



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

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**ACNT 2331 – Internal Control and Auditing**  
CRN 34567 – Fall 2017 (Regular Start) – Online  
Term: August 28, 2017 – December 17, 2017  
Last assignment due (See Connect)

**ATTENTION: Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support.**

**Furthermore, please notify me if you are comfortable in doing so. You may also click on the following link for additional resources: [www.hccs.edu/harveystudentresources](http://www.hccs.edu/harveystudentresources)**

### **Important Links**

This class will be using CANVAS <https://eagleonline.hccs.edu/login/ldap>. You will be required to log into CANVAS at least once a week to read any announcements and grades that are posted and review your grade book.

This class will use McGraw-Hill CONNECT for all assignments, quizzes, and exams:

<http://connect.mheducation.com/class/s-woods-fall-2017-acnt-2331-crn-34567>

### **YOU MUST READ THE FOLLOWING**

1. CANVAS is required for this class-See page 1 Quick Mail-see page 2
2. Technical Compliance-see page 2
3. Calendar-see page 3 - 4
4. Grade scale and grade of FX-see page 6
5. Assignments graded and required for this class located in the McGraw-Hill Connect Learning Module System-see pages 6-8
6. Text book information and McGraw-Hill Connect information-see pages 9-10--**The purchase of Connect is mandatory for this course**  
<http://connect.mheducation.com/class/s-woods-fall-2017-acnt-2331-crn-34567>
7. Attendance guidelines for face to face, hybrid and Online classes-see Pages 11--  
Official Day of record---Lack of participation-Connect Assignments
8. Drops and Withdrawal guidelines-see pages 12
9. Incompletes-see page 13

**Instructor Information:**

Instructor:	Sheila Woods
Email:	Sheila.woods@hccs.edu

**QuickMail and Official HCCS Email**

This class will use Mail through CANVAS which will go to your HCCS email address. You also may email me direct at [sheila.woods@hccs.edu](mailto:sheila.woods@hccs.edu). Any modifications to any schedule will be posted in an “Announcement,” email or a revision in the syllabus. To communicate with your instructor you must use either Mail through CANVAS or use your official HCCS email account.

**Syllabus Changes**

The syllabus is subject to change. When changes occur the instructor will advise the students via an announcement in CANVAS and via email. It will be the students’ responsibility to regularly check CANVAS and email.

**Technical Compliance:**

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.

**Course 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.

ACNT 2331 provided by HCCS is qualified for CPA uniform exams per Texas State Board of Public Accountancy.

**Prerequisite:** ACCT 2302 (Managerial Accounting)

**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.**

**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."

**Program/Discipline Requirements: If applicable:**

1. EXCEL-Students will work in EXCEL following textbook example formats, labels, and formulas
  2. 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

**SCANS or Core Curriculum Statement**

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

<b>ACNT 2331-Fall 2017</b> <b>Regular Start 16 week Semester</b> <b>See Connect for on line assessment due dates</b>			
<b>Week Start</b>	<b>Due Date</b>	<b>Ch</b>	<b>TOPIC</b>
Sep 11	Sep 17	1	Auditing and Assurance Services
Sep 18	Sep 24	2	Professional Standards
Sep 18	<b>OFFICIAL DAY OF RECORD</b>		
Sep 25	Oct 1	3 Mod B	Engagement Planning Professional Ethics
Oct 2	Oct 8	4	Management Fraud and Audit Risk
Oct 9	Oct 15	5	Risk Assessment: Internal Control Evaluation
Oct 16	Oct 22	6	Employee Fraud and Audit of Cash
Oct 23	Oct 29	7	Revenue and Collection Cycle
Oct 30	Nov 5	8	Acquisition and Expenditure Cycle
Nov 3	<b>LAST DAY TO WITHDRAW</b>		
Nov 6	Nov 12	9	Production Cycle
Nov 13	Nov 19	10	Finance and Investment Cycle
Nov 20	Nov 26	11 Mod E	Completing the Audit Overview of Sampling
Nov 27	Dec 3	12	Reports on Audited Financial Statements
Dec 4	<b>FINAL EXAM (Proctored) – Due Dec. 10<sup>th</sup> (HCC Proctor Date TBA)</b>		
Dec 17	<b>Class officially closes at 11:59pm</b>		

**Instructional Methods: 100 % Online**

This is an Online course. Therefore, the course is taught via CANVAS **and** McGraw-Hill Connect.

This course is qualified as Education credit for Uniform CPA exams per Texas State Board of Public Accountancy. Please read Education Credit Disclaimer.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

As a student wanting to learn about the field of accounting, it is your responsibility to read/study the textbook, submit required assignments on or before the due dates, study **and** take the exams/quizzes on or before the due dates, participate in online discussion and activities, regularly log into the course, and enjoy yourself while experiencing the real world of accounting.

**Evaluation and Requirements:**

Students are expected to read all assigned chapters, complete and submit all assignments on or before the due dates. Your assignment grades will be posted in Eagle on Line every Wednesday. Verify grades every Wednesday during the Session.

This course will use the book publisher **McGraw-Hill CONNECT Learning Module** for all of your on line work.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below. You will receive the grade earned, based on all coursework.

**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 2017 is **November 3, 2017.**

### **Evaluation Requirements:**

Verify grades every Wednesday during the Session

Connect Quizzes 30 points per Chapter or Module x 14 Chapters/Modules	420
Final Exam - PROCTORED	300
<b>Total</b>	<b>720 points</b>
Extra Credit (CPA Quiz)	50 points

### **Grading Scale:**

90 - 100% =	A	648 – 720
80 - 89% =	B	576 – 647
70 - 79% =	C	504 – 575
60 - 69% =	D	432 – 503
BELOW 60% =	F	0 – 431

## **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 17, 2017**.

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**

## **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”.

**Textbook and Related Material (Required):**

**Textbooks: AUDITING AND ASSURANCE SERVICES, 7TH EDITION**

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

ISBN: 9781260212426

Once you have purchased your materials from the bookstore, direct from McGraw-Hill or if you are ready to purchase access directly online, go to the appropriate registration page for your section listed below:

**<http://connect.mheducation.com/class/s-woods-fall-2017-acnt-2331-crn-34567>**

**DO NOT SIGN INTO THE ABOVE URL UNTIL August 27, 2017**

To register, confirm that you are on the appropriate page by reviewing the course and section information listed on the site. If the course and section information listed is correct, click on the “Register Now” button, and follow the instructions on the site to complete your registration. **You will register with the Connect code or temporally register with the Courtesy period that normally is 14 days.**

The McGraw Hill Connect system allows you to register without immediately paying. **You do have a 14 calendar day period before you have to pay but do not pass that Courtesy period of paying as your**



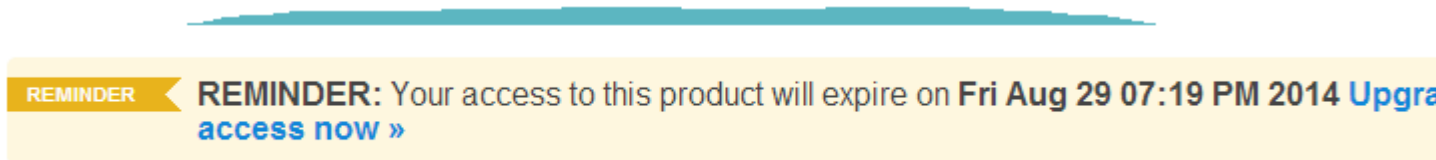
**account will expire and you will not have access to Connect.** The Courtesy period is a courtesy offered by McGraw at our request but all students are required to pay. If you pay and then withdraw or drop, Connect will honor your registration for a certain number of days normally where you can take the course again the next semester.

There is no reason to delay registering. There is also no reason to get behind as the Connect system does offer the ability to use the ebook portion of Connect

If you run into any technical difficulties, please call **McGraw-Hill's Customer Experience Group** by dialing **1(800)331-5094** or submit the "*Contact Us*" form found online at [www.mhhe.com/support](http://www.mhhe.com/support). I suggest for a faster response, CALL.

If you register temporarily with the courtesy period you can upgrade through your instructor's URL. The below reminder will always be there when you log into Connect.

Example below:



When you do this, input your code that you got from option 1 or 3 above.

If you Click the button to buy on line instead of option 1 or 3 then you will get the digital ebook with Connect.

## **HCC Policy Statements**

Link: <http://www.hccs.edu/district/students/student-handbook/>

## **Americans with Disabilities Act (ADA)-Students with Disabilities:**

<http://www.hccs.edu/district/students/disability-services/ability-services-policies-and-procedures/>

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

## **Academic Honesty:**

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

## **Students Rights: Anti-Discrimination**

<http://www.hccs.edu/district/students/anti-discrimination/>

<http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/>

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-Discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC.

Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number.

## **Attendance:**

As stated in the HCC Catalog, all students are expected to attend classes regularly.

Official Day of Record-June 12, 2017: You must have signed into CANVAS before 3:00PM this day or registered in CONNECT by this date: Otherwise subject to withdrawal.

**If not, you will have been considered as never attending and the registrar's office will drop you from this course. I will NOT reinstate you.**

## **Drops and Withdrawals: HCC Course Withdrawal Policy**

See below link for guidelines and rules

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

**If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:**

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

### HCC 6 Drop Policy

Financial Aid and Withdrawal

<http://www.hccs.edu/programs/financialaid/withdrawal-policy/>

International Students: Receiving a **W** in a course may affect the status of your student visa. Once a **W** is given for the course, it will not be changed to an **F** because of visa considerations.

<http://www.hccs.edu/district/students/international/>

### **Repeat Course Fee**

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

### **Incompletes:**

It is my policy not to give a grade of “T” (incomplete).

### **HCC Student Services Information**

**Link:** <http://www.hccs.edu/district/students/student-handbook/>

### **INTERNATIONAL STUDENTS**

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

<http://www.hccs.edu/district/students/international/>

### **EGLS3 -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **CAMPUS CARRY**

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/district/departments/police/campus-carry/>