students learn about the audit process by studying actual audits completed by Federal, state and local audit organizations. Participants progress through the stages of writing an audit report as they complete a simulated audit.

Management Accounting

X 422 Management 4 units

(Formerly XL 122)

This course covers the nature, objectives, and procedures of cost accounting and control. Topics include job costing and process costing, joint product costing, standard costs, theories of cost allocation and absorption, uses of cost accounting data for management decision making, accounting for manufacturing overhead, cost budgeting, cost reports, distribution costs, standard costs, differential cost analysis, profit-volume relationships, and breakeven analysis. Designed for people who are preparing for careers in accounting or those currently in production planning, material control, production control, program management, pricing, and/or purchasing. Prerequisite: X 1B Principles of Accounting or consent of instructor.

Management Theory, Process and Policy

X 190 Management 4 units

This course presents the theory and application of managerial functions; the processes of planning, organizing, leading, and controlling in a wide variety of organizational settings; and how the management of people and resources can accomplish organizational goals. Systems theory, contingency approaches, and socio-technical systems are used to explain managerial problem solving and decision making in organizational contexts and a global environment. Other topics include motivation and participation leadership and communication, management information systems, human resources management, management of technology, managerial ethics, and other contemporary management issues. Elective course in the Certificate in Business Fundamentals. Internet access is required to retrieve course materials.

Financial Control of Operations

X 429.4 Management 4 units

This course examines the techniques of interpreting and analyzing financial and accounting data for management control. Instruction covers such topics as financial information, cash flow statements, financial statement analysis, growth rate analysis, revenue recognition, earnings per share, fixed assets, inventory, financial instruments, and leases. Students develop an understanding of the financial and accounting information that is needed by management to assist in the control of operations. Prerequisite: X 120A, B, and C Intermediate Accounting Theory and Practice and X 422 Management Accounting, or equivalent experience and consent of instructor.

Basic Managerial Finance

X 130A Management 4 units

34 hours of MCLE credit available.

This course covers the methods and sources of financing business firms—large and small, corporate and noncorporate. Topics include financial planning procedures; common financial arrangements and practices; guidelines for formulating decisions on financial problems and establishing policy; and the social, legal, and economic effects of various financial alternatives. Prerequisite: X 1A Principles of Accounting or consent of instructor.

CPE Credit

Courses in this program also may be applied toward the State of California's continuing professional education (CPE) requirement for the licensure of Certified Public Accountants.

CIA® Review

CIA Exam Review: Comprehensive Parts 1-3

828.501AC Management 5.6 CEU

Enrollment into this comprehensive series encompasses all three sections of the CIA Exam Review: Part 1 Internal Auditing Basics; Part 2 Internal Audit Practice; and Part 3 Internal Audit Knowledge Elements. This review course utilizes The Institute of Internal Auditors CIA Learning System program, designed to provide comprehensive and flexible training to CIA candidates worldwide. Students may also enroll in each section individually.

Enrollment limited. CIA Learning System course materials are not included and must be purchased separately.

Internship

Internship in Accounting

X 423.42 Management 4 units

(Early-enrollment pricing does not apply to this course.)

The internship provides practical experience in a variety of accounting job functions in either the private or public accounting sector or within a general business environment. Projects include, but are not limited to, general accounting and consulting services, assisting in the preparation of financial statements, review and analysis of financial information, research and compilation of documents for completing tax returns, and performing bank reconciliations. Students intern with accounting companies within the Los Angeles area for a minimum of 75 hours. Companies offering internships do so with no obligation to provide compensation to interns. The internship is an opportunity to apply the material studied previously throughout the courses in the certificate program. *Prerequisite:* Students must be enrolled in and have completed a minimum of 5 courses in one of the following certificates: Accounting, Taxation, Business Administration with Concentration in Accounting or Taxation, or General Business Studies with Concentration in Accounting or Taxation.

Advisory Committee

The members of the Internal Audit Certificate Advisory Committee include constituencies served by the program and representatives directly involved in the program. Their primary role is to advise and guide the academic content of the certificate and courses.

Maria Alamin, Principal, Maria Hernandez-Alamin, CPA

Sam E. Boutari, Consultant

Dean Bower, Senior Manager, Green Hasson Janks

Richard E. Burnes, Program Director, UCLA Extension

Jerald M. Savin, President/CEO, Cambridge Technology Consulting Group

Rosalyn Ma, Internal Auditor, City of Los Angeles

Jim Tiao, Risk and Control Consultant

Mark P. Ruppert, Director, Internal Audit, Cedars-Sinai Medical Center

Norma Iadevaia, Director of Auditing Services, Pepperdine University Auditing Services

Also of Interest

Certificate in Accounting

Recognized by employers throughout Los Angeles and beyond, UCLA Extension's Accounting Certificate equips you with a thorough understanding of accounting standards and principles. The program is designed for students who are preparing to sit for the CPA® Examination by fully meeting the educational requirements for this nationally administered exam.

Certificate in Finance

The 9-cores Certificate in Finance is designed to meet the market demand for qualified financial professionals and the desire by individuals to increase their knowledge and skills. The program also provides relevant coursework for students considering the CFA® certification as well as other industry certifications and licensing.

Pre-MBA Courses

UCLA Extension's pre-MBA curriculum is designed to help further prepare students who are planning to pursue an MBA degree. The courses provide a solid foundation in general business theory and practice that can help fulfill pre-MBA pre-requisites or enhance your university application.



The Internal Audit Profession

Internal auditors support management's efforts to establish a culture that embraces ethics, honesty, and integrity. They assist management with the evaluation of internal controls used to detect or mitigate fraud, evaluate the organization's assessment of fraud risk, and are involved in any fraud investigations.

Competent and professional internal auditors are highly proficient in techniques used to evaluate internal controls. That proficiency, coupled with their understanding of the indicators of fraud, enables them to assess an organization's fraud risks and advise management of the necessary steps to take when indicators are present.

Depending on directives from management, the board, audit committee, or other governing body, internal auditors can play a variety of consulting, assurance, collaborative, advisory, oversight, and investigative roles in an organization's fraud management process.

Source: *Institute of Internal Auditors*

According to the U.S. Department of Labor's 2010-20 Occupational Outlook, accountants and auditors held over 1.2 million jobs nationally in 2010, with employment projected to grow by 16 percent between 2010 and 2020.

CIA® Designation

The Certified Internal Auditor® (CIA®) is the only globally accepted designation for internal auditors. It is considered the standard by which internal auditing professionals demonstrate their knowledge and competence to facilitate and manage today's complex internal audit responsibilities. Earning the CIA designation can provide a professional advantage for internal auditors throughout all stages of their careers.

To be eligible for CIA certification, a candidate must meet all of the following requirements:

- **Education:** must hold a bachelor's degree (or higher degree) or its educational equivalent from an accredited college-level institution.
- **Experience:** must obtain a minimum of 24 months of internal auditing experience or its equivalent.
- **Professional Conduct:** must exhibit high moral and professional character and agree to abide by The IIA's Code of Ethics.
- **Examination:** must successfully pass the Certified Internal Auditor® (CIA®) exam which tests a candidate's knowledge of current internal auditing practices and understanding of internal audit issues, risks and remedies.

Additional Certifications

Certified Fraud Examiner (CFE)

The CFE credential denotes proven expertise in fraud prevention, detection and deterrence. CFEs are trained to identify the warning signs and red flags that indicate evidence of fraud and fraud risk, and must meet high professional, educational and ethical standards, as well as continuing professional education requirements. For more information visit acfe.com.

Certified Information Systems Auditor (CISA)

The CISA designation, sponsored by ISACA®, is the globally accepted standard of achievement among information systems (IS) audit, control and security professionals. Candidates must successfully pass the CISA examination, have a minimum of five years of professional information systems auditing, control or security work experience, and adhere to the Code of Professional Ethics. For more information visit isaca.org.

Certified Government Auditing Professional (CGAP®)

The CGAP certification program is designed especially for auditors working in the public sector at all levels — federal/ national, state/provincial, local, quasi-governmental, or crown authority — and is an excellent professional credential that prepares you for the many challenges you face in this demanding arena. For more information visit theiia.org.

Certified Financial Services Auditor (CFSA®)

The CFSA is a valued specialty certification for audit professionals working in banking institutions, thrift/savings and loan organizations, credit unions, insurance companies, security and commodity services, holding and investment companies, credit agencies, financial services regulatory agencies, and other financial services organization. For more information visit theiia.org.

Industry Resource Guide

Institute of Internal Auditors (CIA/CGAP/CFSA)

Telephone: (407) 937-1100

Website: theiia.org

Associate of Certified Fraud Examiners (CFE)

Telephone: (800) 245-3321

Website: acfe.com

ISACA (CISA)

Telephone: (847) 253-1545

Website: isaca.org

California Board of Accountancy (CPA)

Telephone: (916) 263-3680

Website: dca.ca.gov/cba



Corporate and Custom Training

UCLA Extension offers custom-designed programs to meet the training needs of your company. We have partnered with companies and organizations around the world for over 25 years, including NASA, Boeing, Northrop Grumman, LAUSD, ITT, Metropolitan Transit Authority, Jet Propulsion Laboratory, and LADWP. Drawing on our resources as part of the world-renowned University of California, Los Angeles, as well as over 90 years' experience building courses and curricula, we can collaborate with you to create customized educational programs at your location.

CONTACT OUR CORPORATE PROGRAMS UNIT

Learn how we can help your organization meet its professional development and corporate training objectives: customprograms@uclaextension.edu or (310) 206-4149.

Learn more about our custom-designed programs at uclaextension.edu/customprograms.

Career Resources

UCLA Extension hosts a number of annual career events where students can meet and network with industry veterans as well as representatives from professional associations and organizations. Career panels are included to help students learn more about the internal audit profession.

CareerSpot

Special career services are available to our current Certificate Students and Certificate Graduates. This includes access to BruinView, UCLA's job board; online resume critique service; and virtual 1:1 career counseling.

Learn more about CareerSpot by visiting: uclaextension.edu/myextension, and click on CareerSpot.

Internships

The internship in Internal Audit provides students with practical experience in a variety of internal auditing job functions and the opportunity to apply the materials studied in the classroom. Students must complete a minimum of 5 courses in the certificate program before enrolling in the internship.

Contact Us

Certificates and Internship

The Certificate Programs staff provides many services to students enrolled in certificates, including course selection advisement, record maintenance, transcript evaluations, problem resolutions, course substitutions, and internship enrollment.

Telephone: (310) 206-1654

Email: mpcertificate@uclaextension.edu

Website: uclaextension.edu/accounting

Course, Textbook, and Instructor Information

Program representatives are available to answer questions regarding textbook information, instructor follow-up, class locations, course outlines, and advance course scheduling.

John Caruso

Telephone: (310) 206-1708

Email: jcaruso@uclaextension.edu

Concurrent Courses

During fall, winter, and spring quarters, UCLA Extension students may petition to concurrently enroll in UCLA regular-session daytime classes (subject to approval and space availability).

Tiffany Canton

Telephone: (310) 206-1304

Email: tcanton@uclaextension.edu

Continuing Education Credit

Many of the business, management, and legal courses are approved for continuing education credit toward professional licensing/re-licensure and/or certification.

John Caruso

Telephone: (310) 206-1708

Email: jcaruso@uclaextension.edu

UCLA Extension Student Services

Financial Aid Office

Telephone: (310) 825-4246

Email: finaid@uclaextension.edu

International Student Office

Telephone: (310) 825-9351

Email: iso@uclaextension.edu

Website: uclaextension.edu/intc

Contact information subject to change.