Summary of Online Training Module:

Our online training module **HRD705 - Effective Business Operations: A Guide to Internal Controls** will assist in ensuring reliable financial records and reporting, compliance with laws and regulations, and safeguarding of assets. The training module includes:

- A description of key elements of a strong control environment and why internal controls are important
- How key control concepts can be applied to NU administrative processes
- Methods to evaluate if adequate internal controls are in place in your area
- Information on whom to contact with questions or concerns about NU administrative processes

Intended Audience:

Staff and faculty that handle functions related to cash, purchasing, payroll, cost monitoring, capital equipment, information systems, sponsored programs, and tax matters.

Benefits of the Training Module:

- Find out what can happen if adequate controls are not in place
- Learn the key control elements and how they relate to one’s job
- Obtain a self-assessment tool to evaluate internal operations
- Receive a tool to assess the risks within your own control environment

Registration Information:

- Register for Module 1 at: [www.northwestern.edu/hr/workplace-learning/course-listing.html](http://www.northwestern.edu/hr/workplace-learning/course-listing.html)  
  *(Note: It is recommended that you complete the online course, **HRD700-Introduction to University Business Processes**, also available at the above website, before registering for HRD705.)*
- Modules 2 and 3 are scheduled to be rolled out by December 31, 2015
- Training modules are available 24/7 and are free of charge

If you have any questions on registration, contact Human Resources – Learning and Organizational Development at (847) 467-5081. For any other questions, contact the Office for Audit and Advisory Services, Cyndee Timmerman at (847) 491-4956 or by email at [cyndee.timmerman@northwestern.edu](mailto:cyndee.timmerman@northwestern.edu).
Audit Services helps ensure that the wide range of University processes operate in an accurate, timely, and reliable fashion. Typical functional areas audited include:

- Cash receipts and revenues
- Purchasing and disbursements
- Payroll and personnel
- Cost monitoring
- Sponsored programs

IT Audit Services works to identify areas of technical risk, including application, infrastructure, systems, and process risks. Types of IT audits typically performed:

- General control reviews
- System reviews
- Project consulting services
- Due diligence reviews

Advisory Services provides support for the University’s governance, compliance, and risk processes, including the following efforts:

- Enterprise Risk Management (ERM)
- Risk Initiative Steering Committee (RISC)
- University Compliance Committee (UCC)
- Policy Review Committee (PRC)
- Compliance Program Assessments (CPA)
- EthicsPoint hotline

Questions? Contact us with any questions you may have at (847) 491-3304 or email us at auditing@northwestern.edu. We also invite you to visit our website for additional information:  www.northwestern.edu/audit-and-advisory/index.html.