



Center of Excellence - Business
Department Chair - Dr. Marina Grau
Program Coordinator – Dr. Mesfin Genanaw
Associate Chair – Charles Lewis
Instructor-Sheila Woods, CPA, CTP, MBA

Syllabus:

The syllabus is subject to change. When changes occur, the instructor will advise the students during class time and as an announcement in Eagle on Line (CANVAS) or by appropriate email methods. It is the student's responsibility when absent to check with the instructor or other students or check Eagle on Line (CANVAS) or read the appropriate emails.

COVID-19 Forms & Reporting:

HCC is implementing a variety of safety measures to help prevent the spread of COVID-19 when campuses reopen. One of the safety measures is to prevent individuals who may be infected with COVID-19 from accessing HCC buildings.

Once campuses reopen, students should ask themselves the following questions prior to returning to campus:

- Symptoms of COVID 19:
 - In the past 10 days have you had any of the following symptoms? Cough, repeated shaking with chills, muscle pain, sore throat, shortness of breath, loss of taste or smell, chills, diarrhea, headache or fever over 100.0 Fahrenheit.
- Travel:
 - In the past 14 days have you traveled to an area identified by the CDC, federal, state, or local officials that requires quarantine upon your return?
- Contact with COVID 19:
 - In the past 14 days have you had known contact with someone with a confirmed case of COVID-19?

If you answer yes to any of the above you will not be permitted on campus without prior authorization. Anyone that answers yes to the above and has plans to return to campus in the next 14 days is asked to please complete this form [Student Self-Reporting Form](#). After the form has been completed, someone from Student Services will contact you to review your circumstances and determine when you will be permitted to return to campus.

Also, any student that requests any extension for submission of any assignments/exams or requests an “Incomplete” due to COVID must submit the Self-Reporting Form. The instructor will not be able to grant extensions of assignments/exams until they are advised by the proper reviewing department that the Self-Reporting Form has been submitted and verified. The normal rule for granting “Incompletes” still applies and is granted if only a few assignments are left to be completed

The direct link to the Student Self-Reporting Form is also below
https://cm.maxient.com/reportingform.php?HoustonCC&layout_id=19

Section 1: Course Information

Course Number: ACNT 2331

Course Title: Internal Control and Auditing

Course Section: CRN 17017

Prerequisite: ACCT 2302 (Managerial Accounting)

Semester: Fall 2020

Date: August 24, 2020 – December 13, 2020

Days and hours: N/A

Location: N/A

On Line: If applicable, see Sections 6 and 13

Section 2: Instructor Information

Name: Sheila Woods

Office Location: N/A

Office Hours: N/A – by appointment

Telephone Number: N/A – see email address

Email: Sheila.woods@hccs.edu

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and discuss course topics. You may reach me via the Inbox feature in CANVAS or via email at sheila.woods@hccs.edu. Please use your official HCCS email account. I will normally respond within 24 hours Monday-Thursday and within 48 hours Friday-Sunday.

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar
- Arrange to meet with individual students before and after class, as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time:
 - CONNECT Assignments - Required
 - Course Project – N/A
 - Discussion Postings (online classes) - Optional
 - Sectional Quizzes – Required if administered
 - Class Participation (campus classes) – Required
 - Miscellaneous Assignments (periodically posted) – Optional

- Ask for help when there is a question or problem
- Sign-in and check CANVAS, CONNECT, and student email at least once per week
- Keep copies of all paperwork, including this syllabus, assignments, etc.
- Syllabus Quiz Password: Fall2331Syllabus

Section 3: Course Catalog Description:

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

Section 4: Program/Discipline/Course Goals:

A. Program/Discipline Requirements (if applicable)

- a. EXCEL-Students will work in EXCEL following textbook example formats, labels, and formulas
- b. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library)
Ethics-Students will develop personal values for ethical behavior

B. Academic Discipline/CTE Program Learning Outcomes

- a. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms, and compliance work.
- b. Students will demonstrate complete understanding of the complete accounting cycle.
- c. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, ie. Turbo Tax, Peachtree, and/or Quickbooks.
- d. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

C. Course Goals

The Primary of this course is to introduce the students to 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 the 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 environments, 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 the 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.

D. Student Learning Outcomes

- a. Students will examine the auditing environment.
- b. Students will examine audit planning.
- c. Students will examine audit testing methodology.
- d. Students will examine completion of the audit/post-audit responsibilities.

E. Student Learning Objectives

- a. Students will examine the auditing environment.
 - i. Students will discuss the performance expected of new auditors.
 - ii. Students will explain importance of auditor independence.
- b. Students will examine audit planning.
 - i. Students will visualize the relationship between giving an opinion on financial statements and determining specific audit objectives for each component of the statements.
 - ii. Students will explain how to understand the substance vs the mechanics of an audit.
- c. Students will examine audit testing methodology.
 - i. Students will explain how auditors rely on internal controls in auditing large and complex companies.
 - ii. Students will apply tests of details of balances.
- d. Students will examine completion of the audit/post-audit responsibilities.
 - i. Students will explain how understanding the client's business and independent analytical procedures can uncover staff deficiencies.
 - ii. Students will explain how a sense of suspicion provides a basis for risk assessment in review service.

F. Educational Credit for the CPA Exam

This message is applied to Students who are taking this course for CPA uniform exams in Texas. The Texas State Board of Public Accountancy (Board) requires that you have completed a baccalaureate or higher degree from a Board recognized institution of higher education to study at a Board recognized Texas community college to complete the educational requirements to qualify for the CPA Exam. Houston Community College is recognized as a qualifying Texas community college. This means that you have to have graduated from a recognized, four-year college BEFORE the first day of this class if you want this class to fulfill the Board's education requirements to sit for the CPA Exam.

The Texas State Board of Public Accountancy (TSBPA) awarded Houston Community College the designation to offer "Qualifying Educational Credits for the CPA Examination."

Section 5: Textbook Information:

- A. Auditing and Assurance Services, 7th Edition
 By Timothy J. Louwers; Robert J. Ramsay; David Sinason; Jerry R. Strawser; Jay C. Thibodeau
 Publisher: McGraw-Hill
 ISBN: 9781260212426

B. McGraw-Hill CONNECT: <https://connect.mheducation.com/class/s-woods-fall-2020-acnt-2331-crn-17017>

C. Pricing Grid

The McGraw-Hill Companies

<p>ACNT 2331 / Internal Control and Auditing The required textbook for this course is:</p>	<p>Auditing and Assurance Services w/Connect (Louwers) 7th edition ISBN: 9781260212426</p>
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FYI: This package has been customized to provide you with the greatest value for this course.

- > This book includes only the chapters from the book that I will cover in this course.
- > The custom book is bundled with Connect™ to help you succeed in this course and is also mandatory for assignment submittal.
- > If you purchase the required items separately, you will likely end up paying more than you will for this bundle.

<p>\$160 **Best Bargain!</p>	<p>\$130 **Best DIGITAL Bargain!</p>	<p>See HCCS bookstore http://hccs.bncollege.com/</p>
<p>Package: Loose-Leaf textbook w/Connect™ 7th ed ISBN 9781260212426</p>	<p>Connect™ <i>(Includes eBook and homework access only, no print book)</i> <i>*optional \$60 loose leaf print upgrade</i></p>	<p>Package: Loose-Leaf textbook w/Connect™ 7th ed ISBN 9781260212426</p>
<p><i>6 month Connect access</i></p>	<p><i>1 year Connect access</i></p>	<p><i>6 month Connect access</i></p>
<p>Print & Digital Solution</p>	<p>All-Digital Solution</p>	<p>Print & Digital Solution</p>
<p>ONLY Available Online at URL listed below*:</p>	<p>Purchase Online</p>	<p>Available at Bookstores</p>
<p>Standard 5-7 day shipping applies</p>	<p>(obtain Connect section URL from your instructor)</p>	<p>On Campus & Off Campus</p>

*<http://shop.mheducation.com/mhshop/store/HCCACC>

D. Book Image



Section 6: Instructional/Technology Methods:

- A. Eagle On Line (CANAS): <https://eagleonline.hccs.edu/login/ldap>
- B. On Line Orientation requirements, if applicable (see section 13)
- C. McGraw-Hill CONNECT (also see section 5):
<https://connect.mheducation.com/class/s-woods-fall-2020-acnt-2331-crn-17017>
- D. Students are expected to maintain a state of technical compliance, including (but

not limited to): up-to- date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using CANVAS. The instructor is NOT required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Section 7: Course Schedule (Tentative):

ACNT 2331-Fall 2020			
Regular Start 16 week Semester			
See Connect for on line assessment due dates			
Week Start	Due Date	Ch	TOPIC
Aug 24	Aug 30	1	Auditing and Assurance Services
Aug 31	Sep 6	2	Professional Standards
Sept 8: OFFICIAL DAY OF RECORD			
Sep 7	Sep 13	3	Engagement Planning
Sep 14	Sep 20	Mod B	Professional Ethics
Sep 21	Sep 27	4	Management Fraud and Audit Risk
Sep 28	Oct 4	Mod C	Legal Liability
Oct 5	Oct 11	5	Risk Assessment: Internal Control Evaluation
Oct 12	Oct 18	6	Employee Fraud and the Audit of Cash
Oct 19	Oct 25	Mod D	Internal Audits, Governmental Audits, and Fraud
Oct 26	Nov 1	7	Revenue and Collection Cycle
Oct 30: LAST DAY TO WITHDRAW			
Nov 2	Nov 8	8	Acquisition and Expenditure Cycle
Nov 9	Nov 15	Mod E	Overview of Sampling
Nov 16	Nov 22	Mod H	Auditing and Information Technology
Nov 23	Nov 29	11	Completing the Audit
Nov 25 – 27: THANKSGIVING HOLIDAY			
Nov 30	Dec 6	12	Reports on Audited Financial Statements
Dec 7	FINAL EXAM (Proctored) – Details will be posted in CANVAS		
Dec 13	Class officially closes at 11:59pm		

Section 8: Grading Processes:

- A. Students are expected to read all assigned chapters, complete and submit all assignments on due dates. Accounting is best learned through doing. Therefore, there are always homework assignments to do. This will require a considerable commitment of time and effort from you. Typically the successful student in college can count on 3 hours per week of independent study for every credit hour.

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 can 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 and continuous application of the ideas to homework problems.

Your final grade for this course is based on how well you do in meeting the evaluation requirements listed on the course outline and applying the grading scale within this syllabus.

It is very important to read the text. By reading the text, students should be able to ask questions to make the most efficient use of online discussion and lab time. Students are responsible for all textbook material covered, assigned outside readings, and material discussed in class, unless specifically excluded by the instructor.

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your future accounting courses and business careers. Students will be required to successfully complete the following:

Exercises and Problems Assignments:

All exercises and problems in Connect are the same exercises and problems as you will find in the back of each chapter. The only difference is that each student’s numbers for the exercises or problems in Connect will be different numbers than in the book or what your fellow students have (algorithmic exercises and problems).

Hints:

Some of the exercises and problems have features to allow you to watch a video of a similar exercise/problem “View Hint” will walk you through the process.

Ask your instructor feature:

The system is set that you can ask your instructor a question by using the mail feature found in each Connect problem. Students can “ask your instructor a question”. Your instructor will respond back to you by using the mail feature in Connect (so check your Connect regularly for responses back from your instructor).

Ebook and resources:

The system is set that you can click on ebook and resources that will take you direct to the section in the book that is dealing with your exercise/problem

Report a content issue:

If a student feels that there is an error with the material do NOT report these issues directly to Connect. Click “ask your instructor” while in the Connect problem. Give detailed information as to the problem. Your instructor will determine if there really is an issue and has the ability to report that issue direct to the Connect product team.

Interactive Presentations Assignments:

Interactive Presentations (IP) are an interactive audio/video that will require you to answer questions as you move along in the video. The system is set to give you two (2) attempts. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt.

Quizzes Assignments:

Each chapter in Connect has a set of learning quizzes and each student’s quiz is completely different from another student’s quiz (random pooling). Each student is allowed 2 attempts to improve their grade. Each attempt is a different set of questions. The best score will be your grade. If you complete one attempt and start another attempt and decide not to submit, the system will only use the grade from the first attempt. Quizzes do not have “check my work”.

Final Exam

Forty (40) questions covering all chapters and modules listed in the course schedule. Questions will include knowledge and comprehension questions covering accounting definitions and terminology. The exam will also include application and analysis questions concerning accounting theories and calculations.

B. HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale

FINAL GRADE OF FX

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Students that also fail to complete a minimum of the course work will also receive an FX. Minimum of Connect homework is set at 75 % of the assignments must have been submitted.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

Withdrawal (W) Grade

Instructor may withdraw Students out of this class if Students have missed so many classes. **However, it is Students' Ultimate Responsibility to enroll and withdraw out of this class.**

There is the deadline for withdrawal for each Semester. The last day to withdraw for Fall 2020 is **October 30, 2020.**

C. **Evaluation Requirements:**

Verify grades every Wednesday during the Session

Connect Assignments: 100 points per Chapter or Module x 15 Chapters/Modules	1500
Final Exam - PROCTORED	250
Syllabus Quiz	50
Total	1800 points

Grading Scale:

90 - 100% =	A	1620 – 1800
80 - 89% =	B	1440 – 1619
70 - 79% =	C	1260 – 1439
60 - 69% =	D	1080 – 1259
BELOW 60% =	F	0 – 1079

Examinations:

THERE ARE NO MAKE-UP EXAMS. All the exams and quizzes are conducted online, except for the FINAL EXAM. The class will completely close on **December 13, 2020.**

The Final Exam will be taken in person on an HCC 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.

NOTES ON FINAL EXAM

The Texas State Board of Public Accountancy allows certain upper level accounting courses to be taken as face-to-face and/or online courses.

- **Administration of final exam**-The final exam must be taken in person and be administered as a face-to-face exam that is proctored by authorized personnel of HCCS or HCCS-approved personnel.
- **Skipping the final exam**-Any student that fails to take the Final Exam will receive a zero for the exam and an "F" for the course.
- **Final Exam Scoring** - If a student's final exam score is less than 50%, then he/she will receive an "F" overall grade for the course. This will be the case regardless of the percentage that the final exam may be worth in the course overall grade-evaluation.

Upper level ACNT does not include Acnt 1303, Acnt 1329, Acnt 1313, Acnt 1382, Acnt 2382, and Acnt 1392

Section 9: HCCS and Course Policies:

A. Attendance guidelines:

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/> (see class attendance)

<http://www.hccs.edu/programs/catalog/general-course-information/> (see class attendance)

B. Active Participation:

All students should sign in a minimum of once per week in CANVAS and CONNECT.

C. Official Day date and guidelines:

Any student that does not login to CANVAS **and** register within CONNECT by the official day of record (September 8, 2020) will be dropped from the course. **You must do both.**

D. Official Withdrawal guidelines and dates with URL

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

E. HCC 6 Course Drop Policy

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures>

F. Financial Aid and Withdrawal

<http://www.hccs.edu/applying-and-paying/financial-aid/withdrawal-policy/>

G. Repeat Course Fee

<http://www.hccs.edu/programs/catalog/costrefund-information/>

H. HCC Policy Statements: See handbook

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

I. Americans with Disabilities Act (ADA)-Students with Disabilities:

<http://www.hccs.edu/support-services/disability-services/student-resources/>

<http://www.hccs.edu/support-services/disability-services/>

J. Academic Honesty:

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

K. Student Services

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

L. Incompletes

M. Title IX Parenting and Pregnancy Guidelines

<http://www.hccs.edu/support-services/disability-services/student-resources/>

N. Campus Carry Law

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015).

For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

O. If an on line class see Section M.

Section 10: **International Students:**

A. Please contact the International Student Office at 713-718-8520 if you have additional questions about your visa status.

B. <http://www.hccs.edu/support-services/international-students/>

C. Effective Fall 2017, F-1 international students must earn letter grades (A, B, C, D or F). A grade of “FX” (failing because of non-attendance) will no longer count towards the full-time enrollment requirement. “FX” is not considered a valid letter grade and demonstrates the student is not maintaining F-1 immigration status.

D. Also, please note that the longstanding policy of “W” grades not counting toward full-time enrollment remains in effect.

E. F-1 students must maintain at least 12 credit hours during the fall and spring semesters (9 credit hours during the summer, if this is their first semester of attendance at HCC). International students holding an F-1 visa are limited to no more than the equivalent of

one class or 3 credit hours of distance education (online class) per semester that will count towards the full-time status

Section 11: Student Support - Technical Support - Tutorial Services

- A. Tutorial Services: <http://www.hccs.edu/resources-for/current-students/tutoring/>
- B. Technical Support: <http://www.hccs.edu/online/technical-support/>
- C. Student Support Services: <http://www.hccs.edu/support-services/>
- D. Password resets: <http://www.hccs.edu/resources-for/current-students/password-reset-information/>

Section 12: EGLS3

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Section 13: On Line Class-Additional Information: Applicable if class is an On-Line Class

On-Line Orientation: MANDATORY FOR HCC On Line Classes

Complete your on-line orientation

<http://www.hccs.edu/online/>

or <http://www.hccs.edu/online/class-orientation--handbook/>

and then locate the link for Orientation. If you are having problems assessing the class, contact a HCC On Line support technician at 713-718-5275. You also may visit the HCC Support Center at <http://www.hccs.edu/online/>

Student Handbook: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

The HCC On Line Student Handbook contains policies and procedures unique to the On-Line student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the

handbook's contents. The handbook contains valuable information, answers, and resources, such as On Line contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the On-Line Student Handbook by visiting this link: <http://www.hccs.edu/online/>

HCC On Line for advising, counseling, social networking, facebook, twitter, library sources: <http://www.hccs.edu/online/>

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC On Line 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 faculty 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 being removed from the class.

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor to achieve this critical goal. Inappropriate behavior also includes emails that the language of the email is considered by the instructor as not being conducive to a positive environment. Your instructor will advise you if the email is inappropriate and ask for you to refrain from future inappropriate emails. The instructor has the right to refer all actions deemed inappropriate to Administration for further action