

# ***Course Syllabus***

## ***University of Texas at Dallas***

### ***Fraud Examination***

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#### **Course Information**

<i>Course Number/Section</i>	ACCT 6383.501
<i>Course Title</i>	Fraud Examination
<i>Course Location</i>	SOM 2.102
<i>Semester</i>	Fall 2014
<i>Days &amp; Times</i>	Tuesday 7:00 PM – 9:45 PM

#### **Professor Contact Information**

<i>Professors</i>	Dana Bracy, CFE; Special Agent, IRS-Criminal Investigation
<i>Office Phone</i>	214-413-5972 or (972) 775-7013
<i>Email Address</i>	<a href="mailto:Dana.Braczy@utdallas.edu">Dana.Braczy@utdallas.edu</a> <a href="mailto:Dana.Braczy@ci.irs.gov">Dana.Braczy@ci.irs.gov</a> Do not send homework to these email addresses—only post homework to eLearning – you will not receive credit if you don't upload to eLearning
<i>Office Location</i>	SOM 2.710
<i>Office Hours</i>	Tuesdays, by appointment only.
<i>Other Information</i>	Course information on eLearning

#### **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

- Prerequisites: Internal Audit (ACCT 6380) or External Audit (ACCT 6334) and Intermediate Accounting I and II.

#### **Course Description**

Topics include discussion of criminal statutes related to financial crimes, techniques used in solving financial crimes, interviewing, rules of evidence, sources of information, forensic accounting procedures, and current issues in financial investigations. Practical exercises involving investigative research, interviewing techniques and indirect methods of proof used in resolving financial crimes will be included to facilitate the understanding of the topics discussed.

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## **Student Learning Objectives/Outcomes**

1. Understand the basic criminal statutes and elements required to prove a prima facie criminal case (a case proven when evidence has been presented that proves beyond a reasonable doubt the elements of a crime).
2. Understand and be able to apply investigative techniques in solving financial crimes, including interviewing and inquiry techniques.
3. Demonstrate the understanding of forensic accounting methods, rules of evidence, and statutes in a complex criminal financial investigation by completing indirect methods of proof.
4. Familiarization with current issues faced by investigators in solving financial crimes, i.e., use of electronic technology in commerce, accounting, and storage of financial documents.
5. Be able to research and analyze current fraud cases and provide a synopsis of the root cause along with the details of the case.
6. Provide coverage in the course and topics to enable students to take and pass the Certified Fraud Examiners (CFE) certification.

## **Required Textbooks and Materials**

- The textbook is the standard that is used for courses in Fraud Examination worldwide. The text is Fraud Examination by Steve Albrecht, Chad Albrecht, Conan Albrecht and Mark Zimbelman. We will be using the 4<sup>th</sup> edition of the textbook. The ISBN is ISBN-13: 978-0-538-47084-1, ISBN-10: 0-538-47084-4.
- Access to the Protiviti KnowledgeLeader website is provided to students free of charge in this program. You will be provided with ID and password to this site.

## **Suggested Course Materials**

### *Suggested Readings/Texts*

To stay current and provide more relevant discussion, students should take the initiative to read current events related to fraud in the Internal Auditor, ACFE Journal, Wall Street Journal, Journal of Accountancy, along with other sources. These are available online at the UTD library website. Students will be called upon to summarize material from these and other relevant sources as part of the course work. Numerous presentations will be used to compliment the course with current material and most speakers will provide copies of materials for posting on eLearning.

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## **Assignments & Academic Calendar**

*Topics, Reading Assignments, Due Dates, Exam Dates*

### **Tests:**

Two (2) tests will be given during the semester and will count a total of 25% for **each** exam. Exams will be a combination of multiple choice and short answer (essay). Multiple choice questions may require computations.

### **Class Portal and Current Topics:**

A number of websites will be valuable resources during the course of the semester. All students will have free access to the subscription service of the Protiviti KnowledgeLeader site. We are one of only few classes in the country to have this access and you need to take advantage of the resource during the class. This will allow us to be very current on our topical coverage along with indexed links to numerous other sources. You will be given a link that will provide you the ability to establish a user id and password. Current topics from the site will be discussed during the class. You will also receive a twice a month newsletter from Protiviti of current audit events. You are expected to follow-up and read accordingly for discussion in class.

### **Association of Certified Fraud Examiners**

The Dallas ACFE Chapter has monthly meetings during lunch on the second Thursday of the month. Three meetings will be held during the timeframe of the fall semester and you are strongly encouraged to attend. The meetings are priced at \$10 for students and you can sign up at [www.dallasacfe.org](http://www.dallasacfe.org).

### **IIA Student Chapter**

During the fall semester of 2003 a student chapter of the IIA was formed at UTD. Participation in the chapter is requirement for all those in the Internal Auditing Education Partnership program and participation highly recommended for those interested in internal audit or the forensic accounting area.

We continue to need assistance with the student chapter as the chapter will be having meetings, site visits, mock interviews, internship opportunities, receptions, and a resume book. Information sessions about the program will be held throughout the year with participation from the student chapter. This will be a great opportunity for those wanting to get full time employment, internships, learn more about the program, network with many companies throughout the country along with IIA International.

See the website at <http://www.utdallasiiia.com/> for more info.

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### Class Schedule:

The class schedule is subject to change, based on the needs of the students and the occurrence of relevant current events. We will have guest speakers for the class and discussion of case studies. Changes to the class will be discussed as the need arises.

Week	Date	Topic	Chapter
1	August 26, 2014	-Introductions -The Nature of Fraud	Chapter 1
2	September 2, 2014	-Why People Commit Fraud - Fighting Fraud: An Overview	Chapter 2 and Chapter 3
3	September 9, 2014	- Preventing Fraud	Chapter 4
4	September 16, 2014	-Recognizing the Symptoms of Fraud	Chapter 5
5	September 23, 2014	- Data-Driven Fraud - Investigating Theft Acts	Chapter 6 Chapter 7
6	September 30, 2014	- Investigating Concealment	Chapter 8
7	October 7, 2014	- Conversion Investigation Methods	Chapter 9
8	October 14, 2014	<b>Exam #1</b>	
9	October 21, 2014	-Conversion Investigation Methods Exercises -Tracing the Movement of Money <b>-Net Worth Analyses (PRACTICAL EXERCISE)</b>	<b>Instructor provided materials</b>
10	October 28, 2014	-Inquiry Methods and Fraud Reports	Chapter 10
11	November 4, 2014	-Financial Statement Fraud	Chapter 11
12	November 11, 2014	-Revenue- and Inventory- Related Financial Statement Frauds -Liability, Asset, and Inadequate Disclosure Frauds	Chapter 12  Chapter 13
13	November 18, 2014	<b>-Bank Deposit Analysis (PRACTICAL EXERCISE)</b> -Fraud Against Organizations -Consumer Fraud	<b>Instructor provided materials</b> Chapter 14 Chapter 15
14	November 25, 2014	<b>NO CLASS—FALL BREAK</b>	
15	December 2, 2014	-Bankruptcy, Divorce, and Tax Fraud -Fraud in E-Commerce	Chapter 16  Chapter 17
16	December 9, 2014	-Legal Follow-Up	Chapter 18
17	December 16, 2014	<b>Exam #2</b>	

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In addition to the above listed topics, additional instruction will cover Money Laundering, and Investigative Sources of Information. Also, guest speakers from the Forensic Accounting private industry sector may present to the class.

### Grading Policy

**Your grade will consist of the following:**

	<b><u>Percent</u></b>
Exam #1	25%
Exam #2	25%
Net Worth/Bank Deposit Practical Exercises and Case Studies	25%
Class Assignments: Quizzes, Fraud Case Presentation and Homework	<u>25%</u>
<b>Total Points</b>	<b><u>100%</u></b>

You must earn above a 90% for an A, 80% for a B, 70% for a C and less than 70% is a failing grade. Grades of +'s will be given.

### Course Policies

#### *Make-up exams*

There are no excused absences from the exams without a written excuse from a doctor or the academic dean. If there is a serious scheduling conflict, it is your responsibility to let the instructor know well in advance. All students should plan on taking exams as scheduled and if a conflict exists the exam should be scheduled **prior to** the exam date.

#### *Class Quizzes*

A five (5) question multiple choice quiz will be given at the beginning of class every week beginning the second week. **You will need to bring a laptop computer to class every week, as the quizzes will be online.** These quizzes will consist of material from the chapter to be covered in class. In the past these quizzes helped ensure that students read the text material and stayed current on the reading. **There is no make up for missed quizzes.**

#### *Late Work*

Since much of your work will be case study and projects it is imperative that you start these projects early.

#### *Class Assignments*

All assignments must be completed and turned in on time. A significant reduction or zero points will be received for late assignments. Most of these assignments will be due the Monday before class and should be posted to eLearning by each student, whether the assignment is an individual or group assignment. **Please do not send homework to my email or my TA's email address!** Also do not send to our eLearning email accounts. It should be uploaded to eLearning in the Assignments area. Do not wait until the last minute to upload the assignment as the clock for the eLearning server may not be the

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same as your time, and the possibility exists for last-minute glitches in the system. The system is set to allow you to resubmit the assignments up to the deadline if you have updates. Also, students have had problems in the past understanding how to upload to eLearning correctly. If in doubt ask the Teaching Assistant.

**FRAUD CASE PRESENTATION:** Each student will select and research a relevant financial fraud case for presentation to the class. Each student will select a different case—the first student to select a particular case gets to present that case.—no duplicate presentations will be allowed. Since there are numerous cases available from a variety of sources, it is strongly suggested that you select cases not in the textbook. To evenly distribute students throughout the semester starting the second week we will have three to four presentations per week. Presentations will be given at the beginning of each class session. More instructions on this will be discussed during the first class.

### *Class Attendance*

Notify the instructor in advance, if possible, if you cannot attend class. Class attendance is extremely important since many of the topics and guest speakers are unique to the class discussion.

### **Field Trip Policies / Off-Campus Instruction and Course Activities**

No off campus field trips are planned as part of the course however students are encouraged to attend the monthly Dallas Association of Certified Fraud Examiners meetings.

### **Student Conduct & Discipline**

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

### **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the

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student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

### Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UTD email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UTD provides a method for students to have their UTD mail forwarded to other accounts.

### Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

### Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

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Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.



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## **Incomplete Grade Policy**

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

## **Disability Services**

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in the Student Services Building 3.200. Office hours are Monday-Thursday, 8:30 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

The contact information for the Office of Disability Services is:  
UT Dallas Student AccessAbility  
800 W. Campbell Rd., SSB32  
Richardson, TX 75083  
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

## **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative

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intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

### **Off-Campus Instruction and Course Activities**

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. ([http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm))

***These descriptions and timelines are subject to change at the discretion of the Professor.***

***This syllabus includes all the information required by the Southern Association of Colleges and Schools Accreditation (SACS).***