COURSE DESCRIPTION AND PURPOSE
Further development of material covered in ACG 4632, with special emphasis on additional reporting topics and audit techniques not previously addressed.

COURSE LEARNING OUTCOMES
As in Auditing I, this course examines the process of gathering and evaluating evidence to determine whether a client company’s financial statements are fairly stated in accordance with GAAP or AFRF, as well as many reporting issues. We also will examine a number of other issues pertaining to auditors, including accounting and review services, the Attestation Standards, Government Auditing, etc. As we cover topics, we will also discuss how the auditor can minimize audit risk as well as audit risks and procedures relating to auditing in computerized environments. We will also stress ethical issues whenever possible and complete an extensive fraud case study. These goals will help you meet the following performance objectives. At the conclusion of the course, you should be able to:

- Understand various reports, including audit, attestation, review, and compilation reports
- Read and comprehend authoritative guidance for auditing and attestation
- Employ appropriate ethical conduct in your work, as well as understand issues relating to auditor ethics
- Apply analytical and detective skills to solve fraud cases
- Research auditing issues on the internet, as well as other appropriate media
- Discuss recent and upcoming accounting changes
- Maintain current competency in auditing after completing the course so that you can keep current with the profession
- Pass the auditing section of the CPA Examination!

REQUIRED COURSE MATERIALS
2. Bisk CPA Review – Auditing and Attestation (2014/43rd ed.) This is available through the bookstore and through the publisher directly ($25– email Sara Knight: sara@bisk.com).
3. Computer with webcam and recording capabilities. You will need to download the Respondus Lockdown browser to take the online quiz (instructions will be provided on Canvas).
4. Additional materials may be posted on Canvas throughout the semester. I will make every effort to post items required for class by 10PM the evening before class (Wednesdays). You are responsible for checking Canvas and printing all necessary materials for class. All supplementary material represents intellectual capital property of the professor and may not be copied or sold without the express permission of the professor.

PREREQUISITES
Students must have completed ACG 4632 (Auditing I) with a “C” or better (not C-).
GRADE INFORMATION:

Course grades will be assigned based on total points earned:

<table>
<thead>
<tr>
<th>Grade &amp; %</th>
<th>Area</th>
<th>Point Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 – 100%</td>
<td>Quizzes (4 @ 50 pts each)</td>
<td>200</td>
</tr>
<tr>
<td>B = 80 – 89.9%</td>
<td>Group Presentation</td>
<td>50</td>
</tr>
<tr>
<td>C = 70 – 79.9%</td>
<td>Presentation Handout</td>
<td>10</td>
</tr>
<tr>
<td>D = 60 – 69.9%</td>
<td>Presentation Critiques</td>
<td>20</td>
</tr>
<tr>
<td>F = &lt; than 60%</td>
<td>BeanCounters Group Case</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Total Possible Points</td>
<td>350</td>
</tr>
</tbody>
</table>

Note: No grades in this course will be curved. Additionally, the +, - system will not be used; however the professor reserves the right to grant + or - grades in extreme borderline letter grade situations. + or - grades would only be given to help a student and never to hurt their grade. The professor reserves the right to modify the point allocation including adding or taking away assignments if necessary.

HOMEWORK & ASSIGNMENTS

Group Presentations: Students will work in pairs or groups to record a lecture covering a topic given by Professor Lively from the Bisk textbook. Students must use Blackboard Collaborate to record their presentations. These video sessions will be provided for you on Canvas. Students may choose their own topics and must sign up for a topic, first-come first-served, on Canvas. An announcement will be made on Canvas when the topics are available for signup. Before this time, you may view the topics and corresponding due dates on Canvas under Files. More information regarding this assignment will be posted on Canvas or discussed in class throughout the semester.

Presentation Handout: Since your presentation will serve as the “lecture” for this chapter of the textbook, groups are expected to provide a handout (may be a Powerpoint file or Word Doc) to Professor Lively and your classmates which should serve as a learning aid for that topic. Your handout should be (1) professional (no typos, cleaning looking, etc.); (2) complete and accurate (nothing missing or incorrect); (3) concise (covering the main points and summarizing information, and not merely repeating the entirety of the information given in the Bisk book).

Presentation Critiques: Students are required to watch each group’s presentation and post a comment to the discussion board. The comment should answer the following question: What about the presentation could have been stronger? If nothing (i.e. you thought the presentation was perfect), list two things the presenters excelled at. Comments are expected to be well thought out and well written. Brief or weak answers will not receive full credit. Extra-credit Opportunity: There will be a separate discussion board for each presentation where you can post either (1) major topics or information that was missing from the group’s presentation; or (2) errors in the information (not merely typos or grammar mistakes) from within the video presentation or the handout provided by the group. Professor Lively will review your comments and decide if extra credit is warranted. These are determined and awarded at the discretion of the professor.

BeanCounters Case: This group case will give you the opportunity to practice detecting and solving fraud cases within a firm’s accounting records. This case, including all instructions will be provided on Canvas during the semester. You will be expected to work on this case with your group during normal class times as indicated in the Course Schedule (see Excel file on Canvas).
**Late Assignments:** Due to the nature of this course, late assignments (quizzes, presentations, discussion board comments, etc.) will NOT be accepted late. There will be no exceptions to this rule for reasons such as faulty internet connection, slow upload, etc. You are strongly encouraged to submit assignments before the deadline to allow for technology or other unexpected issues.

**QUIZ POLICIES AND MAKEUPS**
Quizzes will be comprised of a combination of question formats including multiple choice, true/false, short answer, short essay, problems, etc. Students are responsible to begin/arrive on time. No time extensions will be made for being late or for technology problems due to lack of preparation. In the event of a missed quiz, a score of zero will be assigned. If the student must miss a quiz but **contacts me prior to missing the quiz**, and has a **valid excuse (as determined by the professor)**, no makeup quiz will be given, but the student will be able to take a comprehensive quiz near the end of the semester. Documentation, such as a doctor’s note for an excuse of illness, must be provided.

**GRADING OF ASSIGNMENTS AND QUIZZES**
I will make every effort to grade quizzes within one week. Students have 1 week from the time an assignment or quiz is returned or posted to question grading. After that, you may still review your quiz or assignment; however, grades will not be adjusted. Students who are not able to comply with the 1 week rule must contact the instructor as soon as possible to explain the circumstances. For example, a student who must return home for family reasons and who will be absent for several days, should inform the instructor, who will then make suitable arrangements for the student to have a fair chance to review his/her quiz. Office hours are the best time to leisurely review your quiz. If office hours do not work, a mutually convenient time will be found. Students may spend time reviewing their quizzes and assignments in the instructor's office either during office hours or during a scheduled appointment. Quizzes and assignments are retained by the instructor for a minimum of two weeks into the next semester and then destroyed. Anyone failing to return a quiz to the instructor at the end of the testing period or at the end of the class when the quiz is returned, will face the prospect of receiving a zero on the test or an honor code violation, if warranted.

**DISCLOSURE OF GRADES**
I cannot discuss specific or detailed grading issues over email or by phone due to FERPA regulations, which are in place to protect your privacy. If you need to discuss a grade, please make an appointment to meet with me on campus. A phone conversation may be arranged in rare cases where a student is unable to come to campus. Again, **Do NOT email me about grades.** Instead, you may email me to setup an appointment to discuss your grades in person or simply come by office hours. It is your responsibility to ensure grades on Canvas are correct. All students may come by during office hours to view their grades and status in the course.

**WITHDRAWAL/DROP**
No “W” grades can be obtained after the official drop date of **Saturday, June 28th at 5pm.** All students enrolled after the drop date will receive a letter grade of A, B, C, D, or F.

**INCOMPLETE (I) GRADES**
An “I” grade may be awarded to an undergraduate student only when a small portion of the student’s work is incomplete due to circumstances beyond the control of the student and only when a student is otherwise earning a passing grade. “I” grades are to be used only in emergency situations. “I” grades are not to be used as a means of avoiding a poor grade.
HONOR SYSTEM

Under the USF Honor System, each student is expected to observe complete honesty in all academic matters. Violation of the Honor System is considered unacceptable behavior and will be referred to the Honor Council. Violations of the Honor Code include, but are not limited to, the following: any form of plagiarism, copying another student’s homework or quiz answers, signing another student’s name on an attendance roster, copying another group’s written work, sharing information with other groups on the Bean Counters case, misrepresenting a reason for a missed quiz, bringing materials including text stored in an electronic devise to an quiz, taking an online quiz for another student (or vice versa), capturing or recording quiz questions, sharing any kind of information about quiz questions, working with another person or accessing any website while taking an online quiz, ANY KIND of cheating on quizzes, projects, or papers. All students involved, even those who allow their work to be copied, will be disciplined within the guidelines of the USF Honor Code. The instructor may use software to assess potential plagiarism. Sources must be properly cited (including electronic resources). Punishment for academic dishonesty may result in an automatic “F” or “FF” in the course or action that may result in suspension or expulsion. An accountant with an ethical violation on their college transcripts would have a difficult time finding a job. Don’t ruin your career over a few points in a class. It’s just not worth it. Refer to the USFSM Policies within this syllabus for additional resources.

NOT PROPERLY ENROLLED

Students who are not properly enrolled in the class (such as for failure to pay fees) will not be allowed to take examinations unless written documentation is provided that the problem has been resolved.

S/U GRADES

No upper level accounting course may be taken on an S/U basis.

CLASS INFORMATION:

USFSM AND USF SYSTEM POLICIES

A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.
D. **Disabilities Accommodation:** Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

E. **Fire Alarm Instructions:** At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. **Religious Observances:** USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

**CANVAS USE**
The class syllabus is posted in Canvas, an online course management system. In this class, Canvas will be used extensively. Information on how to use Canvas is available at: http://www.usfsm.edu/infocommons/students.php

**LECTURE NOTE SALES**
In accordance with Chapter 5 of the USF Faculty Handbook (1998), students or other individuals may not take notes or tape lectures for the purpose of selling said materials. Class notes/tapes are only for the personal use of each student officially enrolled in the course. You must receive advance permission from the professor to audio record any lecture. Video recording is not permitted.

**OFFICE HOURS/INSTRUCTOR ASSISTANCE**
Office hours are as shown on page 1. Students are encouraged to seek individual assistance during office hours as needed. If a student has a conflict with office hours, a mutually convenient time will be worked out on an individual basis. You may also contact me by email at hlively@mail.usf.edu. I will make every attempt to answer emails within 24 hours on weekdays and within 48 hours on weekends. Special note regarding presentation questions: I will make every attempt to answer presentation questions that I receive at least 48 hours prior to the due date. Questions received within 2 days of the due date may not be answered. Please do not wait until the last minute to start an assignment!

**USE OF ELECTRONIC EQUIPMENT**
While a graded assignment or quiz is out (whether being taken or reviewing answers), your phone must be turned off, out of sight, and should not be used for any reason, either inside or outside of the classroom. I reserve the right to inspect all electronic equipment used in class, as well as to ask that use be discontinued.
EMAIL AND DISCUSSION BOARD ETIQUETTE

It can be very tempting to say something that is overly harsh, rude, or insulting over electronic communication such as email and discussion board forums. This type of behavior will not be tolerated. Students that cannot be respectful may lose a portion or all of the credit for that discussion board topic and may be banned from participating (at their cost) in future topics. Emails to the professor that are not respectful may not be answered. Students are also expected to use proper grammar, punctuation, etc. when communicating electronically in this course.

BLACKBOARD COLLABORATE

Students are required to use Blackboard Collaborate to record video presentations.

Test for system requirements: http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473
Orientation Video: http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0
Moderator Guide: http://library.blackboard.com/ref/3c5e63f9-3950-444f-85f3-1b0d759f084d/index.htm
Additional Resources: http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center/Web-Conferencing.aspx

WAYS TO SUCCEED IN THIS COURSE

NO ONE but YOU can make this course a success. I highly recommend that each week you first read the Bisk Chapter for that week. You may want to correspond this information to the Auditing Standards book (if you purchased one). The Auditing Standards book (not the BISK book) may be used open-book style on in-class quizzes. After doing your own self-study of the chapter, you should watch the student presentations on that topic. Complete the discussion board requirement and consider earning extra credit by posting on the “Missing Information or Errors” discussion board. If you have not read the assigned readings prior to the student presentations, you will not be able to catch mistakes and may lose out on the extra credit opportunity if another student catches the error first. Practice problems and solutions are provided in the Bisk book. Answer these questions without looking at the solutions, but using the solutions after the fact to see how you did and understand why you missed certain questions. Before the quiz, review the student provided materials and re-watch any presentations for topics you are struggling with. Be sure to check the discussion boards for errors/corrections/missing information from the student presentations/handouts. Study by using mnemonics or other memory tools that can help you remember specific information – use them when necessary! Lastly, please email me or come to office hours with any difficulties you are having, as soon as they arise.

COURSE SCHEDULE

• Refer to Canvas for the Course Schedule (Excel file).

• This is a blended course with the following required meeting dates: 5/15, 6/12, 7/3, 7/10 (groups may meet at any location with internet), and 7/17.

• The professor reserve the right to make any changes in the course and will notify students of such changes in Canvas.