

BWISE ACADEMY COURSE CATALOG



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1 BWISE COURSE CATALOG

1.1 INTRODUCTION

Training is a key part of any BWISE implementation. With training from BWISE Academy you ensure that you maximize the success of the implementation. Your people will be more productive and efficient. Our common objective is a successful implementation and true embedding of our solution in your organization.

This course catalog gives an overview of all the courses offered by BWISE. To find the right course for your needs, several aspects need to be taken into consideration: your role, whether certification is required and which learning format is preferred. If you have any questions or would like to speak to an educational advisor, please contact BWISE Academy.

1.2 COURSE OFFERINGS

The courses on offer are divided into the following categories:

- GRC Fundamentals
- Basic BWISE training
- Certification Tracks: Functional Administrator and Technical Administrator Certification
- Rapid Deployment Solution (RDS) Training
- Business Intelligence (Reporting)
- Data Analytics

The course offerings overview can be found on page 7.

1.3 LEARNING FORMATS

We understand your business needs: you are looking for well-educated professionals, but they often have to be educated in a limited time frame and in a cost-effective way. Therefore, BWISE offers you a variety of learning formats: instructor-led training, virtual classrooms, eLearning, web lectures and blended formats.

- **Instructor-led training (ILT)**
These courses are offered in a classroom environment. These courses are offered in open roster (FA and TA certification) on a BWISE location or on-site at the customer.
- **Virtual Course (VC)**
These courses are a blend of live virtual classroom sessions, e-learning and off line assignments.
- **eLearning (EL)**
These courses are interactive eLearning modules which may include supporting off-line material. All eLearning courses can be found in the BWISE Learning Center which can be accessed 24/7 from any computer with internet access.
- **Web Lectures (WL)**
Web lectures are online educational videos which can be viewed using a web browser.

All tracks and courses could be tailored to get an optimal fit with your training requirements.

1.4 REGISTRATION

There are several ways to register for a BWISE course:

- Via our website: www.bwise.com/academy
- Send an e-mail to: bwise-academy@nasdaq.com
- Call one of our BWISE Academy representatives: +31(0)73-6464911.

In case of an Open Roster course, the participant will receive a confirmation of registration within a few working days and an invitation with further details about the training location approx. ten (10) working days before the start of the course. If the desired course is fully booked, the BWISE Academy will contact the participant to reschedule their participation.

In case of an eLearning course, the login details to the BWISE Learning Center will be sent via email to the participant(s).

Dedicated training courses can be planned in collaboration with our Planning Department.

1.4.1 TERMS AND CONDITIONS

For a full description of terms and conditions, please refer to www.bwise.com/academy.

1.4.2 CANCELLATION POLICY

Cancellation must always be in writing, at which the cancellation date will be the date of receipt of the written cancellation by BWISE.

In the event of an Open Roster Course, the cancellation costs will be a percentage of the course price, namely:

- Up to and inclusive twenty (20) working days before start of the course: 0%.
- Twenty (20) up to and inclusive ten (10) working days before start of the course: 50%.
- Less than ten (10) working days before start of the course: 100%.

You can substitute a participant enrolled for a course by another person, if this has been notified to BWISE before the start of the course. Such a replacement will not result in additional costs.

BWISE reserves the right to cancel course dates due to insufficient enrollment. Participants will be notified of cancellations within seven calendar days of the course start date. If a course is cancelled for any reason by BWISE, any pre-paid registration fees will be refunded. BWISE is not responsible for airline penalties related to the cancellation of BWISE courses or events. Please be aware of the airline restrictions regarding non-refundable airline tickets when purchasing an airline ticket.

For dedicated groups, the same cancellation policies are applicable.



1.5 CONTACT INFORMATION

For more information on our learning activities, contact your local sales representative or contact the B Wise Academy directly: bwise-academy@nasdaq.com or call +31(0)736464911.

2 COURSES ON OFFER

Courses on Offer (Format: ILT = Instructor Led Training, VC = Virtual Classroom)	Version	Format	Enrollment	End User	Key User	FA	TA
GRC Fundamentals							
<i>GRC Fundamentals: An Overview</i>	4.1.2	Web Lecture	Individual	X	X	X	
<i>GRC Fundamentals: Risk Management</i>	4.1.2	Web Lecture	Individual	X	X	X	
<i>GRC Fundamentals: SOx Compliance</i>	4.1.2	Web Lecture	Individual	X	X	X	
BWise Basics							
<i>Quick-Start with BWise</i>	4.1.3	eLearning	Individual	X	X	X	
<i>Frameworks in BWise</i>	4.1.3	eLearning	Individual	X	X	X	
Certification Tracks							
<i>BWise Functional Administrator (FA)</i>	4.1.6	ILT/VC	Open Group			X	
<i>BWise Technical Administrator (TA)</i>	4.1.6	eLearning	Individual				X
Rapid Deployments Solutions (RDS)							
<i>RDS Internal Control</i>	4.1.4	ILT/VC	Dedicated	X	X	X	
<i>RDS Internal Audit</i>	4.1.4	ILT/VC	Dedicated	X	X	X	
<i>RDS Loss Database</i>	4.1.4	ILT/VC	Dedicated	X	X	X	
<i>RDS Enterprise Risk Management (ERM)</i>	4.1.4	ILT/VC	Dedicated	X	X	X	
<i>RDS Operational Risk Management (ORM)</i>	4.1.4	ILT/VC	Dedicated	X	X	X	
<i>RDS US SOX</i>	4.1.6	eLearning	Individual	X	X	X	
BWise Functionalities							
<i>Internal Audit</i>	4.1.4	ILT/VC	Dedicated		X	X	
<i>Internal Control</i>	4.1.3	ILT/VC	Dedicated		X	X	
<i>Loss Database</i>	4.1.3	ILT/VC	Dedicated		X	X	
<i>Risk Assessments</i>	4.1.3	ILT/VC	Dedicated		X	X	
<i>Open Assessments</i>	4.1.3	ILT/VC	Dedicated		X	X	
<i>Advanced Assessment Configuration</i>	4.1.3	ILT/VC	Dedicated		X	X	
<i>Quick-Start with Portlets</i>	4.1.4	ILT/VC	Dedicated		X	X	
Reporting							
<i>Introduction to InfoView and WebI Reporting</i>	4.1.6	eLearning	Individual	X	X	X	
<i>BI Level 1: WebI Reports</i>	4.1.6	ILT	Dedicated		X	X	

3 GRC FUNDAMENTALS

BWise Academy offers four GRC Fundamentals web lectures; online educational videos which can be viewed using a web browser:

- GRC Fundamentals: An Overview
- GRC Fundamentals: SOx Compliance
- GRC Fundamentals: Risk Management

3.1 GRC FUNDAMENTALS: AN OVERVIEW - WEB LECTURE

GRC Fundamentals: An Overview	
<i>Target Audience</i>	End users, key users, functional administrators
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English)
<i>Format</i>	Web Lecture (available in the BWise Learning Center)
<i>Duration</i>	10 minutes
<i>Topics</i>	<ul style="list-style-type: none"> • What is GRC? • Purpose of the BWise software • Multi-Compliance Management
<i>Learning Objectives</i>	After completing this course, students will have a basic understanding of Governance, Risk and Compliance.

3.2 GRC FUNDAMENTALS: SOX COMPLIANCE - WEB LECTURE

GRC Fundamentals: SOx Compliance	
<i>Target Audience</i>	End users, key users, functional administrators
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'GRC Fundamentals: An Overview' web lecture
<i>Format</i>	Web Lecture (available in the BWise Learning Center)
<i>Duration</i>	45 minutes
<i>Learning Objectives</i>	<p><i>After completing this course, students will:</i></p> <ul style="list-style-type: none"> • Understand the principles of SOx • Have an overview of the methodology behind SOx • Understand what the scope of SOx is • Understand the most important definitions in relation to SOx

3.3 GRC FUNDAMENTALS: RISK MANAGEMENT - WEB LECTURE

GRC Fundamentals: Risk Management	
<i>Target Audience</i>	End users, key users, functional administrators
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'GRC Fundamentals: An Overview' web lecture
<i>Format</i>	Web Lecture (available in the B Wise Learning Center)
<i>Duration</i>	45 minutes
<i>Learning Objectives</i>	<p><i>After completing this course, students will be able to:</i></p> <ul style="list-style-type: none"> • Understand the concept of Risk Management • Understand the COSO ERM Framework and how it relates to the concept of Risk Management • Understand the most important definitions in relation to Risk Management

4 BASIC BWISE COURSES

BWise Academy offers the following basic BWise eLearning courses:

- Quick-Start with BWise
- Frameworks in BWise

4.1 QUICK-START WITH BWISE

Quick-Start with BWise	
<i>Target Audience</i>	Business users, key users, functional administrators, technical administrators
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English)
<i>Format</i>	eLearning course (available in the BWise Learning Center)
<i>Duration</i>	60 minutes
<i>Learning Objectives</i>	<p><i>After completing this course, students will be able to:</i></p> <ul style="list-style-type: none"> • Log on and off BWise • Navigate in BWise and be familiar with the Interface • Understand the Framework, Risk Assessment, Control Assessment, Internal Control, Internal Audit and Issue Management screens • Generate reports and understand the InfoView reporting interface • Search for data in BWise • Add a document in BWise • Identify tips which will help in using BWise

4.3 FRAMEWORKS IN BWISE

Frameworks in BWISE	
Target Audience	Business users, key users, functional administrators, technical administrators
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with BWISE' eLearning course
Format	eLearning course (available in the BWISE Learning Center)
Duration	90 minutes
Learning Objectives	<p><i>After completing this course, students will be able to:</i></p> <ul style="list-style-type: none"> • Understand the definition of Frameworks • Create a Functional Organization in BWISE • Create and maintain a Framework in BWISE • Add elements to the Framework library • Relate Framework elements • Approve changes to the Framework • View Framework Risk views • Identify how the Framework is used in BWISE for integrated GRC efforts • Generate Framework reports

5 CERTIFICATION PROGRAMS

BWise Academy offers certification tracks to certify the Functional and Technical Administrators within your organization. Certification will ensure the competence of your professionals. We offer two certification tracks:

- Technical Administrator
- Functional Administrator

Certified professionals have access to the Online Service Desk and the BWise Knowledge Base. The BWise Knowledge Base contains a broad set of documents all related to the optimal use and proper management of the BWise platform. These documents are all based on industry best-practices, the experiences of the BWise Global Professional Services and Global Customer Support organization and of course feedback from our vast customer community.

Note: Certification is done on an individual basis and therefore related to the employee and not to the organization.

5.1 BWISE TECHNICAL ADMINISTRATOR CERTIFICATION TRACK

A Certified Technical Administrator is capable of maintaining the BWise environment individually on a technical level. They will be able to support the organization in keeping the BWise environment up-to-date. This will result in more adequate and independent technical maintenance without involvement of BWise support and/or consultancy.

The BWise Technical Administrator Certification Track is formally assessed using an online exam (available in the BWise Learning Center). After passing the exam, students will be certified as Technical Administrators.

BWise Technical Administrator Certification Track	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be responsible for maintaining the BWise environment on a technical level.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English)
<i>Format</i>	eLearning
<i>Duration</i>	7 hours
<i>Topics</i>	<p><i>The following topics are covered:</i></p> <ul style="list-style-type: none"> • Installation of the BWise platform • Installation of Business Objects • Configurations • Backup and restore • BWise Updates (releases and hot fixes) • Troubleshooting and support

5.2 BWISE FUNCTIONAL ADMINISTRATOR CERTIFICATION TRACK

The BWISE Functional Administrator (FA) is an important role for the functional stability of the BWISE application. The Functional Administrator configures the application and supports the end users. In addition to these activities, the Functional Administrator will communicate with IT (Technical Administrator) when updates need to be installed or other technical support is necessary to maintain the stability of the BWISE application.

The BWISE Functional Administrator Certification Track is formally assessed using an online exam (available in the BWISE Learning Center). After passing the exam, students will be certified as Functional Administrators.

BWISE Functional Administrator Certification Track	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be responsible for configuring the BWISE application and supporting the end users.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English) • completed the 'Quick-Start with BWISE' eLearning course • completed the 'Frameworks in BWISE' eLearning course
<i>Format</i>	(Virtual) Classroom Training
<i>Duration</i>	3 days
<i>Topics</i>	<ul style="list-style-type: none"> • Users, system roles, persons, business roles and organizations • Data model configuration • Authorization types, levels and profiles • Approval workflows and lifecycle workflows • BWISE Builder • Configurations • Data import (using the BIS tool) • Alerts • Manage deleted content

6 RAPID DEPLOYMENT SOLUTIONS (RDS) TRAINING

The BWISE best practises are the foundation for the Rapid Deployment Solutions (RDS) which offer preconfigured BWISE software platforms including a set of predefined reports. The BWISE best practises are a de facto standard, based on the many projects that have been implemented around the globe in combination with the expertise of the BWISE consultants and the (big4) alliance partners.

BWISE Academy offers training courses for the following Rapid Deployment Solutions:

- RDS Internal Control
- RDS Internal Audit
- RDS Enterprise Risk Management (ERM)
- RDS Operational Risk Management (ORM)
- RDS Loss Database

6.1 RDS INTERNAL CONTROL

This course explains the Internal Control functionalities in the BWISE application supporting the basic use of Internal Control following the BWISE Internal Control RDS methodology.

RDS Internal Control	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the BWISE RDS solution for Internal Control.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English) • a good understanding of the Internal Control processes • completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)
<i>Format</i>	(Virtual) Classroom training
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> • Identify the tasks to perform in BWISE related to the Internal Control Process • Complete the Internal Control Framework • Setup the Local Control Framework • Schedule a Control Assessment • Document effectiveness of Control activity • Monitor a Control Assessment • Create an Issue • Follow-up on an Issue • Overview available reports

6.2 RDS INTERNAL AUDIT

This course explains the Internal Audit functionalities in the BWISE application supporting the BWISE Internal Audit process. The auditing process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of the Internal Audit functionalities in the BWISE training environment.

RDS Internal Audit	
Target Audience	The target audience of this course consists of individuals who will be working with the BWISE RDS solution for Internal Audit.
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> ▶ a good understanding of English (all training materials are in English) ▶ a good understanding of the Internal Audit processes ▶ completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)
Format	(Virtual) Classroom training
Duration	1,5 day
Topics	<ul style="list-style-type: none"> • Understand and manage the Internal Audit process in the BWISE application • Understand the elements that compose the Audit Universe in BWISE • Perform an open assessment to update the risk rating of an auditable entity • Create and modify Audit Plans • Understand how audits are generated from an Audit Plan • Set up audit high level planning • Define detailed planning and schedule resources for audits • Modify audits • Execute audits by answering audit work papers and creating findings • Review and approve audit work papers and findings • Decline and reopen audit work papers to request rework • Create, review and respond to audit notes • Progress the status of audits to the next step • Generate audit reports • Close audits • Follow up on findings • Understand the time registration functionality

6.3 RDS ENTERPRISE RISK MANAGEMENT (ERM)

This course manual explains the Enterprise Risk Management functionalities in the BWISE application supporting the basic use of ERM following the BWISE RDS methodology. The Enterprise Risk Management Process is explained and visualized in a Process map. Each step is discussed, followed by exercises to obtain hands-on experience of the ERM functionalities in the BWISE training environment.

RDS Enterprise Risk Management (ERM)	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the BWISE RDS solution for Enterprise Risk Management (ERM).
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English) • a good understanding of the Enterprise Risk Management (ERM) processes • completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)
<i>Format</i>	(Virtual) Classroom training
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> • Identify the tasks to perform in BWISE related to the Enterprise Risk Management Process • Identify the tasks to perform in BWISE related to the Enterprise Risk Management Process • Identify Objectives • Create a Risk assessments • Identify and assess Risks • Create Treatment Plans • Generate and sign off the Risk Report • Validate and publish Risk Assessment results • Validate and follow-up on Treatment Plans

6.4 RDS OPERATIONAL RISK MANAGEMENT (ORM)

This course explains the functionalities in the BWISE application supporting the management of operational risks according to the BWISE Operational Risk Management RDS methodology.

RDS Operational Risk Management (ORM)	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the BWISE RDS solution for Operational Risk Management (ORM).

RDS Operational Risk Management (ORM)

Prerequisites Before attending this course, students must have:

- a good understanding of English (all training materials are in English)
- knowledge of Operational Risk Management processes within the organization
- completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)

Format (Virtual) Classroom training

Duration 1 day

Topics

- Identify the tasks to perform in B Wise related to the ORM Management Process
- Identify Processes, Risks and Controls
- Add new elements (Processes, Risks and Controls) to the Framework
- Setup and start the Risk Control Self-Assessments (RCSA_
- Assess Risks and Controls and submit assessment results
- Validate and publish RCSA results
- Create Treatment Plans
- Validate and follow-up on Treatment Plans
- Setup a re-assessment of a published RCSA

6.5 RDS LOSS DATABASE

This course explains the Loss Database functionality in the B Wise application and gives insight on how Issues and Tasks apply to Loss/Incident Management.

RDS Loss Database

Target Audience The target audience of this course consists of individuals who will be working with the B Wise RDS solution for Loss Database.

Prerequisites Before attending this course, students must have:

- a good understanding of English (all training materials are in English)
- completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)

Format (Virtual) Classroom training

Duration 0,5 day

Topics

- Understand the loss database process in B Wise
- Document a loss
- Update a loss
- Review and approve/reject a loss
- How to create a treatment plan
- How to follow-up and close a treatment plan
- How to close a loss

6.6 RDS US SOX

The RDS SOX training is a blended solution comprising of eLearning and a Reference Manual. The target audience for the eLearning is all user profiles in the RDS SOX: Internal Control Functional Administrator, Group SOX Controller, Local IC Controller, Local Process Owner, Control Owner, Control Reviewer, Business Line Responsible and Senior Management. An interactive study guide defines the relevant chapters for the different user profiles to follow. For the IC FA, the Reference Manual containing instructions for RDS SOX admin tasks can be downloaded as a PDF directly from the eLearning course..

RDS Loss Database	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the B Wise RDS solution for US SOX.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (all training materials are in English) • completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)
<i>Format</i>	eLearning
<i>Duration</i>	2 hours
<i>Topics</i>	<ul style="list-style-type: none"> • Explain the principles of the Sarbanes-Oxley (SOX) Act and 302/404 certification • Understand the 7 steps of the SOX Process and the related tasks in B Wise • Perform account based and information system scoping • Understand the Entity Structure and Framework and how they are used for SOX • Maintain the Risk and Control Framework • Setup Control Assessments • Execute a control assessment • Monitor a control assessment • Create IC issues • Follow-up on IC issues • Validate / close IC Issues • Re-open / re-test a control assessment • Perform an IC issue deficiency analysis • Complete the 404 and 302 Attestations in B Wise • Run a SOX Report

7 BWISE FUNCTIONALITIES

The BWISE functionality training will provide your BWISE users with a broad understanding of how to use the functionalities of:

- Risk Assessments
- Internal Control
- Internal Audit
- Open Assessments
- Loss Database

7.1 RISK ASSESSMENTS

This course explains the Risk Assessment functionality in the BWISE application. The Risk Assessment process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of setting up and performing risk assessments in the BWISE training environment.

Risk Assessments	
<i>Target Audience</i>	The target audience for this training consists of users who will be working with the BWISE software and are responsible for Risk Management in the organization.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • knowledge of risk management and the risk taxonomy • completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)
<i>Format</i>	(Virtual) Classroom training
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> • Understand the concept of Risk Assessments • Configure Risk Assessments • Define and prepare Risk Assessment sessions • Perform Risk Assessments • Validate and approve Risk Assessment results • Finish and publish Risk Assessment results • Generate Risk Assessment reports

7.2 INTERNAL CONTROL

This course explains the Internal Control (Control Assessments) functionality in the B Wise application. The Internal Control process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of setting up and performing control assessments in the B Wise training environment.

Internal Control	
<i>Target Audience</i>	The target audience for this training consists of users who will be working with the B Wise software and are responsible for Internal Control in the organization.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • knowledge of risk management and the risk taxonomy • completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)
<i>Format</i>	(Virtual) Classroom training
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> • Understand what control assessments can be used for • Understand control schedule settings • Understand control assessment question templates • Understand email notifications used for control assessments • Define and schedule a control assessment • Perform a control test • Perform a control review • Export a control review session • Complete an offline control review xls • Import an offline control review and view the results in B Wise • Monitor controls • Understand how to reopen and retest controls • Generate a control assessment report

7.3 INTERNAL AUDIT

This course explains the Internal Audit functionality in the B Wise application. The auditing process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of the Internal Audit functionalities in the B Wise training environment.

Internal Audit	
Target Audience	The target audience for this training consists of users who will be working with the B Wise software and are responsible for Internal Audit in the organization.
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • knowledge of auditing procedures within the organization. • completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)
Format	(Virtual) Classroom training
Duration	1,5 day
Topics	<ul style="list-style-type: none"> • Understand and manage the Internal Audit process in the B Wise application • Understand the elements that compose the Audit Universe in B Wise • Perform an Open Assessment to update the risk rating of an Auditable Entity • Create and modify Audit Plans • Understand how audits are generated from an Audit Plan • Set up audit high level planning • Define detailed planning and schedule resources for audits • Modify audits • Execute audits by answering audit work papers and creating Findings • Understand the Time Registration functionality • Review and approve audit work papers and findings • Decline and reopen audit work papers to request rework • Create, review and respond to audit notes • Progress the status of audits to the next step • Generate Audit Reports • Close audits • Follow up on findings

7.4 OPEN ASSESSMENTS

This course explains the Open Assessment functionality in the BWISE application. The Open Assessment process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of creating and answering Open Assessments in the BWISE training environment.

Open Assessments	
<i>Target Audience</i>	The target audience for this training consists of users who will be working with the BWISE software and are responsible for Open Assessments.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)
<i>Format</i>	(Virtual) Classroom training
<i>Duration</i>	0,5 day
<i>Topics</i>	<ul style="list-style-type: none"> • Understand the concept of open assessments and what they can be used for • Configure Open Assessment Types • Add questions and answer lists to Open Assessments • Generate Open Assessment sessions • Answer Open Assessments • Close Open Assessment sessions • Generate Open Assessment reports • Create multi-step Open Assessments • Answer multi-step Open Assessments

7.5 ADVANCED ASSESSMENT CONFIGURATION

This course explains the Advanced Assessment Configuration functionality in the BWISE application. The possibilities are discussed, followed by exercises to obtain hands-on experience of performing assessment configurations in the BWISE training environment.

Advanced Assessment Configuration	
<i>Target Audience</i>	<p>The target audience for this training consists of Administrators and Assessment Managers who are responsible for making advanced configurations that will be used by the following BWISE functionality:</p> <ul style="list-style-type: none"> • Control Assessments • Risk Assessments • Open Assessments

Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center) • completed the 'Risk Assessments' Instructor-Led Training (ILT) course • completed the 'Open Assessments' Instructor-Led Training (ILT) course
Format	(Virtual) Classroom training
Duration	0,5 day
Topics	<ul style="list-style-type: none"> • Configure control assessments • Configure risk assessments • Configure open assessments • Create a formula within an assessment • Create a picture • Create a multi-step assessment

7.6 LOSS DATABASE

This course explains the Loss Database functionality in the B Wise application and gives insights on how Issues and Tasks apply to Loss/Incident Management. The course contains practical exercises that you should complete to obtain hands-on experience of the Loss Database functionalities in the B Wise training environment.

Loss Database	
Target Audience	The target audience for this training consists of users who will be working with the B Wise software.
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)
Format	(Virtual) Classroom training
Duration	0,5 day
Topics	<ul style="list-style-type: none"> • Understand the Loss Database functionality • Document a Loss • Create an issue • Understand the different approval workflow available for losses and issues • Run a Loss report

7.7 QUICK-START WITH PORTLETS

This course explains the advanced functionality of using portlets in the BWISE application. The course contains practical exercises that you should complete to obtain hands-on experience of the portlet functionality in the BWISE training environment.

Quick-Start with Portlets	
<i>Target Audience</i>	The target audience for this training consists of users who will create portlets.
<i>Prerequisites</i>	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • basic knowledge of the Windows platform and a web browser (preferably Internet Explorer) • completed the Functional Administrator Certification Track on BWISE 4.x • knowledge of SQL statements, HTML, CSS
<i>Format</i>	Classroom training
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> • Understand the installation requirements for creating portlets • Understand how portlets are configured in BWISE (portlet types, dashboards, creating portlets, layout options) • Understand datastores and views in BWISE • Use basic SQL language to access data through a portlet

8 REPORTING

BWise Academy offers two courses that introduce key and end users to the standard Reporting functionality (InfoView/WebI) in BWise.

- BI Fundamentals: Introduction to InfoView and WebI
- BI Level 1: WebI Reports

8.1 INTRODUCTION TO INFOVIEW AND WEBI

Introduction to InfoView and WebI	
Target Audience	Key users and end users who will be generating standard reports in BWise
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with BWise' eLearning courses
Format	eLearning
Duration	1,5 hour
Topics	<ul style="list-style-type: none"> • Navigate in InfoView • Organize and work with documents • Set InfoView preferences • Create and view WebI documents (with Queries) • Design and schedule WebI reports

8.2 BI LEVEL 1: WEBI REPORTS

BI Level 1: WebI Reports	
Target Audience	Key users who will be creating WebI reports in BWise
Prerequisites	<p><i>Before attending this course, students must have:</i></p> <ul style="list-style-type: none"> • a good understanding of English (training materials are in English) • completed the 'Quick-Start with BWise' eLearning courses
Format	Classroom training (ILT)
Duration	1 day
Topics	<ul style="list-style-type: none"> • Understand the BI Architecture and BI Authorization profiles • Identify the Universe Architecture • Develop basic WebI reports • Format reports • Write basic report formulas • Add charts/graphs to reports

9 PRICE LIST

The following prices (per participant or group, excluding local VAT) for open roster courses on a BWISE location, dedicated group courses and eLearning courses are applicable as of April 1st 2015. All previous versions of price lists are no longer valid.

Course Title	Format		Price in EUR	Price in USD
GRC Fundamentals				
<i>GRC Fundamentals: An Overview</i>	WL	Per person	€50	\$70
<i>GRC Fundamentals: Risk Management</i>	WL	Per person	€100	\$140
<i>GRC Fundamentals: SOx Compliance</i>	WL	Per person	€150	\$210
BWISE Basics				
<i>Quick-Start with BWISE</i>	EL	Per person	€150	\$210
<i>Frameworks in BWISE</i>	EL	Per person	€150	\$210
Certification Programs				
<i>BWISE Functional Administrator (FA) 4.1.6</i>	ILT/VC	Per person	€2.000	\$2,400
<i>BWISE Technical Administrator (TA) 4.1.6</i>	EL	Per person	€1.500	\$1,800
Rapid Deployment Solution (RDS)				
<i>RDS Basics: Internal Control</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
<i>RDS Basics: Internal Audit</i>	ILT/VC	Per group (max. 6)	€3.000	\$3,600
<i>RDS Basics: Loss Database</i>	ILT/VC	Per group (max. 6)	€1.000	\$1,200
<i>RDS Basics: ERM</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
<i>RDS Basics: ORM</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
<i>RDS US SOX</i>	EL	Per person	€350	\$450
BWISE Functionalities				
<i>Internal Audit</i>	ILT/VC	Per group (max. 6)	€3.000	\$3,600
<i>Internal Control</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
<i>Loss Database</i>	ILT/VC	Per group (max. 6)	€1.000	\$1,200
<i>Risk Assessments</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
<i>Open Assessments</i>	ILT/VC	Per group (max. 6)	€1.000	\$1,200
<i>Advanced Assessment Configuration</i>	ILT/VC	Per group (max. 6)	€1.000	\$1,200
<i>Quick-Start with Portlets</i>	ILT/VC	Per group (max. 6)	€2.000	\$2,400
Reporting				
<i>Introduction to InfoView and WebI Reporting</i>	EL	Per person	€150	\$210
<i>BI Level 1: WebI Reports</i>	ILT	Per group (max. 6)	€2.000	\$2,400

(ILT = Instructor Led Training, VC = Virtual Classroom, EL = eLearning, WL= Web Lecture)



About Nasdaq BWISE

Nasdaq BWISE is a global leader in Enterprise Governance, Risk Management and Compliance (GRC) software. Based on a strong heritage in business process management, the BWISE® GRC Platform provides companies with highly-rated, proven software solutions for Risk Management, Internal Control, Internal Audit, Compliance & Policy Management, IT GRC and Sustainability Performance Management.

BWISE's end-to-end solutions support an organization's ability to understand, track, measure, and manage key organizational risks. Nasdaq BWISE helps companies truly be in control by balancing performance with their financial and reputational risks, improving corporate accountability, increasing financial, strategic and operating efficiencies. Using BWISE, organizations are able to efficiently comply with anti-corruption regulations like FCPA and the UK Bribery Act, the Sarbanes-Oxley Act, European Corporate Governance Codes, ISAE3402/SAS-70, PCI-DSS, Solvency II, Basel II and III, Dodd-Frank, ISO-standards, and many more.

Nasdaq BWISE sales, service and support offices around the globe provide for the GRC needs of hundreds of leading companies worldwide. For more information, visit www.bwise.com.