



SOX101

Manager's Guide to the Sarbanes-Oxley Act- 15 hours

Objectives

In reaction to high-profile frauds and congressional legislation, the SEC mandated that managers of public companies certify that they have an operational system of internal controls. While larger companies can afford to spend millions of dollars to implement control system monitoring tools, managers of small to mid-sized companies can be unsure of how to move forward if their budgets can't accommodate expensive advisors and systems. *Manager's Guide to the Sarbanes-Oxley Act* provides a highly accessible, simple and practical approach to help you assess your internal control structure at the transaction level.

Course Outline

Chapter 1 – Sarbanes-Oxley Myth

After completing Chapter 1, you should comprehend the following:

- Legislating Evil Out of Our Corporations
- Employees, Fraud, and Lessons Forgotten
- Why You Should Not Rely on Auditors
- You Can't Trust the Lawyers Either
- Supporting the Fraud Culture
- What Really Works

Chapter 2 – Control Smart Approach

After completing Chapter 2, you should comprehend the following:

Smart Basics

Case Study: Andy Fastow's Shell Game

Chapter 3 – Threats and Dangers

After completing Chapter 3, you should comprehend the following:

How to Recognize a Pending Nightmare

I See It. Should I Worry?

Whose Job Is It Anyway?

Chapter 4 – Know Yourself

After completing Chapter 4, you should comprehend the following:

Do You Have Decision Rights?

Key Activities Model

Tell Your Story

Chapter 5 – Identify Where You Are Vulnerable

After completing Chapter 5, you should comprehend the following:

What Are Controls?

Pull Levers—Often

Activities That Improve Your Business

Chapter 6 – Smart Links

After completing Chapter 6, you should comprehend the following:

Step 1: Establish Behavioral Boundaries

Step 2: Choose Your Customers

Step 3: Did You Get What You Paid For?

Case Study: Greed's Siren Song: Dennis Kozlowski

Step 4: Who's Reading Your E-mail?

Step 5: What's It Really Worth?

Step 6: Growth Busters!

Step 7: Has Your Ship Sailed?

Step 8: Keep Everyone Happy
Step 9: Cash Is the Same as Money
Step 10: Where Did It Go? How Do You Know?
Step 11: Take Your Temperature Often
Step 12: Speaking Out Loud to a Crowd
Case Study: The Cynthia Cooper Story
Step 13: Knowing the Best and Brightest

Chapter 7 – Protect Yourself

After completing Chapter 7, you should comprehend the following:

Find Those Gaps: The Dentex Case
Applying Smart Links
Interrupting an Embezzlement
Finishing the Job
Applying Smart Links to Financial Reporting Processes

Chapter 8 – Monitor Your Health

After completing Chapter 8, you should comprehend the following:

What Is Driving Your Business?
We Know We Are Better!
Are We There Yet?
What Happens Now?