

**Reinhardt University**  
**Course Syllabus**  
**BUS 477: Auditing (3 Credits)**

Time: MWF 8 - 8:50 am  
Instructor: Beverly A. Smith  
Dates: Spring 2024  
Cell Phone: 770-548-1902  
Office hours: By Appointment

Email: [beverly.smith@reinhardt.edu](mailto:beverly.smith@reinhardt.edu)

Location: Business Office

Text: Auditing & Assurance Services: A Systematic Approach with Connect, Messier, 12th Edition, McGraw Hill. ISBN 9781260248579

**Covid 19 Statement**

Please find the latest Covid-19 policy at:

<https://www.reinhardt.edu/student-life/student-services-resources/COVID-19-Updates>

If you have any questions, please refer to the website or contact Reinhardt University at the numbers below.

Campus Nurse within the Student Health Center [nurse@reinhardt.edu](mailto:nurse@reinhardt.edu), 770-720-5542 or [www.reinhardt.edu/nurse](http://www.reinhardt.edu/nurse).

Public Safety Non-Emergency Phone: 770.720.5789 Emergency Phone: 770.720.5911  
[publicsafety@reinhardt.edu](mailto:publicsafety@reinhardt.edu)

Dean of Students [deanofstudents@reinhardt.edu](mailto:deanofstudents@reinhardt.edu), 770-720-5540

Office of the VPAA 770-720-9102

All guidance and protocols listed here are subject to change based on recommendations from the CDC and Georgia Department of Public Health.

Credit Hours: Over 15 weeks, students will spend 150 minutes per week in lectures,

class discussions, and examinations (37.5 hours for the semester). Instructional time includes a 3-hour final exam. Out-of-class work includes homework and preparation for exams and quizzes and is estimated at around 300 minutes per week (75 hours for the semester).

## **COURSE DESCRIPTION**

In this course you will learn the objectives and standards of auditing, the rules governing the practice of auditing, and the procedures employed by auditors to assess and report on the internal controls of a business and the reliability of its financial information. Prerequisite: BUS 202

## **STUDENT LEARNING OUTCOMES**

Upon completion of the course, students will

1. Understand the ethical and regulatory environment of public accounting (M3, M4, UD4)
2. Understand the auditor's logic process (M1, M4, M6, UD2)
3. Understand the nature and purpose of internal controls and security (M4, M6, UD2)
4. Understand risk assessment and assurance for financial and non-financial reporting (M1, M2, M4, UD1, UD2)
5. Understand basic accounting information systems (M6)
6. Understand the types of audit evidence to be gathered for audits of account balances and classes of transactions (M4, UD2)
7. Understand the writing of audit programs to accomplish the gathering of audit evidence referred to above (M2, UD1)
8. Understand the auditor's reporting requirements (M2, UD1)
9. Explore relevant political, economic and social issues in the accounting (M3, M5, UD3, UD4)

## **McCamish School of Business Learning Objectives:**

1. Critical Thinking, Analytical and Problem-Solving Skills - analyze business situations using information and logic to make recommendations for problem solving and decision making
2. Interpersonal, Teamwork, Leadership, and Communications Skills -use team building and collaborative behaviors in the accomplishment of group tasks and will communicate effectively the problem alternatives considered, a recommended solution, and an implementation strategy in oral, written, and electronic form.
3. Ethical Issues and Responsibilities - recognize and analyze ethical dilemmas and propose resolutions for practical business solutions.

4. Functional Business Knowledge - apply foundation business knowledge and skills to develop competent decisions within each Business discipline - management, marketing, accounting, and information
5. Awareness of Global and Multicultural Issues - develop awareness and analyze global and multicultural issues as they relate to business.
6. Technology Skills - effectively use current technology for business applications.

## **Reinhardt University Student Learning Outcomes**

### **Domain I: Communication**

Students will demonstrate:

1. Effective expression of ideas through writing, speech, and visual media.

### **Domain 2: Critical Thinking and Inquiry**

Students will demonstrate:

2. Integrative, critical thinking and inquiry-based learning using evidence, logic, reasoning, and calculation.
3. Knowledge of various research methodologies, information, technological, and scientific literacy.
4. Independent thought and imagination; preparation for lifelong learning.

### **Domain 3: Self, Society and Culture**

Students will demonstrate:

5. Knowledge of the traditions of Western civilization and their global context.
6. Knowledge of the diversity of societies and cultures; the ability to view themselves and the world from cultural and historical perspectives other than their own.

### **Domain 4: Values and Ethics**

Students will demonstrate:

7. Integrity and ethical responsibility.
8. Understanding of and commitment to physical, emotional, and spiritual wellness.
9. Stewardship and civic engagement, coupled with the ability to work with others both collaboratively and in leadership roles.

## **LEARNING PROCESS**

Auditing is a competency that you **MUST** have to succeed understand accounting processes in any business program. The learning process is a collaborative one. I can teach; but you must do your part to learn, which you should do by being prepared for each class. The text will be the focus of the class, so you should read the text and try the homework before we discuss it in class.

**It is imperative that you keep up in your assignments.**

## **EVALUATION**

<b>Assignment Category</b>	<b>Percentage of Total</b>
<b>Homework Assignments</b>	<b>25%</b>
<b>Tableau</b>	<b>25%</b>
<b>Audit Reports/Mini Cases</b>	<b>25%</b>
<b>Group Project</b>	<b>25%</b>
<b>Total</b>	<b>100%</b>

## **GRADING SCALE**

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 59 and below

**Please note, to maintain fairness in this course, extra credit is provided only at the discretion of the instructor and offered to the entire class. None will be granted at the end of course to raise your grade. Late work is not accepted. Thank you!**

## **COURSE FORMAT**

This course employs a collaborative learning model that allows all participants to learn from each other, and organized around the following delivery modes:

- Weekly guided out-of-class independent reading, learning exercises, homework assignments
- Weekly asynchronous out-of-class/online practical problem-solving exercises,
- Weekly face-to-face, in-class lectures and practical problem-solving exercises,
- Weekly face-to-face, in-class hands-on individual, and team exercises and discussions,

## **INSTRUCTIONAL METHOD**

The lecture portions of the course will focus on the applications of the principles, theories, and methods covered by the materials to practical problem-solving exercises and discussions, supplemented and elaborated with real-life business examples and experiences. Students are expected to provide the bulk of class participation by discussing topics, questions, and actual experiences. Each student is therefore expected to have read the assigned weekly readings and do the homework before coming to class and to participate in the class discussions. Hands-on practice is necessary to learn the discipline of auditing which is heavily integrated with technology, whether using Excel or using specific audit software. In addition, assignments drawing on skills learned in other classes (e.g., use of Excel spreadsheets) will help you reinforce these skills that are needed in today's business environment.

## **ASSIGNMENTS**

### **Homework, Quizzes, Mini-Cases, and Tableau**

For each chapter, you will need to complete related homework and Tableau assignments in Connect. Please review the information located in Canvas for additional information on how to access Connect and utilize this resource during the term.

### **Readings**

The directed reading component of the course will involve reading done independently by the student, with learning assessed through homework problems and quizzes. The classroom and directed reading components of the course will be complimentary.

### **Attendance/Participation**

You are expected to attend every class meeting, be prepared for class having read the chapters and completed the homework so that you can actively participate in class discussions, answer and ask questions. If you are not in class, then you will not be able to participate and will miss important concepts and information.

### **Group Project/Case Study**

The details for the group project/case study will be posted in Canvas.

## **POLICIES AND PROCEDURES**

Cheating/Plagiarism - Don't. You earn a 0 for the assignment or exam and could result in an F for the course. This includes sharing your work with another student or copying another student's assignment. It also includes presented any other person or source as your own work.

Late work is not accepted! Please plan your time accordingly. Assignments will be closed on the due date and will not be accepted beyond the due date.

Missed classes -IF YOU MISS CLASS, YOU ARE RESPONSIBLE FOR FINDING OUT WHAT WAS COVERED and getting notes from another student.

Makeup exams - Inform the professor in advance of any known absences. Arrangements will be made for excused absences. No excuse will be accepted after the exam is given.

Electronic Devices may only be used for financial calculations when we are in this class. Texting/Emailing, Using the Internet/Facebook, or any other areas not related to this class is rude, inappropriate, and poor etiquette. Please refrain from this in class.

Reinhardt e-mail accounts are the official means of communication. The instructor will only correspond with students via Reinhardt e-mail accounts.

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

**The Center for Student Success located on bottom floor of Lawson, room 035, is a free tutoring service available to all students.**

**For appointments--go to Reinhardt webpage; click on**

**Academics. When the next page appears, click Center for Student Success. On that screen, click Student Appointment Form. Fill out required fields and then submit.**

**If you would prefer to call, the number is 770-720-9232.**

**The Americans with Disabilities Act (ADA)** is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with

Disabilities Act, you are required to register with the **Academic Support Office (ASO)**. ASO is located in the basement of Lawson Building. Phone is 7707205567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

### **Academic Integrity**

All students are expected to adhere to the highest standards of academic integrity, and to abide by the Reinhardt Honor Code. Also, all students are expected to be familiar with the Reinhardt policy on academic dishonesty stated in the University Catalog and in the Student Handbook. Plagiarism (using the ideas and phrases of others without crediting them, therefore claiming those ideas and phrases as your own) will not be tolerated in this course or on this campus. To avoid such academic dishonesty, you must use a citation (footnote or in text) for all ideas drawn from your reading and research, including research in encyclopedias and online, even when you have restated those ideas in your own words.