

ACC 5120

Seminar in Internal Auditing & Fraud

Shorter University

Ledbetter College of Business

Instructor Information

This is located directly on the course page.

Course Information

Course/Catalog Description

A study of the duties and responsibilities of the internal auditor. This course will use current academic and practitioner literature as well as case studies to examine fraudulent behavior, provide a framework for designing internal control systems to deter and prevent fraudulent financial reporting, the role of internal auditors in examining risk, allocation of resources, and adherence to laws and regulations.

Required Textbooks

Pickett, K.H. Spencer (2011). *The Essential Guide to Internal Auditing*, 2e. Wiley Publishing. ISBN 978-0-470-74693-6.

Nigrini, M (2011). *Forensic Analytics: Methods and Techniques for Forensic Accounting Investigations*. Wiley Publishing. ISBN: 978-0-470-89046-2.

Course Learning Outcomes

1. Students will demonstrate knowledge of the use of internal auditors by top management and the governing boards of the organization (Educational Principles I, III, and VIII).
2. Students will identify the role and objectives of internal auditors (Educational Principles III, IV, and VIII).
3. Students will explain the process for evaluating internal controls (Educational Principles I, III, IV, and VIII).
4. Students will explain the role of internal auditing regarding fraud prevention, detection and investigation (Educational Principles I, III, and VIII).
5. Students will have an understanding of the management audit process and the ability to establish criteria for an effective management audit (Educational Principles I, III, and VIII).
6. Students will be able to obtain sufficient audit (Educational Principles I, III, and VIII).
7. Students will be able to effectively report the results of the audit (Educational Principles I, III, and VIII).

- Students will explain the Institute of Internal Auditors Code of Ethics (Educational Principles II, V, and VIII).

Evaluation

Assignment	#	Points Each	Total Points
Discussion Forums	8	30	240
Forensic Analytics	6	25	150
Quizzes	8	25	200
Ethics Project	1	50	50
		Total Points	640

Grading Scale

A= 90-100%
B= 80-89%
C= 70-79%
D= 60-69%
F= Below 60%

See the course website for all Due Dates for Assignments, Forum Posts and Quizzes.

Attendance

Attendance is determined by completion of assignments and discussion boards.

Discussion Forum Posts

Discussion posts are a chance for students to share ideas and learn from each other. As a graduate student, you are required to perform outside research for your responses. These should include scholarly resources, new articles, and current events. APA citations are a requirement. Wikipedia and related websites are not considered appropriate references and will not be accepted. Both the initial posting and the response posts to either the instructor or the peer should add value to the discussion. Points will be deducted for spelling and grammatical errors. Initial posts are due on by Wednesday at 11:55 pm and response posts are due by Sunday at 11:55 pm of the corresponding week. Late posts are not accepted.

Quizzes

All quizzes are multiple choice questions based on textbook chapters and online readings for the week

Forensic Analytics Assignments

Throughout the course, you will complete exercises to practice using software, such as Excel and Access to for data analytics purposes. The assignments are designed to walk you through the analytics required to complete a case study. The activities are demonstrated in the Forensic Analytics text. Details about the assignments are provided in the Moodle classroom.

Ethics Project

Each student should read the IIA Codes of Ethics. The instructor will place students in groups. Each group will identify a situation that involves ethical decision making and prepare a detailed description of the situation including the best decision based on the IIA Code of Ethics. Papers should be no longer than two pages in length. Grading will be based on clarity of writing and presentation, and analysis of results.

Policies and Procedures

Netiquette

Please use the following links for guidelines for online course netiquette:

<http://www.brighthub.com/education/online-learning/articles/26946.aspx>

<http://online.uwc.edu/technology/onletiquette.asp>

Other Information

1. Shorter e-mail accounts are the official means of communication. The instructor will only correspond with students via Shorter e-mail accounts. When emailing the instructor, please include the course number in the subject line.
2. The instructor is under no obligation to accept late work. No late submissions or make up of assignments will be allowed without first obtaining approval by the instructor and then, only in the event of extreme extenuating circumstances. The only valid excuses for missing an assignment are serious personal illness (subject to verification with your physician) and unavoidable emergencies involving you or your immediate family. Students are expected to have backup plans for issues such as computer problems and work related issues (such as travel for conferences); therefore, extensions on assignment due dates will not be granted for these situations.
3. All assignments should be uploaded to the course website unless indicated otherwise. No assignment is accepted via email unless specifically requested by instructor.
4. Students should expect to receive a response to all emails or inquiries within 24 business hours. All assignments, received by due date, will be graded within 48 business hours of the due date. Longer case studies or papers may take longer than 48 hours to grade.

Students with Disabilities

If you have a disability and feel you may need accommodations, please contact the Director of Educational Support in FSU (706) 233-7323.

Academic Integrity Policy

A Community of Honor

As a liberal arts university committed to the Christian faith, Shorter University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Shorter University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

Academic Dishonesty

"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, musical composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards.

Procedure

A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master academic assignments independently, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of "I" (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the "Academic Violation Form" (see *Appendix A*) which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)

C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's for the placement in the student's permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.

D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic

Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any SU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.

Appeals

A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten 27 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.

B. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.

C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.

D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic

Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.

E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.

NOTE: During the appeals process, the student may continue to attend the class in which the violation occurred.