

University of Texas at Arlington
College of Business Administration - Department of Accounting
ACCT 4318-002: Auditing
Spring 2019 Course Syllabus and Schedule

Class Meeting Times: Mon/Wed 5:30pm – 6:50pm, COBA 254

Instructor: Hannah Hurt, CPA

LinkedIn Profile: <https://www.linkedin.com/in/hannahehurt/>

Curriculum Vitae: <http://tiny.cc/HannahEHCV>

Office Location: COBA 424

Email: hannah.hurt@mavs.uta.edu (Preferred method of communication.)

Office Hours: Mon/Wed 3:30pm – 5:00pm (Additional hours by appointment.)

Course Website: <https://elearn.uta.edu> (Blackboard; login with NetID and Password)

Course Prerequisites: ACCT 3303 & 3312, or equivalent, are prerequisites for this course

Instructor Biography: Hannah Hurt, CPA



Hannah Hurt is an Accounting Ph.D. candidate at the University of Texas at Arlington where she teaches undergraduate accounting courses and performs research on how auditing impacts corporate events. She is a graduate of Mississippi College where she received a bachelor's degree in accounting and an MBA in finance. While working as an auditor for Harper, Rains, Knight & Company, P.A., she earned her license as a Certified Public Accountant in the state of Mississippi. For obtaining the second highest scores in the state of Mississippi in 2014, Hannah received the T. E. Lot Silver Medal. In her spare time, Hannah is an avid podcast listener and enjoys running and traveling.

Course Objectives and Student Learning Outcomes
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There are two major objectives in this course. The first of these is to prepare you to perform competently as an entry-level auditor in public or private accounting. For those not entering the auditing profession, this objective may be stated in terms of familiarizing you with the auditing function. The second objective is to prepare you for the uniform CPA exam. The course provides an introduction to auditing and the profession of accounting. Emphasis is placed upon generally accepted auditing standards and professional responsibilities, the auditor's decision making process in obtaining and evaluating sufficient competent evidential matter, and assurance reporting responsibilities. Students completing this course will have a:

- Basic knowledge of auditing procedures which would typically be performed by entry-level auditors in public accounting;
- Basic knowledge of typical fraud schemes (misstatements arising from fraudulent financial reporting and misstatements arising from misappropriation of assets) relevant to transaction cycles studied in the course; and

- Reasonable knowledge of the auditing standard setting process and related regulatory environment, e.g. the Securities and Exchange Commission and Public Company Accounting Oversight Board.

Textbooks and Course Materials

Required Textbook: *Auditing and Assurance Services: An Integrated Approach*, Arens, Elder, Hogan, & Beasley, 16th ed. Pearson. Any format of the textbook can be used (i.e., e-text, hardcover, unbound). However, it is not advisable to buy the international version as the end of the chapter problems do not correspond with those in the domestic version.

2018 AICPA Professional Standards: I will cover in class what I consider to be the key paragraphs from the professional standards relating to the assigned chapters. I do not expect that anyone would have time to read all the assigned Au sections corresponding to the chapters in the course. However, CPA exam candidates need to be reasonably familiar with the layout of the professional standards (how to find things fast) for the CPA exam auditing simulations questions and should read at least a few of the Au sections corresponding to the assigned chapters in entirety to get a better feel for the structure of the professional standards. (You don't want to be familiarizing yourself with these things while you're taking the CPA exam!). Au sections often have interpretations which always follow the Au sections and are coded to those sections with a leading 9. As an example, Au 9265 follows Au 265 and contains staff interpretations of questions practitioners have repetitively posed pertaining to Au 265.

- The 2017 AICPA Professional Standards book can be purchased online at a small fraction of the cost of the 2018 standards. Typically, the following year standards are not much different. If you buy the prior year's standard book, you may have to obtain an audit section or two from the AICPA web site as per the next paragraph of this syllabus.
- The *AICPA Professional Standards* referenced in the preceding paragraphs above can be accessed electronically at no cost at:
<http://www.aicpa.org/research/standards/auditattest/pages/clarifiedsas.aspx>; however, we will often reference the auditing standards in class, so you will need to be able to access them readily in class. The assigned Au sections will be found in the third column of the displayed pages of the AICPA web site, with the underlying SAS references in the first column.
- PCAOB Standards and Auditing Interpretations: These will be not only discussed in class, but also used at part of the individual assignment. They can be found here:
<https://pcaobus.org/Standards/Auditing/Pages/default.aspx>
<https://pcaobus.org/Standards/Pages/Guidance.aspx#AI>

Gleim: Auditing and Systems Objective Questions (can be purchased at the bookstore for about \$25) or Gleim Auditing EQE Software (<https://www.gleim.com/academia/eqe/auditing-and-systems-eqe/>). This resource will be extremely helpful for exam preparation. The text cross-reference index (Appendix A) will link the Gleim questions to your text chapters.

Materials for Class: For each non-exam class session, you need to bring with your textbook, paper, a writing utensil, access to the *AICPA Professional Standards*, and access to the PowerPoints.

Exam Materials: One Scantron form 882-E is needed for each exam. Please bring 4 Scantron forms to class on or before February 4. Do **not** put your name on the Scantrons. Instead, clip them with a paper clip, and attach a piece of paper to the Scantrons with your name on the paper. For exams you will need to bring at least two pencils with #2 lead and erasers. I will bring your Scantron and provide a four-function calculator (if needed). Outside calculators cannot be used for exams.

Course Website & Communications

Blackboard will be my primary method of communication. Through Blackboard, I will post announcements, grades, PowerPoints, and other materials. You can reach the Blackboard site at <https://elearn.uta.edu/> by logging in with your NetID and Password.

I check my e-mail frequently and encourage you to use e-mail to contact me with questions or problems. During the week, I will respond to your email within 24 hours. If you send the email late Friday or on the weekend, I will likely not respond to Monday. I may also send you messages or instructions throughout the semester, so you will be responsible for checking your UTA email (these communications will also be posted under “Announcements” on Blackboard).

Classroom Expectations

Please be on time as class starts at the designated time. Once you are in class, please stay in class for the entire time. Do not leave early and avoid disruptions with breaks during class. If for some reason you have to miss a class, arrive late, or leave early, please give me prior notice. Your presence in class is appreciated and beneficial. Do not disrupt the ability of others to listen, learn, and ask questions. Sleeping, reading, or doing work not related to class, and talking unrelated to the discussion will not be tolerated. Excessive talking in the classroom is rude and distracting to the professor and fellow students. Students causing such distractions will be asked to leave the classroom if they do not stop. Do not use your cell phone or other device for any activity not related to class. When class begins, please remove all headphones—wired or wireless. ***If you use a laptop, tablet, or other device for your textbook or note taking, please do not surf the Web, check your e-mail, play games or any other activity not directly related to the class as it may be distracting to your classmates.*** Complaints from classmates may mean that you cannot use your device during class.

Students are required to abide by the Honor Code for all class work and examinations. Appropriate action will be taken for all breaches of the Honor Code. Consequences of breaking the Honor Code include reporting the violation to the Office of Student Conduct, receiving a zero on the assignment, or receiving a failing grade in the course. The following link defines cheating, plagiarism, and collusion, which are all breaches of the Honor Code.

<https://www.uta.edu/conduct/academic-integrity/index.php>

Expectations for Out-of-Class Study

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional **9 – 12 hours per week** of their own time in course-related activities, such as reading required materials, completing assignments, reviewing previously covered material, preparing for exams, etc. Students are expected to read the assigned chapters before attending class and are expected to answer the related Gleim questions after we cover a chapter.

Grading Policy

Exam grades will be maintained in the Blackboard gradebook. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below. **NOTE: Grades are not given; they are earned by you. The points shown below are the maximum points available, nothing is guaranteed.**

Final letter grades will be posted in Blackboard once the semester is complete. No final grade will be released by email or phone.

Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

Points Distribution	
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Final Exam	200 points
Project	100 points
Total	600 points

Grading Scale	
A	540 + points
B	480 – 539 points
C	420 – 479 points
D	360 – 419 points
F	below 360 points

Letter grades will be based on the total points as shown above. Letter grades will not be based upon the percentage of points earned to total points.

Exams 1-3: 100 points each (300 points total)
Final Exam: 200 points

All exams are closed book/notes and will cover material related to the chapters listed in the schedule, including chapter readings, corresponding Gleim questions, PowerPoint slides, and in-class discussion. Exams questions will have a range of format, including multiple choice and short answer questions. Exam dates provided in the syllabus are subject to change. Though the exams are not technically comprehensive, accounting is a subject that builds on itself. Therefore, a good understanding of the previously tested material is required to do well on subsequent exams.

Students only need to bring a couple of #2 pencils with erasers. I will provide a four-function calculator (if needed) and bring the Scantron you previously turned into me.

Exam Rules:

- Students will not be allowed to ask questions during the exam. If you feel like there is an incorrect question on the exam or a question has unclear wording, you can make notes on the exam and write the question number in the top right of the exam.
- Students will not be allowed to go to the restroom or leave the exam room for any reason during the exam. If you have a medical issue that will make it difficult to sit for the entire exam, I need to see a doctor's note. Otherwise, I will consider you to be finished with your exam if you leave the classroom during the exam period.
- Students will be asked to silence and remove any smart watches, smart trackers, and cellphones from their person during exam sessions. Students will be asked to place all personal belongings at the front or back of the classroom - the only thing you should carry with you to your seat is your pencils. No "scratch" paper is allowed in the exam, unless it has been provided by the instructor. Any materials provided by the instructor must be turned in upon the completion of the exam.
- I reserve the right to seat and/or re-seat any student before or during an exam. A seating chart will be posted on the outside of the classroom door(s) on exam days. Please locate where you will seat and wait outside until I announce students can enter.
- Please arrive to class five minutes early on exam days, so that we can get started on time. Any student who arrives so late that at least one student has completed an exam will **not** be able to take the exam.

Exam Make-up Policy: Make-up exams are only given for **excused absences** (see the link below). Students who miss an exam due to an excused absence must: 1) contact me via email **before** the exam starts to inform me that you will miss the exam and provide an explanation, 2) provide documentation supporting the excused absence, and 3) arrange a time with me to take the exam **as soon as possible**. Failure to complete any of these three steps can result in a grade of zero on the missed exam. Missing an exam for any other reason will result in a grade of zero on the missed exam.

UTA's policy on what qualifies as an excused absence:

<http://catalog.uta.edu/academicregulations/studentresponsibility/#attendancetext>

Individual Project: 100 points

Students will be asked to individually work on and submit a fraud case project. The purpose of this project is to evaluate procedures to assess analytical skills and determine if fraud exists and the effectiveness of internal controls. The case and requirements for this project will be posted on Blackboard. The project must be submitted electronically through Blackboard by 11:59 on the due date (April 21). This project is meant to be worked on individually, and the submission will be subject to SafeAssign to identify students that have plagiarized the project. Late assignments will not be accepted.

Please note: I will not take questions regarding the project starting on April 18. Thus, all questions must be submitted to be before that date.

Extra Credit

To reward attendance and preparation for class, there will be sporadic in-class extra credit opportunities throughout the semester. These opportunities will not be pre-announced, and they cannot be made up if the student is not present at the time the extra credit opportunity is presented. Please do not solicit extra credit opportunities, as none will be provided to individual students and these solicitations are unlikely to result for extra credit for the whole class.

Attendance

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I expect you to be present at all classes and contribute to the classroom discussions. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

To track student participation, I will record attendance each class. A seating chart will be made the second day of class to help me learn names and keep track of attendance.

Cancelled Classes

If classes are canceled due to emergencies, a video lecture will be made accessible to the students to avoid falling behind in our schedule. Additionally, video lectures might be used to cover any material that was not able to be covered in class or to provide additional coverage to help students grasp topics the class finds difficult.

UNIVERSITY POLICIES

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>). **The last time you can drop the class is March 29, 2019, at 4 pm.** Since administrative offices may not be open late on Fridays, do not wait until 4 pm on the last drop date to drop the class.

Final Review Week

For semester-long courses, a period of five class days before the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except for makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Academic Integrity

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at: <http://www.uta.edu/universitycollege/resources/index.php>.

Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Disability Accommodations

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished

academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is https://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_All/Evac_B/Evac_B_254.pdf. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities. Should this be a real emergency, the Arlington Fire Department and UTA Police will also be here to help.

I encourage students to subscribe to the MavAlert system, which will send information in case of an emergency to your cell phone and/or email account. You can subscribe at:
<https://mavalert.uta.edu/register.php>

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Important Dates for the Spring 2019 Semester

First day of classes	Jan. 14
Late registration ends	Jan. 17
Martin Luther King Jr. Day holiday.....	Jan. 21
Spring Break holiday	Mar. 12-16
Last date to drop classes	Mar. 29
Last day of classes	May 3
Final Examination Week	May 6-10

Course Schedule

Note that this is a tentative schedule, and I may adjust as I see fit. If any revisions to the schedule take place, students will be notified and sent the revised schedule via Blackboard.

Date	Day	Reading Assignment	Topic
1/14	Mon	Ch. 1	Demand for Audit & Other Assurance Services
1/16	Wed	Ch. 2	The CPA Profession
1/21	Mon	<i>Martin Luther King Jr. Day Holiday – No Class</i>	
1/23	Wed	Ch. 3	Audit Reports
1/28	Mon	Ch. 3	Audit Reports
1/30	Wed	Ch. 11	Internal Control & COSCO Framework
2/04	Mon	Ch. 11	Internal Control & COSCO Framework
2/06	Wed	EXAM 1 (Chapters 1, 2, 3, & 11)	
2/11	Mon	Ch. 6	Audit Responsibilities & Objectives
2/13	Wed	Ch. 7	Audit Evidence
2/18	Mon	Ch. 7	Audit Evidence
2/20	Wed	Ch. 8	Audit Planning & Materiality
2/25	Mon	Ch. 8	Audit Planning & Materiality
2/27	Wed	Ch. 9	Assessing the Risk of Material Misstatement
3/04	Mon	Ch. 9	Assessing the Risk of Material Misstatement
3/06	Wed	EXAM 2 (Chapters 6, 7, & 8)	
3/11 & 3/13		<i>Spring Break Week – Enjoy the Break!</i>	
3/18	Mon	Ch. 10	Assessing & Responding to Fraud Risks
3/20	Wed	Ch. 10	Assessing & Responding to Fraud Risks
3/25	Mon	Ch. 12	Assessing Control Risk & Reporting on Internal Controls
3/27	Wed	Ch. 13	Overall Audit Strategy & Audit Program
3/29	Mon	<i>Last Day to Drop the Class – Deadline is at 4pm</i>	
4/01	Mon	EXAM 3 (Chapters 10, 12, & 13)	
4/03	Wed	Ch. 14	Audit of the Sales & Collection Cycle
4/08	Mon	Ch. 14	Audit of the Sales & Collection Cycle
4/10	Wed	Ch. 15	Audit Sampling for Tests of Controls
4/15	Mon	Ch. 16	Completing the Tests in the Sales & Collection Cycle
4/17	Wed	Ch. 16	Completing the Tests in the Sales & Collection Cycle
4/21	Sun	Fraud Case Project is due on Blackboard by 11:59 pm	
4/22	Mon	Ch. 18	Audit of the Acquisition & Payment Cycle
4/24	Wed	Ch. 18	Audit of the Acquisition & Payment Cycle
4/29	Mon	Ch. 20	Audit of the Payroll & Personnel Cycle
5/01	Wed	Ch. 23	Audit of Cash & Financial Instruments
5/06	Mon	<i>No class – finals week</i>	
5/08	Wed	5:30 – 8:30pm: Final Exam (Chapters 14, 15, 16, 18, 20, & 23)	