

BUS 409 – FRAUD EXAMINATION

Course Syllabus

Syllabus Objective

The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

Getting Help

To receive technical assistance on issues related to Blackboard contact:

*Academic Instructional Technology Help Desk
Monday-Friday 8:00 a.m. - 5:00 p.m. Mountain Time
719.587.7371
asaitc@adams.edu*

To receive technical assistance on issues related to Blackboard Collaborate, 24 hours a day 7 days a week, call: 1(877)382-2293.

Welcome

Welcome Class!

I am Dr. Reid and I will be preparing and guiding you throughout the term to complete the tasks at hand successfully. This course is a "**BUS 409 – Fraud Examination**" class and it does require your willingness to learn, continued participation and completion of each required assignment each week.

Here are my expectations of you and I hope you meet them and complete the class successfully. First, I am here to help you be successful in and outside of the classroom. Secondly, no matter what you may face during the term, finish what you began. The challenges will come to test your consistency and will prevent you from succeeding.

Third, come with a mind to learn and don't be concerned about a letter grade. Why? It's quite simple, you are not in this class to maximize a letter grade, instead, you are here to maximize your learning and apply what you learn thereafter.

These are the only three expectations along with the enjoyment of learning. With careful time management, focus and dedication, we will make it through the term successfully together. Together, this is our goal and motivation as a team.

Now, take a moment to navigate the classroom and become familiar with the tools and resources that will help you succeed in the classroom. Make sure that you complete and submit the syllabus acknowledgement form before you begin anything in the classroom. Once again, welcome and let's enjoy sharing knowledge with each other during the term.

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Introduction

I am a strong believer in the power of knowledge and education. Over the years, I have dedicated most of my time working for the US Department of Treasury as an Agent and a CFO of a corporation. The experiences gained from those professional environments has contributed to my achievements and desire to help others become successful.

I had the opportunity to have completed my doctorate, graduate and undergraduate degrees in accounting, finance, business management and higher education at Florida Atlantic University, Texas A&M University, University of Houston and Grand Canyon University. I must say that I have invested significantly into higher education and various professional fields, especially in the field of financial and business management.

My personal and professional goal at this point, is to enjoy life to its fullest and to prepare and guide professionals in their respective fields. Life will become what you want it to become, regardless of how it was ultimately designed to turn out.

Instructor Information

Instructor: Dr. Lester Reid
Email: lesterreid@adams.edu

Virtual Office Hours: Tuesdays, Thursdays and Fridays - 12:00 am – 3:00 pm, by appointment.

Course Delivery

Online, Semester-based

Credit Hours

3 Semester Hours

Course Prerequisites

BUS 207 – Minimum Grade: C-
BUS 208 – Minimum Grade: C-

Course Time Limits

All Semester-based courses follow a 16 week calendar as detailed in the Course Schedule.

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Course Materials

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to exstudies.adams.edu and click on the "Bookstore" link. Select the campus "Extended Studies". (www.bkstr.com/adamsstatestore/home)

Use **Section Number: 1721** to order books from Bookstore site. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore by phone at 719-587-7912, email at asubookstore@adams.edu, or by mail to Adams State University Bookstore, 1603 1st Street, Alamosa, CO 81101.

Required Textbook:

- Fraud Examination (5th ed.). Albrecht, S, Albrecht, A, Albrecht, C and Zimbelman, M. (2012). South-Western, Cengage Learning. ISBN: 978-1-30507914-4
- Publication Manual of the American Psychological Association (6th ed.). American Psychological Association. www.apa.org. ISBN: 1-4338-0561-8.

Catalog Description

This class will explain how occupational fraud is committed, how fraudulent conduct can be deterred and how allegations of fraud should be investigated and resolved.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Explain the terminology associated with fraud examination.
2. Gain knowledge of the fraud triangle and "red flags".
3. Apply fraud examination theory and concepts learned in class to actual fraud cases.
4. Have the background necessary to prepare for the CFE Examination.

Course Requirements

You are required to complete all assignments and return for grading by Sunday 11:59pm each week. The discussion forum participation must be completed by Sunday 11:59pm each week. You are required to participate and complete all learning activities, assignments and assessments no later than Sundays at 11:59pm.

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It is important that the course syllabus and schedule of learning activities be downloaded and used as a guide to complete and submit all assignments and assessments on the due dates. Successful performing students who use the course syllabus and schedule of learning activities as a course guide, have proven to do much better in the class and demonstrate greater understanding and appreciation for the course.

Syllabus Assignment

Before beginning your coursework, you are required to send your instructor a Blackboard message acknowledging that you have read and understand the syllabus. This is an ungraded assignment, but must be completed before beginning your course work.

Academic Integrity Quiz

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

Discussion Forum (10 points each)

Each week students are required to participate in the discussion forum. Students are required to respond to the discussion question and two other responses to earn full points. Students are required to post a minimum of 120 words and post a reference used to substantiate the response to the discussion forum question.

Short Cases (20 points each)

The short cases are required to be completed. The short cases are due on Sunday at 11:59pm. You are to write a minimum of 5 pages using in-text citations and the most recent published journals. All assignments must follow APA format style and be submitted for grading. The format of the cover page: Title, First Last Name, Course Title, Professor's Name, Date Submitted. See attached APA format for referencing your paper.

Case Study (30 points each)

The case studies are required to be completed. The case studies are due on Sunday at 11:59pm. You are to write a minimum of 5 pages using in-text citations and the most recent published journals. All assignments must follow APA format style and be submitted for grading. The format of the cover page: Title, First Last Name, Course Title, Professor's Name, Date Submitted. See attached APA format for referencing your paper.

Internet Assignments (34 points each)

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The Internet assignments are required to be completed. The internet assignments are due on Sunday at 11:59pm. You are to write a minimum of 5 pages using in-text citations and the most recent published journals. All assignments must follow APA format style and be submitted for grading. The format of the cover page: Title, First Last Name, Course Title, Professor's Name, Date Submitted. See attached APA format for referencing your paper.

Instructor Response Time

Student work will be graded and returned within five to seven business days. Any questions will be answered within one to two business days.

Grade Distribution and Scale

In alignment with ASU academic policies, no D may apply to a major or minor field.

Grade Distribution:

Case Study (6 @ 30 points ea.)	180 points	18% of grade
Short Cases (16 @ 20 points ea.)	320 points	32% of grade
Internet Assignments (10 @ 34 points ea.)	340 points	34% of grade
Discussion Forums (16 @ 10 points ea.)	160 points	16% of grade

Grade Scale:

900 - 1000 points	90-100%	A
800 - 899 points	80-89%	B
700 - 799 points	70-79%	C
600 - 699 points	60-69%	D
0 - 599 points	59% and below	F

ADA Statement

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

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Academic Integrity

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one's academic work will not be tolerated.

Any offense may result in a zero for the exam, lesson, or exercise in question and may result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: [Academic Integrity at Adams State University](#).

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

All written work is subject to plagiarism detection software review.

Student Identity Verification

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

Technical Skills

To be successful in this course, students are expected to be able to:

- Navigate the World Wide Web and efficiently use a web browser such as Firefox
- Have a basic understanding of their computer operating system
- Use Adobe Reader to view and download .pdf documents
- Communicate via e-mail and attach files

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- Play audio/video files
- Use a word processor such as Microsoft Office to create documents
- Use Blackboard tools which may include Collaborate
- Download and open PowerPoint presentations

Technical Requirements

A complete overview of the technical requirements and software for this course can be found [here](#). Blackboard tutorials are available in the Student Support Module, located in the Syllabus and Information section of this course. Information for receiving technical assistance is also included. Keep in mind that in order for Blackboard to function properly, you must allow pop-ups for the site (online.adams.edu) and have Java properly installed on your computer. For more information on these and other technical requirements, see the videos in the Student Support Module in the above mentioned location.

Netiquette

Netiquette is the set of guidelines for communicating online in a professional and civilized manner. Students are expected to be courteous by demonstrating netiquette when communicating with their peers and instructor in this course.

- Be careful with the use of sarcasm and irony, as these can be easy to misinterpret.
- Do not post excessively or monopolize the conversation.
- Consider using a text editor such as Notepad to organize your thoughts before you post a reply.
- Do not type in all capital letters, as this can be considered shouting.
- Avoid the use of emoticons, abbreviations and informal language.

Accessing Library Resources

Students enrolled in this course can utilize the [Adams State Nielsen Library](#) from on and off campus by selecting the Nielsen Library link in the Syllabus and Information tab of the Course Menu. You will be asked to enter in your username and password. Use the same login information that you use to access Blackboard and all other Adams State information. This will bring you to a page that will provide you with login information for the different databases to which Adams State subscribes. With the login information in hand, go to <http://www.adams.edu/library/resources/database.php>

Adams State Resources

Adams State provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available on the One Stop Student Services page on the Adams State Website (<http://www.adams.edu>). Some of the highlights are:

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[Records Office](#) - Campus contacts available to help you through the registration process.

[Computing Services](#) - Technical assistance.

[Disability Services Handbook](#) - Student Services can arrange assistance for students with special needs or disabilities.

[Academic Calendar](#) - Keep track of important dates.

[The Paw Print](#)- Adams State Student Newspaper.

Institutional Policies

All students are responsible for adhering to the expectations, policies, and procedures outlined in the [Student Handbook](#).

For Institutional policies on items such as The Americans with Disabilities Act, Academic Integrity, Student Rights and Responsibilities and The Family Educational Rights and Privacy Act of 1974 (FERPA); please see the [Student Handbook](#).

Extended Studies Policies and Procedures

To view the Extended Studies Policies and Procedures go to, https://bannerweb.adams.edu/perl/Online_SG_General_Instructions.pdf

Course Evaluation

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the course contributes to my commitment to continually improve the quality and relevance of this course.

Getting Started

Refer to the information contained in this syllabus anytime you have a question regarding the basic course information.

1. Review the Student Support Module contained in the Syllabus and Information section.
2. Complete the Syllabus Assignment.
3. Proceed to Module 1.