**LESSON PLAN COVER SHEET**

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| COURSE TITLE: | Foundations in Fraud | | | | |
| **LESSON TITLE:** | Foundations in Fraud | | | | |
| **INSTRUCTOR(S):** | Bureau Instructors | | | | |
| **PREPARED BY:** |  | | | **Date:** |  |
| **REVISED BY:** |  | | | **REVISION DATE:** |  |
|  | | | | | |
| TIME FRAME: | |  | **TARGET AUDIENCE/SIZE:** | | |
| 24 hours | | 25 investigators/detectives | | |
| SUGGESTED SCHEDULE: | | **SPACE REQUIREMENTS:** | | |
| Three days/ 8-hours each day | | Classroom for 25 students with A/V materials | | |
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| **PERFORMANCE OBJECTIVES:**  ***At the end of this session, participants will be able to:*** | |  | **EVALUATION PROCEDURES:**  ***(Testing Methodology)*** | | |
| This course will provide students with a foundational understanding of fraud schemes, laws and how to recognize, initiate and conduct an investigation involving fraud. Topics include: Fraud Schemes, Financial/Banking Fraud, Laws of Fraud, Case Intake, Interviewing Techniques, Report Writing, Search Warrants, Forensic Auditing, Case Management, DDA Communication and Case Presentation and Cyber Crimes. | | Daily review | | |
| **TEACHING METHODS:** | | |
| Instruction with interactive participation, and daily review | | |

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| **EQUIPMENT AND SUPPLIES NEEDED:** | | | | |
|  |  |  |  |  |
|  |  | Laptop |  | P/A System |
|  |  | Presentation software |  | Demonstration Models |
|  |  | Dry Erase board/Chalkboard |  | Pencils |
|  |  | Audio player |  | Pens |
|  |  | Electrical power strip & cords |  | Chalk |
|  |  | Computer extension cords |  | Marking Pens |
|  |  | Remote control for laptop |  | Dry Erase Board Pens |
|  |  | LCD Projector |  | Masking Tape |
|  |  | Inert/unloaded training aids |  | Eraser |
|  |  | DVD/VHS Player |  | Video Tape |
|  |  | Video Camera & tripod |  | Audio Tape |
|  |  | Television |  | Evaluations |
|  |  | Tape recorder |  | Writing Paper |
|  |  | Student manuals |  | Testing Material |
|  |  | Flip charts |  |  |
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| **REFERENCES:** | | | | |
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| **STUDENT MATERIALS:** | | | **INSTRUCTOR MATERIALS:** | |
| 1. Laptop computer with wifi capability 2. Note taking materials | | | 1. Laptop computer 2. Wifi hotspots 3. Television or screen with projector 4. Flip charts/markers 5. Presentation materials 6. Student thumb drives | |

**LESSON PLAN WORK SHEET**

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| **INSTRUCTIONAL CONTENT** | **TRAINER NOTES** |
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| 1. **Introduction (1 hour)** |  |
| 1. **Laws of Fraud (2 hours)** |  |
| 1. **Case Intake (1 hour)** |  |
| 1. **Interview Techniques (1 hour)** |  |
| 1. **Fraud Schemes (2 hours)** |  |
| 1. **Review/Day 1 Evaluation (1 hour)** |  |
| 1. **Forensic Accounting (1 hour)** |  |
| 1. **Case Management (1 hour)** |  |
| 1. **Report Writing (1 hour)** |  |
| 1. **Search Warrants (3 hours)** |  |
| 1. **DDA Communication/ Case presentation (1 hour)** |  |
| 1. **Review/Day 2 Evaluation (1 hour)** |  |
| 1. **Financial/ Banking Fraud (4 hours)** |  |
| 1. **Cyber Crimes (3 hours)** |  |
| 1. **Wrap-up/Review/ Evaluations (1 hour)** |  |