



# Business Administration

Course Number:	<b>BUAD 367</b>
Course Title:	<b>FRAUD EXAMINATION</b>
Credits:	3
Calendar Description:	This course will provide a basic understanding of occupational fraud and the methods of detection and prevention. Topics included in the course are asset misappropriation, bribery and corruption, and fraudulent financial statements.
Semester and Year:	<b>Winter 2016</b>
Prerequisite(s):	BUAD 263
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Elective
Substitutable Courses:	Students in the Accounting and Financial Services option may substitute any other second year BUAD course.
Transfer Credit:	
Special Notes:	
Development Date:	November 2012
Revision Date:	November 2013

Chair's Approval:

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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**Learning Outcomes**

Upon completion of this course students will be able to

- develop an understanding of how and why occupational fraud is committed.
- distinguish between various types of fraud.
- recognize and analyze how the fraud was committed.
- design systems to prevent and detect fraudulent activity.
- determine how allegations of fraud should be investigated and resolved.

**Course Objectives**

This course will cover the following content:

As detailed in the Course Schedule

**Evaluation Procedure**

Term Work (Quizzes, Presentation, Participation)	15%
Paper	10%
Mid-term Exam	35%
Final Exam	40%
Total	100%

**Notes****Final Exam**

Students must obtain a mark of 50% or more on the Final Exam in order to pass this course.

**Course Work**

All assignments are due the lecture immediately following completion of the material covered by the homework assignment. Assignments that are not submitted on time will be assigned a mark of zero, unless a medical certificate is filed with the professor.

Missed progress tests and final exam will not be rescheduled without a medical certificate or other supporting documents. Inconvenience to the student is not a valid reason for missing a scheduled exam

**Use of Moodle in This Course**

We will be using Moodle in this course. It will be used for posting course overheads, guided writing exercises and solutions, sending emails to the professor, and posting quiz and review solutions. If available electronically, assignment solutions will also be posted.

**Assigned Readings**

This course covers a considerable amount of material during the semester. Students are expected to do the assigned readings in advance of class and be prepared to discuss areas of difficulty and to participate in discussions in class.

Class sessions will consist of lectures, case studies and discussion. The classes will be interactive, with students working through the cases, developing investigative strategies, and seeking to prove how the fraud was committed.

**Required Texts/Resources**

Principles of Fraud Examination, 4th Edition, Wells, J.T., Wiley Publishing

Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 4 Classes begin Family Day Feb 8 & Feb 9 to 12 Reading Break – no classes Good Fri. Mar 25 & Easter Mon. Mar 28 – no classes Tues. Apr 12 Last day of regularly scheduled classes	
Jan	4	Introduction to Fraud Examination	Ch 1
	11	Skimming Cash Larceny	Ch 2 Ch 3
	18	Cheque Tampering Register Disbursement Schemes	Ch 5 Ch 8
	25	Billing Schemes	Ch 4
Feb	1	Payroll Schemes	Ch 6
	8 - 12	READING BREAK ( <i>Feb 8 to 12 – no classes</i> )	
	15	Expense Reimbursement Schemes	Ch 7
	22	Mid-term Exam (Chapters 1 - 8)	
	29	Non-cash Assets	Ch 9
Mar	7	External Fraud Schemes Corruption	Ch 13 Ch 10
	14	Accounting Principles and Fraud Fraudulent Financial Statement Schemes	Ch 11 Ch 12
	21	<i>Good Friday- No Class</i>	
	28	Fraud Risk Assessment Interviewing Witnesses	Ch 14 Ch 16
Apr	4	Conducting Investigations and Writing Reports Occupational Fraud and Abuse: The Big Picture	Ch 15 Ch 17
	11	Review	
Apr	15 - 23	Final Exam Period	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.