

# ACCT 4379 / 5379 / 7397 - COURSE SYLLABUS - RAMEY



**YEAR COURSE OFFERED:** 2018

**SEMESTER COURSE OFFERED:** Spring

**CLASS DAY & TIME:** Tuesday 6-9pm

**DEPARTMENT:** ACCOUNTANCY AND TAXATION

**COURSE NUMBERS:** ACCT 4379 / 5379 / 7397

**SECTION NUMBERS:** 15539 / 17313 / 27576

**ROOM:** Cemo Hall 101

**NAME OF COURSE:** ENTERPRISE RISK MANAGEMENT

**NAME OF INSTRUCTOR:** Dan Ramey, CPA, CFE, CIA, CFF  
Office: Melcher Hall – 360K  
E-Mail: [dtramey@bauer.uh.edu](mailto:dtramey@bauer.uh.edu)  
Response may come from [danramey.uh@gmail.com](mailto:danramey.uh@gmail.com)  
Cell: 832-567-8601  
Office Hours: By appointment only

**The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.**

## **Learning Objectives**

To provide the student with a basic understanding of how enterprise risk management is integrated into a company's strategy and operations through theoretical and practical applications.

**Prerequisites:** Internal Audit

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## **Mission of the Department of Accountancy and Taxation**

- Prepare accounting graduates for leadership roles in the accounting profession;
- Conduct research that advances the body of accounting knowledge, and inevitably has implications on accounting practice;
- Perform service that leads to the efficient and effective practice of accounting.

## **Objectives of the Department of Accountancy and Taxation**

Prepare its undergraduate students for graduate education or productive careers by establishing the foundations for life-long learning;

- Prepare its master-level students for positions of leadership in the accounting profession;
- Prepare its doctoral students for successful careers in accounting education and research;
- Develop innovative and effective instructional methods that stimulate accounting learning;
- Provide significant intellectual contributions in basic and applied accounting scholarship;
- Provide significant service and leadership to the accounting profession, the College of Business, the University, and to both professional and academic organizations.

The C.T Bauer College of Business and the Department of Accountancy & Taxation have established Learning Goals for each of our programs as part of our accreditation by The Association to Advance Collegiate Schools of Business. Additional information about the learning goals for accounting may be found at <http://www.bauer.uh.edu/departments/accy/why-accounting/accounting-learning-goals.php>.

This course incorporates the following MSACCY Program Learning Goals: (a) oral communication skills through class discussions; (b) written communication skills through examinations; (c) research skills through assigned research projects; (d) ethical awareness through case evaluations; (e) global awareness through class discussions; (f) technological skills through research project; and (g) analytical problem solving skills through case evaluations and research project.

## **Major Assignments/Exams**

**COURSE GRADING:** Your grade will be determined as set forth below:

Letter grade will be a percentage of total points as follows:

90 - 100%	A
87 - 89%	B+
80 - 86%	B
77 - 79%	C+
70 - 76%	C
67 - 69%	D+
60 - 66%	D
Below 60%	F

The determination of the final grade will be as follows:

**Sections 4379 / 5379**

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<u>Grading Category</u>	<u>% of Grade</u>	<u>Activities</u>
Class Participation	10%	Attendance, Class Discussion, In-class Case Studies and Discussion
Individual Project	15%	Individual Project: Risk Topics Report and Presentation
Semester Project	25%	Group Project: Risk Type with Paper and Presentation
Exam 1	25%	
Exam 2	25%	

## Sections 7397

<u>Grading Category</u>	<u>% of Grade</u>	<u>Activities</u>
Class Participation	10%	Attendance, Class Discussion, In-class Case Studies and Discussion
Individual Project	15%	Individual Project: Risk Topics Report and Presentation
Semester Project 1	10%	Group Project: Risk Type with Paper and Presentation
Semester Project 2	15%	Group Project: Industry Risks with Paper and Presentation
Exam 1	25%	
Exam 2	25%	

### **NO EXTRA CREDIT is available for this class.**

Examinations **must** be taken at the scheduled time. Examinations may be missed only under extraordinary circumstances which must be approved by the instructor *prior* to the examination. Lack of preparation or multiple examinations on the same day/week are not acceptable excuses for missing an exam. If you are unable to take the exam for medical reasons – you must obtain a signed medical excuse from a Medical Doctor (MD) prior to or on the day of the exam and there will be no exceptions (the medical excuse must be signed by the MD). The signed medical excuse must contain the address and phone number of the MD so that the excuse can be verified. An alternative time for the examination will be allowed for *University-Approved Conflicts* (such as military duty, religious holy days, and participation in an intercollegiate sport). Students with disabilities who need special accommodations are requested to contact the Center for Students with Disabilities (Phone: 713-743-5400) with plenty of lead time to take the exam on the scheduled day.

The Final Exam will be given only once on the date formally scheduled and published for our class by the University of Houston. If you are not able to be present on that date, you need to withdraw from the class and take the course at a more convenient time for your schedule. Depending on our schedule, the final exam may be given on the final regularly scheduled class date. The professor has final say regarding the final exam and the date of the exam.

### **Policy on Incomplete (I) Grades**

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The University of Houston regulations for assigning incomplete grades state: *"The grade of I (incomplete) is a conditional and temporary grade given when students are passing a course, but for reasons beyond their control, have not completed **a relatively small part** of all requirements."* (Emphasis added) Reasons for a student being unable to complete a course are due to: *"Health, Accident, Injury, or Family Tragedy"*

*A student who wants to try to improve their course grade, or avoid scholastic probation, or avoid loss of scholarship grants, or a student who needs to retake the course but wants to avoid paying tuition etc., **WILL NOT** be given an incomplete grade.*

## **Withdrawal and Course Enrollment Restrictions**

Please refer to the university academic calendar at

[www.uh.edu/academics/catalog/general/academic\\_calendar.html](http://www.uh.edu/academics/catalog/general/academic_calendar.html) for important dates for this semester. If you withdraw from the class by the drop deadline, we will assign a W (withdraw passing) regardless of your performance on the exams.

## **Academic Honesty:**

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. **No violations of this policy will be tolerated in this course.** The policy is included in the University of Houston Student Handbook, <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy. **Students that violate the UH Academic Honesty Policy in this course will receive an "F". This includes plagiarism on Fraud News and/or the group case study paper and presentation. All reports, projects, and case studies (including exam case studies) will be submitted to Turnitin for analysis.**

## **Accommodations for Students with Disabilities:**

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

## **Attendance and Participation**

This course is one of the more challenging college/university level accounting related courses. To increase your success as a student you should: read the chapter and review the Review Questions and Discussion Issues before the chapter is covered in class; attend class; review chapter PowerPoints and other related information provided by the professor on Blackboard.

Classroom attendance & participation is expected and necessary in order to learn the risk management principles and related knowledge taught in this course. Materials will be presented in class that you are responsible for and will be included on the exams but will be posted on Blackboard. **If you do not attend class and do not complete the exercises and problems as set forth in this Course Syllabus – you will not be successful in this course!**

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## **BAUER MSACCY Classroom Professionalism Policy – NEW FALL 2017**

The highest professional standards are expected of all members of the Bauer MSACCY Program. Faculty are expected to be professional and prepared to deliver value for every class session. Students are expected to be **professional** in all respects. Classroom activities are expected to be conducted in a professional manner similar to an important business meeting or business project activity. The Bauer MSACCY classroom experience is enhanced when the below are being followed. These concepts will serve as the **BAUER MSACCY Classroom Professionalism Policy**.

- **Students attend all classes.** The benefit of the teaching and intellectual exchange takes place only if the student attends all classes and fully participates in the classroom experience.
- **Students are fully prepared for each class.** Much of the learning takes place during classroom discussions. When students are not prepared they cannot contribute to the overall learning process for either themselves or their peers.
- **All Electronic Devices (laptops, notebook computers, tablets, iPads, etc.) are closed, put away and not being used. This also includes any use of smart watches for messaging, apps or other uses.** When students are surfing the web, responding to e-mail, messaging other students, and otherwise not devoting their full attention to the topic at hand they are doing themselves and their peers a disservice. These activities are not professional or conducive to the classroom learning process. When there are Power Point slides for a course topic they will be available on Blackboard or elsewhere before class. It is recommended that you print out the slides (4 or 6 to a page) before each class and write your notes in the margins or space provided as the material is covered in class. **There are often situations where learning is enhanced by the use of laptops and tablets in class. Faculty will let you know when it is appropriate to use them.**
- **Phones and wireless devices are turned off.** These devices are very distracting. Not only is phone usage not professional, it cuts off the flow of discussion and learning when someone engages in these activities. **When a true need to communicate with someone outside of class exists (e.g., for some medical need, etc.) please inform the professor prior to class and accommodations will be made.**

**Professionalism will be considered as part of the overall course grade.** Failure to follow this Policy is grounds for the student's course grade to be negatively impacted at the discretion of the Professor.

**Work Schedules: Do not enroll in this course if the class times conflict with your work schedule. I will not adapt the course in any way to fit any work schedules.**

### **Required Reading**

<b>Textbook:</b>	<i>Enterprise Risk Management – From Incentives to Controls – 2<sup>nd</sup> Edition – James Lam; Wiley – 2014; ISBN: 978-1-118-41361-6 (hardback)</i>
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In addition to the textbook, supplemental information and chapter PowerPoint slide decks will be provided on **Blackboard** which is an integral part of this course.

A good study plan for this course might be to become familiar with the textbook chapters and the extensive material on Blackboard immediately before and after the first class introducing that course. Then as you continue reading and digesting the topic material start and continue working as many of the suggested assignments as you are able to complete. There will be weekly assignments for the majority of the course time period.

## Other Course Policies and Information

### Important Dates:

**Friday, January 31, 2018** -- LAST DAY TO DROP WITHOUT RECEIVING A GRADE AND WITHOUT HOURS COUNTING TOWARDS ENROLLMENT CAP.

**Wednesday, February 7, 2018** -- LAST DAY TO DROP OR WITHDRAW WITH A "W." PLEASE DO NOT WAIT UNTIL THE LAST MOMENT TO DROP.

### Class E-Mail's:

Students are responsible for checking their personal UH e-mail account and messages for class related communications. There have been instances where students have gone on-line and processed a change to have their UH e-mails forwarded to a personal e-mail account (Yahoo, Hotmail, etc.) and the messages are not being forwarded – particularly for Hotmail accounts. This is not a UH issue – it is an issue within the Hotmail server(s) – so you need to check your UH e-mail for messages instead of just your personal e-mail accounts.

### Evaluations

Bauer has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment and other important decisions. We openly encourage students to provide feedback to the instructors and to Bauer through the evaluation process.

### Assignments

It is your responsibility to read the entire assigned chapters and attempt the recommended questions, exercises, and case studies. If you need clarification of any point in textbook please ask them in class or on the Blackboard Discussion Board as others may benefit from your questions.

**All assignments including Risk News, group case study, and take-home case studies for the exam have very specific requirements regarding use of templates, fonts, spacing, etc. If those specific requirements are not followed, you can expect to lose points on the assignment.**

**On all assignments and exams, it is critical that your name, PS number, seat number, and alpha number are included or additional points will be lost.**

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## **Attendance and Punctuality**

Regular attendance and punctuality are expected and highly recommended to attain maximum success in your studies and course grade. Plan your time and responsibilities accordingly. However please note that there will be a deduction of points for lack of attendance or participation-- and there will be no extra credit points awarded for attendance or participation.

Please note that laptop computers should be used only for class business during class time. You will lose a lot of benefit from the class lectures if you are engaged in surfing the internet and other activities such checking your e-mail, Facebook, business related to other classes, and so on.

Late arrivals to class and early exits from class are disruptive to other students and the instructor. There are times when your safety, or the safety of others, may mean you will be late for class. This is reasonable and acceptable. However any consistent or pattern of absence or lateness will be considered particularly disruptive and subject to consequences.

An absence does not relieve you of responsibility for knowledge of classroom assignments, or the consequence, of any changes in any course/learning requirements. This includes, but is not limited to, course changes, examinations, assignments, submission of any assignment, etc. It is your sole responsibility to find out what transpired from a classmate or case study group members.

## **Communication**

All communication will be through the UH BlackBoard Discussion Board and through your UH email account. Use UH e-mail for private correspondence relating to you. Use the BlackBoard Discussion Board for questions related to the course material.

Failure to read the BlackBoard Discussion Board and read your UH e-mail does not relieve you of responsibility for knowledge of assignments, or the consequences of any changes in any course/learner requirements.

It is your sole responsibility to insure your computer and UH e-mail account are functioning and current. When you are confronting any computer related problems contact the UH Bauer IT HelpDesk to correct the problem.

Place all risk management questions, case study issues, and general course related questions on the BlackBoard Discussion Board. Place items of a personal nature on UH e-mail to the professor.

## **Internal Audit Education Program (IAEP)**

The University of Houston is 1 of 6 Centers or Excellence in Internal Auditing in the world and 1 of 3 in the United States (behind LSU and UT Dallas)!!! This is a great program to get a great education and to obtain skills that will help you be successful in the internal audit profession. I encourage you to take courses and obtain the Internal Audit certificates in the undergraduate and graduate Accounting programs. More and more employers are looking for students that have completed the Internal Audit Certificates to hire for internships and other available positions! The job market for Internal Auditors is HOT! Remember every company regardless of the industry as long the company is traded on the New York Stock Exchange, is REQUIRED to have internal auditors! Internal Audit is

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a great way for a new employee to learn about a company's operations and to help people improve their processes, manage risks, achieve business objectives, etc. Check out the IAEP website at <http://www.bauer.uh.edu/departments/accy/undergraduate/iap/>.

## **Internal Audit Student Association**

Be involved with the Internal Audit Student Association (IASA)! This is a great way to obtain leadership and communication skills! Employers are interested in students that are active in student organizations! You will interface with companies, faculty, staff, students, and other business partners when you are part of IASA! Visit their website at [www.uhiasa.com](http://www.uhiasa.com).

If you are interested in participating in the Institute of Internal Auditors (IIA) or Association of Certified Fraud Examiners (ACFE) or attending luncheons at student discounted prices, please contact your IASA officers for more information or visit the webpages below.

Please note IIA Luncheons are located on the top floor of the Total Building at 1201 Louisiana and ACFE Luncheons are located at the Hess Club at 5430 Westheimer. Network with professionals at the IIA and ACFE luncheons each month! Student discounts are available!

## **Professional Organization/OtherWebsites**

Global IIA Website – [www.theiia.org](http://www.theiia.org)

Houston IIA Website – <https://chapters.theiia.org/houston/Pages/default.aspx>

Global ACFE Website – [www.acfe.com](http://www.acfe.com)

Houston ACFE Website – [www.houstonacfe.org](http://www.houstonacfe.org)

Global ISACA Website (IT Audit) – [www.isaca.org](http://www.isaca.org)

Houston ISACA Website – <http://www.isaca.org/chapters11/houston/Pages/Default.aspx>

OCEG – [www.oceg.org](http://www.oceg.org)

North Carolina State ERM Initiative – <https://erm.ncsu.edu/>

Purdue University ERM – <http://www.purdue.edu/ia/erm/>

## **Jobs / Internships**

If you are interested in finding an internship/job in Internal Audit, I highly encourage you to complete the Internal Audit Certificate on the undergraduate and graduate (if possible) levels. One of the best ways to learn about any organization (public, private, government, etc.) is to be an Internal Auditor! This profession allows you to learn the operations across the board for an organization. Very few professions exist that would provide you the same exposure! The Department of Labor predicts that there will be steady growth in the accounting/auditing professions for the next few years! Your future is bright!!!!

Many companies are looking for enthusiastic students that are eager to learn and have the right skillsets to be successful. Many companies also like to see students pursue their certifications! I highly encourage you to sit for the CPA, CIA, CISA, and/or CFE exams as soon as possible while knowledge is still fresh in your mind! Most certifications require you to have 2 years of experience. Do not let this stop you from taking the exam and passing it! You can become officially certified later once you get experience from your internships, jobs, etc. The Master's degree will count as 1 year towards the 2 year requirement. Companies also love students that are active in student organizations while working and going to school. This shows companies that students take initiative, effectively manage their time, and communicate effectively to others!



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Creative ways to look for opportunities

- Sign up for the IAP Colloquium (if there is still room)
- Serve as a leader in a student organization (IASA, Accounting Society, BAP, etc.)
- Watch for and respond to emails from Dr. Michael Newman regarding job opportunities
- Go to the Bauer Rockwell Center Gateway for opportunities
- Look up the top 100 companies headquartered in Houston

## **Certifications**

There are countless vendors that offer certification courses. The top vendors are Becker, Gleim, IIA, ISACA, and ACFE. Some vendors have discounts or scholarships available for students. Research it!

## **Topical News and Updates**

- <https://www.google.com/alerts>
- <http://www.smartbrief.com/>

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## List of Discussion/Lecture Topics

Class #	Date	Topic(s)	Assigned Reading, Review Questions, & Discussion Issues	Assignments and Homework
01		Weather – UH Closed		
02	01-23-18	Course Introduction Internal Audit Concepts Introduction to ERM	Chapter 1	
03	01-30-18	What is ERM	Chapter 4	
04	02-06-18	Concepts and Processes	Chapter 3	
05	02-13-18	Lessons Learned	Chapter 2	
06	02-20-18	Jim Deloach with Protiviti; Corporate Governance	Chapter 5	Possible pre-read for Jim Deloach
07	02-26-18	Line Management	Chapter 6	In Class Study #1 – General Motors
08	03-06-18	<b>Exam 1</b>	Chapters 1-6	Take home case study due
	03-13-18	Spring Break		
09	03-20-18	Portfolio Management; Market Risk Management	Chapters 7 & 13	Individual Risk Presentations
10	03-27-18	Operational Risk Management; Risk Assessment	Chapter 14, 23	Individual Risk Presentations
11	04-03-18	Risk Transfer; Catch-up on Chapters and/or Risk Presentations	Chapter 8	Individual Risk Presentations
12	04-10-18	Jay Qatato – Calpine – outside speaker;		In Class Study #2; Individual Risk Presentations; <i>This date may move depending on the speaker availability</i>
13	04-17-18	Pizza and Presentations: Group Risk Type and Industry Risk Presentations; ERM Implementation	Chapter 21	Hand in print copy and electronic copy of presentation to Turnitin prior to class
14	04-24-18	<b><u>Exam 2 during regularly scheduled class period</u></b>	Chapters 7, 8, 13, 14, 21, & 23	<b><u>Group Risk Type Project Paper and Presentation Due – Hard copy and Turnitin</u></b>

*\*Schedule may change based on availability of outside speakers*

### Syllabus Revisions

#	Change Date	Date Posted to BB	Changes
1.0	01-21-18		Original syllabus completed and posted to Blackboard
2.0	02-13-18	02-13-18	Adjust chapter schedule and add outside speakers