This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

**Course Title:** ACCT 2351 – Auditing

*Credits 3*

*Class Hours 3*

**Course Description:**
This course is a 3 credit-hour introduction to auditing. The course emphasizes the traditional role of the attest function and rendering of an opinion on published financial statements. Topics covered include generally accepted auditing standards (GAAS), the auditors’ report (opinion), professional ethics, audit evidence, planning the audit, use of ratios in detecting fraud or material misstatement, internal controls and audit procedures by specific account.

Prerequisite: ACCT 1020 with a grade of “C” or higher. Basic knowledge of Microsoft Office is recommended.

**Instructor Information:**
Name:
Email:
Office Phone:
Office Location:
Office Hours:

**Textbook and Other Materials:**

**Course Outcomes:**
Upon successful completion of this course, students should be able to:

- Explain the audit process.
- Evaluate audit risk, professional responsibility, and legal liability relative to auditing standards.
- Apply appropriate audit procedures to various audit situations.
- Conclude which type of audit opinion should be rendered, and defend the decision.
Course Competencies:
The following are detailed course competencies intended to support the course outcomes:

Given necessary data the student will:

- Distinguish between the various forms of assurance services.
- Recognize the role ethics play in both auditing and the accounting profession.
- Describe the process of dealing with an ethical dilemma.
- Discuss legal liability.
- Discuss the importance of client confidentiality.
- Discuss auditor independence.
- Explain the importance of professional skepticism.
- Discuss client acceptance and retention.
- Discuss the importance of the engagement letter.
- Explain the role management integrity plays in an audit.
- Describe the Sarbanes-Oxley Act and its effect on the auditing profession.
- Describe the role of the PCAOB, SEC, and AICPA.
- Summarize the importance of audit planning.
- Define, and distinguish between, the various types of risk that must be taken into consideration when auditing.
- Discuss materiality.
- Explain how materiality affects audit reporting decisions.
- Discuss the various types of evidence used in auditing.
- Recognize the characteristics that determine the persuasiveness of audit evidence.
- Discuss the importance of sampling in auditing.
- Describe effective internal control, and recognize when there are deficiencies.
- Distinguish between management’s responsibilities for maintaining internal control and the auditor’s responsibilities for evaluating and reporting on internal control.
- Demonstrate how to audit the following accounts: cash, accounts receivable, accounts payable, inventory, and payroll.
- Describe what constitutes ordinary and gross negligence, recklessness, and fraud; identifying examples of each.
- Identify the three aspects of the fraud triangle, and recognize warning signs of each.
- Identify the four categories of audit reports, the distinct parts within those reports, and when each category would be appropriate to issue.

The following are general education competencies intended to support the course outcomes:

- Locate, evaluate, and use multiple sources of information to determine and substantiate your decision.
- Apply basic mathematical concepts to arrive at a solution to the problem.
- Apply critical thinking skills to determine and support a solution.
- Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.
- Apply scientific thought processes to a range of situations.
**Topics to Be Covered:**
Assurance Services
Ethics
Legal Liability
Client Confidentiality
Auditor Independence
Professional Skepticism
Client Acceptance/Retention
Engagement Letter
Client Management Integrity
Sarbanes-Oxley Act
PCAOB
SEC
Audit Planning
Audit & Engagement Risk
Materiality
Audit Evidence
Audit Sampling
Internal Controls
Auditing Cash, Accounts Receivable, Accounts Payable, Inventory, and Payroll
Negligence, Recklessness, and Fraud
Audit Reports

**Course Assessments:**
The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:

**Case Studies:**
The material in this class will be presented in the form of case studies. Writing up case studies will be your homework assignments. This will be discussed further in class on the first day. Due dates can be found in the Course Schedule.

**Case Presentations:**
Students will work in teams for the case presentations. Each team will present multiple cases during the semester. Each team should create and utilize PowerPoint in their presentations.

**Research Paper:**
A research paper is required on an auditing topic of the student's choice. This assignment will be broken into three parts: choice of topic, research paper outline, and the research paper itself. The outline will be worth 5% of the students’ final grade, and the paper will be worth 10%, for a total of 15% of the student’s final grade in this course. Due dates can be found in the Course Schedule.

**Exams:**
There will be two major exams (a mid-term exam and a final exam). These exams will contain questions based on the course outcomes and competencies listed in this syllabus. Exam dates can be found in the Course Schedule.
**Grading Policy**

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<tr>
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<th>Final Grade Weight Percentages</th>
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<tbody>
<tr>
<td>Case Studies</td>
<td>40%</td>
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<tr>
<td>Case Presentations</td>
<td>15%</td>
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<tr>
<td>Research Paper</td>
<td>15%</td>
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<tr>
<td>Exams</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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**Grading Scale:**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 – 100</td>
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<td>B</td>
<td>80 – 89</td>
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<td>C</td>
<td>70 – 79</td>
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<tr>
<td>D</td>
<td>65 - 69</td>
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<tr>
<td>F</td>
<td>Under 65</td>
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**Make-up procedures for missed assignments and work.**

Please refer to your individual instructor’s syllabus.

**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

**Student Communication Channels**

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.
**ADA Compliance Statement**
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

**Classroom Misconduct**
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.