

TABLE OF CONTENTS

INTRODUCTION.....	1
SECRET KEY #1 – PLAN BIG, STUDY SMALL.....	2
INFORMATION ORGANIZATION	2
TIME MANAGEMENT	2
STUDY ENVIRONMENT	2
SECRET KEY #2 – MAKE YOUR STUDYING COUNT	4
RETENTION.....	4
MODALITY.....	4
SECRET KEY #3 – PRACTICE THE RIGHT WAY.....	6
PRACTICE TEST STRATEGY.....	7
SECRET KEY #4 – PACE YOURSELF	8
SECRET KEY #5 – HAVE A PLAN FOR GUESSING.....	9
WHEN TO START THE GUESSING PROCESS	9
HOW TO NARROW DOWN THE CHOICES	10
WHICH ANSWER TO CHOOSE	11
TEST-TAKING STRATEGIES.....	12
QUESTION STRATEGIES.....	12
ANSWER CHOICE STRATEGIES	13
GENERAL STRATEGIES	14
FINAL NOTES.....	15
THE PROCESS OF AUDITING INFORMATION SYSTEMS.....	17
GOVERNANCE AND MANAGEMENT OF IT.....	34
IS ACQUISITION, DEVELOPMENT, IMPLEMENTATION, OPERATIONS, MAINTENANCE, AND SUPPORT.....	47
PROTECTION OF INFORMATION ASSETS	105
HOW TO OVERCOME TEST ANXIETY	118
CAUSES OF TEST ANXIETY	118
ELEMENTS OF TEST ANXIETY	119
EFFECTS OF TEST ANXIETY	119
PHYSICAL STEPS FOR BEATING TEST ANXIETY	120
MENTAL STEPS FOR BEATING TEST ANXIETY.....	121
STUDY STRATEGY.....	122
TEST TIPS.....	124
IMPORTANT QUALIFICATION.....	125
THANK YOU	126
ADDITIONAL BONUS MATERIAL	127