

Syllabus

Accounting

Course Description

ACNT 2331 Internal Control and Auditing

A study of internal control and auditing standards and processing used by internal auditors, managers, and independent public accountants. Covers also auditing principles and procedures, auditing standards, ethics, working papers and audit reports. Credit: 3 (3 lecture)

Prerequisites

ACNT 2302

Course Goals (includes competencies, incorporation of SCANS, etc.)

The primary purpose of this course is to provide the student with a comprehensive course in individual taxation. The course is designed to meet the needs of those students who are preparing for a career in accounting and/or taxation.

Upon completion of the course, students will have achieved the following SCANS competencies:

- I. Resources: Identifies, organizes, plans, and allocates resources
- II. Interpersonal: works with others
- III. Information: Acquires and uses information
- IV. Systems: Understands complex inter-relationships
- V. Basic Skills: Reads, writes, performs arithmetic operations, listens and speaks
- VI. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
- VII. Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity and honesty

Instructor Information

Email: Marina.Grau@hccs.edu

Textbook Information

Required for the course:

Text: Modern Auditing, 6th edition, by William C. Boynton and Walter G. Kell. New York, NY; John Wiley and Sons, 1996.

Optional Materials:

Student Study Guide - Includes a chapter outline, chapter highlights, and self-evaluation tests.

Lab Requirements (if any)

See your instructor for locations, days and times.

Students with Disabilities

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Information.

* Central ADA Counselors – John Reno – 713-718-6164, Martha Scribner – 713-718-6164

- * Northeast ADA Counselor – Kim Ingram – 713-718-8420
- * Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422
- * Southeast ADA Counselor – Jette Friis – 713-718-7218
- * Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910
- * Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631

Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

Scholarly dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See the Student handbook for more information.

Attendance and Withdrawal Policies

Students are expected to attend class regularly. Students are responsible for materials covered during their absences, and it is the student's responsibility to consult with the instructor for any make-up assignments. Although it is the responsibility of the student for non-attendance, the instructor has full authority to drop a student for excessive absences.

A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5% of the hours of instructor. For example, in this class which is a 3 credit hour lecture only class meeting 3 hours per week (48 hours of instruction), a student may be dropped after 6 hours of absence.

Course Requirements and Grading Policy

Grading Scales

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
BELOW 60%	= F

Incompletes

The grade of "I" (incomplete) may be given only if you fail to take the final exam due to valid reason(s). If you receive an "I," you must arrange with your instructor to complete the course work by the end of the following term (excluding Summer). After the deadline, the "I" becomes an "F." See the Student Handbook for more information.

Testing

Your final grade for this course will be based on how well you do in meeting the evaluation requirements and applying the grading scale listed below.

3 Sectional Exams (Drop one)	200 points
Final Examination	150 points
Attendance	10 points
Homework	20 points
Total	380 points

Make-up policy

There will be a total of 3 sectional examinations (there will be no make-up examinations). The two highest grades received on these exams will be used to compute the student's final grade for the course. The lowest score will be dropped. For a missed examination, a student is allowed to drop

one of the first three sectional examinations.

Projects, Assignments, Portfolios, Service Learning, Internships, etc.

Students are expected to read all assigned chapters, compete and submit all assignments on due dates, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore there will always be homework assignments to be prepared outside of class. This will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Students are responsible for the “learning objectives” at the beginning of each chapter. Accounting is a subject that cannot be mastered passively. The concepts and ideas could be compared to building blocks - each serves as a foundation for new ones. It is extremely important that each student be actively involved in the learning process. This requires intensive study of each chapter, the study guide, and continuous application of the ideas to homework problems.

Course Content

See topics in the Assignment Schedule below

Course Calendar with Reading Assignments

Assignment Schedule
For classes that meet one time each week)

Session	Chapter	Topic	Homework Assignment
1	1	Auditing and the Public Accounting Profession	23, 24, 26, 28
2	2	Financial Statement Audits	25, 27, 28, 29, 31
3	3	Professional Ethics	24, 28, 30, 33
4	4	Auditor's Legal Liability	24, 25, 26, 27, 30
5	5	Audit Objectives, Evidence Review for Exam #1	5, 26, 27, 31, 33, 35
6	6	Exam #1 (1-5) Accepting the Engagement	1-5 Homework Due 23, 24, 26, 28,33
7	7	Return Exam #1 and Graded Homework Materiality, Risk	24, 27, 29, 31, 33
8	8	Understanding Internal Control Structure	24, 27, 29, 30,33
9	9	Assessing Control Risk	24, 26, 29, 30, 31
10	10	Detection Risk Review for Exam #2	24, 25, 26, 27, 29, 33
11	11	Exam # 2 (6-10) 6-10 Homework Due Audit Sampling in Tests of Controls	25, 26, 28, 29, 36
12	12	Return Exam #2 (Return Graded Homework) Audit Sampling in Substantive Tests	24, 27, 29, 31,33, 35
13	13	Auditing Electronic Data Proc. Systems	23, 24, 28, 32, 33, 35
14	19	Completing the Audit/Postaudit Respons. Review for Exam #3	5, 28, 29, 30, 32, 34
15		Exam #3 (Chapters 11-13, 19) Review for Final Exam	Homework Due

16		Final Exam (Chapters 14-25) Return Graded Homework	
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Other Student Information (clubs, tutoring, web resources, etc.)

Accounting Department Website:

<http://swc2.hccs.cc.tx.us/accounting/>

Tutoring/Lab Hours:

See your instructor for locations, days and times