Rusche College of Business
Gerald W. Schlief School of Accountancy

COURSE SYLLABUS: Fall 2020
Accounting 5347.001 – T/Th 12:30-1:45
Accounting 5347.002 – T/Th 2:00-3:15
Room 269: McGee Business Building

Instructor: Janet Jones
Office: 292D Accounting Department – McGee Business Building
Phone: 936-468-1820 direct line (Do not leave a message)
936-468-3105 department (leave a message)
E-mail: janet.jones@sfasu.edu (preferred method of communication)
Office Hours: T/TH 8:00 – 9:30 am; 10:45 – 12:30 pm (in my office)
T/TH 1:45 – 2:00 pm (Rm 269)
M/W 11:00am – 12:30pm (Zoom)
Other times by appointment
Zoom Office Hours
https://sfasu.zoom.us/j/93874283724?pwd=UEhSWXZSYUpqa0ZwaEswUEdNZHluZz09
Meeting ID: 938 7428 3724
Passcode: 507159

MATERIALS:


* You will need to PURCHASE A NEW BOOK with access code for this class. Used books will not have needed codes for downloading necessary requirements.

3) You will want to have an auditing textbook handy, however I do not require a specific book for this course.
COURSE DESCRIPTION: Application of audit theory to public accounting.

COURSE OBJECTIVES: This course is intended to acquaint the student with auditing standards, and accounting principles required in conducting an audit of the various cycles. The course will introduce the student to the procedure involved in auditing: revenues and related accounts, inventory and acquisitions cycle, cash and other liquid assets, fixed assets and related expenses, and long-term liabilities and equity. Auditing procedures vary from accounting firm to accounting firm; therefore, the methods are of a general nature and can be adapted to methods used in any firm.

EXPECTED OUTCOME: In this Advanced Auditing course, students will build on their understanding of audit theory and its application to the audit of financial statements. The emphasis of this course is on the practical application of audit to realistic financial audit case scenarios. Upon completion of this course, students will gain proficiency in audit planning, evidence collection and documentation, evaluation of internal control, and assessment of fraud risk. Students will also learn to employ computer-based audit testing techniques to conduct analytical review, procedures, statistical sampling, tests of controls and substantive tests of a company’s financial statements.

EVALUATION: Your final grade for this course will be based on evidence of your accomplishment of the course objectives. I will gather that evidence from each of the following:

<table>
<thead>
<tr>
<th>Graded Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Study / Class Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>ACL Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Exams (2 @ 10%)</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grading Notes:

1. Grades will also not be rounded up on an individual basis for any circumstances.
2. Extra credit will not be given on an individual basis for any reason.
3. Late assignments will not be accepted for any reason.
4. Students will also not be able to redo assignments for credit.
5. I will not respond to email requests to adjust a grade after the final exam. If you have concerns about your grade, you need to contact me before the final exam, so I can offer help. After the final exam, it is too late!

COURSE REQUIREMENTS:

Case Study Assignments: You will notice from the Course Schedule on the following pages, that I have several case studies planned for us during the semester (items in Red). Some of these cases will be completed in class, and some will be completed individually out of class. The purpose of these cases is to apply the theoretical knowledge of auditing into a “real-world” type situation.
Case indicated with “TB#” are a part of the Deloitte Trueblood Case Series, and are available for free at this website: https://www2.deloitte.com/us/en/pages/about-deloitte/articles/trueblood-case-studies-deloitte-foundation.html

The Simply Soup Case is an online simulation of the confirmation process. It is also available for free online via https://learn.confirmation.com/learn/. You will complete this simulation on the website, and then prepare various deliverables to be uploaded to a D2L Dropbox.

There are 4 Alpine Cupcake Cases, which will come from the textbook resource. The professor will provide all other cases via D2L.

**ACL Assignments:** During the out-of-class portion of the course, you will be preparing a self-study workbook geared to teach you about data analytics for auditing. The Armond Dalton workbook provides step-by-step instructions for completing various tasks, and associated assignments. Some of these assignments will be submitted directly through the Armond Dalton website, while others will necessitate you to prepare a Word Document with your case requirements, and upload your responses to a D2L Dropbox. See the attached course schedule for specific submission guidance on these assignments.

**Exams:** Many students taking this class intend to sit for the CPA exam. Practice on multiple choice exam questions is imperative to passing the exam! Therefore, we will have 2 online multiple choice exams to help you practice these questions.

### ADDITIONAL COURSE POLICIES AND PROCEDURES

**Hybrid Class Model:** With the current COVID environment, we are unable to be all together in the classroom. Our classroom limit is 15 students per class. This means you will only be attending class in person once a week. I will be giving the same lecture on Tuesday and Thursday. You will be able to sign-up for the date that best works for you. To sign-up for a spot on a specific date, we will use the group feature of D2L.

With our limited face-to-face sessions, it is important for you to sign up and attend class when you are scheduled to be there! When you are NOT in the classroom, you will be responsible for completing the out-of-class assignments.

**COVID-19:** If you have a fever over 100.4, other COVID-symptoms, or have been in contact with a person that has tested positive for COVID-19 in the past 2 weeks, I ask that you do not attend face-to-face class sessions. If this is the case, please contact me, and we will work together to make-up the missed in-class sessions.

**Preparation, and Professionalism:** To foster a more professional learning environment and to develop habits that lead to success in the business world, you must engage in professional behavior. Please view each class as equivalent to an important business meeting. Please be prepared for class discussion. This includes, but is not limited to advanced reading of the textbook for the daily topic, bringing appropriate materials to class, completing all assigned homework, and having questions and comments
prepared for the discussion. In addition, professional conduct in this class includes, but is
not limited to:
1. Attending each class session, including arriving promptly and leaving at the
designated time; notifying me prior to class time should an exception be needed.
2. Being an attentive and active participant in group activity and class discussions.
3. Respecting diversity in the classroom and treating everyone involved in the class
in a civil manner.
4. Planning outside activities to avoid conflicts with the activities outlined in the
syllabus.
5. Abiding by the academic honesty policy discussed below.
6. Working on only this class during class time.
7. Fully participating on the in-class group work. These may be collected and
graded, but more importantly, I will walk around and check for questions. Individuals who
are not prepared and not participating will be noted and have their grade adjusted
accordingly.

Teaching Philosophy & Instructional Method: I believe that real learning is accomplished
through a partnership between you and me. My responsibility is to facilitate your learning
and your responsibility is to take ownership of your learning process. To accomplish
our joint goals, I will incorporate lectures, team presentations, group discussion, small group
projects, and individual projects.

Cell Phones and Computers in class: All cell phones should be turned off and put away
during class (this is really a significant issue of mine). Receiving or sending text messages,
Snapchat, use of social media, etc. is also not permitted in the classroom. If you violate this
policy, you may be asked to leave the classroom.

I encourage students to go paperless, which may require you to bring a laptop or other mobile
device to class. However, if you choose to operate in an electronic environment, I expect
you to use self-discipline and refrain from extra-curricular activities such as Facebook,
checking and responding to e-mail, checking sports scores, surfing the web, etc. If you
violate this request, I will ask you to refrain from using your technology in the
classroom. Also, during class time, there will be periods of “laptops down” time, which
means that you may not use your technology during that time. You may not use recording
devices during class at any time – exceptions can be granted on a case-by-case basis.

Electronic Communication: I will periodically make information available to you through
e-mail. Thus, it is important for you to maintain a current email address with the university
and for you to check your email daily.

Netiquette: Communication Courtesy Code: All members of the class are expected to
follow rules of common courtesy in all email messages, threaded discussions and chats. If I
deem any of them to be inappropriate or offensive, I will forward the message to the Chair of
the department and the online administrators and appropriate action will be taken, not
excluding expulsion from the course. The same rules apply online as they do in person. Be
respectful of other students. Foul discourse will not be tolerated.

Student Conduct Code: Appropriate classroom conduct promotes an environment of
academic achievement and integrity. Disruptive classroom behavior that substantially or
repeatedly interrupts either the instructor’s ability to teach, or student learning, is prohibited. Disruptive students will be asked to leave the classroom.

**Academic Integrity:** Academic dishonesty tarnishes the University’s reputation and discredits the accomplishments of students. All members of the academic community regard academic dishonesty as a serious offense.

**Excused Absences:** Students are expected to attend all scheduled class meetings. It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements. Legitimate and verifiable circumstances may lead to an excused student absence from the classroom, including subpoenas, jury duty, military duty, religious observances, illness, bereavement for immediate family, and NCAA varsity intercollegiate athletics. Because this class is typically taken in the student’s final semester, I will also excuse absences related to job interviews, with proper documentation. It is your responsibility to turn in any missed assignment or homework before class time, if you wish to receive credit.

**Timeliness of Assignments:** Students are expected to complete all requirements as outlined in the course syllabus. It is the responsibility of students to plan their schedules to avoid conflict with course requirements. If you know you will not be in class on the due date, you are encouraged to complete the assignment early.

**Masks:** Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


<table>
<thead>
<tr>
<th>Date</th>
<th>In-Class: Theory Topics &amp; Cases*</th>
<th>Out-of-class: Online Assignments, ACL Assignments, &amp; Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 25/27 - Online All week</td>
<td>Syllabus Zoom meeting</td>
<td>What do I remember from Auditing? Quiz</td>
</tr>
<tr>
<td>Sept 1/3</td>
<td>What is Auditing?</td>
<td>Excel Data Case TB #19-8</td>
</tr>
<tr>
<td>Sept 8/10</td>
<td>Assertions</td>
<td>Download ACL, register book, download sample databases</td>
</tr>
<tr>
<td>Sept 15/17</td>
<td>Fundamental Principles &amp; Independence If you need love, get a puppy!</td>
<td>ACL Ch. 2 – Submit on Armond Dalton</td>
</tr>
<tr>
<td>Sept 22/24</td>
<td>Risk Assessment &amp; ICFR Alpine Cupcakes Risk Assessment</td>
<td>ACL Ch. 3 – Submit on Armond Dalton</td>
</tr>
<tr>
<td>Sept 29 / Oct 1</td>
<td>Sampling Fuel Pro - TB #18-8</td>
<td>ACL Ch. 4 – Submit on Armond Dalton</td>
</tr>
<tr>
<td>Oct 6/8 – Online All Week</td>
<td>Review – Online video &amp; self-directed jeopardy game.</td>
<td>Mid Term Exam - All Online Thursday!</td>
</tr>
<tr>
<td>Oct 13/15</td>
<td>Audit of Cash &amp; Fraud Alpine Cupcakes Cash</td>
<td>ACL Ch. 5 – Submit on Armond Dalton Simple Soups</td>
</tr>
<tr>
<td>Oct 20/22</td>
<td>Rev &amp; Rec. Alpine Cupcakes Accounts Receivable</td>
<td>ACL Ch. 6 – Submit on Armond Dalton</td>
</tr>
<tr>
<td>Oct 27/29</td>
<td>Mes. Marketers TB #17-7 &amp; 18-9</td>
<td>ACL Ch. 7 – D2L</td>
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<tr>
<td>Nov 3/5</td>
<td>Inventory Earthwear - Inventory</td>
<td>ACL Ch. 8 – D2L</td>
</tr>
<tr>
<td>Nov 10/12</td>
<td>Financing – Leases Auditing the Terminator TB #19-10</td>
<td>ACL Ch. 9 – D2L</td>
</tr>
<tr>
<td>Nov 17/19</td>
<td>Reporting Going, going, gone TB #12-8</td>
<td>ACL Ch. 10 – D2L</td>
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<td></td>
<td>ACL Ch. 12 – D2L</td>
</tr>
<tr>
<td>Dec 1/3 – Online All Week</td>
<td>Review – Online video &amp; self-directed jeopardy game.</td>
<td>Final Exam - All Online!</td>
</tr>
<tr>
<td>Final Exam - Online</td>
<td></td>
<td>Alpine Cupcakes Data Analytics</td>
</tr>
</tbody>
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*Case assignments are to be read, completed, and submitted to the D2L Dropbox before attending the in-class session, in which they are listed.

** Out-of-Class Assignments are due on Friday of the week listed.
Student Academic Dishonesty (University Policy 4.1)

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5)

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)

Copy and paste the following statement and place in your course syllabus.

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.