



**Name of the Program(s): Certified Information Systems Auditor (CISA)[™],
Certified Information Systems Administrator (CISA)[™].**

Are you interested in earning your Certification in Information Systems Auditor (CISA) or Information Systems Administrator (CISA) Professional degree? Yes, talking about (CISA)[™] certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide on CISA[™] certification and it can be your easy roadmap for navigating this process. You may explore some common questions you might have about international CISA[™] certification holder qualification.



Certified Information Systems Auditor

What is Information Technology (IT)?

Information Technology (IT) encompasses all of the technology a company uses and how they use it. This includes aspects of hardware, software, cloud computing and storage. Those who work in the IT field find themselves working with all or some of these components and often interact directly with the individuals they're assisting. Let's take a look at some of the more popular definitions of Information Systems (IS), first from Wikipedia and then from a couple of textbooks:

"Information systems (IS) is the study of complementary networks of hardware and software that people and organizations use to collect, filter, process, create, and distribute data." "Information systems are combinations of hardware, software, and telecommunications networks that people build and use to collect, create, and distribute useful data, typically in organizational settings."

“Information systems are interrelated components working together to collect, process, store, and disseminate information to support decision making, coordination, control, analysis, and visualization in an organization.”



The Future of Information Systems (IS)?

Advancements in technology have provided many ways for information technology to be incorporated into the business world. One such implementation that has gained immense popularity over the years is the use of information systems. They are a great depiction of how humans and technology interact to provide a better output for business purposes.

The future of information systems and their continued importance in the business world depends on their focus on automation and the use of AI technology. The smarter these systems get, the more likely they are to be used in the business world of the future.

Information Systems Audit (ISA)?

The effectiveness of an information system's controls is evaluated through an information systems audit. An audit aims to establish whether information systems are safeguarding corporate assets, maintaining the integrity of stored and communicated data, supporting corporate objectives effectively, and operating efficiently. It is a part of a more general financial audit that verifies an organization's accounting records and financial statements. Information systems are designed so that every financial transaction can be traced. In other words, an audit trail must exist that can establish where each transaction originated and how it was processed. Aside from financial audits, operational audits are used to evaluate the effectiveness and efficiency of information systems operations, and technological audits verify that information technologies are appropriately chosen, configured, and implemented.

CISA (CERTIFIED INFORMATION SYSTEM AUDITOR/ADMINISTRATOR)

PROFESSIONAL TRAININGS

Training Hours: 60 hours.

Program Duration: 6 Months or 1 Year (Certifications).

Admission Requirements: A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

Other Requirements: No special requirements or prerequisites are needed to take this course, but have some extra skills using laptop/computer and internet, E-mail for communications will help.

Training Delivery: The course duration will comprise 80 hours of self-study home based or lecture based delivery. The 80 hours will be delivered in 8 sessions online distance learning based on given course materials.

Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	7 parts will count 8 hours each (7 courses x 8 hours study each = 56 hours total) + Project Exercises Minimum 24 hours = Grand Total 80 Hours.	45	35	20
1	CERTIFIED INFORMATION SYSTEM AUDITOR (CISA™)/CERTIFIED INFORMATION SYSTEM ADMINISTRATOR (CISA™).	<i>80 Hours (Time)</i>		
	<p style="text-align: center;">SEMESTER -1</p> <p style="text-align: center;">1) <u>ESSENTIAL SYSTEM ADMINISTRATION:</u></p> <p>This domain will help candidates learn to understand about what is system administration, the unix way, essential administrative tools and techniques, startup and shutdown, TCP/IP Networking, managing users and groups, Security, Managing Network services, File systems and disks, Backup and restore, Serial lines and devices, Printers and the spooling subsystem, Automating Administrative tasks, Managing System Resources, Configuring and Building Kernels, Accounting etc.</p> <p style="text-align: center;">2) <u>INFORMATION SYSTEMS AUDITING PROCESS:</u></p> <p>This domain features lessons and tools that help the CISA candidate gain the knowledge they need to meet the highest standards and to provide the best audit for information systems. With this module, the candidate will be able to confidently provide thorough control and protection of any business and its information systems.</p> <p style="text-align: center;">3) <u>THE GOVERNANCE AND MANAGEMENT OF IT:</u></p> <p>This Domain helps candidates learn to develop strong and sound IS management mechanisms and control approaches. Once certified, CISA candidates can provide</p>	45	35	20

an organization with assurance of best policies, accountability, and monitoring structures to reach peak IT governance.

**4) INFORMATION SYSTEMS
ACQUISITION, DEVELOPMENT AND
IMPLEMENTATION:**

In this domain, CISA certification candidates learn about processes and methodologies that modern organizations use while updating or reinventing infrastructure components of their systems. This model features IS acquisition and development and implementation studies.

SEMESTER -2

**5) INFORMATION SYSTEMS
OPERATIONS AND BUSINESS
RESILIENCE:**

The candidate will learn about processes and methodologies in different IT systems in this domain. An important component of this lesson includes the learning how to approach an IS audit in the event of a disruption. Disaster recovery procedures are essential for the timely resumption of database services for IS operations, maintenance and service management. With a CISA candidate's success in this module, an employer can rest easy knowing that they can resume regular business processes quickly and with minimal losses.

**6) PROTECTION OF INFORMATION
ASSETS:**

The integrity, availability and confidentiality of a business's information assets is paramount, and this domain covers these features intensively. The CISA candidate will also learn about instituting physical and logical access control, as well as additional security measures.

**7) INFORMATION TECHNOLOGY
CONTROL & AUDIT:**

From this chapter candidate will learn about Information Technology Environment and IT Audit, Legislation Relevant to Information Technology, The IT Audit Process, Tools and Techniques Used in Auditing IT, IT Governance & Strategy, Planning & Organization, Risk Management, Project Management, System Development Life Cycle, Auditing IT Environment, Change Control Management, Information Security etc.

OTHERS SUBJECTS (OPTIONAL):

Process of Information System Audit
Information Systems Audit Methodology
Information Systems Auditor Functions
Management Information System (MIS)

	<p>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</p> <p>8) CISA (Certified Information System Auditor/Administrator) Certification Test MCQ Questions answer practicing</p> <p>9) CISA (Certified Information System Auditor/Administrator) Test Board Questions/TMA (Tutor Mark Assignment)</p> <p>10) CISA (Certified Information System Auditor/Administrator) Case Studies</p> <p>Exercises and projects</p>			
	Project/Thesis/Case Studies			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma.</p> <ul style="list-style-type: none"> In case Project/Thesis, respective students should submit 35 to 45 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i> In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i> 			
	<p>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE CISA PROFESSIONAL CERTIFICATIONS =</p> <p>7 parts will count 8 hours each (7 courses x 8 hours study each = 56 hours total) + Project Exercises Minimum 24 hours = Grand Total 80 Hours.</p>			

WHY STUDY CISA CERTIFICATION AND WHAT CISA INCLUDES?

Top salaries and an above-average projected job growth rate make obtaining a CISA designation readily justifiable for many IT professionals. A CISA certification indicates expertise in the following work-related domains:

- Information systems auditing process
- Governance and management of IT
- Information systems acquisition, development, and implementation
- Information systems operations and business resilience
- Protection of information assets

HOW CISA CAN BE ENLIGHTEN YOUR CAREER?

If you are an entry-level to mid-career professional, CISA can showcase your expertise and assert your ability to apply a risk-based approach to planning, executing and reporting on audit engagements. Gain instant credibility in your interactions with internal stakeholders, regulators, external auditors, and customers.

WHAT DOES AN INFORMATION SYSTEMS AUDITOR DO?

IT systems auditors are the ones who make sure that these systems are well protected and able to function properly. They are responsible for performing audits of the information technology governance structure, general and data application controls, data integrity, and system security.

On the other hand, as an Information System Administrator, s/he will responsible for the upkeep, configurations, and reliable operation of computer systems. S/he will take care of multi-user computers like servers. Also, s/he the one who's responsible for the day-to-day operation of networks.

CAREERS SCOPE OF CISA CERTIFIED HOLDERS?

Here are a few typical jobs for CISA holders:

- IS analyst
- IT audit manager
- IT project manager
- IT security officer
- Network operation security engineer
- Cybersecurity analyst
- IT consultant
- IT risk and assurance manager
- IT System Administrator
- Privacy officer

COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

EXAMINATION

GEPEA Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students

- to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

BENEFITS AND FEATURES:

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.

- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

ACCREDITATIONS AND RECOGNITIONS:

ITQSM Accredited & International Partnered Professional Academies.

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

PROFESSIONAL FACULTIES:

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

GEPEA (Global Educational & Professional Excellence Academy)

*In case any query, please feel free to contact us via E-Mail:
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www.gepea.education*