



Acct 527. 81E Auditing Dallas
COURSE SYLLABUS: Fall 2016

INSTRUCTOR INFORMATION

Instructor: Hongmei Jia, PhD

Office Location: BA 116; UCD

Office Hours: Dallas: 4:15pm – 6:15pm Monday

Online: 7:30 – 9:30pm Tuesday

Commerce: 10:00 – 11:00am Friday

Office Phone: 903.886.5659

Office Fax: 903.468.3216

University Email Address: hongmei.jia@tamuc.edu

Preferred Form of Communication: Emails

Communication Response Time: I will try to respond all emails within 24 hours during the week. Emails sent after 4 p.m. on Friday will not receive a response until Monday. If you do not receive a response during those time frame, please re-send the email.

COURSE INFORMATION

Textbook(s) Required: Louwers, T, Ramsey, et al, Auditing & Assurance Services 6th Edition (2015) McGraw-Hill (TEXTBOOK ONLY) ISBN 978-0-07-786234-3

Course Description: This course is a study of the professional auditing standards followed by public accountants in performing the attest function for financial statements and supporting data. Prerequisites: Acct 322, 433.

Student Learning Outcomes

1. Discuss the nature of auditing and assurance services including the impact of various statutes and regulations.
2. Demonstrate knowledge of basic auditing standards.
3. Demonstrate on understanding of the linkages between financial statement information and auditing objectives.
4. Identify the stages of an audit from planning to conclusion.
5. Identify current events affecting the auditing profession during the current semester.

Intellectual Development:

This course strives to provide an academically rigorous and intellectually challenging environment that stimulates personal growth, creative and critical thinking, and the highest standards of professional and ethical conduct.

In addition to developing technical expertise in the course subject matter, this course:

- Develops and fosters communication skills, both written and oral
- Enhances critical thinking
- Challenges decision-making
- Promotes intellectual curiosity and lifelong learning

COURSE REQUIREMENTS

Grading

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments	points
Quizzes	50
Exam 1	100
Exam 2	100
Exam 3	100
Final Exam	100
Total points-----	450

Course Grading Rubric

Criteria (Course Objectives)	3 (Exceeds Expectations)	2 (Meets Expectations)	1 (Does Not Meet Expectations)
Discuss the nature of auditing and assurance services including the impact of various statutes and regulations.	Student demonstrates excellent understanding of the nature of auditing and assurance services including the impact of various statutes and regulations.	Student demonstrates an understanding of the nature of auditing and assurance services including the impact of various statutes and regulations.	Student cannot demonstrate an understanding of the nature of auditing and assurance services including the impact of various statutes and regulations.
Demonstrate knowledge of basic auditing standards	Student demonstrates excellent knowledge of basic auditing standards.	Student demonstrates knowledge of basic auditing standards.	Student is not able to demonstrate knowledge of basic auditing standards.
Demonstrate on understanding of the linkages between financial statement information and auditing objectives.	Student demonstrates excellent knowledge of the linkages between financial statement information and auditing objectives.	Student demonstrates knowledge of the linkages between financial statement information and auditing objectives.	Student demonstrates no clear knowledge of the linkages between financial statement information and auditing objectives.
Identify the stages of an audit from planning to conclusion.	Student demonstrates excellent knowledge in identifying the stages of an audit from planning to conclusion.	Student demonstrates knowledge in identifying the stages of an audit from planning to conclusion.	Student demonstrates no knowledge in identifying the stages of an audit from planning to conclusion.

COURSE POLICIES

Late work – Due dates are posted on the syllabus and in our eCollege course. Assignments, exams, quizzes, etc. must be submitted no later than the date outlined in our course. Absent extenuating circumstances, late work is not accepted. Extenuating circumstances do NOT include forgetting, technical difficulties or running out of time. The evaluation of an extenuating circumstance is judged on a case-by-case basis. Documentation **MUST** be provided in a timely manner. A 30% late penalty may apply even if an extenuating circumstance exists.

Exams/ quizzes – You need to go to eCollege to complete quizzes. You will have a two-week window to complete each assignment. The content and format of the exam/quiz will vary, but may include any of the following: multiple choice questions, problems, matching, or essays. The exam/quiz will be administered on the date outlined in our course. You must plan to take the exam/quiz on or before its due date. Make-up exams/quizzes are given **ONLY** under extenuating conditions. The following are considered extenuating conditions: hospitalization, medical emergency, physical injury, or death of an immediate family member. You **MUST** bring proof of the extenuating circumstance in order to facilitate an exam/quiz make-up. Proof of the extenuating circumstance must be received in a timely manner. For extenuating conditions make-up exams/quizzes must be taken within three days of release or recovery. A 30% late penalty may apply even if an extenuating circumstance exists. Students attending university sponsored events must provide necessary documentation in order to accommodate any make-up exam/quiz.

Academic Honesty Policy:

All students must follow and conform to the University policy on Academic Honesty. A copy of this will be available in DocSharing in our eCollege classroom. Each student is required to download the Academic Dishonesty Policy from the Doc Sharing icon. Enter your name and the date at the bottom of the form. This means you agree to abide by the policy. Upload the completed form to the dropbox titled Academic DisHonesty Policy. You will not receive a grade in the course if you do not agree to abide by this policy.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
- Current anti-virus software must be installed and kept up to date.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site <http://www.java.com/en/download/manual.jsp>
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical](https://secure.ecollege.com/tamuc/index.learn?action=technical)

ACCESS AND NAVIGATION

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site http://247support.custhelp.com/](http://247support.custhelp.com/)

The student help desk may be reached in the following ways:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Disability – Students requesting accommodations for disabilities must go through the ADA Compliance Committee. For more information, please contact Director of Disability Resources & Services, Gee library room 132. Information concerning student disability resources and services (SDRS) may be obtained at:

<http://www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices>

Student Conduct – “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)

<http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Concealed handgun – Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Course Coverage Schedule Fall 2016

Week 1: (Aug 29) Chapter 1 Auditing and Assurance Services

Week 2: (Sep 5) Labor Day

Week 3: (Sep 12) Chapter 2 Professional Standards

Week 4: (Sep 19) Chapter 3 Engagement Planning

Week 5: (Sep 26) Exam 1 (Test Open Sep 24, 12:01am—Sep 28, 11:59pm.)

Week 6: (Oct 3) Chapter 4 Management Fraud and Audit Risk

Week 7: (Oct 10) Chapter 5 Risk Assessment: Internal Control Evaluation

Week 8: (Oct 17) Chapter 6 Employee Fraud and the Audit of Cash

Week 9: (Oct 24) Exam 2 (Test Open Oct 22, 12:01am—Oct 26, 11:59pm.)

Week 10: (Oct 31) Chapter 7 Revenue and Collection Cycle

Week 11: (Nov 7) Chapter 8 Acquisition and Expenditure Cycle

Week 12: (Nov 14) Chapter 9 Production Cycle

Chapter 10 Finance and Investment Cycle

Week 13: (Nov 21) Exam 3 (Test Open Nov 19, 12:01am—Nov 23, 11:59pm.)

Week 14: (Nov 28) Chapter 11 Completing the Cycle

Module B

Week 15: (Dec 5) Chapter 12 Reports on Audited Financial Statements.

Final: (Dec 12) Final Exam (Test Open Dec 17, 12:01am—Dec 21, 11:59pm.)

The schedule printed above is subject to change at any time by the professor. You are responsible for any changes announced on eCollege, or by email. The date in parentheses () is the date of the start of that particular week and not the date of events schedules during that week. Note that all exams will open on the Saturday **before** the week starts.