

Activity 7-3. E-Learning Modules: Sample Agenda.

Pretest

MODULE 1

Introduction

Why Now? Overview of the Strategy Behind Compliance Changes

The Sarbanes-Oxley Act and Personal Responsibility/Liability

Financial Compliance

Effects on Accounts Receivable, Accounts Payable, and Payroll Systems

MODULE 2

Documenting Performance Improvement

Promotions, Bonuses, and Raises

Dismissal Procedure

Systems Impact

MODULE 3

Contacting Vendors

Requests for Proposals, Proposals, Work Orders, and Contracts

Working With Contractors

Systems Impact

MODULE 4

Personal Confidentiality

Non-Compete and Nondisclosure Contract Clauses

Ownership of Proprietary Materials

Posttest