



## TENTATIVE—SUBJECT TO CHANGE

### ACCT 2155 Principles of Fraud Examination COURSE SYLLABUS Online Fall Semester 2020 (202112)

#### COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 10 weeks

Course Reference Number (CRN): 20366

Preferred Method of Contact: STC email

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by phone or email to make an appointment

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by phone or email to make an appointment

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

#### SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Cengage Unlimited Access Card

This includes access to ebook *Fraud Examination* 6<sup>th</sup> edition, Steve Albrecht and access to MindTap platform, which is required for completing your homework and taking tests. If in doubt about what to purchase, discuss with your instructor before purchasing the code.

Choose ONLY ONE (depending upon your needs):

|   |                   |
|---|-------------------|
| Cengage Unlimited Printed Access Card 1 Term Access (4 months)      | 978-0-357-70003-7 |
| Cengage Unlimited Printed Access Card Multi-Term Access (12 months) | 978-0-357-70004-4 |
| Cengage Unlimited Printed Access Card 2 Year Access (24 months)     | 978-0-357-70005-1 |

**REQUIRED SUPPLIES & SOFTWARE**

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print homework assignments.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. **Mozilla Firefox is the recommended browser. Please do NOT use Internet Explorer.**

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave; Quicktime; Windows Media; Microsoft Office 2007 or higher.

If you do not have computer access, see your instructor for information regarding use of labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**COURSE DESCRIPTION**

Provides instruction of the basic principles and theories of occupational fraud.

**MAJOR COURSE COMPETENCIES**

Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

**PREREQUISITE(S)**

Program Admission

ACCT 2155 Online

## **COURSE OUTLINE**

1. Fraud Concepts
2. Skimming
3. Cash Larceny
4. Billing Schemes
5. Check Tampering
6. Payroll Schemes
7. Expense Reimbursement Schemes
8. Register Disbursement Schemes
9. Non-Cash Assets Fraud
10. Corruption Schemes
11. Accounting Principles and Fraud

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS (ONLINE)**

Online students are responsible for checking e-mails and Blackboard announcements DAILY. It is my only means of communication with you. It only takes a few minutes. Please discipline yourself to check email and Blackboard announcements daily. You cannot succeed in an online class without checking emails and Blackboard announcements frequently.

See Technology Access sheet in Blackboard for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.

## **NO SHOW REQUIREMENTS**

In order to acknowledge attendance for the class the student **must** complete ALL of the following for this course within the first three days of class:

1. Send your instructor an email from your STC account stating that you intend to take this course. I need to see that you know how to access your STC email. ALL email correspondence is sent to your STC email during the semester. Do not use your personal email account; always use your STC email. See the technology access link in Blackboard if you need help accessing your STC email.
2. Complete the Pledge Acknowledgement Quiz in the "Getting Started" link.
3. Complete the Student Introduction in the "Getting Started" link.
4. Subscribe to remind.com for text reminders from the instructor. See Blackboard for instructions to subscribe to remind.com.
5. Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%. This is NOT the same as the online orientation quiz.

6. Watch the COVID-19 presentation and complete the acknowledgement. This is very important; watch the presentation carefully.

### **NO HARM NO FOUL POLICY**

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student completes the above no-show requirements during the first three days, the student will be dropped with no penalty **only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester.** **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

### **DEADLINES**

Students are expected to complete all assignments (tests and discussion boards) by the dates specified on the attached lesson plan. Early submissions are accepted. Recommended chapter practice assignments should be completed in MindTap. Any zeroes recorded for tests and discussion boards will be included in the final score calculation.

### **TESTS**

Tests are posted for a week in Blackboard; tests must be completed by the date specified on the lesson plan. There are no makeup tests, and students who miss a test are assigned a grade of zero. Please do not wait until the last minute to submit in case you have internet problems with your computer because there are no make-up tests, and there are no exceptions. If internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted. Check your email for instructor response to a request for a test reset. If you do not check your email for the instructor response and miss the deadline provided, you will receive a grade of zero.

### **DISCUSSION BOARDS**

Discussion boards simulate a traditional classroom discussion. Please participate. All five discussion boards for the semester are located in Blackboard, under Lessons, in a folder named Discussion Boards; refer to your lesson plan for weeks requiring participation in a discussion board. For weeks requiring a discussion board, students should make a post by 11:55 pm on Wednesday and reply to a post made by a classmate by 11:55 pm on Monday. This is clearly marked on the lesson plan. Students should put the number of the question they are answering in the subject line of their discussion board post. Students should post the answer to a question that has NOT already been answered by a classmate. Posts and replies should be thoughtful and thoroughly answer the question. See the discussion board rubric located at the end of this syllabus for grading details. Discussion boards must be completed by the date specified; assignments may be submitted early. However, if you post early, you must remember to go back and reply to at least one other student's post. Discussion boards will not be graded after the due date resulting in a zero (0).

### **EMAIL COMMUNICATION**

The preferred method of communication is email using your STC email. See instructor's email address on the first page of this syllabus. Please make sure that you always type your name and class in the subject line of every email you send me so I know which class you are emailing regarding. For example: **John Doe ACCT 2155**. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

## CHECKING GRADES

You should monitor your grades. Your course average will show on the home page report card of this course in Blackboard. A detailed grade book is available in the BLACKBOARD course on the main page by clicking the "Check My Grades." Individual grades for each test, homework assignment, and discussion board, as well as the overall course average using the weights described in the Grading Policy section of the syllabus should display in the grade book to help track course progress.

## OTHER STUDENT REQUIREMENT INFORMATION

Students are highly encouraged to use the student resources provided in CengageNow.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, discussion boards, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

## COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| <b>COVID-19 Key Symptoms</b>  |
|---|
| Fever or felt feverish  |
| Cough: new or worsening, not attributed to another health condition |
| Shortness of breath, not attributed to another health condition     |
| New loss of taste or smell  |
| Chills; Repeated shaking with chills                                |
| Sore throat, not attributed to another health condition             |
| Muscle pain, not attributed to another health condition or          |

| <b>COVID-19 Key Symptoms</b>   |
|--|
| exercise   |
| Headache, not attributed to another health condition   |
| Diarrhea (unless due to known cause)   |
| <b>In the past 14 days, if you:</b>  |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay](#), ([mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu)), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas](#), ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned. **The 65% point for this semester is Wednesday, September 30.**

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **ONLINE PROCTORED EVENT WITHDRAWALS**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

### **PROCTORED EVENT REQUIREMENT**

**Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course**

with a “WF” (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an “F” (Failing) for the course.

#### **MAKEUP GUIDELINES** (Tests, quizzes, homework, projects, etc.)

**ALL** required work must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE**. A grade of zero will be given for any late assignment (assignments, tests, and discussion boards). Any zeros recorded will be included in the final score calculation. Refer to Student Requirements section of this syllabus for more details.

#### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

#### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

##### **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

#### **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil



Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

|   |   |
|---|---|
| <p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>  | <p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>  |
| <p>Helen Thomas, Special Needs Specialist<br/>                 Vidalia Campus<br/>                 3001 East 1<sup>st</sup> Street, Vidalia<br/>                 Office 165 Phone: 912-538-3126<br/>                 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p> | <p>Lanie Jonas, Director of Human Resources<br/>                 Vidalia Campus<br/>                 3001 East 1<sup>st</sup> Street, Vidalia<br/>                 Office 138B Phone: 912-538-3230<br/>                 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a></p> |

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

**ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**GRADING POLICY**

| <b>Assessment/Assignment</b>  | <b>Percentage</b> |
|---|-------------------|
| Tests   | 75%               |
| Proctored Event/Exam <b>(due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it).</b> | 20%               |
| Discussion Boards   | 5%                |

**GRADING SCALE**

| <b>Letter Grade</b> | <b>Range</b> |
|---------------------|--------------|
| A                   | 90-100       |
| B                   | 80-89        |
| C                   | 70-79        |
| D                   | 60-69        |
| F                   | 0-59         |

## ACCT 2155 Principles of Fraud Examination Fall Semester 2020 Lesson Plan

| Date/Week              | Chapter | Content/<br>Assignments & Tests Due Dates   | Competency<br>Area |
|------------------------|---------|---|--------------------|
| FIRST DAY<br>August 17 |         | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• PRINT and read the ACCT 2155 Course Syllabus/Lesson Plan.</li> <li>• Read all of the items under the “<i>Getting Started</i>” link.</li> <li>• Complete the Pledge Acknowledgment Quiz in the “<i>Getting Started</i>” link in Blackboard by <b>11:55 pm, Wednesday, August 19.</b></li> <li>• Post the Student Introduction in the “<i>Getting Started</i>” link in Blackboard by <b>11:55 pm, Wednesday, August 19.</b></li> <li>• Send your instructor an email from your <u>STC account</u> by <b>11:55 pm, Wednesday, August 19</b> stating that you intend to take this course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. See the technology access link in Blackboard if you need help accessing your STC email.</li> <li>• Take the syllabus quiz in Blackboard and score 100%. <b>It is set for multiple attempts.</b> Check the grade book for your score and re-take as necessary to score 100%.</li> <li>• Sign up for course reminders to be sent to your phone as a text. See link in Blackboard under Lessons.</li> <li>• <b><u>If these items are not completed by 11:55 pm, Wednesday, August 19, you will be turned in as a No-Show and will be removed from the course.</u></b></li> </ul> <p><b>It is most important that you register your CengageNow access code as soon as possible.</b></p> <p>See next page for Week 1 Assignments →</p> |                    |

| Date/Week                 | Chapter           | Content/<br>Assignments & Tests Due Dates   | Competency<br>Area |
|---------------------------|-------------------|---|--------------------|
| Week 1<br>August<br>17-24 | Chapters<br>1 & 2 | In Blackboard: <ul style="list-style-type: none"> <li>• View PowerPoint slides</li> </ul> In MindTap (can be accessed through Blackboard):<br>Complete: <ul style="list-style-type: none"> <li>• Chapters 1 &amp; 2 Pre-Tests</li> <li>• Chapters 1 &amp; 2 Reading</li> <li>• Chapters 1 &amp; 2 Homework</li> </ul> Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.  | 1,2,3,10<br>a,c    |
| Week 2<br>August<br>25-31 | Chapters<br>3 & 4 | In Blackboard: <ul style="list-style-type: none"> <li>• View PowerPoint slides</li> </ul> In MindTap (can be accessed through Blackboard):<br>Complete: <ul style="list-style-type: none"> <li>• Chapters 3 &amp; 4 Pre-Tests</li> <li>• Chapters 3 &amp; 4 Reading</li> <li>• Chapters 3 &amp; 4 Homework</li> </ul> Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.<br><br><b>Part 1 Test (Chapters 1-3) available 8/31 – 9/8</b><br><b>Part 2 Test (Chapter 4) available 8/31 – 9/8</b> | 4<br>a,c           |

| Date/Week                   | Chapter           | Content/<br>Assignments & Tests Due Dates  | Competency<br>Area |
|-----------------------------|-------------------|--|--------------------|
| Week 3<br>September<br>1-8  | Chapters<br>5 & 6 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>Chapters 5 &amp; 6 Pre-Tests</li> <li>Chapters 5 &amp; 6 Reading</li> <li>Chapters 5 &amp; 6 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Due by 11:55 pm 9/2</b><br/><b>Discussion Board 1 Post</b></p> <p><b>Due by 11:55 pm 9/8:</b><br/><b>Part 1 Test (Chapters 1-3)</b><br/><b>Part 2 Test (Chapter 4)</b><br/><b>Discussion Board 1 reply to another student's post</b></p> <p><b>Note—this week's due date is on Tuesday due to the Labor Day Holiday on Monday, September 7</b></p> <p><b>Part 3 Test (Chapters 5 &amp; 6) available 9/7 – 9/14</b></p> | 4<br>a,c           |
| Week 4<br>September<br>8-14 | Chapters<br>7 & 8 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>Chapters 7 &amp; 8 Pre-Tests</li> <li>Chapters 7 &amp; 8 Reading</li> <li>Chapters 7 &amp; 8 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Due by 11:55 pm 9/9:</b><br/><b>Discussion Board 2 Post</b></p> <p><b>Due by 11:55 pm 9/14:</b><br/><b>Part 3 Test (Chapters 5 &amp; 6)</b><br/><b>Discussion Board 2 reply to another student's post</b></p>  | 5,6<br>a,c         |

| Date/Week                    | Chapter             | Content/<br>Assignments & Tests Due Dates   | Competency<br>Area |
|------------------------------|---------------------|---|--------------------|
| Week 5<br>September<br>15-21 | Chapters<br>9 & 10  | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):<br/>Complete:</p> <ul style="list-style-type: none"> <li>Chapters 9 &amp; 10 Pre-Tests</li> <li>Chapters 9 &amp; 10 Reading</li> <li>Chapters 9 &amp; 10 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Due by 11:55 pm 9/16:<br/>Discussion Board 3 Post</b></p> <p><b>Due by 11:55 pm 9/21:<br/>Discussion Board 3 reply to another student's post</b></p> <p><b>Part 4 Test (Chapters 5 &amp; 6) available 9/21 – 9/28</b></p>                   | 7,8,9<br>a,c       |
| Week 6<br>September<br>22-28 | Chapters<br>11 & 12 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):<br/>Complete:</p> <ul style="list-style-type: none"> <li>Chapters 11 &amp; 12 Pre-Tests</li> <li>Chapters 11 &amp; 12 Reading</li> <li>Chapters 11 &amp; 12 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Due by 11:55 pm 9/28:<br/>Part 4 Test (Chapters 7-10)</b></p> <p><b>Note: Students who withdraw on or before<br/>Wednesday, September 30 receive a grade of "W"</b></p> <p><b>Part 5 Test (Chapters 11-13) available 9/28 – 10/5</b></p> | 11<br>a,c          |

| Date/Week                               | Chapter             | Content/<br>Assignments & Tests Due Dates  | Competency<br>Area    |
|---|---------------------|--|-----------------------|
| Week 7<br>September<br>29-<br>October 5 | Chapters<br>13 & 14 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>• Chapters 13 &amp; 14 Pre-Tests</li> <li>• Chapters 13 &amp; 14 Reading</li> <li>• Chapters 13 &amp; 14 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Note: Students who withdraw on or before Wednesday, September 30 receive a grade of "W"</b></p> <p>Due by 11:55 pm 9/30:<br/>Discussion Board 4 Post</p> <p>Due by 11:55 pm 10/5<br/>Part 5 Test (Chapters 11-13)<br/>Discussion Board 4 reply to another student's post</p> | 3,5,6,7,8,9,11<br>a,c |
| Week 8<br>October<br>6-12               | Chapters<br>15 & 16 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>• Chapters 15 &amp; 16 Pre-Tests</li> <li>• Chapters 15 &amp; 16 Reading</li> <li>• Chapters 15 &amp; 16 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Part 6 Test (Chapters 14-17) available 10/12 – 10/19</b><br/><b>Part 7 Test (Chapter 18) available 10/12 – 10/19</b></p>   | 10<br>a,c             |

| Date/Week                   | Chapter             | Content/<br>Assignments & Tests Due Dates   | Competency<br>Area |
|-----------------------------|---------------------|---|--------------------|
| Week 9<br>October<br>13-19  | Chapters<br>17 & 18 | <p>In Blackboard:</p> <ul style="list-style-type: none"> <li>• View PowerPoint slides</li> </ul> <p>In MindTap (can be accessed through Blackboard):</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>• Chapters 17 &amp; 18 Pre-Tests</li> <li>• Chapters 17 &amp; 18 Reading</li> <li>• Chapters 17 &amp; 18 Homework</li> </ul> <p>Although not for a grade, you should always complete Chapter Pre-Tests, Reading, and Homework for each chapter to supplement your study of the material.</p> <p><b>Due by 11:55 pm 10/14:<br/>Discussion Board 5 Post</b></p> <p><b>Due by 11:55 pm 10/19<br/>Part 6 Test (Chapters 14-17)<br/>Part 7 Test (Chapter 18)<br/>Discussion Board 5 reply to another student's post</b></p> | 10<br>a,c          |
| Week 10<br>October<br>20-22 | Chapters<br>1-18    | <p><b>Log into Blackboard, go to:<br/>Lessons, Final Exam</b></p> <ul style="list-style-type: none"> <li>• <b>Complete course survey</b></li> <li>• <b>Take your final exam online by 11:55 October 22</b></li> </ul> <p><b>Due to COVID-19, the final exam will not be proctored</b></p>   | 5-11<br>a,c        |



**COMPETENCY AREAS: FRAUD CONCEPTS**

1. Skimming
2. Cash Larceny
3. Billing Schemes
4. Check Tampering
5. Payroll Schemes
6. Expense Reimbursement Schemes
7. Register Disbursement Schemes
8. Non-Cash Assets Fraud
9. Corruption Schemes
10. Accounting Principles and Fraud

**GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**DISCUSSION BOARD RUBRIC**

| # of discussion posts | # of discussion replies | Grade | Due Date, Length, Grammar and Spelling Requirements   |
|-----------------------|-------------------------|-------|---|
| 1                     | 1                       | 100   | <p>To receive full credit, students must:</p> <ul style="list-style-type: none"> <li>• make their initial discussion board post to their chosen discussion board question by Wednesday (10 point deduction)</li> <li>• reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 point deduction)</li> <li>• include the number of the question answered in the subject line of their post (10 point deduction)</li> <li>• answer a question that has not already been answered by another student (30 point deduction)</li> <li>• have 4-5 sentences in their post that answers the question thoroughly and correctly (worth up to 50 points)</li> <li>• have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (worth up to 30 points)</li> <li>• make post and reply that is free of grammatical and spelling errors (up to 10 point deduction for gross grammatical and spelling errors)</li> </ul> |