

HOUSTON COMMUNITY COLLEGE
SYLLABUS – ACNT 2331 -0001 (75812)
INTERNAL CONTROL AND AUDITING

SUMMER 2015 – Distant Education (June 8 to August 3, 2015)

Division Chair:

Dr. Mesfin Genanaw

Prerequisite:

ACCT 2302 (Principal Accounting II)

Course Description:

A study of internal control and auditing standards and processing used by internal auditors, managers, and independent public accountants. The course covers also auditing principles and procedures, auditing standards, ethics, working papers and audit reports.

Course Goals:

The Primary of this course is to introduce the students the concepts, standards, principles and procedures underlying the internal control and auditing process. At the end of this course, the students will obtain the knowledge and theory related to internal control and auditing process. Upon completion of the course, the students will understand the professional ethics, liabilities, and responsibilities of the internal and external auditors, including the importance of independence. Also, the students will obtain the theoretical and cases-basis knowledge of the audit process, including examination of auditing environment, audit planning, risk assessments, practical testing methodology applied by internal and external accountants, fieldwork performance, audit process completion, and post-audit responsibilities. Last, but not least, the student will understand the importance of Sarbanes-Oxley Act (SOX) and Public Company Accounting Oversight Board (PCAOB) in Securities Exchange Commission (SEC) audits.

This course is intended for accounting majors and CPA candidates.

Instructor Information:

Instructor:	Hong Phan, CPA
Office Location:	Central Campus
Office Hours:	Appointments for Summer Semesters
Phone #:	832-561-5680 (For text messages and voicemails Only)
Email:	Hong.phan2@hccs.edu

Textbook and Related Material (Required):

Textbooks: AUDITING AND ASSURANCE SERVICES, 6TH EDITION

By Timothy J. Louwers; Robert J. Ramsay; David Sinason; Jerry R. Strawser; Jay C. Thibodeau, Year 2015, Mc Graw-Hill.

ISBN 13: 9781259184208 (loose-leaf books)

Please NOTE:

1. Students need Connect Access Code for Quizzes. Therefore, if you intend to purchase Textbooks on Amazon, please make sure the Access Code is valid.

2. There are several purchasing options:

*A. Student can purchase Ebook and Access code at the price of \$130 by using the link (***)*

B. Students can purchase Loose Leaf Book and Access Code at \$270. Please use this URL: <http://shop.mheducation.com/highered/product.125918420X.html>

Instruction Methods:

This is a Distance Education course. Therefore, The course is taught via Eagle Online 2 and **Connect** Plus of Mc Graw-hill.

(***) URL link to Connect for ACNT 2331

<http://connect.mheducation.com/class/h-phan-summer-2015-acnt-2331-crn-57812>

It is the students' responsibility to read/study the textbook, submit required assignments/quizzes/exams on or before the due dates, regularly log into the course & participate in any on-line activities.

Evaluation Requirements:

One Connect Midterm (or Research Papers)	125 points
One Final	125 points
12 Connect TB Quizzes Mandatory (Drop Two)	250 points
Total	500 points

Grading Scale:

90 - 100%	=	A	(450 to 500 points)
80 - 89%	=	B	(400 to 449 points)
70 - 79%	=	C	(350 to 399 points)
60 - 69%	=	D	(300 to 349 points)
BELOW 60%	=	F	(0 to 299 points)

Examinations:

There are no make-up exams. The course will be closed on August 3, 2015

Regarding Final Exam, The Final Exam will be taken in person in Central campus per the Texas State Board of Public Accountancy's requirements for the upper level accounting courses. The details on the locations and dates for Final Exam will be discussed more when the class starts

Incompletes

The grade of "I" (incomplete) is conditional and at the discretion of each instructor. 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."

Grades F and FX

Grade F will be assigned to Students whose performance in class is unsatisfactory and below the passing grades.

Grade FX will be assigned to Students who stop to attend to the class or complete the assignments without any legitimate reasons. Grade FX is similar to grade F and the federal financial aid may require Students to pay back a portion of financial aid.

HCCS Website:

Our website is: www.hccs.edu

Instructor Website:

From the HCCS homepage, choose Southwest College, choose "The Learning Web," choose Faculty, type in your instructor's name. Your instructor will have a copy of the syllabus and other pertinent information for you.

ASSIGNMENT SCHEDULE

Internal Control and Auditing

The Details of Due dates will be posted on the first day of the class.

Week Begin	Part	Chapters	Topic	Quizzes
June 8	I	1, 2	Auditing Environment	Quizzes 1, 2
June 15	II	3 4	Engagement Planning Management Fraud & Audit Risk	Quiz 3 Quiz 4

June 22	II	5 6	Risk Assessments Employee Fraud	Quiz 5 Quiz 6
June 29	II	7	Revenue & Collection Midterm Review	Quiz 7
CONNECT MID TERM (The exam will be opened in two weeks) <i>(From chapters 1 to 6)</i>				
July 6	II	8 9	Acquisition & Expenditure Production Cycle	Quiz 8 Quiz 9
July 13	II	10 11	Finance & Investment Cycle Completing Audit	Quiz 10 Quiz 11
July 20	II	12	Reports on Auditing FS Final Review	Quiz 12
July 27	FINAL WEEK (Chapters 7 to 12)			

Distance Education (De) Advising And Counseling Services

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

Askdecounseling Form

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

Early Alert

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress

and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

Hcc Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the HCC 6 Drop Policy.

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

How To Drop

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center.**
- **HCC and/or professors may withdraw students for excessive absences without notification** (see Class Attendance below).
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.
- It is the students' ultimate responsibility to withdraw and drop out of the class.

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Eagle Online 2 class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing into Eagle Online 2 or My Accounting Lab for this courses , and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into Eagle Online 2 before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Disability Services

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

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

District ADA Coordinator – Donna Price – 713.718.5165
Central ADA Counselors – Jaime Torres & 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 Lott - 713.718.7218
Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910
Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

Library Resources

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit Library Resources specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

Online Tutoring

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

Social Networking

DE students are encouraged to become a fan of DE on Facebook and follow DE on Twitter. These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

Virtual Classroom Conduct

As with on-campus classes, all students in HCC Distance Education courses are required

to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

Academic Honesty:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. “Scholarly dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

SCANS – Secretary’s Commission for Achieving Necessary Skills

The Secretary’s Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation’s schools, businesses, and homes

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
<p>Resources: allocating time, money, materials, space, staff</p> <p>Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using</p>	<p>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening</p> <p>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the minds eye, knowing how to learn, and reasoning</p> <p>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity</p>

computers to process information Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies	
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SCANS workplace competencies and foundation skills have been integrated into Advanced Accounting, and are exhibited in the SCANS schedule.