The Cameron School of Business at University of St. Thomas

1. Course Information

Course Title: Auditing Course number: ACC 4333

Course Section: N Credit. Hours: 3

Semester: Spring 2018 Prerequisites: Dept. Approval

Room #: Malloy 14

2. Instructor Information

Name: Dr. John Leavins Office location: Welder 228

Office phone: 713-942-3479 Office hours: MON 4:30 – 5:30

TU 5:00 – 7:00

WED 12:00—3:00

E-mail: Leavinj@stthom.edu

3. Course Catalog Description

An introduction to auditing and the public accounting profession with emphasis on the study of generally accepted auditing standards, the theory of auditing, and methods and procedures used by independent accountants.

4. Program Goals and Objectives

The Bachelors of Business Administration degree has five goals.

When students complete the BBA degree at the University of St. Thomas:

1. They will communicate clearly, effectively and logically in a business situation:
   - Objective1: Graduates can demonstrate mastery of appropriate communication technology.
   - Objective 2: Graduates can produce written materials that flow logically and are grammatically correct.
   - Objective 3: Graduates can deliver a compelling oral presentation grounded in relevant information and facts.

2. They will be adept at critical thinking and be able to demonstrate creative decision making skills.
Objective 1: Graduates can identify the main problem and key surrounding assumptions.
Objective 2: Graduates can evaluate the logic, validity and relevance of data.
Objective 3: Graduates can solve challenging problems and discuss conclusions, implications.

3. They will be able to work effectively in teams towards achievement of goals.
   - Objective 1: When working in a group, graduates can demonstrate collaborative behaviors in the achievement of group goals
   - Objective 2: When working in a group, graduates can evidence accountability for the achievement of group goals
   - Objective 3: When working in a group, graduates can demonstrate a positive attitude towards the group and the other members of the group

4. They will be able to state moral standards/principles, recognize possible moral issues and bring their moral knowledge to bear in resolving these moral issues.
   - Objective 1: Graduates can state professional codes for ethical conduct as they apply to business situations.
   - Objective 2: Graduates can discern moral issues in a business case.
   - Objective 3: Graduates can bring moral principles to bear in resolving business issues.

5. They will demonstrate an understanding of fundamental business issues and processes.
   - Objective 1: When students complete the BBA, they can demonstrate their management specific skills and competencies in Accounting, Economics, Management, Quantitative methods, Finance, marketing, Legal and Social Environments, Information System and Global Issues

5. Course Learning Objectives

   - To understand the basic principles and objectives of a certified audit (Goal 5)
   - To become familiar with generally accepted auditing standards (Goal 5)
   - To be familiar with professional ethics and liability issues related to auditing (Goal 4)
   - To understand audit reports, materiality, risk and internal control issues as they relate to auditing. (Goal 5)
   - To understand statistical sampling and its applications in auditing (Goal 5)
   - To be familiar with the cycle approach to conducting audits (Goal 5)

6. Text

7. Instructional Methods

The instruction methods will be lecture, cases, class problem-solving and group discussion. Cases will be solved by both teams and individually.

8. Technology

This following technology is used in this course:

1) Use of BlackBoard learning platform

2) The application of information technology to auditing is part of the subject matter covered in this course.

9. Course Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 23</td>
<td>Chpt 1,2</td>
<td>Introduction to Course&lt;br&gt;The Auditing Profession</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Chpt 3</td>
<td>Audit Reports</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Chpt 4&lt;br&gt;Chpt 5</td>
<td>AICPA Code of Professional Conduct&lt;br&gt;Legal Liability</td>
</tr>
<tr>
<td>Feb 13</td>
<td>Chpt 6</td>
<td>F. S. Cycles, Management Assertions, Objectives&lt;br&gt;Review for Exam I</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Chpt 7</td>
<td>Audit Evidence&lt;br&gt;Exam I</td>
</tr>
<tr>
<td>Feb 27</td>
<td>Chpt 8</td>
<td>Audit Planning, Analytical Procedures</td>
</tr>
<tr>
<td>Mar 6</td>
<td>Chpt 9</td>
<td>Inherent, Control, Detection and Audit Risk&lt;br&gt;Materiality</td>
</tr>
<tr>
<td>Mar 13</td>
<td></td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 20</td>
<td>Chpt 10</td>
<td>Internal Control and Control Risk</td>
</tr>
<tr>
<td>Mar 27</td>
<td>Chpt 11</td>
<td>Fraud Considerations&lt;br&gt;Review for Exam II</td>
</tr>
</tbody>
</table>
### 10. Course Policies:

**Attendance:** Regular attendance is essential for success in this course. It is also important to be on time for class.

**Cell Phones and Electronic Devices:** Make sure cell phones are turned off during class. Surfing the web during class is not acceptable.

**Exams:** Exams include open-ended, short answer, problems and multiple choice questions. You are not allowed to use notes on the exams.

**Dropping the Class:** If you decide to drop the class, please follow the proper procedures and make sure you drop before the official drop deadline.

**Incompletes:** Students who are unable to attend the final examination because of an emergency are required to give notice within 24 hours of the examination time or receive a grade of zero. Incompletes are only assigned in rare cases when there are extenuating circumstances. The grade of “I” is not available when absent for an extended period of time without communication.

Students who are unable to attend the final examination because of an emergency are required to give notice within 24 hours of the examination time or receive a grade of zero. The grade of “I” is not available when absent for an extended period of time without communication.
11. Student Grading Processes:

The grading scheme is outlined below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Audit Reports</td>
<td>20</td>
</tr>
<tr>
<td>Small Task Assignments</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>329</strong></td>
</tr>
</tbody>
</table>

The final exam will replace the lower of the first two exams if the final grade exceeds either of the first two exam grades. Consequently, no make-up exams will be given.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average</th>
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<tbody>
<tr>
<td>A</td>
<td>93 or above</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Small Tasks for Small Scores (3 Completed Activities): In order to (1) bolster the student’s performance in courses in the business school and (2) better prepare students for their professions and careers after school, faculty in CSB set aside a small part of the total score in each course for small tasks/workshops. Each student is required to complete a minimum of three (three hours total) workshops. In doing so, CSB will provide numerous workshops for all students taking CSB courses (the complete list of workshops is available on BB). As can be seen in the list, the workshops are being offered by different academic support services on campus and the workshops on computer applications are being offered through an online provider (www.lynda.com).

- Workshops are being offered during the activity period and in the evening on weekdays, and on Saturdays.
- Workshops are also being offered online via Lynda.
- While the students have to complete a minimum number of workshops per semester, the same workshops could be used for various courses.
Students who are unable to attend the final examination because of an emergency are required to give notice within 24 hours of the examination time or receive a grade of zero. The grade of “I” is not available when absent for an extended period of time without communication.

8. **Cameron School of Business Mission Statement**

The Cameron School of Business will serve students of diverse backgrounds, providing them the necessary professional skills for a changing global economy, and instilling in them a deep appreciation for ethical behavior as the hallmark of a successful and fulfilling business career. The Cameron School will provide its students a timely and comprehensive business curriculum, with opportunities for specialized study in major business fields. The faculty will provide quality teaching, as this is the core of our mission. As an extension of our teaching mission, the faculty will engage in scholarly activity and service to the University, the profession, and the community.

9. **Academic Honesty** Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

10. **Accommodations** The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.

11. **Learning and Writing Center**

Students are encouraged to consult with tutors at the Learning and Writing Center when completing written assignments for this course. Based on the instructor’s assessment of the student’s written work, the student may be required to work with the tutors at the Learning and Writing Center to improve the student’s writing skills.
12. Available Support Services

The university offers a Learning and Writing Center that provides free tutoring in many disciplines, including accounting. It is located on the second floor of Crooker Center, Room 207. Students are encouraged to consult with tutors at this Center when completing assignments for this course. Based on the instructor’s assessment of the student’s work, the student may be required to work with the tutors at the Center to improve the student’s skills.

Cameron School of Business Mission Statement

Inspired by the Basilian Fathers’ motto of goodness, discipline and knowledge, the Cameron School of Business (CSB) provides a comprehensive, high-quality ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.

The Cameron School of Business educates students of diverse backgrounds, teaching professional skills necessary for a changing global economy and instilling a deep appreciation for ethical behavior inspired by the educational tradition of the founding Basilian Fathers. Small classes and a low student-to-faculty ratio assure individual attention. The Cameron School of Business produces successful graduates equipped to enter the business world as ethical and socially responsible leaders.

Academic Honesty

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