

SWIA Library Materials

- **Communications**

- *Designing and Writing Message based Audit reports*, Sally Cutler – From the IIA handbook series <http://www.theiia.org/bookstore/product/designing-and-writing-messagebased-audit-reports-1125.cfm>
- *How to Say It Best* – Jack Griffin – “Choice words, phrases, & model speeches for every occasion”
- *How to Say It at Work* – Jack Griffin – “Putting Yourself Across with Power Words, Phrases, Body Language, and Communication Secrets”
- *The Elements of Style*, William Strunk and E. B. White – A writing guide
- *The One Minute Manager* – Kenneth Blanchard, Ph.D. & Spencer Johnson, M.D.

- **Ethics**

- *Better Ethics Now – How to Avoid the Ethics Disaster You Never Saw Coming* – Christophe Bauer, Ph.D.

- **Fraud**

- *ACFE 2009 Fraud Manual* (on CD)
- *Criminal Interrogation and Confessions* – Fourth Edition – Fred E. Inbau, John E. Reid, Joseph P. Buckley and Brian C. Jayne
- *Extraordinary Circumstances* – Cynthia Cooper – The Journey of a Corporate Whistleblower
- *The Investigator Anthology* – Brian C. Jayne and Joseph P. Buckley – A compilation of articles and essays about the Reid Techniques of Interviewing and Interrogation
- *The Reid Technique of Interviewing and Interrogation* – John E. Reid & Associates, Inc.

- **IIA**

- *Internal Auditing: Assurance and Consulting Services* 2nd edition (IIA approved college textbook) <http://www.theiia.org/bookstore/product/internal-auditing-assurance-and-consulting-services-2nd-edition-1432.cfm>
- *International Professional Practices Framework (IPPF)* – IIA - Authoritative Guidance for Professional Internal Auditing – January 2009
- *Quality Assessment Manual* – 2nd Edition (on CD) – The Institute of Internal Auditors
- *Standards for the Professional Practice of Internal Auditing* – The Institute of Internal Auditors - 1995
 - ✓ Statements on Internal Auditing Standards
 - ✓ Statement of Responsibilities of Internal Auditing
 - ✓ Code of Ethics
- *The Professional Practices Framework* – The IIA Research Foundation – January 2004
 - ✓ Code of Ethics
 - ✓ International Standards for the Professional Practice of Internal Auditing
 - ✓ Practice Advisories

SWIA Library Materials

- **NACUBO**

- *A Guide to Federal Auditing for Colleges and Universities 2011 Edition* – NACUBO

- **Other**

- *A Primer on Internal Controls & Auditing – Crucial to Government & the Economy* – Wanda A. Wallace
- *Codification of Statements on Auditing Standards Numbers - 1 to 111* – as of January 2006 – AICPA
- *GASB (Governmental Accounting Standards Board) Comprehensive Implementation Guide* - - Guides Issued through June 30, 2007 (Questions and Answers)
- *Governmental Accounting, Auditing and Financial Reporting* – Government Finance Officers Association
- *Governmental Accounting – The Willard J. Graham Series in Accounting* – Leon E. Hay & R. M. Mikesell