ACCT 4303 - Auditing

Course Description/Overview

Theory, practice and procedures of auditing for public accountants and internal auditors; auditing standards and ethics; development of audit programs; and preparation of working papers and audit reports.

Prerequisite Knowledge
ACC 3304, ACC 3305, BCIS 1305, AND MSC 2331. Students need a basic understanding of accounting principles.

Course Technology
Blackboard

Class Meeting Times
Tuesday/Thursday 9:30 AM – 10:45 AM RAS 266

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Name: Cathryn Golden
Office: Rassman Hall Room 257
Phone: 325-486-6456 (office/voice mail)
E-Mail: cathryn.golden@angelo.edu
Office Hours: MWF 8:15 AM to 8:45 AM and 11:00 AM to 1:00 PM
TR 8:15 AM to 9:15 AM and 11:00 AM to 1:00 PM

Office hours will be virtual. Please email me to set up a time for a phone call/virtual meeting.

COVID-19 Related Policies and Information

Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class at Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The
student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

**Assigned Seating**

Assigned seating will be enforced for all classrooms. Each room has signs/markings for desks/chairs which are not available. Please note that on day one, the seat you first sit in is yours – you cannot change seats. If you need to sit in a particular area of the room etc., please arrive promptly on day one. If there is a student that has symptoms and is referred to testing, the University needs to be able to notify those setting immediately around that student to monitor their health and potentially quarantine should the student test positive. It will also allow us to facilitate contact tracing. I cannot stress enough how important those seating charts will be to our ability to complete this semester.

**Classroom Flow**

For classrooms with multiple entry points, one door will be “Entry Only” and the other will be “Exit Only.” For our classroom (RAS 266) the entrance and exit should be clearly marked on the door. Also, please try to allow the previous class time to exit before our class and clear the classroom promptly at the completion of our class for the following class. Additionally, please remember to avoid congregating in the halls and maintain social distancing.

**Course Details**

**Delivery Methods**

Due to the current pandemic, I will be offering two learning/delivery options for this course.

1. **Face to Face:** Students may choose to attend class in person. Delivery of materials will be in the form of lecture and notes and related examples. Students are asked to adhere to University policies concerning health screenings, masks, social distancing etc. Keep in mind, if for some reason I am unable to attend class (I must quarantine, my kids must quarantine, the University decides to discontinue face to face classes, etc.), face to face meetings will be postponed until such a time as I can return to campus. In this instance, you will be asked to move to an online delivery. Also, due to the shortened semester, some materials may have to be moved online. Any materials moved online will be specifically placed in the Face to Face section of the course. I will also post announcements noting what materials you are responsible for via online.

2. **Online:** Students may choose to access materials via online. Delivery of materials will be in the form of prerecorded lecture videos, notes and related examples. In addition, per University policy, I will record and post any face to face lectures held – this will not be available live but will be recorded and posted to Blackboard for you to access at your convenience.

Students can choose between the delivery methods. Additionally, you may switch between the methods as needed. Materials will be made available in Blackboard for each chapter. If you plan to attend face to face courses, under the Modules tab, you simply access the Face to Face Materials folder for the current
chapter and print any necessary materials for class. At the completion of a chapter, my typed notes will be made available in this link as well.

If you plan to complete the materials online, you access the Online Materials.

Prerecorded Lecture videos walk you through the same lecture notes covered in class. My intentions are for you to watch them and take notes just like you would in class. Copies of my handwritten notes and the
typed notes will be made available as each chapter is completed (so you have an incentive to watch the videos and not just try to read the notes). Additionally, all face to face lectures will be recorded and posted to Blackboard after each class per University policy.

Please note I do not need to know which method you choose or if you switch methods at any point during the semester. The course set up is intended to allow fluid movement between delivery methods. You can switch delivery methods in the middle of a chapter if needed. Each of us have our own unique personal situations, with a unique set of concerns and issues related to this pandemic. Additionally, those concerns and issues will most likely change as the semester progresses. I want to attempt to be as flexible and understanding of this as possible (within reason). Some of you will have no concerns about returning to campus. Others are not comfortable with the thought of potentially being exposed. Both are ok. I do ask that you extend me this same understanding and flexibility as we move through the semester. I can promise only one thing – this semester will be an ever-evolving moving target. Changes to the delivery method(s), schedule, etc. are inevitable.

Additionally, please keep me informed of situations that impact your ability to participate/complete this course – you becoming sick, caring for a sick family member, changes at work etc. – I cannot help you if I do not know you need help! Communication is key.

Course Objectives

Learning Objectives:
At the completion of this course, the student will:

1. Gain and demonstrate factual knowledge (terminology, classifications, methods, trends) of contemporary theory and practice in the auditing discipline and professional field.
2. Understand the fundamental principles, generalizations and theories about auditing.
3. Apply course material to improve your thinking about audit-related issues, to improve your audit issue problem solving and improve your decision-making skills as they relate to the auditing environment.

You will meet the objectives through a series of exams and homework assignments that will measure your learning.

Assessment Methods

1. Homework Problems: As we move through the material I will place assignments on Blackboard. These assignments will consist of CPA Exam type problems following material we cover in class. There will be required homework as well as additional practice problems. The deadlines for the required assignments will always be at 11:59PM on the day they are due (see page 6 for TENTATIVE course schedule). At that time (11:59PM) the Blackboard system will close and you will be graded on the work completed prior to that time. I will make every effort to remind you of due dates in class, but ultimately you are responsible for meeting the deadlines. In case of conflicts between due dates, the due dates listed in Blackboard are the final word.

You can earn a maximum of 100 points (an exam grade) for the correct completion of all of the homework assignments. Points for Blackboard homework assignments will be awarded at the end of the course. I will take the total number of points scored and divide that number by the total possible points. That will give me a percentage which I will then multiply by 100 to get your homework point total. For example, if there are a possible 140 points available for homework and you get 132; then 132 ÷ 140 = 0.9429. Therefore, you will get 94.29 of the 100 available points for homework. (100 X 0.9429 = 94.29).
Homework. As noted above, homework will consist of CPA Exam type questions. It will cover the main topics discussed in class, reflects material tested on the CPA Exam, and will be VERY similar to the types of problems on class exams. You will be allowed 2 attempts on each assignment.

Additional Practice Problems. I will post additional practice problems. These problems will be CPA Exam type questions to provide additional practice to help prepare for class exams.

CPA Exam questions can be difficult and “tricky.” Learning to read and comprehend CPA Exam questions takes practice – working both the homework problems and additional practice problems are the best way to become proficient at answering these questions.

2. Examinations: There will be a total of four (4) exams in this course. Because we all have some days that are better than others, you will be allowed to drop your lowest exam grade of your first 3 exams. **However, in order to drop an exam you must have taken the exam and scored at least a grade of 30 on that exam.** In other words, if you decide to not take an exam you will receive a zero (0) on that exam. Since that exam is not eligible to be dropped, the zero will count and the next lowest exam grade will be the one dropped. Please note, the FINAL EXAM CANNOT be dropped – otherwise, everyone will stop coming to class the last quarter of the semester. There is always ten points of bonus material on each exam, so a student can earn 110 points for each exam.

Exams will consist of CPA Exam type questions – VERY similar to the homework and additional practice problems posted to Blackboard.

Exams for this class will be scheduled during the regular class time on the following dates:

<table>
<thead>
<tr>
<th>Semester Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
</tr>
<tr>
<td>Exam #2A</td>
</tr>
<tr>
<td>Exam #2B</td>
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<tr>
<td>Exam #3</td>
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<tr>
<td>Exam #4</td>
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</tbody>
</table>

Please note: These exam dates are tentative and may change to accommodate the areas that we cover in class. You need to come to class and/or check your email to know the exact date for each exam.

Currently, I plan to have exams face to face during regular class times. If this is an issue, please let me know WELL IN ADVANCE OF the exam date (not the morning of – unless you wake up that morning sick and have a doctor’s note).

Course Textbook and Required Readings

Required: Auditing and Assurance; 17th edition, Arens, Elder, Beasley, and Hogan, Published by Pearson

No homework manager program is required (My Pearson Lab). We can discuss options during the first day of class.

Grading Policies

This course employs the following to measure student learning.
<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th># of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest three semester exams</td>
<td>300</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Attendance</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Available Points</strong></td>
<td><strong>425</strong></td>
</tr>
</tbody>
</table>

Angelo State University employs a letter grade system. Grades in this course are determined on a point scale:

- A = ≥ 381 points
- B = 338 – 380 points
- C = 296 – 337 points
- D = 253 – 295 points
- F = <253

**Response Time**

Homework: Students will receive total scores upon completion of the assignment. Feedback will release after the due date of the assignment.

Exams: Exams will be scantron format. As such, tests will typically be graded, posted to blackboard and reviewed during class time within a week of the exam date. Exams will be returned to me – YOU MY NOT KEEP YOUR EXAM. Exams will be filed in my office, and may be reviewed by the student during my office hours.

**Missed/Late Work**

Make-up Homework: **THERE WILL BE NO DUE DATE EXTENSIONS OR MAKEUP ASSIGNMENTS GIVEN!**

Make-up Examinations: **THERE WILL BE NO MAKEUP EXAMINATIONS GIVEN!** Failure to take an exam at the scheduled time will result in a zero (0). In those extreme cases where you have what I consider a legitimate excuse and supporting documentation, I will allow the missed exam to be the exam grade which is dropped. A second missed examination for any reason will result in a grade of zero (0) for that exam.

**Participation/Absenteeism**

*Attendance will be taken for this class. Attendance will be taken for this class.* However, due to the current situation, your participation/attendance grade will be earned through completing weekly “check-in quizzes” in Blackboard rather than physical attendance. Whether you complete this class face to face, online, or a combination of the methods, the quizzes are required. The purpose of these “check-in quizzes” are to first make sure you are grasping key concepts from the week’s lectures, and second, to ensure you are logging into Blackboard at least weekly. Communication is key, and I will be posting numerous announcements and course materials each week. I want to ensure everyone is actively accessing Blackboard and staying informed as the semester progresses. You will have a quiz each week posted to Blackboard by Sunday evening. Quizzes will close the following Saturday at 11:59PM. Attendance will be a completion grade — in other words, if you get the answer incorrect, you still get credit for completing the quiz. Answering questions correctly will earn you bonus points to tack onto your total semester points (not your semester course letter grade). Each correct response will earn you .5 points. Attendance is worth 25 points of your total course points. Each missed quiz will result in a loss of 5 points. For example, if I miss 2 quizzes, I will have 15/25 points for attendance.
Course Policies

Classroom Policies

Students are expected to display professional conduct during class. You should arrive on time and be in your seat at the scheduled class start time and when we return from breaks. In general, I will start exactly on time at the beginning of class and following breaks. However, if you must be late, please still come to class. I would rather you come I late than miss the material.

In addition to the above, the following rules will also apply:
1. Programmable calculators, cell phone calculators, and mp3 players cannot be used during exams in this course. There are no exceptions to this rule.
2. Please do not disrupt the class by talking to others. If you have a question please ask me.
3. Please turn off your cell phones so that it does not distract others. Also, refrain from texting or “surfing the internets (sic)” during class. If you feel the need to do this please leave the room and do not distract those around you.
4. You are the only one that can drop you from this course. I cannot drop you from the course. The last day to drop this class is Tuesday, November 10, 2020. Do not just quit coming to class. If you do, you will receive an “F” in the course. You should have the results of the first two exams so that you can make a informed decision regarding your expected course grade.
5. Do not assume the class period after the exam will be used only to go over the exam. We will discuss the exam some; however, we will probably only spend about 15-30 minutes going over the test and then start new material. In-depth questions will have to be addressed during office hours because there is so much material to cover.

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated
**Courtesy and Respect**

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford  
Director of Student Development  
Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX  
Dallas.Swafford@angelo.edu

**Student absence for religious holidays**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

**Incomplete as a Course grade**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

**Grade Appeal Process**

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.
Course Outline

See TENTATIVE schedule below:

I am sure of only one thing in this class; this schedule will change. So listen in class for any changes. We will not cover all the material in each chapter. Any material not covered in class will not be tested.

Again, information on this calendar is TENTATIVE. In the event of conflicts between this calendar and what is mentioned in class or on the Connect website – and there will be conflicts – the order of precedence will be: 1) class; 2) email from me; 3) Blackboard; and 4) this calendar. This calendar is nothing more than a “rough guide” to the course schedule.

Note: The last day to drop this class is Tuesday, November 10, 2020
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/2020</td>
<td>Tuesday</td>
<td>Syllabus/ 1</td>
<td></td>
</tr>
<tr>
<td>8/20/2020</td>
<td>Thursday</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8/25/2020</td>
<td>Tuesday</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>8/27/2020</td>
<td>Thursday</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>9/1/2020</td>
<td>Tuesday</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>9/3/2020</td>
<td>Thursday</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>9/8/2020</td>
<td>Tuesday</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>9/10/2020</td>
<td>Thursday</td>
<td>Exam #1</td>
<td>CHs 1, 2, 3, 4</td>
</tr>
<tr>
<td>9/15/2020</td>
<td>Tuesday</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>9/17/2020</td>
<td>Thursday</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>9/22/2020</td>
<td>Tuesday</td>
<td>7</td>
<td></td>
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<tr>
<td>9/24/2020</td>
<td>Thursday</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>9/29/2020</td>
<td>Tuesday</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>10/1/2020</td>
<td>Thursday</td>
<td>Exam #2 - Part I</td>
<td>CHs 6, 7</td>
</tr>
<tr>
<td>10/6/2020</td>
<td>Tuesday</td>
<td>8</td>
<td></td>
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<tr>
<td>10/8/2020</td>
<td>Thursday</td>
<td>8</td>
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<tr>
<td>10/13/2020</td>
<td>Tuesday</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10/15/2020</td>
<td>Thursday</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10/20/2020</td>
<td>Tuesday</td>
<td>Exam #2 - Part II</td>
<td>Chs 8, 9</td>
</tr>
<tr>
<td>10/22/2020</td>
<td>Thursday</td>
<td>11</td>
<td></td>
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<tr>
<td>10/27/2020</td>
<td>Tuesday</td>
<td>11</td>
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<tr>
<td>10/29/2020</td>
<td>Thursday</td>
<td>12</td>
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<tr>
<td>11/3/2020</td>
<td>Tuesday</td>
<td>12</td>
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<tr>
<td>11/5/2020</td>
<td>Thursday</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>11/10/2020</td>
<td>Tuesday</td>
<td>Exam #3</td>
<td>Last day to drop this course</td>
</tr>
<tr>
<td>11/12/2020</td>
<td>Thursday</td>
<td>14/16</td>
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</tr>
<tr>
<td>11/17/2020</td>
<td>Tuesday</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>11/19/2020</td>
<td>Thursday</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>11/24/2020</td>
<td>Tuesday</td>
<td>Exam #4</td>
<td>FINAL Exam CHs 14/16, 15, 24; 8:00AM</td>
</tr>
</tbody>
</table>

* CH 24 Materials will be covered online. Other materials may be moved to online delivery as needed due to the shortened semester.