

Calumet College



of Saint Joseph

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## **COURSE SYLLABUS**

**Term: Fall 2018 (2018-1)**

**Course: ACCT 4700: Auditing**

<b>Instructor Information:</b>		
<b>Instructor Name</b>	<b>George F. Grzesiowski (Mr. G) MA/MBA/ABD/CPA Professor and Program Director for Accounting</b>	
<b>Office Number:</b>	<b>516</b>	
<b>Phone Number:</b>	<b>Office: 219-473-4283 Cell: 219-716-5002 (Best)</b>	
<b>Email:</b>	<a href="mailto:ggrzesiowski@ccsj.edu">ggrzesiowski@ccsj.edu</a>	
<b>Hours Available:</b>	<b>Monday</b>	<b>7:00 AM – 8:30 AM 3:15 PM – 7:00 PM</b>
	<b>Wednesday.</b>	<b>7:00 AM – 8:30 AM 3:15 PM – 7:00 PM</b>
	<b>Or, by appointment</b>	
<b>Instructor Background: See Autobiography posted in Blackboard</b>		

<b>Course Information:</b>	
<b>Course Time:</b>	<p><b>On-Line</b></p> <p><b>Each on-line class begins on Thursday and ends the following Wednesday at 11:59 PM. The course is <u>A-synchronous</u>.</b></p> <p><b>Students may log in at any time to post discussions, post assignments, or take exams. But all work assigned for each week must be posted by Wednesday by 11:59 PM.</b></p>
<b>Classroom:</b>	<b>Black Board</b>
<b>Prerequisites:</b>	<b>ACCT 210/211 and ACCT 300/301</b>
<b>Required Books and Materials:</b>	<b>Auditing and Assurance Services: An Integrated Approach. Arens, Elder, &amp; Beasley, (16th ed.). Pearson.</b>
<p><b>Learning Outcomes/ Competencies:</b> Students in this course will:</p> <ol style="list-style-type: none"> <li>1. Summarize the key requirements of the Sarbanes-Oxley Act.</li> <li>2. Describe auditors' and managements' responsibilities and audit objectives.</li> <li>3. Explain how analytical procedures are used as an audit tool.</li> <li>4. Explain how materiality and risk affect an audit.</li> <li>5. Illustrate effective internal controls.</li> <li>6. Describe the auditor's responsibility for assessing fraud risk and detecting fraud.</li> <li>7. Illustrate the effects of technology on internal controls in business.</li> <li>8. Summarize the application of the audit process to the sales and collection cycle, the payroll and personnel cycle, as well as other cycles.</li> <li>9. Apply ethical standards to issues in auditing</li> </ol> <p>This course meets the following learning objectives for the Accounting Program:</p> <ol style="list-style-type: none"> <li>1. Demonstrate knowledge of current accounting principles, auditing, and the use of accounting information by management.</li> <li>2. Develop critical thinking, problem solving, and communication skills</li> <li>3. Apply accounting theory in a practical manner.</li> <li>4. Demonstrate technology skills necessary to solve accounting problems.</li> <li>5. Meet the requirements for entry-level careers in accounting.</li> <li>6. Demonstrate the capability to critically and reflectively engage ethical issues in accounting, particularly questions pertaining to social responsibility and professional practice.</li> </ol>	
<p><b>Course Description:</b> This course is a study of the principles, practices and procedures of auditing. Students are required to integrate and apply previous coursework.</p>	

**Learning Strategies:**

The course is online offered through the blackboard platform. PowerPoint presentations and assignment solutions will be posted on blackboard. Grades will be posted on blackboard. Questions concerning assignments or course requirements can also be posted on this site.

**Open Door Policy**

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

**Experiential Learning Opportunities:**

Students will complete case studies. These are business simulations where the student is required to perform the audit procedures for selected businesses.

**Assessments:**

<b>Major Assignments:</b>	<b>Assessment:</b> Exams 440 points 44% Discussions 120 points 12% Assignments <u>440 points 44%</u> 1000 Total 100%	
<b>Class Participation</b>	Attendance in class is an important priority. To be counted as present the student must post in the discussion board or post an assignment during the course week. Accounting is a course that continues to build on the knowledge gained. It is not possible to understand and grasp the fundamentals being taught in later chapters unless the earlier chapters have been mastered. Missing classes will impede your progress.	

**Grading Scale****Percent Grading Scale:**

A: 92-100    A-: 90-91    B+: 88-89    B: 82-87    B-: 80-81    C+: 78-79  
C: 72-77    C-: 70-71    D+: 68-69    D: 62-67    D-: 60-61    F: 59 & below

**Points Scale**

A: 920-1000    A-: 900-919    B+: 880-899    B: 820-879    B-: 800-819    C+: 780-799  
C: 720-779    C-: 700-719    D+: 680-699    D: 620-679    D-: 600-619    F: 599 and below

**Course Schedule:**

<b>Class Date</b>	<b>Topic</b>	<b>Assignments</b>
<b><u>Week 1:</u></b> 8/30 to 9/5	<b>Introduction to Course</b>	<b>Overview of course</b> <b>Post an Autobiography</b>
<b><u>Week 2:</u></b> 9/6 to 9/12	<b>Chapter 1 The Demand for Audit and Assurance Services</b>  <b>Chapter 2 The CPA Profession</b>	<b>Chapter 1</b> Review questions 1-1, 1-8 Multiple choice Questions 1-14, 1-15 Discussion Questions & Problems 1-16 <b>Chapter 2</b> Review Questions 2-2, 2-7 Multiple Choice 2-15, 2-16, 2-17 Discussion Questions & Problems 2-18, 2-19
<b><u>Week 3:</u></b> 9/13 to 9/19	<b>Chapter 3 Audit Reports</b>  <b>Chapter 4 Professional Ethics</b>	<b>Chapter 3</b> Review Questions 3-6; 3-12 Multiple Choice 3-20, 3-21, 3-22 Discussion Questions & Problems 3-26 <b>Chapter 4</b> Review Questions 4-2, 4-3 Multiple Choice 4-17, 18, 19 Cases 4-28
<b><u>Week 4:</u></b> 9/20 to 9/26	<b>Exam 1 Chapters 1-4</b>  <b>Chapter 5 Legal Liability</b>  <b>Chapter 6 Audit Responsibilities and Objectives</b>	<b>Exam 1 Chapters 1, 2, 3, 4</b> <b>Chapter 5</b> Review Questions 5-2, 5-13 Multiple Choice 5-14, 5-15, 5-16 Discussion Questions & Problems 5-22 <b>Chapter 6</b> Review Questions 6-3, 6-19 Multiple Choice 6-20, 6-21, 6-22, 6-23 Discussion Questions & Problems 6-25
<b><u>Week 5:</u></b> 9/27 to 10/3	<b>Chapter 7 Audit Evidence</b>  <b>Chapter 8 Audit Planning and Materiality</b>	<b>Chapter 7</b> Review Questions 7-1, 7-8 Multiple Choice 7-21, 7-22, 7-23, 7-24 Cases 7-38  <b>Chapter 8</b> Review Questions 8-16 Multiple Choice 8-25, 8-26, 8-27, 8-28 Discussion Questions & Problems 8-29

<p><b><u>Week 6:</u></b> <b>10/4 to 10/10</b></p>	<p><b>Exam 2 Chapters 5-8</b></p> <p><b>Chapter 9 Assessing the Risk of Material Misstatement.</b></p> <p><b>Chapter 10 Assessing and Responding to Fraud Risks.</b></p>	<p><b>Exam 2 Chapters 5, 6, 7, 8</b></p> <p><b>Chapter 9</b> Review Questions 9-3, 9-8 Multiple Choice 9-25, 9-26, 9-27, 9-28 Discussion Questions &amp; Problems 9-29</p> <p><b>Chapter 10</b> Review Questions 10-15 Multiple Choice 10-19, 10-20, 10-21, 10-22 Discussion Questions &amp; Problems 10-29</p>
<p><b><u>Week 7:</u></b> <b>10/11 to 10/17</b></p>	<p><b>Chapter 11 Fraud Auditing</b></p> <p><b>Chapter 12 The Impact of Technology on the Audit Process</b></p>	<p><b>Chapter 11</b> Review Questions 11-5 Multiple Choice 11-20, 11-21, 11-22 Discussion Questions &amp; Problems 11-28, 11-29</p> <p><b>Chapter 12</b> Review Questions 12-10 Multiple Choice 12-17, 12-18 Discussion Questions &amp; Problems 12-19</p>
<p><b><u>Week 8:</u></b> <b>10/18 to 10/24</b></p>	<p><b>Exam 3 Chapters 9, 10, 11, 12</b></p> <p><b>Chapter 13 Overall Audit Strategy and Audit Program</b></p> <p><b>Chapter 14 Audit of the Sales and Collection Cycle: Test of Controls and Substantive Test of Transactions</b></p>	<p><b>Exam 3 Chapters 9, 10, 11, 12</b></p> <p><b>Chapter 13</b> Review Questions 13-4, 13-21 Multiple Choice 13-22, 13-23 Discussion Questions &amp; Problems 13-24</p> <p><b>Chapter 14</b> Review Questions 14-2, 14-12 Multiple Choice 14-21, 14-22, 14-23 Discussion Questions &amp; Problems 14-28</p>
<p><b><u>Week 9:</u></b> <b>10/25 to 10/31</b></p>	<p><b>Chapter 16 Completing the Tests in the Sales and Collection Cycle: Accounts Receivable</b></p> <p><b>Chapter 18 Audit of the Acquisition and Payment Cycle: Test of Controls, Substantive Tests of Transactions, and Accounts Payable.</b></p>	<p><b>Chapter 16</b> Review Questions 16-2, 16-4 Multiple Choice 16-20, 16-21, 6-22 Discussion Questions &amp; Problems 16-25</p> <p><b>Chapter 18</b> Review Questions 18-2 Multiple Choice 18-18, 18-19, 20 Discussion Questions &amp; Problems 18-21</p>

<p><b><u>Week 10:</u></b> 11/1 to 11/7</p>	<p><b>Exam 4 Chapters 13, 14, 16, 18</b></p> <p><b>Chapter 19 Competing the Tests in the Acquisition and Payment Cycle: Verification of Selected Accounts.</b></p> <p><b>Chapter 20 Audit of the Payroll and Personnel Cycle</b></p>	<p><b>Exam 4 Chapters 13, 14, 16, 18</b></p> <p><b>Chapter 19</b> Review Questions 19-2 Multiple Choice 19-17, 9-18 Discussion Questions &amp; Problems 19-23, 19-26</p> <p><b>Chapter 20</b> Review Questions 20-3 Multiple Choice 20-17, 20-18 Discussion Questions &amp; Problems 20-20</p>
<p><b><u>Week 11:</u></b> 11/8 to 11/14</p>	<p><b>Chapter 21 Audit of the Inventory and Warehousing Cycle</b></p> <p><b>Chapter 22 Audit of the Capital Acquisition and Repayment Cycle.</b></p>	<p><b>Chapter 21</b> Review Questions 21-10 Multiple Choice 21-17, 21-18 Discussion Questions &amp; Problems 21-30</p> <p><b>Chapter 22</b> Review Questions 22-2, 22-19 Multiple Choice 22-20, 22-21 Discussion Questions &amp; Problems 22-26</p>
<p><b><u>Week 12:</u></b> 11/15 to 11/21</p>	<p><b>Thanksgiving Break</b></p>	<p><b>No Assignments</b></p>
<p><b><u>Week 13:</u></b> 11/22 to 11/28</p>	<p><b>Exam 5 Chapters 19, 20, 21, 22</b></p> <p><b>Chapter 23 Audit of Cash and Financial Instruments</b></p>	<p><b>Exam 5 Chapters 19, 20, 21, 22</b></p> <p><b>Chapter 23</b> Review Questions 23-4, 23-13 Multiple Choice 23-18, 23-19 Discussion Questions &amp; Problems 23-20</p>
<p><b><u>Week 14:</u></b> 11/29 to 12/5</p>	<p><b>Chapter 24 Completing the Audit</b></p>	<p><b>Chapter 24</b> Review Questions 24-10, 24-16 Multiple Choice 24-21, 24-22, 24-23, 24-24 Discussion Questions &amp; Problems 4-28</p>
<p><b><u>Week 15:</u></b> 12/6 to 12/12 <b>Finals Week</b> <b>Post Exam by</b> <b>12/12by 11:59PM</b></p>	<p><b>Final Exam 6 Chapters 23, 24</b></p>	<p><b>Final Exam 6 Chapters 23, 24</b></p>

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p>
<b>Turning In Your Work</b>	<p><b>Class Policy for Assignments:</b>            Assignments are to be submitted as a Word document by the due date using the "Assignment" feature in blackboard. Chapter assignments are listed in the Course Schedule and in <b>Assignments</b> in Blackboard. <b>Assignments can be submitted if one week late with penalty of 10%.</b> After one week late assignments will incur a 100% penalty or a 0 grade.</p> <p>To post an assignment:            Click on the <b>Assignments</b> Button            Click on <b>Chapter 1 &amp; 2</b>            Scroll down to the <b>Browse My Computer</b> box and click on the box            Attach your file            Scroll Down            Click on the <b>Submit</b> button</p> <p><b>Discussions:</b>            For each Discussion students are required to post an initial answer addressing the topic (<b>new thread</b>) and post <b><u>at least two interactions</u></b> with others (<b>replies</b>).</p> <p>Well-thought-out postings that add something intellectually to the discussion are required for a good grade. Posting of the "I agree" or "Me too" variety are not acceptable for grading purposes, but often contribute to the "flow" of conversations. Humorous comments or personal notes can also stimulate conversation, but are not considered for discussion grading.</p> <p>For this course, each discussion is worth 10 points. In each posting, your ideas should be well developed (at least a paragraph) and introduce new ideas with clear evidence of critical thinking (i.e. you apply current knowledge, analyze comments, synthesize the discussion points, and evaluate the ideas. <b><u>Discussions must be posted on time and are not accepted late.</u></b></p> <p>To post an answer to an assigned discussion:             Click on <b>Discussions</b>.</p>

	<p>Review the question and click on a Discussion (i.e. Week 1 Discussion)  Click on Create Thread  Enter a subject and type your answer to the topic box.  Scroll down and click on Submit</p> <p><b>To post a reply:</b>  Click on the Discussion Board  Click on a Discussion (i.e. Week 1 Discussion 1)  Click on a student's post  Review the post and click on Reply  Enter your reply and click on Submit.</p> <p>Note: Discussion are to be entered in the message box. Do not post as an attachment. Word can be used to prepare an answer and then use copy and paste to enter the answer in the message box.</p> <p><b>Class Policy for Exams:</b>  Exams covering certain chapters will be available on blackboard and can be accessed through the Exams button. Exams are timed and you will have 1 hour and 30 minutes (90 minutes) to complete the exam. The test will save and automatically submit when time expires. If completed before time expires make sure you press the submit button. Be prepared as the exam can only be taken once.</p> <p>All exams are open book, open note.</p>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> </ul> <p>Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</p>
<b>Classroom Behavior</b>	<p>Students are expected to treat the instructor and fellow students with respect and courtesy at all times</p>
<b>Tracking Your Progress</b>	<p>Grades will be posted in Blackboard. An updated grade will be posted after each exam</p>



<p><b>Doing Your Own Work</b></p>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<p><b>Sharing Your Class Experience</b></p>	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<p><b>Withdrawing from Class</b></p>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<p><b>Student Success Center:</b></p>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<p><b>Disability Services:</b></p>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<p><b>Student Assistance Program</b></p>	<p>This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301. You can reach them at 219 473-4362 (on campus) or 219-736-4067.</p>
<p><b>CCSJ Alerts:</b></p>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at:  <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a></p>

