LEARN
Confirmation.com

Instructional Guides

Sample Agendas

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Take-Home Agenda

Pre-work
- Distribute case materials.
- Students register at learn.confirmation.com.

Session One: Kick Off

Introduction (15 minutes)
- State case objectives and importance.
- Review auditor's responsibility and overview of standards.
- Introduce the electronic confirmation process.
- Set up learn.Confirmation.com tutorial and emphasize how to access the site and videos independently.

Organize Audit Teams Deliverables (5 - 10 minutes)
- Define team size or assign the case to be completed individually.
- Discuss the case requirements as well as the role of instructor as the audit manager.
- Facilitate group discussions regarding case completion.
- Review deliverables required to be turned in.
- Solicit questions.

Session Two: Independent Work

Execute (1 hour broken into segments)
- Over the course of the three days, the students should complete the work, including any reconfirmations or follow up work.
- Students should make analytical decisions based on the outcome of their simulation. They should be prepared to defend their positions during the wrap up section.

Session Three: Wrap Up

Debrief (15 – 20 minutes)
- Have students share thoughts and summarize their findings.
- Debrief each confirmation.

Conclusion (15 – 20 minutes)
- Review the requirements of AS3, SOC, and Confirmation Standards.
- Emphasize the assertions covered: Existence and Completeness.
- Solicit questions.

One-Hour Agenda

Pre-work

- Distribute case materials (pages 17-22).
- Students register at learn.confirmation.com.

Class Session

Introduction (15 minutes)

- Introduce the electronic confirmation process.

Execute (30 minutes)

- Have students complete the confirmations, including any reconfirmations.

Debrief (15 minutes)

- Have students share thoughts and summarize their findings.
- Debrief each confirmation.

Two-Day Agenda

Pre-work
- Distribute case materials.
- Students register at learn.confirmation.com.

Day One: Kick Off

Introduction (15 minutes)
- State case objectives and importance.
- Review auditor's responsibility and overview of standards.
- Introduce the electronic confirmation process.
- Set up learn.Confirmation.com tutorial and emphasize how to access the site and videos independently.
- Divide into teams or assign case to be completed individually.

Execute (45 minutes)
- The auditors should complete the work, including any reconfirmations or follow up work.
- It is possible that your students will not complete this activity. Learn.Confirmation.com is available for at-home use for any student that would like more time.

Day Two: Wrap Up

Debrief (15 – 20 minutes)
- Have students share thoughts and summarize their findings.
- Debrief each confirmation.

Conclusion (15 – 20 minutes)
- Review the requirements of AS3, SOC, and Confirmation Standards.
- Emphasize the assertions covered: Existence and Completeness.
- Solicit questions.