ACCT 4306

Section 701, Spring 2020
Auditing

Syllabus

Basic Information

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OFFICE HOURS: Monday through Thursday 4:00 - 5:30pm
      Call or email to set up other meeting time
      This course is a Web Course and is conducted within Canvas within
      http://utpb.instructure.com

NOTE: The due dates and times for the activities will adhere to the Central Time Zone

Course Description

Course Catalog Description: Fundamentals of assurance services are covered including risk assessment, evaluation of internal control, audit planning, testing and reporting.

Measurable Learning Outcomes:

By the end of this course, students should:
(1)   understand the various forms of assurance services,
(2)   understand the techniques required for completion of associated reports,
(3)   gain a basic understanding of the requirements of professional standards and applicable laws, and
(4)   apply their understanding of audit steps to complete a group project that incorporates the steps in
      the audit cycle.

Prerequisites:

MNGT 3402 (2342) and the following courses with a grade of "C" or better: ACCT 3301, and either ACCT 3302 or ACCT 4311

Materials

Required Materials:

Auditing and Assurance Services, with Connect online access, Louwers, Ramsay, Sinason, Strawser and Thibodeau, 7th Edition, Irwin McGraw Hill

ISBN 13: **9781260088489**

Important Academic Dates

UTPB Academic Calendar

Course Overview

Course Content Structure:

The course is divided into 12 Chapters and three sections of supplemental information. Details of required activities for each chapter and the three sections of supplemental information are provided under the Chapter Assignments tab. Assignments vary by topic.

You should read the textbook section first, and then review the online lecture. The lectures will be summaries, and/or elaborations of the textbook material. After you have completed reviewing the lecture, you should complete the homework assignments in Canvas.

Student Information Sheet:

Every student in this course is expected to complete the Student Information Sheet at the beginning of the semester. The Student Information Sheet is located under Start Here.

Practice Exam over Introductory Information:

At the beginning of the semester, you will have an on-line exam available in Canvas with access provided through Respondus. At the end of the semester you will be awarded five points of extra credit for successful completion of the exam. This exam will also be a test of your ability to use Respondus Lockdown/Monitor that is required for this course.

Reading:

Students are expected to read the assigned chapters in the textbook in order to understand the topic currently being studied in the course.

Class Lectures:

Lectures will take place on-line. The lectures are provided on power points with recorded narrative. The lecture narrative is also provided in transcript form.

Homework and Written Exercises:

Assignments will include quizzes consisting of CPA exam adapted questions, and a variety of written exercises and questions to apply the knowledge gained in the chapter materials. Documents for some activities in the class will be posted on Canvas. In addition, you will have assignments that require that you access the Online Learning Center provided with this textbook. The OLC website offers tools that may be used to enhance your knowledge of each topic discussed in the course. Connect Accounting, which may be accessed using the code that comes with your textbook, provides additional learning tools and will include class assignments.

Group Project.

The group project will require completion of a simulated audit using materials from an actual audit case. Audits are conducted on a team basis. The group semester project will reflect this approach. A portion of the grade will be determined from a survey of the group members and a portion by the instructor. Each group will assign members to fill various audit requirements. Sections of the projects must be completed by the dates shown on the Schedule of Assignments. Each group will be set up in Canvas for exchange of Audit Project documents.

Examinations:

Exams will include questions representative of professional examinations.   The material covered on the tests will include material from the textbook, class discussions, written assignments and supplemental materials provided during the course. The dates for exams appear on the Schedule of Assignments. These dates may be changed during the semester, if necessary. If a makeup exam is necessary, it must be scheduled at the convenience of the instructor. Makeup exams may include questions not on the regularly scheduled exam.

Grading:

Course Activity	Points	Percentage of Total Grade
Three Exams	**100 points each**	**37.5%**
Homework & Assignments	**100 points each**	**25%**

Audit Project	200	25%
Final Exam	100	12.5%
Total	800	100%

Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 or less	F

Communication, Grading & Feedback:

Your instructor may e-mail you materials and announcements at your designated email address recorded in MyUTPB.edu during the semester. When you e-mail your instructor, include ACCT 4306 in the subject line of the email. You may also post questions in Canvas. A discussion area is provided in Canvas that will allow you to communicate with other students as well as the instructor.

E-mail will be checked by your instructor at least once per day, and sometimes more often. All the course activities will be graded within one week after the set due date. You can check your grades by going to **Grade Book.** If there is any discrepancy in the Grade, you must contact me immediately. I will provide individual feedback or a general feedback in the performance of the course activity.

Time Management:

A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful.

Policies

Discussion Board

Discussion Board is primarily for discussing course related topics and issues. The posts under these topics will not be graded. Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior (below).**

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. There will be a 10% deduction for the first, approved

late submission of the assignment; no other late assignments will be accepted, considering the rapid pace of this course.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the   course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university's handbook at: University's Handbook:Scholastic Dishonesty..

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation:

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

Tracking

The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: Drops and Withdrawals and Appeal Process.

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides "reasonable accommodations" to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to Accessibility and Privacy Statements.

Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to UTPB Office 365 Page.

Computer Technical Requirements

See [Technical Requirements](#).

Online Student Authentication

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password (this is the first method). UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. This course satisfies student authentication by:

- Presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor)

*Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams, not for the quizzes though. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#)

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login. The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA	**ADA Officer for Students:** Mr. Paul Leverington

SERVICE	CONTACT
Accommodation/Support	**Address:** Mesa Building 4242 **Voice Telephone:** 432-552-4696 **Email:** ada@utpb.edu
Advising	(432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Office 365, my.utpb.edu	Information Technology
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Student Services (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Schedule of Activities

Class Dates	Textbook Chapter	Topic
1/13-19	Introduction & 1	Auditing and Assurance Services
1/20-26	2	Professional Standards
1/27-2/2	3	Engagement Planning
2/3-9	4	Management Fraud and Audit Risk
2/9	Exam 1, Chapters 1-4	
2/10-16	5	Risk Assessment: Internal Control Evaluation
2/17-23	6	Employee Fraud and the Audit of Cash
2/24-3/2	7	Revenue and Collection Cycle
3/2	Exam 2, Chapters 5-7	
3./3-9	8	Acquisition and Expenditure Cycle & The Payroll Cycle
3/9-13	Spring Break	
3/16-23	9	Production Cycle
3/24-30	10	Finance and Investment Cycle
3/27	**Last Day to Drop or Withdraw**	
3/31-4/6	11	Completing the Audit
4/6	Exam 3, Chapters 8-11	
4/7-13	12	Reports on Audited Financial Statements
4/14-20	Ethics (Module B)	Professional Ethics
4/21-27	Other Services (Module A)	Other Public Accounting Services
4/28-30	Sampling (Module E)	Overview of Sampling
5/4-6	Final Exam	