

# CERTIFIED FRAUD EXAMINER (CFE)

## CFE Examination Subjects

The CFE Exam covers the following four areas:

- **1) Fraud Prevention and Deterrence** - Tests your knowledge of why people commit fraud and what can be done to prevent it. Topics covered in this section include crime causation, white-collar crime, occupational fraud, fraud prevention, fraud risk assessment, and the ACFE Code of Professional Ethics.
- **2) Financial Transactions** - This section tests your knowledge of the types of fraudulent financial transactions incurred in accounting records. To pass this section, you will be required to demonstrate knowledge of these concepts: basic accounting and auditing theory, fraud schemes, internal controls to deter fraud and other auditing and accounting matters.
- **3) Fraud Investigation** - This section includes questions in the following areas: interviewing, taking statements, obtaining information from public records, tracing illicit transactions, evaluating deception and report writing.
- **4) Legal Elements of Fraud** - This section ensures that you are familiar with the many legal ramifications of conducting fraud examinations, including criminal and civil law, rules of evidence, rights of the accused and accuser and expert witness matters.

## Course Schedule

<b>Module 1</b>	<b>Module 2</b>
<b>Duration: June 15, 2011 - May 15 2012</b>	<b>Duration: June 15, 2012 - May 15 2013</b>
<b>Subjects</b> 1) Fraud Prevention and Deterrence 2) Financial Transactions	<b>Subjects</b> 3) Fraud Investigation 4) Legal elements of Fraud

## Academic Requirements

Minimum of a Bachelor's degree (or equivalent) from an institution of higher learning. No specific field of study is required	Direct admission to the program
An associate degree (or equivalent) from an institution of higher learning. No specific field of study is required	you would need an additional four years of professional experience
Diploma, from an institution of higher learning e.g polytechnic. No specific field of study is required	you would need an additional four years of professional experience
An academic qualification lower than the above e.g. trade school, technical college or business college	You may need more than 4 additional years of professional experience

## Professional Experience Requirements

The Board of Regents of the Association of Certified Fraud Examiners (ACFE) has established the following categories as acceptable fraud-related experience:

- **Accounting and Auditing:** You may qualify if you have experience as an accountant or auditor (e.g., internal or external auditor), and have certain responsibilities for the detection and deterrence of fraud by evaluating accounting systems for weaknesses, designing internal controls, determining the degree of organizational fraud risk, interpreting financial data for unusual trends, and following up on fraud indicators.
- **Criminology and Sociology:** Only those professionals with education or research in the fraud and white-collar crime dimensions of sociology or criminology may claim experience under this category. An experienced background in general sociological fields is insufficient.
- **Fraud Investigation:** Experience in the investigation of civil or criminal fraud, or of white-collar crime for law enforcement agencies or in the private sector, qualifies. Examples include federal, state, or local law enforcement (e.g., IRS, inspectors general, and district attorney investigators). Insurance fraud investigators and fraud examiners working for corporations, businesses, or associations qualify as well.
- **Loss Prevention:** Security directors for corporations and associations who deal with issues of loss prevention may claim this experience as credit. Security consultants dealing with fraud-related issues also are eligible. Experience as a security guard or equivalent is not acceptable.
- **Law:** Candidates with experience in the legal field might qualify, provided the experience deals with some consideration of fraud. Examples include prosecuting lawyers, fraud litigators, and others with an anti-fraud specialization.

If your experience does not fall into one of the above categories, but your responsibilities include the detection, investigation, or deterrence of fraud, you may submit your application along with a detailed description of your background.

## Examinations

There will be three main examinations for each subject.

- 1) Mid-Term Examination - This will be held at the mid-point of the course and will be administered by CAFAC
- 2) Final or Mock Examination - This will be held at the end of the course and will be administered by CAFAC. It will mirror the certification examination to enhance significantly the chances of success
- 3) Certification Exam - This will be held at the end of the period of independent study\* and upon the individual student stating that he/she is ready. It shall be administered by the Association of Certified Fraud Examiners (ACFE)

\*Independent study will be the period immediately following the conclusion of the module. During this time students will be expected to study on their own but have access to CAFAC faculty for any problems, issues or explanations.

## Cost

GHC 497.97 per subject

**CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA)**

## **CISA Examination Subjects**

### **Domain 1—The Process of Auditing Information Systems (14%)**

Provide audit services in accordance with IT audit standards to assist the organization in protecting and controlling information systems.

### **Domain 2—Governance and Management of IT (14%)**

Provide assurance that the necessary leadership and organization structure and processes are in place to achieve objectives and to support the organization's strategy.

### **Domain 3—Information Systems Acquisition, Development, and Implementation (19%)**

Provide assurance that the practices for the acquisition, development, testing, and implementation of information systems meet the organization's strategies and objectives

### **Domain 4—Information Systems Operations, Maintenance and Support (23%)**

Provide assurance that the processes for information systems operations, maintenance and support meet the organization's strategies and objectives

### **Domain 5—Protection of Information Assets (30%)**

Provide assurance that the organization's security policies, standards, procedures and controls ensure the confidentiality, integrity and availability of information assets.

## **Course Schedule**

<b><u>Module 1</u></b>	<b><u>Module 2</u></b>
<b>Duration: June 15, 2011 - May 15 2012</b>	<b>Duration: June 15, 2012 - May 15 2013</b>
<b><u>Subjects</u></b> 1) Process of Auditing Information Systems 2) Governance and Management of IT	<b><u>Subjects</u></b> 3) Information Systems Acquisition, Development, and Implementation 4) Information Systems Operations, Maintenance and Support 5)Protection of Information Assets

## **Qualification to write the examination**

The examination is open to all individuals who have an interest in information systems audit, control and security. All are encouraged to work toward and take the examination. Successful examination candidates will be sent all information required to apply for certification with their notification of a passing score.

## **Examinations**

There will be three main examinations for each subject.

1) Mid-Term Examination - This will be held at the mid-point of the course and will be administered by CAFAC

2) Final or Mock Examination - This will be held at the end of the course and will be administered by CAFAC. It will mirror the certification examination to enhance significantly the chances of success

3) Certification Exam - This will be held in December and June of every year and will be administered by ISACA.

\*Independent study will be the period immediately following the conclusion of the module. During this time students will be expected to study on their own but have access to CAFAC faculty for any problems, issues or explanations.

### **Cost**

**GHC 497.97 per subject**

### **Program Notes**

Over the years our instructor, Trony Clifton, has identified the appropriate methodologies, educational tools and quizzes that allow candidates to pass the CISA Exam. He has prepared thousands of candidates for these exams. 85 percent of the candidates that take his CISA Review course pass. He does not promise that you will pass the exam since that is only left up to you and your study efforts, however, he does promise that if you use his approach and study aids you will pass.

## **CERTIFIED INFORMATION SECURITY MANAGER (CISM)**

### **CISM Examination Subjects**

**Domain 1—Information Security Governance (23%)**

Establish and maintain a framework to provide assurance that information security strategies are aligned with business objectives and consistent with applicable laws and regulations.

**Domain 2—Information Risk Management (22%)**

Identify and manage information security risks to achieve business objectives.

**Domain 3—Information Security Program Development (17%)**

Create and maintain a program to implement the information security strategy.

**Domain 4—Information Security Program Management (24%)**

Oversee and direct information security activities to execute the information security program.

**Domain 5—Incident Management & Response (14%)**

Plan, develop and manage a capability to detect, respond to and recover from information security incidents.

**Course Schedule**

<b>Module 1</b>	<b><u>Module 2</u></b>
<b>Duration: June 15, 2011 - May 15 2012</b>	<b>Duration: June 15, 2012 - May 15 2013</b>
<b><u>Subjects</u></b> 1) Information Security Governance 2) Information Risk Management	<b><u>Subjects</u></b> 3) Information Security Program Development 4) Information Security Program Management 5) Incident Management & Response

**Qualification to write the examination**

The examination is open to all individuals who have an interest in information systems audit, control and security. All are encouraged to work toward and take the examination. Successful examination candidates will be sent all information required to apply for certification with their notification of a passing score.

**Examinations**

There will be three main examinations for each subject.

1) Mid-Term Examination - This will be held at the mid-point of the course and will be administered by CAFAC

2) Final or Mock Examination - This will be held at the end of the course and will be administered by CAFAC. It will mirror the certification examination to enhance significantly the chances of success

3) Certification Exam - This will be held in June and December of every year and will be administered by ISACA

\*Independent study will be the period immediately following the conclusion of the module. During this time students will be expected to study on their own but have access to CAFAC faculty for any problems, issues or explanations.

### **Cost**

**GHC 497.97 per subject**

### **Program Notes**

Over the years our instructor, Trony Clifton, has identified the appropriate methodologies, educational tools and quizzes that allow candidates to pass the CISM Exam. He has prepared thousands of candidates for these exams. 90 percent of the candidates that take his CISM Review course pass.

He does not promise that you will pass the exam since that is only left up to you and your study efforts, however, he does promise that if you use his approach and study aids you will pass.

## **ACCREDITED PETROLEUM ACCOUNTANT (APA)**

### **APA Examination Subjects**

The Accredited Petroleum Accountant® certification program is responsible for both training and accrediting accountants within the oil and gas industry, as overseen by the Council of Petroleum Accounting Societies (COPAS) Board of Examiners. The APA® certification program calls for 8 examinations to test the basic elements of knowledge essential for an oil and gas accountant in the following areas:

- 1) Oil and Gas Operations
- 2) Joint Interest
- 3) Oil and Gas Law
- 4) Managerial Accounting and Economics
- 5) Financial Reporting
- 6) Tax
- 7) Audit
- 8) Revenue

All eight modules must be passed before a candidate is recognized as a full APA® and entitled to use the APA® designation. An Associate Accredited Petroleum Accountant® certificate is obtained by passing the core modules and a module of the APA® candidates choice. The core modules are: Operations, Law and Financial Reporting.

### Course Schedule

<b>Module 1</b>	<b>Module 2</b>
<b>Duration: June 15, 2011 - May 15 2012</b>	<b>Duration: June 15, 2012 - May 15 2013</b>
<u>Subjects</u> 1) Oil and Gas Operations 2) Oil and Gas Law 3) Financial Reporting 4) Audit	<u>Subjects</u> 5) Tax 6) Joint Interest 7) Revenue 8) Managerial Accounting and Economics

### Qualification to take the examination

Anyone may take the exams.

However, a person successfully completing all exams must meet at least one of the following qualifications to achieve certification:

1. A four-year college degree with a major in accounting or any other four-year degree with at least 12 credit hours of accounting.

2. Five years of experience in petroleum industry accounting, evidenced by a letter from the candidate's supervisor.
3. Currently a licensed Certified Public Accountant, evidenced by a copy of the candidate's current CPA ID card.

### **Examinations**

There will be three main examinations for each subject.

- 1) Mid-Term Examination - This will be held at the mid-point of the course and will be administered by CAFAC
- 2) Final or Mock Examination - This will be held at the end of the course and will be administered by CAFAC. It will mirror the certification examination to enhance significantly the chances of success
- 3) Certification Exam - This will be held between January and June of every year and will be administered by COPAS.

### **Cost**

**GHC 497.97 per subject**

## **CANADIAN PETROLEUM PRODUCTION ACCOUNTING(CAPPA) CERTIFICATE**

### **CAPPA Examination Subjects**

### **CAPPA Level 1: Introduction to the Oil Patch**

Gain an overview of oil patch activities, terminology, departmental relationships and roles. Acquire insight into geology, exploration, land and scouting, reservoir engineering, economics, enhanced recovery, drilling completions and work-overs, production operations, transportation, refining and marketing, and oil and gas accounting.

### **CAPPA Level 1: Challenge Exam**

If you have some oil and gas experience that includes specific course content, you can challenge Level 1 by taking a 4-hour exam with approximately 200 multiple-choice and true/false questions. Pass mark is 70%. Successful completion of the exam allows for course credit; however, there are no rewrite options if you do not receive a passing grade.

### **CAPPA Level 2: Oil Production Accounting**

Examine oilfield practices and procedures, ERCB production reporting, land agreements and negotiations, oil royalties, Alberta heavy oil reporting, ERCB compliance, pipeline operations, and BC and Saskatchewan production reporting

### **CAPPA Level 3: Gas Production Accounting**

Discover field handling and gas processing, joint venture accounting, gas measurement, shallow gas, ERCB gas well and facility reporting, oil, gas, NGL and sulphur marketing, gas purchase contract and gas plant allocation.

### **CAPPA Level 4: Advanced Production Accounting**

Build on your production accounting training with an exploration of utilization, BC crown royalty reporting, Alberta gas royalties, Indian royalties, volumetric and royalty triggers, valuation of gas and products, allowable costs, Alberta crown royalties, Saskatchewan royalties and revenue accounting.

### **CAPPA Level 5: Case Study**

This case study simulation allows you to apply previous learning by working through a complete monthly production cycle. The course work does not make use of any specific oil and gas technology applications but may draw on examples from the major applications

## **Course Schedule**

<b>Module 1</b>	<b>Module 2</b>
<b>Duration: June 15, 2011 - May 15 2012</b>	<b>Duration: June 15, 2012 - May 15 2013</b>
<b>Subjects</b> 1) Introduction to Oil Patch 2) Oil Production Accounting	<b>Subjects</b> 3) Gas Production Accounting 4) Advanced Production Accounting 5) Case Study

### **Qualification to enroll in the program**

Canadian high school diploma or equivalent (Ghanaian Senior Secondary School Graduate) or mature student status with at least two years of business experience

### **Examinations**

There will be three main examinations for each subject.

- 1) Mid-Term Examination - This will be held at the mid-point of the course and will be administered by CAFAC
- 2) Final or Mock Examination - This will be held at the end of the course and will be administered by CAFAC. It will mirror the certification examination to enhance significantly the chances of success
- 3) Certification Exam - This will be held at the end of the course and will be administered by CAPP.

### **Program Notes**

Online materials are included in the course fee. Printed materials are available for additional fee.

We **strongly recommend** completion of an introductory accounting course and MS Excel course before starting CAPP level 2 in this program.

This program is offered through Mount Royal University of Canada. It will be offered in two formats: CAFAC will provide students with internet access which is mandatory for the course. Those who opt for printed materials will however not have access to the online materials.

In all cases CAFAC faculty will provide guidance and learner-focused lectures. Also independent study to learn from home, on your own schedule is very possible with this program.

**Unlike all the other professional examinations where the pass mark is 75%, the pass mark for the certificate in petroleum production accounting certificate is only 70%.**

### **Cost**

**GHC 950 per subject**