



SYLLABUS

ACCT 562 – web

Forensic and Investigative Accounting

Spring 2014 (January 13 – May 4)

Instructor:	Jennifer H. Smith, JD, CPA, CFF, CFE
Location:	Online (eCollege)
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Course Description:

This course covers important topics associated with modern forensic and investigative accounting. Topics include fraud auditing, litigation support, valuation, cyber crime, and other key forensic topics. The objectives include understanding the principles and practices used by public accountants, internal auditors, and others used to examine financial and related information.

Course Embedded Assessment Objectives:

Your achievement level for each objective will be measured by your success in completing assignments related to the following key objectives.

- Describe types of financial fraud schemes and risk.
- Identify the rules of evidence and civil procedure as they relate to successful forensic and expert testimony.
- Apply methods to determine commercial or economic damages.

Textbooks and Materials:

Required Textbook:

Crumbley, D., L. & Smith, G. (2009). *Forensic and Investigative Accounting* (5th ed.). Chicago: CCH. (ISBN: 978090290268771).

Communication:

I do my best to respond to your emails in a timely manner, but some emails just get by me. If you do not hear from me within 48 hours during the week or by close of Monday for email sent

over the weekend, please feel free to resend me a reminder email. I will not be offended. Please do, though, give me a reasonable amount of time to respond.

Ethics:

Integrity is the hallmark of the accounting profession and will be stressed throughout the course. Any type of student breach of ethics, including but not limited to: illegal activity, dishonest conduct, cheating, plagiarism, or collusion, will result in failure of assignment or exam (F) and/or further academic sanction (i.e. failure of course (F), dismissal from class and/or referral to Dean of the College of Business and Technology).

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

I am fully aware that solutions, answers, research papers, previous versions of class materials, and options for purchasing answers to assignments are readily available to you. However, this class is not intended as an exercise in simply locating and repeating, paraphrasing, or even referring to other people’s work. I encourage you to exchange ideas or discuss problems in order to reach a conclusion, but you are expected to demonstrate an appropriate level of mastery of the material on your own. Any assignments which bear too close a resemblance to materials previously submitted or available elsewhere **will not receive credit**.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Technical Problems/Questions:

eCollege: Technical support is available 24 hours a day, 7 days a week, from the college's technical support personnel (I cannot trouble-shoot technical issues). If you have questions related to eCollege, A&M Commerce's online course management system, click on "TECHNICAL SUPPORT" on the left side of your computer screen. An email box will appear. Fill out this technical support form, click submit, and your question will be forwarded to the technical support staff. A resolution will be sent to you from the technical support staff via email. If at any time you experience technical problems (e.g., can't log into the course, can't see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, seven days a week.

The HelpDesk can be reached by emailing helpdesk@online.tamuc.org or by calling **866-656-5511**. Additionally, you can click the "help" button located at the top of each page for more information.

If you have not already done so, please complete the student tutorial on using eCollege.

Newer versions of Explorer block pop-ups. You should disable the pop-up blocker to the online learning sites to avoid this problem. To temporarily turn it off or disable it for a specific web site, go to tools and then pop-up blocker and select the off or pop-up blocker settings. The off selection temporarily turns it off until the browser is closed and the settings selection lets you permanently allow a specific web site to use pop-ups.

Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, Office Services such as Kinko's, an Internet cafe, or a bookstore such as Barnes & Noble, etc.

Dropping or Withdrawals:

University policy will be followed with regard to withdrawals during the semester. It is the student's responsibility to conform with the university rules relating to dropping or withdrawing from the course.

Note: This syllabus is subject to change as needed to meet the objectives or administration of the course at the discretion of the Professor. It is not expected that there will be material substantive changes.

General Expectations:

We will have Live Class lectures weekly, currently scheduled for 2:00 p.m. Sunday afternoons, but subject to change according to needs of class or instructor. There may also be pre-recorded lectures / additional information available for you to download.

It is expected that you read and understand the chapters, preferably before listening to audio lectures or participating in Live Class sessions. Graduate courses are expected to require 3-4 hours per week of your time PER CREDIT HOUR, inclusive of lecture time. That is, you should expect to spend **9-12 hours per week** reading, studying, understanding the material, working on your assignments, and listening to lectures.

The instructor's function is not to provide a "knowledge dump" to you, but instead to formulate and present issues in an accessible way and to help you with more challenging concepts of the course. It is assumed that you read and study the written materials to the degree you need to in order to gain understanding. Experience has shown repeatedly that students who take ownership of such tasks perform significantly better than those who hope for an instructor knowledge-dump. Your textbook authors have already provided a great deal of technical, conceptual, and practical information. Rather than memorizing, try to understand concepts and tie issues together.

Ultimately, the careers associated with forensic accounting (and accounting in general) are more about being able to deal with a problem you have not seen before, using critical skills and the technical knowledge you have gained through course work and elsewhere.

Assignments and Evaluations:

Assignment	Points Possible
Participation	10
Exercises (10 points each)	40
Creative paper	15
Capstone case preliminary	10
Capstone case final	25
TOTAL	100

Evaluation:

In general, the following grading schedule will apply for items in the course.

- A: 90-100 (superior)
- B: 80-89 (above average)
- C: 70-79 (average)
- D: 60-69 (below average)
- F: under 60 (failing)

Note: all written assignments are to be turned in to the appropriate drop box located in the Dropbox tab of eCollege.

Participation:

Students are expected to read and be engaged in discussions. Participation is gauged by your contribution to lectures. If you need assistance in getting over participation jitters, please see me. I have techniques for tackling this nervousness.

Exercises:

You will be assigned four exercises to ensure that you are studying and understanding the topics covered in the textbook and lectures.

Creative Paper:

Prepare a one-hour action-packed television episode with the main character being a forensic accountant. The main character should be called Dane Striker or Sloane Striker. Your project should include at least a pitch, a list of characters, and an overall plot for the show.

Capstone Case:

Each student will individually work on a two-part capstone case. The case details will be posted after the creative paper is turned in.

Part 1: Preliminary Case Analysis

You are to provide a preliminary analysis of the case to identify red flags and possible suspects, based upon analysis and understanding of the accounts by type in order to determine which are the most susceptible to fraudulent activity. You are to review the employee materials and organizational chart for overlapping job functions. You must be able to identify where internal business process controls over personnel, material, and accountancy are weak and who is in a position to exploit these weaknesses. You must also identify what additional materials you would want to request in order to pursue investigation. These might include phone company invoices, property registration records, surveillance data from the parking lot, etc. The most important part of the preliminary case analysis is to determine what additional information and materials are needed:

You are to write up your preliminary findings in 7-10 pages, double spaced, including specific request you believe could provide the information you want. Be specific in your description. Also include in your write-up any additional requests you want to make from parties outside of BeanCounters for additional information.

Part 2: Final Case Report

Upon the submission of the preliminary case analysis, you will be provided with an additional set of documents that will include most of the information requested from the preliminary case analysis. These documents will be necessary to uncover and report the fraud committed, by whom, and how. With each type of potential fraud, the following questions must be answered:

1. Who could have committed the fraud?
2. How could the fraud have been committed?
3. What is the evidence of intent?
4. What is the economic impact?
5. What is the evidence of conversion?

You will prepare a final written report, no more than 10 pages double-spaced. The first page of this report should be a summary with a brief discussion of your findings. Then you will provided a more detailed description. Any documents, tables, or calculations may also be included as an appendix to your final report and will not count against your page limit.

Class Schedule and Assignments

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**** ASSIGNMENTS MUST BE COMPLETED IN WORD DOCUMENT FORMAT AND SUBMITTED TO CORRESPONDING DROPBOX ON THE DUE DATE BEFORE CLASS HAS BEGUN THAT DAY. DO NOT BRING YOUR HOMEWORK TO CLASS OR ASK IF YOU CAN HAND IT IN AFTERWARDS.**

Week	Lecture	Chapters	Comments/ Assignments Due
1	18 Jan 14	1,2	
2	25 Jan 14	3,4	
3	1 Feb 14	5	Exercise 1 due: 1 Feb 2014
4	8 Feb 14	6,7	
5	15 Feb 14	8	Exercise 2 due: 15 Feb 2014
6	22 Feb 14	9,11	
7	1 Mar 14	10	Creative Paper Due: 1 Mar 2014
8	8 Mar 14		Exercise 3 due: 8 Mar 2014
SPRING BREAK			
9	22 Mar 14	12	

10	29 Mar 14	13,14	Exercise 4 due: 29 Mar 2014
11	5 Apr 14	15,16	
12	12 Apr 14		Preliminary Case Analysis due: 12 Apr
13	19 Apr 14	17	
14	26 Apr 14	18	
15	3 May 14	<i>Finals Week</i>	Final Case Analysis due: 7 May

In the unusual circumstance that class grades are curved during the semester, anyone receiving a zero on an assignment will not participate in the curve. Because any curving will have been done on specific assignments, your final course grades will not be rounded.

As accountants or business professionals, you will encounter the concept of “double counting” as a no-no at various times in your career. In the case of this class, any appropriate curving will have been applied during the course. To round grades at the end of this course would essentially be double-counting. It’s a good idea to start to get used to this idea as a bad one right now.

Good luck in the course! Glad to have you.

YOUR QUIZ AND FINAL EXAM GRADES MAY BE AFFECTED BY:

- Indications of plagiarism, group work, or cheating.
 - Indications that the quizzes and/or exams were completed by someone other than the registered student.
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COURSE RUBRIC

Criteria (Course Objectives)	1 (Unsatisfactory)	2 (Emerging)	3 (Proficient)	4 (Exemplary)
Describe types of financial fraud schemes and risks.	Student is unable to describe fraud risks and schemes.	Student can describe some fraud risks and schemes.	Student can describe many fraud risks and schemes.	Student can describe most fraud risks and schemes.
Identify the rules of evidence and civil procedure as they relate to successful forensic and expert testimony.	Student is unable to identify these rules.	Student is able to identify some of the rules.	Student is able to identify most of the rules.	Student is able to identify all the rules.
Apply methods available to determine commercial or economic damages.	Student is unable to apply these methods.	Student is sometimes able to apply these methods.	Student is frequently able to apply these methods.	Student is consistently able to apply these methods.

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