Management and Strategy Institute, LLC.
Sarbanes-Oxley Trained Professional (SOTP)
Course of Study

Introduction

The Sarbanes-Oxley Trained Professional (SOTP)® course, developed exclusively for the Management and Strategy Institute, is designed to give you a solid understanding of the Sarbanes-Oxley Act which was passed in 2002. This act was created to address the unethical financial maneuvers of publicly traded companies like Enron and Worldcom.

The goal of the Management and Strategy Institute is to teach you the key competencies required to function within the compliance department of a publicly traded company. As you go through the training material you will learn the competencies listed below.

The SOTP exam is a timed, online exam. It has a required passing score of 65%.

Competencies

This course of study covers the following competencies:

Introduction to SOX

- Discuss the Sarbanes-Oxley Act
    - <u>Learning Outcome</u>: Have an understanding of the Sarbanes Oxley Act and why it was enacted.

Section 302

- Corporate Responsibility for Financial Reports
    - <u>Learning Outcome</u>: This section mandates a set of internal controls and procedures designed to ensure reliability of financial reporting. The student will have an understanding of the procedures.
    - This section also includes corporate responsibility. Student will have an understanding of the corporate responsibility of financial reporting.

Section 401

- Section 401 is listed under Title 4 (Enhanced Financial Disclosures) of the SOX Act and pertains to 'Disclosures in Periodic Reports'
    - <u>Learning Outcome</u>: Understand disclosures in periodic reports and an "issuer".

Section 404

- Section 404 is the most costly aspect of the legislation for companies to implement.
  - <u>Learning Outcome</u>: Understand the basics of documenting and testing internal controls requirements.

Section 409

- Section 409 is listed under Title 4 (Enhanced Financial Disclosures) of the SOX Act and pertains to 'Real Time Issuer Disclosures'
  - <u>Learning Outcome</u>: Understand disclose to the public, on an urgent basis, information on material changes in corporate financial condition or operations.

Section 802

- Section 802 is listed under Title 8 (Corporate and Criminal Fraud Accountability) of the SOX Act and pertains to 'Criminal Penalties for Altering Documents'
  - <u>Learning Outcome</u>: Understand the penalties & fines for altering or destroying records or obstructing a legal investigation.

Best Practices

- Module 7 is not tailored toward a specific business model, instead, it is intended to give suggestions and examples of SOX 'white paper'
  - <u>Learning Outcome</u>: Understanding best practices in regards to SOX.
  - Sarbanes-Oxley Act
- This section includes a copy of the actual Act.
  - <u>Learning Outcome</u>: Self-review of the Sarbanes-Oxley act.
  - The Sarbanes-Oxley Trained Professional (SOTP)® course is not designed to make you an expert on all facets of the Act. As you can see from the Sarbanes Oxley [Table of Contents](#), the full act is quite long and complicated. This professional development course was designed to teach someone with little to no knowledge of Sarbanes-Oxley about the <u>key provisions</u> within the act.

Learning Resources

Required:

Material included with your purchase is required reading.

- Free online training material provided by MSI. The material includes everything you will need to learn to pass the exam. This material is included for free with the purchase of your exam. It is in digital form, and available immediately after payment.

Optional:

This material is <u>not</u> required, however it will assist you in understanding SOX compliance.

- Bainbridge, Stephen M. (Apr 30, 2007), The Complete Guide To Sarbanes-Oxley: Understanding How Sarbanes-Oxley Affects Your Business, ISBN-13: 978-1598692679
- Anthony Tarantino (Apr 21, 2006), Manager's Guide to Compliance: Sarbanes-Oxley, ISBN-13: 978-0471792574

Preparing for Success

In order to successfully complete the SOTP exam, you will need to make sure you have the appropriate resources to support your learning.

- A quiet location, free from distraction.
- Internet access.
- Current (newest) version of Internet Explorer, Firefox, or Chrome browser.
- Take study notes while going through the training.
- When you are ready to take the exam, you should allot 2-hours of time.

Frequently Asked Questions

<u>What happens if I fail the exam?</u>

- You are given two additional attempts to pass the exam at no additional cost.

<u>Will I receive a physical certificate in the mail?</u>

- Yes, MSI will mail you a certificate suitable for framing as well as transcripts.

<u>Will I receive Professional Competency Units (PCU's)?</u>

- Yes, the Sarbanes-Oxley Trained Professional (SOTP) exam awards 20 PCU's upon passing of the exam.