

# ACC 4020: Auditing I

Shorter University  
Ledbetter College of Business

## Course Information

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A study of the principles of internal and independent auditing, the criteria for the establishment of internal controls, and the effect of these controls on examinations and reports.

Prerequisites: ACC 3120

### *Required Textbook*

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Messier, Glover, & Prawatt, Auditing and Assurance Services: A Systematic Approach, 9th edition, McGraw-Hill.

## Course Learning Outcomes

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1. Students will prepare organized audit documentation (Principles I, III, VIII).
2. Students will draft appropriate audit reports for a given audit situation (Principles I, III, VIII).
3. Students will develop the ability to explain the objective of conducting an audit of financial statements and distinguish management's responsibilities for preparing financial statements from the auditor's responsibility for verifying those financial statements (Principles I, IV, VIII).
4. Students will explain the importance of ethical conduct for the accounting profession by resolving dilemmas using an ethical framework (Principles I, III, IV, V, VIII).
5. Students will describe assurance services and distinguish audit services from other assurance and nonassurance services provided by CPAs (Principles I, III, IV, VIII).

## Grading

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- Discussion Forums 80 pts.
- Earthware Assignments 40 pts.
- ACL Assignments 50 pts.
- Individual Cases 60 pts.
- Homework Assignments 80 pts.
- Quizzes 200 pts.
- Total 510 pts.

### *Grading Scale*

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A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= Below 60%

## Assignments / Due Dates / Point Values

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Note all due dates tentative. Always check the course website for changes in due dates!

All Assignments are considered late after 11:55 pm EST on the due date.

### *Attendance*

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Attendance is determined by completion of assignments and discussion boards.

### *Discussion Forums*

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Please post on 2 different days, at least one original response by initial post due date and two additional responses on a different day and by the response post due date.

Please refer to the discussion forum rubric on Moodle which will be used to score the quality of your answer.

### *Earthware and ACL Assignments*

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The textbook has included a fictitious company, Earthware, with simulated auditing assignments. This textbook also has also included problems using ACL, audit software used by many accounting firms. The ACL software CD should be included with your textbook. These assignments can be worked in groups or individually, but each student is responsible for turning in an assignment via Moodle prior to the start of class on the due date in order to receive full credit.

## Other Information

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1. The instructor is under no obligation to accept late work. Any late assignment accepted will receive a FIVE POINT DEDUCTION FOR EACH DAY IT IS LATE!!!

2. All assignments should be uploaded to the course website unless indicated otherwise. No assignment is accepted via email unless specifically requested by instructor.

3. Students should expect to receive a response to all emails or inquiries within 24 business hours.

4. See the Shorter University Handbook regarding academic dishonesty. Students will abide by all rules and regulations set forth by Shorter University.

5. Please refer to your Student Handbook for information regarding the Honor Code.

All assignments should contain the following header: I have neither given nor received any unauthorized aid on this assignment. Signed: \_\_\_\_\_

6. See the Shorter University College of Business Student Handbook for additional information regarding classroom and School policies.

If you have a disability and feel you may need accommodations, please contact the Director of Educational Support in FSU 233-7323.

# Academic Integrity Policy

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## *A Community of Honor*

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As a liberal arts university committed to the Christian faith, Shorter University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Shorter University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

## *Academic Dishonesty*

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"Academic Dishonesty" is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

"Cheating" is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

"Plagiarism" is the taking or attempted taking of an idea, a writing, a graphic, musical composition, art or datum of another without giving proper credit and presenting or attempting to present it as one's own. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards.

## *Procedure*

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A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to master academic assignments independently, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. If an instructor determines that the student is guilty of academic dishonesty, the instructor must discuss the matter with the student. In the event the instructor cannot reach the student in a timely manner, such as when the student has gone home at the end of a semester, the instructor may assign a grade of "I" (Incomplete) until the student can be contacted and the matter of academic dishonesty discussed. The instructor then completes the "Academic Violation Form" (see Appendix A) which should include evidence and other necessary documentation. The instructor will determine the appropriate remedy: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the remedy for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line must be completed on the Academic Violation Form. (See the Appeals section below for more information regarding the appeals process)

C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's for the placement in the student's permanent record. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students,

provost, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost.

D. If upon receipt of the Academic Violation Form the Registrar determines that the student is guilty of a second offense, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the remedy specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any SU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost.

### Appeals

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A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing to the chair of the appropriate department by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the completion date of the Academic Violation Form. This statement should contain the reasons for which the student is appealing the instructor's decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten 27 regularly scheduled class days of receiving the written appeal, the department chair will notify in writing both the instructor and the student of the chair's decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.

B. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action. When, in the opinion of the department chair, a student's appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student's appeal, the department chair may request that the Registrar remove the Academic Violation Form from the student's record. The chair will notify both the student and the instructor of this action.

C. If the student files the initial appeal or elects to appeal the chair's decision during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor or department chair is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term. In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost will make the final determination.

D. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the department chair. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.

E. All results from the proceedings of the Academic Dishonesty Appeals Committee should be reported to the appropriate academic dean, dean of students, provost, and president as information.

NOTE: During the appeals process, the student may continue to attend the class in which the violation occurred.

**Disability Services:** If you believe you are entitled to reasonable accommodation based on a documented disability (per The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973), please contact Student Support Services at 706-233-7417 or visit <http://www.shorter.edu/disability-services> for more information.