Sarbanes-Oxley
5 Days Certification Boot Camp

This comprehensive, week-long Sarbanes-Oxley Certification Boot Camp covers every important element of SOX and its relevance to your job and your organisation. Delivered through a series of lectures and simulation workshop exercises, this SOX certification training program thoroughly examines the compliance responsibilities of finance, accounting, IT, legal and audit professionals and executives. The course concludes with an optional but recommended Sarbanes-Oxley Group CSOX exam required for Sarbanes-Oxley certification (CSOX). The CSOX program is the first & only SOX certification in the world.

Register early to enjoy a 10% early bird Discount
Refer to registration form for more details

Organised By:

FP
FP Consultants

Supported By:

CIMA

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In Collaboration with:

YONWA

Course Provider:

sox institute
From the Sarbanes-Oxley Group

Sarbanes-Oxley Boot Camp

Day 1 - CSOX Introduction & Fundamental Module
★ **Day 2 to 4 - CSOX Certification Module**
★★ **Day 5 - CSOX Examination**

Introduction

In response to the industry's cry for certification standards for the Sarbanes-Oxley professionals and auditors, the Sarbanes-Oxley Institute has introduce its CSOX and CSOXPro training and certification programs. CSOX Certification from the Institute has been very well received by industry experts.

SOX Institute is recognized for its contributions to Sarbanes-Oxley-related research and education at the exclusive and highly respected Master Key level at the Institute of Internal Auditors (IIA) Research Foundation, the Financial Executives International (FEI) Research Foundation and the International Association for Continuing Education and Training (IACET).

The SOX Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education of the National Registry of CPE Sponsors.

What will you learn?
- Intent of Sarbanes-Oxley and why it is important to you and your organization
- What caused the recent corporate governance failures and how to prevent them
- The tenets of Sarbanes-Oxley CEO and CFO Certifications and Disclosures
- The role of Internal and IT Audit, and a comparison to the COSO Framework
- Sarbanes-Oxley related bodies including SEC, FASB, PCAOB and COSO
- Sarbanes-Oxley Compliance Planning and Implementation Methodology
- Impact of Section 302 (Certification and Disclosure) and 404 (Internal Controls)
- Key sections of the Sarbanes-Oxley Act (specifically, 302, 404, 409, 103, 301)
- The future impact of Sarbanes-Oxley in North America and around the world
- How and why SOX impacts virtually everyone in every department
- New! Career opportunities created by Sarbanes-Oxley and how to leverage them

Why train with us?
- This is the most comprehensive SOX training and certification programme
- Continuously updated, improved and revised to keep current with changes
- Benefit from our world-class real-world training methodology
- Real-world certified instructors and Sarbanes-Oxley professionals
- Active, hands-on exercises to gain practical skills that you can use immediately
- Rigorous course design based on actual SOX projects to meet your specific needs
- Superior training environment and instructor-student ratio
- Outstanding value for your investment of time and money
- Opportunity to network with like-minded professionals

What are the benefits?
- Gain practical Sarbanes-Oxley skills you can use on the job
- Access to a wide range of SOX-related experts and instructors
- Increase your effectiveness on the job in days, instead of months and years
- Network with your colleagues and peers in various industries
- World-class course materials
- Actionable learning, case studies, classroom discussions and ample time for Q&A
- Complete "turnkey" comprehensive Sarbanes-Oxley training program
- Knowledgeable employees make a more compliant and ethical organization

Who Should Attend?
Executives and other professionals in:
- Finance and Accounting
- Information Technology
- General Counsel / Law
- Internal / External Audit

Prerequisites
A "professional-level" background in finance, accounting, IT, legal or audit.

"This is the most comprehensive Sarbanes-Oxley training curriculum. It provides the ideal overview for the novice and provides the much needed big-picture for the experienced SOX specialist."
- *Jennifer T., Consultant, PeopleSoft/ Oracle*

"SOX certification from the Sarbanes-Oxley Group is one of the most valuable and practical certifications that every professional should have regardless of their industry or field. Employers and recruiters will be looking for this highly respected mark of industry achievement as professionals look to take their jobs, their careers and their companies to the next level."
- *Curtis W., Recruiting Manager, MPS Group (Modis), one of the largest providers of Finance, Accounting and Law*

"I'm an IT professional. I saw at least one successful approach to an IT SOX compliance implementation. I was exposed to SOX compliance from a financial perspective. After going through this exercise, some of my highly SOX experienced colleagues were surprised that I knew more than they did about how to implement SOX and the bigger picture of SOX."
- *John L., IT Project Manager, KPMG*

"I have been hunting for the course since beginning of the year. You deserve a thanks in bringing the course to Singapore."
- *Tan Gim Hian, Independent Consultant and course participant at the first CSOX Boot Camp conducted in Singapore in October 2005.*

"Attending the bootcamp have increased my understanding and appreciation of what the Sarbanes-Oxley Act is all about. A definite must go for all."
- *Matthew Lee, Internal Auditor, Credit Suisse, course participant at the first CSOX Boot Camp conducted in Singapore in October 2005.*

"This is the most comprehensive course on the subject I have attended. It provides me with the much needed overview of SOX and its implementation as a project."
- *Desiree See, Financial Controller, Rockwell Collins, course participant at the first CSOX Boot Camp conducted in Singapore in October 2005.*

Boot Camp Outline

Introduction & Fundamental of Sarbanes-Oxley

(1 Day Workshop)
Course Fee US $889.00

SOX Institute

Sarbanes-Oxley Institute is the *only* global provider of Sarbanes-Oxley professional certifications.

Established just months after the passing of the SOX Act, the Institute is committed to establishing and encouraging best practices for Sarbanes-Oxley compliance, professionalism, knowledge, expertise and ethics.

Founded in early 2003, the Institute today is one of the largest and most active online SOX communities, and through its members is committed to establishing and enforcing the industry-wide standards for Sarbanes-Oxley compliance, professionalism, knowledge, expertise and ethics.

With thousands of subscribers on all five continents, representing such diverse backgrounds as finance, accounting, IT, law, ethics and audit, the Institute is one of the largest and most active SOX communities.

SOXBOK

The SOX Body of Knowledge (SOXBOK) is a knowledge initiative launched by the SOX Institute. It is an ongoing project aimed at building up a world class body of knowledge on corporate compliance best practices.

Currently, the SOXBoK consists of the following for purchase:

1. **Scott Green: Manager's Guide to the SOX Act (available for Finance and Accounting professionals)** - $50

"Designed to be a cure for the Sarbanes-Oxley headache and common fraud, Scott Green's 'Manager's Guide to the Sarbanes-Oxley Act' introduces the groundbreaking and practical 'Control Smart' approach that not only meets the requirements of Sarbanes-Oxley, but also alerts you if 'operational' controls stop working or are otherwise compromised."

2. **Sanjay Anand: SOX Guide for IT Professionals (for Information Technology professionals)** - $40

"This edited collection by Sanjay Anand, the Chairperson of SOX Institute is a widely regarded to be the most comprehensive guide for IT and finance professionals to comply with SOX. It provides key aspects and components of the Act; shows how to assess if a company is SOX compliant; provides a road map to compliance including checklists, worksheets, and project plans; and shows the business and technology implications and resource requirements for compliance. This new edition also includes more details on COSO and COBIT."

3. **ISACA/ITGI: Information Technology Control Objectives (COBIT) for Sarbanes-Oxley (SOX)** - $5

"This document by ISACA sets out the IT control objectives that might be considered for assessing internal controls, as required by the SOX Act. This is a practical guide for IT rollout in organizations. The appendices of this document provide control examples that link PCAOB principles, including their relationship to internal control over financial reporting. To support implementation and assessment activities, illustrative control activities and tests of controls are provided in the appendices."

4. **Robert Moeller: SOX and the New Internal Auditing Rules (for Internal Audit professionals)** - $50

"Robert Moeller's "Sarbanes-Oxley and the New Internal Auditing Rules" thoroughly and clearly explains how the SOX Act impacts auditors, and how internal auditing can help with its requirements, such as launching an ethics and whistle-blower program or performing effective internal controls reviews under the COSO framework. With ample coverage of emerging rules that have yet to be issued and other matters subject to change, this book outlines fundamental blueprints of the new rules, technological developments, and evolving trends that impact internal audit professionals. This is a definitive must read for finance and audit professionals."

INTRODUCTION & FUNDAMENTALS OF SOX

Day 1 (SOXFUND)

Introduction to SOX (What is SOX?)

Learning Objectives: To gain an understanding to what SOX is; how it came to be, and its impact on you.

· History and impact of SOX
· Events leading up to the Act
· Key components of the Act
· The role of SEC & PCAOB
· Consequences for businesses
· Year 2 and beyond – Lessons from the Accelerated Filers
· SOX and other regulations – Commonalities and Differences
   o Basel II, HIPAA, GLBA etc

Fundamentals of Sarbanes Oxley

Learning Objectives: An insightful look at the most important elements of SOX frameworks and practices.

· Hype versus reality
· Critical sections of SOX including 302, 404, 409 and 806
· SOX Disclosure Procedures
· Internal Controls, Financial Assertions, Risk
· Management's Responsibilities
· Framework and Methodologies - COSO, COBIT, ISO 17799
· Effective Dates
   o International Companies
   o Foreign Issuers
   o American Depository Receipts (ADR)
· SOX and Service Organizations
   o *Redefining Business Process Outsourcing (BPO)*
   o *BPO and SOX Compliance*
   o *Key Risks of BPO Outsourcing*
   o *What is needed from vendors and service providers*
   o *SAS 70 reports – Type I and II*

FREE
Register for all modules and receive a FREE SOXBOK worth US$145

SOX CERTIFICATION MODULES

Day 2 (SOXWORKI)

Implementing SOX (Finance/Management/ Internal Audit Workshop)

Learning Objectives: A practical journey through a typical SOX 404 "implementation" project for Financial and management executives.

Course contents would include:
- Understanding Entity-, Process-, Application-level Controls
    - *COSO Components of Internal Control*
    - *Other Considerations*
- Designing and Documenting Primary, Secondary Controls
    - *Walkthrough and Attestation Techniques*
    - *Determine Scope of Documentation*
    - *Develop Control Documentation*
    - *Design of Controls*
    - *Assess the Design of Controls*
- Identifying, isolating and remediating deficiencies and weaknesses in Internal Controls per requirements of SOX
    - *Identify the Controls to be tested*
    - *Develop and Execute Test Plans*
    - *Evaluate Test Results*
- Evaluation of Internal Control Deficiencies and Reporting
    - *What are Material Deficiencies*
    - *The Significance of Internal Control Deficiencies*
    - *The process for Identifying, Assessing and Classifying Internal Control Deficiencies*
    - *Reporting – Management*
    - *Auditor's Evaluation of Management's Report*
- The Use of Service Organizations
    - *Determine If a Service Organization Is Being Used*
    - *Determine If the Outsourced Activities, Processes, and Functions Are Significant to the Company's Internal Control over Financial Reporting*
    - *Determine If a Type II SAS 70 Report Exists and Is Sufficient in Scope*
    - If a Type II SAS 70 Report Does Not Exist, Determine Alternative Procedures
- Break-out: Form sub-groups to work on real-world SOX project simulation exercise based on your background

Day 3 (SOXWORKII)

Implementing SOX (IT Workshop)

Learning Objectives: A practical journey through a typical SOX IT "implementation".

Course contents would include:
- Understanding COBIT,ITIL and ISO 17799
- The Hype versus the Reality
- Capability Maturity Model (CMM)
- Conducting an IT Audit
- Assessing IT General Controls Coverage
    - *Information Technology Control Environment*
    - *IT Security*
    - *Data and Record Management*
    - *Business Continuity Management*
- The Alignment of Frameworks - Understanding the SOCKET Methodology
- Break- out: Form sub-groups to work on real-world SOX IT project simulation exercise based on your background.

Day 4 (SOXPROJ)

Project Management for SOX

Learning Objectives: Applying proven project management techniques to SOX implementation.

Course contents would include:
- Understanding Project management and SOX Implementation
    - *Project Initiation*
    - *Discussing the Scope with External Auditors*
    - *Scoping and Planning*
    - *Use of Service Organizations*
    - *Documentation – Evidence of Effective Internal Control*
    - *Testing – Determining the Operating Effectiveness of Internal Control*
    - *Evaluation of Internal Control Deficiencies and Reporting*
    - *Information and Communication – Important Observations*
- Understanding the SOXA Methodology
    - *An insight into the SOX Institute's proprietary SOXA methodology for effective project implementation and management*
- Break-out: Form sub-groups to work on real-world SOX project simulation exercise based on your background

Course Materials ~ All participants will receive a 500 pages CSOX Courseware

Day 5 (CSOXEXAM)

COSX Exam

The CSOX exam requires an individual to pass a qualifying exam which tests factual proficiency in the fundamental tenets of SOX covered in the past 3 days. The exam will lead to a certification at the SOXBase-level which is a pre-requisite to obtaining the industry recognized SOX Pro-level (SOX Professional).

Morning
- Review of Course Materials
- Q&A

Afternoon
CSOX Exam

Sanjay Anand
(Chairperson, SOX Institute (USA))

Mr. Sanjay Anand, CFE, CSOX, CSOXP, is the Chairperson of the Sarbanes-Oxley Institute. SOX Institute is the only global provider of CSOX and CSOXPro level training and certification programs for Auditors and Practitioners involved in (or looking to get involved in) SOX-related compliance projects.

Sanjay is a globally recognized expert on Corporate Governance and Regulatory Compliance with over 15 years of deep experience in Business Process Management, Project Risk Management, Business and Technology Audits, and EnterpriseTechnologies. He has been personally involved in numerous business and technology audits and about a hundred workshops and training sessions in the past decade. His clients include over a hundred companies, many of them Fortune 100 and Global 2000, from over a dozen different industries, including healthcare, technology, manufacturing, distribution and utilities.

Sanjay is also the author of numerous books on Sarbanes-Oxley and the editor of "The Sarbanes-Oxley Guide for Finance and Information Technology Professionals." He is also the Founding Member of the NASBA (National Association of State Boards of Accountancy) Centre for Public Trust and a thought leader on TAC Advisory Council. Sanjay is also a member of the CEO Roundtable of Sarbanes-Oxley Compliance Journal

Sanjay has a M.Sc. in Technology and a M.S. in Computer Science (summa cum laude) from BITS Pilani in India (affiliated to MIT), and an MBA in Strategy and M.S. in Finance (summa cum laude) from Boston College.

About the Organiser

FP Consultants International Pte Ltd

FP Consultants International Pte Ltd is a training and consultancy company established in 2000, providing integrated business solutions for companies, using a holistic and strategic approach that covers all business aspects towards achieving business excellence.

FP Consultants International has collaborated with ACCA and CIMA to develop an exciting range of CPE Programme Series and Workshops designed specifically to assist the accounting and finance professionals stay abreast with changes in the dynamic profession.

FPCI, the sole and exclusive marketing agent for the Sarbanes-Oxley Institute's professional certification in the Asia Pacific Region, is committed to bring you the much sought-after CSOX and CSOXPro training and certification from the Sarbanes-Oxley Institute. This certification provides new opportunities for professionals who wish to carve out a new career in SOX consulting!

Through SOX Institute, we are also able to offer you a tailored SOX programme to suit your company's culture and commercial processes and provide a seamless integration into your corporate governance and management system.

YONWA

Founded in 2004, YONWA is the first end to end provider of SOX compliance risk management solutions in Asia Pacific. We specialize in solving the most difficult corporate compliance, risk management and information technology challenges, delivering specialized solutions that help companies and organizations to operate smoothly.

YONWA is headquartered in Singapore, and service our clients through our network of partners worldwide. Our unique end to end business model enables enterprises to build a consistent and sustainable corporate governance compliance practice to generate lasting business value.

YONWA is the global training partner of SOX Institute for its suite of CSOX Training and Certification programmes.

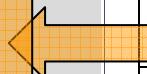*Become an Intellitrain Preferred Client by completing this box:*

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Fax: (65) 6557 2751
E-mail:
customerservice@intellitrain.biz
Website: www.intellitrain.biz

THE SARBANES OXLEY BOOT CAMP (16 – 20 January 2006)

REGISTRATION FORM

1st Delegate:

Name: Mr/Mrs/Ms/Dr. _____

Designation: _____

Email: _____

2nd Delegate:

Name: Mr/Mrs/Ms/Dr. _____

Designation: _____

Email: _____

3rd Delegate:

Name: Mr/Mrs/Ms/Dr. _____

Designation: _____

Email: _____

Organisation: _____

Address: _____

Telephone: _____ Fax: _____

As all registrations will be confirmed only by email, please provide email addresses at which you can be reached directly during office hours. If you have no email address, please indicate N/A so we can fax your confirmation.

Payment (please circle as appropriate):

MODULE	NORMAL RATES	SCCA MEMBERS/ INTELLITRAIN PREFERRED CLIENTS
Day 1 (17th January 06) SOX Introduction & Fundamentals (SOXFUND)	US$889	US$799
Day 2 (18th January 06) Implementing SOX (SOXWORKI)	US$1339	US$1199
Day 3 (19th January 06) Implementing SOX (SOXWORKII)	US$1339	US$1199
Day 4 (20th January 06) Project Management for SOX (SOXPROJ)	US$1339	US$1199
All CSOX Certification Modules (excl. SOXEXAM) Free day 1: SOXFUND	US$3339	US$2999
*Day 5 (21st January 06) CSOX Exam	US$495	

*No discounts will be extended for the CSOX Exam on Day 5.

All participants taking the examination on the last day are required to bring along their notebook computer with wireless internet capability.

Cheque payments should be made payable to "INTELLITRAIN PTE LTD" & arrive at 11 COLLYER QUAY #06-02 THE ARCADE SINGAPORE 049317 with your completed registration form by the closing date, WEDNESDAY, 11 JANUARY 2006.