

**De Anza College**  
**AUDITING**  
**Course Syllabus – Spring 2016**

**Instructor:** Keith Mello, CPA

**Contact Information:**

**Office** F-51T (Mon & Wed: 10:45-11:35; Tues 8:00-8:25, 1:15-2:05; Thurs 8:00-8:25)  
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**Phone** (408) 864-8464 (email is by far the best)

**Class Meetings:** Tuesday and Thursday 11:00 a.m.-1:15 p.m.

**Class Location:** L74

**Prerequisites:** ACCT 1B or ACCT 1BH. Advisory: ACCT 51B.

**Course Description (from 2015-2016 De Anza Course Catalog):**

Study of environment, principle, and practices of financial statement audit. Topics include Generally Accepted Auditing Standards (GAAS), Sarbanes-Oxley Act 2002 regulatory requirements, internal controls and audit risk; audit planning, procedures, evidence, documentation and reports.

**Required Text and Materials:**

- *Auditing & Assurance Services* by arens/Elder/Beasley 15<sup>th</sup> Edition [CUSTOM for **this** course/section)
- *My Accounting Lab* Online Companion (comes with purchase of NEW textbook)
  - Course ID: mello17437 (links you to this course and section)
  - Access Code: (comes with textbook)
- Basic or scientific calculator for EVERYDAY class; calculators **will** be provided for midterms/final
- Lined paper and at least two different color pens

**Student Learning Outcomes (SLO's)**

1. List the 10 GAASs (Generally Accepted Auditing Standards) and explain how and why they are followed. Analyze fundamental business concepts, how businesses operate, how accounting serves them and identify ethical issues in an accounting context.
2. Demonstrate knowledge of how GAAS are integrated throughout the financial audit examination process.
3. Demonstrate knowledge of a systematic audit approach using the three major underlying and interlinked concepts: audit risk, audit materiality, and audit evidence.

**Student Expectations:**

I expect you to **READ** the relevant pages of the textbook **before** coming to class, attend regularly, and actively participate. The course covers quite a bit of material, *not all of which will be reviewed during class*. The lectures and class activities are designed to build upon your preparation, NOT to replace it. Class participation, in the form of answering and asking questions makes the class interactive and much more valuable.

I expect you to **COMPLETE** the homework assignments, pre reading quizzes, work on the group project, AND **REVIEW** course content between classes. I recommend a MINIMUM of one and a half hours outside of class for each hour of class time.

**\*\*Office hours** are for clarification purposes only, NOT for re-teaching or as a replacement for missing class.\*\*

## Course Format & Assignments:

- You will be expected to take your own **Lecture Notes**; I will not provide them to you.
- **Homework** will be completed through the My Accounting Lab portal. There are 10 in total.
- **Pre-Reading Quizzes** will be completed through the My Accounting Lab portal for *each chapter* and will focus on your comprehension of the material being discussed in class during that week
- **Classwork** will be completed alone, in pairs, or in small groups during class only; I will collect the assignments at random once a chapter. These assignments can NOT be made-up.
- **Two Midterms:** Midterm 1 (Chapters 1, 2, 3, and 6) & Midterm 2 (Chapters 7, 9, 10, and 14)
- **Group Project** will be done manually
- The **Final** examination will be comprehensive and MUST be taken at the scheduled time

## Grading Philosophy:

First, and foremost, I grade based on **PERFORMANCE**, not effort. YOU EARN YOUR GRADE. I use total points to determine your letter grade. One of the shortcomings of using this point system to determine traditional letter grades (which are based on a percentage ranging from 50-100) is the assignment of an *individual* assignment grade less than 50%. Therefore, you will not receive anything lower than a 50% on any individual assignment, including **ATTENDED** examinations unless you violate the academic integrity policy. This process helps to assure an accurate grade based on your overall performance in the course. With this philosophy, however, there is **NO place for any extra credit assignments, additional projects and NO assignment due date extensions.**

## Grade Determination:

Homework	15%	A	100% =A+, 99-94%=A, 93-90% =A-
Pre Reading Quizzes	10%	B	89-87% =B+, 86-84%=B, 83-80% =B-
Classwork	10%	C	79-77% =C+, 76-70=C
Midterm 1	10%	D	69-67% =D+, 66-64%=D, 63-60%=D-
Midterm 2	10%	F	Below 59%=F
Group Project	15%		
Final	<u>30%</u>		
Total	100%		

## Exam Policy:

Examinations may NOT be rescheduled OR made-up, regardless of the reason. If you miss a midterm examination, the points from that examination will be added to the final exam, making the final exam worth more for that student. If you miss the final examination, you will receive a **zero** on the examination.

## Attendance and On Time Arrival/Departure:

I work hard to make sure that class time is valuable. I expect you to make every effort to attend class **ON TIME** and for the **ENTIRE TIME**. It is very distracting to me and the other students when you arrive late or leave early. I will also make every effort to start and end class on time. You will NOT be given extra time for classwork and examinations if you come in tardy or have to leave early.

## Academic Integrity:

I expect examinations, homework, quizzes, and projects will honestly reflect your own learning and knowledge in this course. You are allowed to **consult** each other with homework and the project, but I do expect that **you will ultimately be completing these assignments, not copying them.**

Plagiarism constitutes taking someone else's ideas as your own even if you do not use the exact same wording. Anytime you use someone else's ideas or words, you need to provide the necessary references and citations. Plagiarism includes (but is not limited to) having somebody else write your essay or memorandum for you or using an essay or memorandum or taking bits and pieces (without citing them) from any informational source (such as the Internet, a book, a magazine, a newspaper, and so forth). Cheating constitutes copying work from another student and displaying it in full or in part on your exam. If a student is caught plagiarizing or cheating, the student will receive a **ZERO** on the assignment or exam and will be reported to administration (which may eventually result in dismissal from the course and potentially from the College).

## Classroom Behavior:

I expect you to act respectfully and responsibly at all times in this classroom. This is a learning environment, and you will behave accordingly. All of our time is valuable and everyone deserves to be treated with respect. Accordingly, any disrespectful or irresponsible class behavior will not be tolerated. Students who engage in this behavior may be asked to leave the classroom, and if the behavior continues, may be eventually dropped from the course. Examples of disrespectful or irresponsible behavior include (but are not limited to):

- USE OF CELLULAR DEVICES (turn them off at the door; you can use them at the break)
- side conversations
- sleeping
- eating or drinking (other than water)
- reading material not related to this class (magazines, newspapers, other textbooks)
- refusing to participate in class assignments
- surfing the web (use of computers is allowed for note taking, but it is disrespectful and irresponsible, not to mention a distraction to the students around you, if you are surfing the web)
- Excessive emails and/or voicemails to instructor
- Monopolizing class time through excessive questions or responses

## Withdrawal

It is the student's responsibility to drop a class. Therefore, **if you wish to drop this course, you need to drop it; I will not drop you.** The only exception is that **I WILL drop a student that does not show up for the first class.**

## Academic Accommodations:

Students with learning challenges supported by documentation from Disability Support Services should contact the Instructor ASAP so that the proper accommodations can be made. Accommodations will not be provided without proper documentation.

COURSE CALENDAR (subject to change)

Week	Day	Date	Topic	Measurements (not including Quizzes)
1	T	4/5	Intro & CH 1	<b>CH 1 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b> <b>CH 2 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	W	4/6		
	Th	4/7	CH 1 & CH 2	
2	M	4/11		<b>CH 1 Homework</b> due at <b>11:59 p.m.</b> <b>CH 2 Homework</b> due at <b>11:59 p.m.</b> <b>CH 3 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	T	4/12	CH 3	
	Th	4/14	CH 3	
	Su	4/17		Last day to <a href="#">drop</a> a class with no record of grade
3	M	4/18		<b>CH 3 Homework</b> due at <b>11:59 p.m.</b> <b>CH 6 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	T	4/19	CH 6	
	Th	4/21	CH 6	
4	M	4/25		<b>CH 6 Homework</b> due at <b>11:59 p.m.</b> <b>MIDTERM #1</b> (CH 1, 2, 3, and 6) <b>CH 7 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	T	4/26		
	W	4/27		
	Th	4/28	CH 7	
5	T	5/3	CH 7	
	W	5/4		<b>CH 9 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	Th	5/5	CH 9	
6	M	5/9		<b>CH 7 Homework</b> due at <b>11:59 p.m.</b>
	T	5/10	CH 9	
	W	5/11		<b>CH 10 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	Th	5/12	CH 10	
7	M	5/16		<b>CH 9 Homework</b> due at <b>11:59 p.m.</b>
	T	5/17	CH 10	
	W	5/18		<b>CH 14 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	Th	5/19	CH 14	
8	M	5/23		<b>CH 10 Homework</b> due at <b>11:59 p.m.</b>
	T	5/24	CH 14	
	W	5/25		<b>CH 14 Homework</b> due at <b>11:59 p.m.</b> <b>MIDTERM #2</b> (CH 7, 9, 10, and 14)
	Th	5/26		
	F	5/27		Last day to <a href="#">drop</a> with a "W." <i>Withdraw date is enforced.</i>
9	M	5/30		<b>CH 16 Pre-Reading Quiz</b> due at <b>11:59 p.m.</b>
	T	5/31	CH 16	
	Th	6/2	CH 16	

10	M	6/6		<b>CH 16 Homework due at 11:59 p.m.</b>
				<b>CH 23 Pre-Reading Quiz due at 11:59 p.m.</b>
	T	6/7	CH 23	
	Th	6/9	CH 23	
11	M	6/13		<b>CH 23 Homework due at 11:59 p.m.</b>
	T	6/14	Group Project	
	Th	6/16	Final Exam Review	<b>GROUP PROJECT DUE in class at 11:30 a.m.</b>
12	<b>Tu</b>	<b>6/21</b>		<b>FINAL EXAM (11:30 a.m.-1:30 p.m.)</b>