

Texas A&M University Central Texas
ACC 4324-110 CRN: 10108
Auditing Reports and Evidence
SPRING 2018 ONLINE SYLLABUS

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Willie N. Cargill, Ph.D., CPA
Office: FH 323R Phone: 254-519-5793 COBA Office: 254-519-5437
Email: Class communication in Canvas. Other Communication wcargill@tamuct.edu
Office Hours: Virtual Tuesday and Thursday 2:30PM to 4:30PM or by appointment online.

Mode of instruction and course access:

This course is a 100% online course. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. Refer to the "Login" screen for instructions on accessing your classes. After you have logged on, please change your password by selecting the 'Personal Information' menu item.

For technical help: 24/7 Phone: (254)519-5466 or (979)845-8300 24/7

Online Chat: Click on the "Chat Now" button at <http://hdc.tamu.edu>

Student-Instructor interaction:

I will be logging on and checking class e-mails during my office hours. In addition, during my office hours, I will be logged into Skype ([bill.cargill46](https://www.skype.com)) and available within class chat rooms.

If several students have e-mailed questions or if your question should be a common question for the entire class, I will send an "All Students" response. If your question is unique to you, I will respond directly to you. **DO NOT SUBMIT ANY CLASS ASSIGNMENTS TO ANY E-MAIL ACCOUNT. Be advised that I do not accept or grade late submissions.** Check your e-mail often.

Any modifications to the syllabus will be sent as and "All Students" e-mail. I reserve the right to change the number or frequency of assessments or assignments. You will be graded based upon the evaluation tools presented to you and the points available to you. From time to time, I will be working on the computer and my Skype connection will be active. Please feel free to contact me with your questions. If my Skype connection is off, I am not available. **The preferred method of contact is e-mail within Canvas.**

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

Course Information

1.0 COURSE OVERVIEW AND DESCRIPTION:

Procedures used by auditors and accounting practitioners to gather and evaluate information and report on their findings. Includes evaluation of internal control, planning an audit or other engagement, compliance testing, substantive testing, statistical sampling, evaluation of findings, and preparation of reports. Prerequisite: ACC 423

2. Objectives of Course

2.1 Student Learning Outcomes

This course provides an introduction to the auditing process. Accordingly the course objectives include having the student demonstrate the ability to:

1. Identify and describe FUNDAMENTAL PRINCIPLES and Attestation and Assurance Standards.
2. Contrast and compare GAAS and FP.
3. Explain the relationship between the PCAOB and the ASB
4. Identify significant Statements on Auditing Standards
5. List and describe the activities that auditors undertake before beginning an audit
6. Identify sources of company information
7. Perform analytical procedures
8. Define and describe internal control including the five basic components
9. Explain the phases of an evaluation of internal control
10. List and explain some conditions that can lead to frauds
11. Design and perform substantive procedures for the audit of cash
12. Describe the revenue and collection cycle; acquisition and expenditure cycle
13. Give examples of tests of controls and substantive procedures related to the revenue cycle and expenditure cycle
14. Give examples of test of controls over conversion of materials and labor in a production process
15. Identify and describe considerations involved in the observation of physical inventory, pricing and compilation
16. Give examples of tests of controls over debt and stockholders' equity transactions
17. Describe substantive procedures for finance and investment accounts
18. Identify the key components of management representations
19. Identify the two major categories of subsequent events and describe the proper handling
20. Identify the final steps in the completion of an audit

2.2 Competency Goals Statements (certification or standards)

There are no certifications associated with this material.

3. Required Reading and Textbook(s):

Louwers, T. J., et.al., Auditing and Assurance Services, 7th. Ed., McGraw-Hill Irwin (Hard back or loose leaf version.)

A student at this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The Same textbook may also be available from an independent retailer, including an online retailer.

COURSE REQUIREMENTS

4.0 Course requirements:

ALL QUIZES AND EXAMS WILL BE POSTED ON BLACKBOARD AND WILL CARRY SPECIFIC AVAILABILITY PERIODS AND DUE DATES.

Chapter Quiz (10 points each)

Exam 1 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 1-5 and module E. Associated student learning outcomes:

1. Identify and describe FUNDAMENTAL PRINCIPLES and Attestation and Assurance Standards.
2. Contrast and compare GAAS and FP.
3. Explain the relationship between the PCAOB and the ASB
4. Identify significant Statements on Auditing Standards
5. List and describe the activities that auditors undertake before beginning an audit
6. Identify sources of company information
7. Perform analytical procedures
8. Define and describe internal control including the five basic components
9. Explain the phases of an evaluation of internal control

Exam 2 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 6, 7 and 8. Associated student learning outcomes:

- List and explain some conditions that can lead to frauds
- Design and perform substantive procedures for the audit of cash
- Describe the revenue and collection cycle; acquisition and expenditure cycle
- Give examples of tests of controls and substantive procedures related to the revenue cycle and expenditure cycle

Exam 3 (100 points)

This objective exam (multiple choice and/or true false) covers chapters 9-11. Associated student learning outcomes:

1. Give examples of test of controls over conversion of materials and labor in a production process
2. Identify and describe considerations involved in the observation of physical inventory, pricing and compilation
3. Give examples of tests of controls over debt and stockholders' equity transactions
4. Describe substantive procedures for finance and investment accounts
5. Identify the key components of management representations
6. Identify the two major categories of subsequent events and describe the proper handling
7. Identify the final steps in the completion of an audit

Comprehensive Final Exam (200 points)

This objective exam (multiple choice and/or true false) covers chapters 1-11, Module E and Cases Associated student learning outcomes:

1. Identify and describe FUNDAMENTAL PRINCIPLES and Attestation and Assurance Standards.
2. Contrast and compare GAAS and FP.
3. Explain the relationship between the PCAOB and the ASB
4. Identify significant Statements on Auditing Standards
5. List and describe the activities that auditors undertake before beginning an audit
6. Identify sources of company information
7. Perform analytical procedures
8. Define and describe internal control including the five basic components
9. Explain the phases of an evaluation of internal control
10. List and explain some conditions that can lead to frauds
11. Design and perform substantive procedures for the audit of cash

12. Describe the revenue and collection cycle; acquisition and expenditure cycle
13. Give examples of tests of controls and substantive procedures related to the revenue cycle and expenditure cycle
14. Give examples of test of controls over conversion of materials and labor in a production process 15. Identify and describe considerations involved in the observation of physical inventory, pricing and compilation
16. Give examples of tests of controls over debt and stockholders' equity transactions
17. Describe substantive procedures for finance and investment accounts
18. Identify the key components of management representations
19. Identify the two major categories of subsequent events and describe the proper handling
20. Identify the final steps in the completion of an audit

Workpaper Assignments (100 points)

Students must develop and submit workpapers as directed by the Professor.

5.0 Grading Criteria Ruberic and Conversion:

Chapter quiz	100 points
Exam 1	200 points
Exam 2	200 points
Exam 3	200 points
Final exam	200 points
Workpapers	100 points
Total points available	1000 points

Percentage conversion and grade scale:

(This is an example. If the total points available change, the point range will change.)

Point Range Percentage Letter grade

900-1000 90-100% A

800-899 80-89% B

700-799 70-79% C

600-699 60-69% D

599 and lower F

Formula used to obtain grade:

$(\text{Points obtained} / \text{Points Available}) * 100 = \text{Percentage}$

6.0 Posting of Grades

All quiz and major exam grades will be posted to "MY GRADES" when the availability period for all sections has expired.

Course Outline and Calendar

8.0 Complete Course Outline (there are 16 weeks in the semester: one chapter per week)

Week	Topic	Assignment
1	Introduction	Learning Module 1
2	Engagement Planning	Learning Module 2
3	Internal Control	Learning Module 3
4	Employee Fraud	Learning Module 4
5	Audit of Cash	Learning Module 5
6	Revenue and Collection Cycle	Learning Module 6
7	Acquisition and Expenditure Cycle	Learning Module 7
8	Production Cycle	Learning Module 8
9	Finance and Investment Cycle	Learning Module 9
10	Completing the Audit	Learning Module 10
11	Audit Reports	Learning Module 11
12	Internal Auditing	Learning Module 12
13	AIS Audits	Learning Module 13
14	Sampling and Risk	Learning Module 14
15	Case Discussions	Learning Module 15
16	Comprehensive Final Exam	

The semester ends May 11, 2018

Other "Assignments" will be posted in Blackboard with individual due dates. All quizzes and exams will be posted within Blackboard and carry SPECIFIC DAY AND HOUR DUE DATES.

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends

January 2, (Tuesday) Priority Deadline for Admissions applications

January 5, (Friday) VA Certification Request Priority Deadline

January 11, (Thursday) Convocation

January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 23, (Tuesday) Last day to drop 1st 8-week classes with no record

January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application

February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W

February 15, (Thursday) Last day to apply for Clinical Teaching

February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program

March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation

March 9, (Friday) 1st 8 week classes end

March 9, (Friday) Deadline for Admissions applications

March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)

March 12, (Monday) Spring Break Begins

March 12, (Monday) 1st 8-week grades from faculty due by 3pm

March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
March 16, (Friday) Spring Break Ends
March 19, (Monday) 2nd 8 week begins
March 19, (Monday) Summer Advising Starts
March 19, (Monday) Class Schedule Published
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies
April 2, (Monday) Scholarship Deadline
April 2, (Monday) Registration begins
April 5, (Thursday) Priority Deadline for International Student Admission Applications
April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week
May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)
May 11, (Friday) Spring Term Ends
May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)
May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)
May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)
May 14, (Monday) Minimester begins
May 15, (Tuesday) Last Day to clear Thesis Office
May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)
May 21, (Monday) Priority Deadline for Admissions applications
May 25, (Friday) VA Certification Request Priority Deadline
May 28, (Monday) Memorial Day

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

The student will need a computer that has a browser that is compatible with our version of Canvas and an Internet connection of adequate bandwidth to provide for a reasonable connection speed.

Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues way before deadlines

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Copying of an answer from a solution manual is plagiarism and will result in a minimum of a zero on the assignment. The purchase of a research report from a service or individual will result in a “F” for the course.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](#), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

Instructor policies related to absence, grading, etc.

Interaction with other students is an important part of learning. You should make an effort to participate in Discussion Board activities and Chat Rooms where appropriate.

I do not accept late submissions. Exams and quizzes will be posted for a time period that should be sufficient for you to have access regardless of your work or duty schedule. Our version of Canvas sometimes refuses to accept SUBMIT attempts. When that happens you must have time to wait and then SUBMIT at a later time. **DO NOT WAIT** until the end of the availability period before taking a quiz, exam or completion of an assignment. One professor reported that "if you are using a wireless connection and another person logs on to your router using a hard wired connection, you will be knocked off Canvas" I have no personal experience with that situation; however, you may not use as an excuse that you got knocked off the system. You **MUST** start your exam/assignment early enough that you can complete the work regardless of what happens.

The operation of the Online Course and Being an Online Student Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. Each assignment and/or quiz has a **SPECIFIC** due date and time. These may vary from assignment to assignment. Do not wait until the last few minutes to **SUBMIT** an assignment. When the time expires, you will not be able to submit your work. If the Assignment Due time is 23:59 and you wait until 23:58 to **SUBMIT** your work and you have internet problems, you **MAY NOT** send me your work as an e-mail attachment. I will not accept late submissions.

Instructor's Personal Statement

I think that this is an important course for accounting majors. You will need this information regardless of your career path. Unless otherwise stated, I expect you to work independently. Please do not share your work or answers with other students. It is acceptable for you to discuss the question and possible answers, but you must develop your own response before submitting an answer.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright. (2018) by Willie N. Cargill at Texas A&M University-Central Texas, College of Business Administration, 1001 Leadership Place, Killeen, TX 76549; 254-519-5793; Fax 254-501-5825; wcargill@tamuct.edu