

# 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](mailto: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](mailto: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

I am requiring mask to be worn in my office. If you do not want to wear a mask, we can arrange for a virtual meeting.

## Course Details

---

### Delivery Methods

Face to Face: Students are expected 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. Additionally, all face to face lectures will be recorded and posted to Blackboard after each class.

Also, 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 dues 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  $132 \div 140 = 0.9429$ . Therefore, you will get 94.29 of the 100 available points for homework. ( $100 \times 0.9429 = 94.29$ ).

**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:

**Semester Exams**

Exam #1	Tuesday, 09/14/2021
Exam #2 – Part I	Tuesday, 10/05/2021
Exam #2 – Part II	Tuesday, 10/19/2021
Exam #3	Tuesday, 11/29/2021
Exam #4	Thursday, 12/09/2021, <b><u>8:00AM</u></b>

**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.

<b>Grade Calculations</b>	<b># of Points</b>
Highest three semester exams	300
Homework Assignments	100
Attendance	25
<b>Total Available Points</b>	<b>425</b>

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

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

## Response Time

Emails: Monday – Friday, I will aim to answer emails within 24 hours. If you do not receive a response from me within that time frame, please feel free to email me again. Emails sent over the weekend will be answered on Monday.

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.*** You will have 3 unexcused absences (no doctor's note, not a University event etc.). If you know you will miss class, please discuss with me ahead of time. After missing your allotted 3 days, your attendance grade will be reduced by 5 points for each additional day. So, for example, if you miss 5 unexcused days during the semester, your attendance grade would be 15 – 3 freebie days and 10 points for the 2 additional days.

## 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 Monday, November 22, 2021. 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 not 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](mailto: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](mailto: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](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 Monday, November 22, 2021**

Date	Day	Details
8/24/2021	Tuesday	Syllabus/ CH 1
8/26/2021	Thursday	CH 1/CH 2
8/29/2021	Sunday	<u>CH 1 HW Due</u>
8/31/2021	Tuesday	CH 2
9/2/2021	Thursday	CH 3
9/5/2021	Sunday	<u>CH 2 HW Due</u>
9/7/2021	Tuesday	CH 3
9/9/2021	Thursday	CH 4
9/10/2021	Friday	<u>CH 3 HW Due</u>
9/12/2021	Sunday	<u>CH 4 HW Due</u>
<b>9/14/2021</b>	<b>Tuesday</b>	<b>Exam #1</b>
9/16/2021	Thursday	CH 6
9/21/2021	Tuesday	CH 6
9/23/2021	Thursday	CH 7
9/26/2021	Sunday	<u>CH 6 HW Due</u>
9/28/2021	Tuesday	CH 7
9/30/2021	Thursday	CH 8
10/2/2021	Saturday	<u>CH 7 HW Due</u>
<b>10/5/2021</b>	<b>Tuesday</b>	<b>Exam #2 - Part I</b>
10/7/2021	Thursday	CH 8
10/10/2021	Sunday	<u>CH 8 HW Due</u>
10/12/2021	Tuesday	CH 9
10/14/2021	Thursday	CH 9
10/16/2021	Saturday	<u>CH 9 HW Due</u>
<b>10/19/2021</b>	<b>Tuesday</b>	<b>Exam #2 - Part II</b>
10/21/2021	Thursday	CH 11
10/26/2021	Tuesday	CH 11
10/26/2021	Sunday	<u>CH 11 HW Due</u>
10/28/2021	Thursday	CH 12
11/2/2021	Tuesday	CH 12
11/4/2021	Thursday	CH 13
11/5/2021	Friday	<u>CH 12 HW Due</u>
11/7/2021	Sunday	<u>CH 13 HW Due</u>
<b>11/9/2021</b>	<b>Tuesday</b>	<b>Exam #3</b>
11/11/2021	Thursday	CH 14/16
11/16/2021	Tuesday	CH 14/16
11/18/2021	Thursday	CH 15
11/21/2021	Sunday	<u>CH 14/16 HW Due</u>
11/23/2021	Tuesday	CH 15
11/25/2021	Thursday	Holiday
11/30/2021	Tuesday	CH 15
12/2/2021	Thursday	CH 24
12/5/2021	Sunday	CH 15 and 24 HW Due
12/7/2021	Tuesday	No Class
<b>12/9/2021</b>	<b>Thursday</b>	<b>Final Exam, 8:00AM</b>