

**UNIVERSITY OF TEXAS AT EL PASO  
COLLEGE OF BUSINESS ADMINISTRATION  
DEPARTMENT OF ACCOUNTING AND INFORMATION SYSTEMS**

**Course Syllabus**

**ACCT 4304 - Auditing Principles and Procedures (3 credits)  
Fall 2021 – Sections 03 & 04**

Section 03 meets TR @ 12:00 pm -1:20 pm in CoBA 302  
Section 04 meets TR @ 10:30 am -11:50 pm in CoBA 302

**Instructor:** Valbona Sulcaj, PhD  
**Office:** CoBA 215  
**Email\*:** vsulcaj@utep.edu  
**Phone:** 915.747.7782  
**Office hours\*\*:** TR @ 2:00 pm – 3:00 pm (or by appointment)

*\* Email is the best way to contact me. Please include “ACCT 4304” to the subject of every email that you send me.*

*\*\* I will not have office hours on days when UTEP classes are not in session (e.g., holidays) or on the days of the regular exams. If my office hours need to be changed for any reason, I will notify you in advance. Occasionally, I might have my assistant holding the office hours and I will notify you in advance when that is the case.*

**WELCOME TO AUDITING!**

In this course we will study the professional auditor's opinion formulation process, professional standards and ethics, audit procedures, and other audit engagements requiring reports by auditors. I expect you to give your best effort to learn the extremely practical and useful concepts that underlie this respected profession. The profession is in the early stages of a sea change in the way audits are carried out, and this is really an exciting time to learn about auditing and to be an auditor.

## Learning Objectives

The high-level objectives of the course are (1) to introduce the basic concepts underlying an audit of financial statements and an audit of internal control over financial reporting and (2) how to apply those concepts to each type of audit. The first part of the course will focus on the demand and supply of such services and on understanding the three concepts that underlie the audit process: *materiality*, *audit risk*, and *evidence*. The second part of the course focuses on applying those concepts to the revenue and purchasing processes and completing the audit. The last part of the course covers audit reporting, professional judgment, and professional conduct. A systematic approach will be taken with the primary emphasis on understanding why and how audits are performed.

## Approach to ACCT 4304

This course is designed to provide you with a learning experience similar to the approach you will use when you begin work as an accountant. This experience involves advance reading to understand important concepts followed by interactive discussion about how to apply those concepts in auditing situations. In light of this, student participation in class discussions is a very important element of this course. Expect to be called to share your opinion/perspective on course concepts/questions. To do well, you need to attend class each period as I can help to synthesize the material and point out the key concepts that are needed. Students generally learn far more in less time during class than they do on their own outside of class. Your success also depends on you keeping up to date with assigned reading and homework. This will involve hard work before, during, and after class. Don't be intimidated by the book; it is written in a conversational writing style. Remember that one of my primary purposes in the class is to help you learn auditing. You are welcome to talk with me whenever you encounter difficulties.

## Blackboard

The course will be setup on **Blackboard** Learning System so please ensure that you have access to it. Please check the site frequently as the instructor will use it to communicate any updates, deadlines, changes and reminders, or other important messages to students between classes.

## REQUIRED COURSE MATERIALS & TECHNOLOGY:

**Textbook:** Messier, W. F., Jr., S. Glover, and D. Prawitt. *Auditing and Assurance Services: A Systematic Approach*. 11<sup>th</sup> Edition. New York: Irwin-McGraw-Hill, Inc., 2019. ISBN 978-0-07-773250-9.

**Assignments:** *Connect* (includes an electronic version of the book). You must have a *Connect* access code to complete the weekly assignments for this course. The textbook's *Connect*

website contains a number of additional instructional resources that will be useful in successfully completing this course. You can purchase the *Connect* access code in two ways:

1. The first option is to buy the *Connect* access code at the university bookstore. Once you have purchased the *Connect* access code, you will register for *Connect* through Blackboard.
2. The other option is to purchase the *Connect* access code directly from the publisher's website by going to Blackboard. You will see the McGraw-Hill *Connect* link in Blackboard.

Technical Support Information. If you are having trouble registering for or accessing the eBook, please contact McGraw-Hill Education's Customer Support. Live chat, email, and phone support are available 7 days a week. When contacting a support agent, you will always receive a case number. It will be important to save this case number if additional follow up or documentation is needed. Website: [www.mhhe.com/support](http://www.mhhe.com/support) | Phone: (800) 331-5094

**Class periods:** I will be using a cloud-based student response software by **iClicker** in class this semester to track your class attendance and participation. The timely feedback provided by iClicker will help me understand what you know, give everyone a chance to participate in class, and increase how much you learn when we are in class together.

- ✓ You are required to **bring a device to participate in my iClicker sessions during class.** You can participate with a smartphone, tablet, or laptop. It is your responsibility to set up your iClicker Student account in a timely fashion, as well as making sure your device is working properly. You will also need to connect to either UTEP's Wi-Fi (UTEPSecure) or to your mobile data plan while using iClicker.
- ✓ In order to ensure that your grades are reflected in Blackboard you need to **Link your iClicker Student Account with Blackboard** by logging into Blackboard and clicking on the course for this class. Search for the iClicker icon on the Home Page Tab and click on it. Sign into your iClicker student account from the window that opens up. If you do not have an iClicker student account, create one by clicking "Sign Up!" and using your university email address. (If you already have an existing iClicker account, DO NOT create a new one. If you do not remember your account email or password, please contact the [UTEP Technology Support HelpDesk](#).) Clicking the iClicker link in my Blackboard course will ensure your iClicker grades show up in my Blackboard gradebook when I sync the grades. This will also add my course to your iClicker student account, so you'll be ready to participate in class.
- ✓ How to participate? Each time our class meets, make sure you have selected my course from the main screen of your iClicker Student account in your device. When I start a session, click the **Join** button that appears on your screen, then answer each question I ask in iClicker. For all question types except Multiple Choice, make sure you press **Send/Enter**. It is your responsibility to regularly check your iClicker grades for any discrepancies and bring them to my attention within 3-5 days. **Note:** upon signing up for a new account you

will see a message about a 14-day free trial. You will not need to purchase a subscription after the 14-day period because the use of iClicker is provided to you for free by UTEP.

Technical Support Information. If you are having issues connecting to the iClicker student app, check out these [iClicker Connectivity Tips](#). Find answers to many of your questions by visiting [iclicker.com/support](http://iclicker.com/support) at any time. Contact the [UTEP Technology Support HelpDesk](#) or email [blackboard@utep.edu](mailto:blackboard@utep.edu).

**COURSE GRADING:**

**Points:** Students are expected to be in attendance for each class; and therefore, each examination. The dates and times for the assignments and examinations are shown on the tentative schedule. The point distribution is as follows:

Exam I	200	
Exam II	245	
Examinations Total		445
Homework (14@20 points each; drop the 2 lowest scores)	240	
SmartBook (14@10 points each; drop the 2 lowest scores)	120	
Homework Assignments Total		360
Participation (26@5 each)	130	
Attendance (26@2.5 each)	65	
Class Performance Total		195
<b>Graded Points Total</b>		<b><u>1,000</u></b>

**Grades:** After all of your points are calculated, your letter grade will be determined as follows:

- A 900 Points and Higher
- B 800-899 Points
- C 700-799 Points
- D 600-699 Points
- F Less than 600 Points

## Examinations

Students will take two in-class exams as specified on the Course Coverage Schedule included in this syllabus. The first exam will be worth 200 points and will include material covered since the start of the semester. The exam is scheduled during the class time, on the date listed in the tentative schedule. The second exam is the final exam, and it is designed to assess how well students have accomplished ALL learning objectives for this course. It will be worth 245 points and will be given on the date and time specified by the University's final exam schedule.

The examinations will be based largely on material that is covered in class. However, questions will also be based on the book, homework problems, or any examples in the textbook. An examination could include multiple choice questions, true/false questions, problems, short-answer questions/fill-in-the-blanks, etc. Also, they may include bonus questions.

**UPDATE:** If a student has an **acceptable excuse** for missing the midterm exam (provable illness, death in the family), **the student is responsible** for informing the instructor and obtaining permission to miss the examination **before** the examination takes place. Failure to obtain the necessary permission is equivalent to an unexcused absence ~~and zero points will be assigned for the student on that examination~~ and in that case the student will face a penalty of 25% percent of the points. The makeup exam will be given the week of Nov 29<sup>th</sup>. Bonus questions will not be available in a makeup exam.

## Homework Assignments

Students are expected to complete **14** homework assignments. These assignments will be based on material discussed in class and will aim to help students consolidate that material. Assignments must be completed and submitted from your *Connect* account by **11:59pm** on the due date indicated in the Course Coverage Schedule. It is your responsibility to make certain that you have properly registered for Connect and to understand its functioning. No late homework will be accepted. Two attempts are allowed for each assignment without any point deductions and there is no time limit. Each weekly homework assignment will be worth a maximum of **20 points**. However, the number of homework exercises/problems in an assignment and the points per exercise/problem will vary and they will be shown in *Connect*. Your **two lowest** scores will be dropped to allow for unexpected emergencies. Therefore, you may only earn a maximum of **240 points** from the homework. Suggested practice self-test questions, brief exercises, exercises, and problems are shown under the applicable chapter module in *Connect*. These exercises should provide excellent practice.

## SmartBook Reading Assignments

Students are required to complete SmartBook assignment before the instructor begins coverage of the material. SmartBook is an adaptive learning software featured in *Connect* and represents

a great way for you to earn points from reading the textbook content in preparing for class participation and homework assignments. Students are expected to complete **14** SmartBook reading assignments which will be untimed. Generally, the assignments will be due on **Tuesdays by 10:00am** (except the first and the exam weeks). Note that this schedule is intended to increase your chances on earning maximum points from class participation. Each weekly assignment will be worth a maximum of **10 points**. The point assignments will be shown in Connect. Your **two lowest** scores will be dropped to allow for unexpected emergencies. Therefore, you may only earn a maximum of **120 points** from the homework.

### **Attendance and Participation**

Attendance is not required; however and obviously, for you to be successfully rewarded for class participation, attendance is a must. As above mentioned, I will use iClicker to track class attendance and participation. The use of iClicker in this course will account for a total of **195 points**. During each class period that I introduce new material, there will be **five** checking questions included in my presentation slides and paced throughout the class period. Submitting the answer from your iClicker account will earn you **0.5 points** per each question. Further, you will earn **1 additional point** for each correct answer, thus bringing the total to **7.5 points** available for you at each class period. Note that:

1. iClicker has the feature of tracking if a student leaves the app to navigate other apps or webpages and reports the percentage of a student's focus. If that percentage exceeds the average of 10% at the end of the semester, I will weight your points in iClicker by the amount of time your device was used for the purpose of this course during our class time as reported by iClicker.
2. iClicker activities fall under the provisions of our campus academic honesty policy. Students must not engage in academic dishonesty while participating in iClicker activities including but not limited to Submitting votes for a fellow student and/or Answering polling questions while not physically in class. Violation of any of these rules will lose you the iClicker points for the entire term and may be reported to the Dean of Student Discipline.

**UPDATE:** The makeup work for **excused** missed points will consist of 2 quizzes to be administered online the week before the midterm and the final exam. Note that the second quiz will be related to the second part of the course only. Therefore, you can make up for missing work in the first part of the course only by taking the first quiz. Each quiz will remain open from Thursday to Sunday; you will have one attempt and five hours to complete and submit it in one session. The assignment might contain many questions; however, you will be **required** to submit answers only to questions from chapters you missed class – you can answer more questions if you wish, but you will **not** be able to earn extra points. Also, any bonus points given in class will not be available on the quiz. To be eligible for make-up work you **must not** miss more than 6 class periods out of 14 class periods per each part of the course.

## **OTHER COURSE POLICIES:**

### **Accommodations Due to Disability:**

Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the [CASS portal](#).

### **Course Material Copyright Statement**

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated. Copying an ACCT 4304 exam in whole in or part *by any means* will be deemed as academic dishonesty, subject to the penalties for academic offenses. The receipt and/or use of any ACCT 4304 examination (in whole or in part) – unless I or my assistant distribute it – will also be deemed as academic dishonesty, subject to the penalties for academic offenses according to UTEP rules. **No recording, taping or photography by camera, recorder, cell phone, etc. of question slides (or other instructor slides) is allowed in class without my permission.**

### **Administering and Review of Exams**

Some of the general rules of exam administration and review are:

- ✓ No paper may be brought by the student to the exam. No notes, no books, etc., may be used during an exam. Use of notes, etc. during an examination will be considered cheating, and the student will be subject to discipline according to University's Senate Rules.
- ✓ Headphones, cell phones, smart watches, and laptops must be kept in a backpack/purse during an exam. Backpacks, etc. must be placed at the front of the classroom.
- ✓ Once a student has received an exam, the student will not be allowed to take a make-up exam. An exam must be submitted in its entirety at the end of the exam.
- ✓ During the exams, a student may use a standard financial calculator. Programmable or graphing calculators will not be permitted. Also, no cell phones will be permitted to be used as calculators. If a student does not have the appropriate calculator, the student will have to manually perform the examination's calculations. The following additional calculator guidelines must also be followed during examination:
  - Calculators may not be shared.
  - The calculator must be removed from its case.
  - The calculator must have silent functions.

- ✓ Students are welcome to further review the exams in my office. However, students may not take pictures or make copies of the exam. Also, to protect a student's privacy I will not e-mail grades or give grades over the telephone. I will retain possession of all examinations. I will not e-mail exam grades. I will post a student's grades on Blackboard. If you have questions regarding your exam, it is your responsibility to visit with me during office hours.

### **Classroom Rules and Etiquette**

Cell phones, laptop computers and e-reader tablets may be used in class for reading the textbook (if in an e-reader format) and for taking notes. However, they may **not** be used for surfing the internet, e-mailing, or other non-class related purposes. If I determine that you are using these during class for non-class related purposes, I may ask that you discontinue using the device in class. Please note that this would affect your attendance points.

Unless a student has obtained my prior permission, a student will be considered inattentive during a class period if the student:

- ✓ arrives late for class or leaves the class early;
- ✓ leaves and reenters the classroom repeatedly during a class period;
- ✓ rests his/her head on the desk, appears to sleep or sleeps during a class;
- ✓ listens to music, etc., during a class period; and/or
- ✓ exhibits any other behavior that I deem distracting or disruptive to our class.

If a student exhibits any of the behavior indicated above, I reserve the right to ask the student to leave the class session. I may also take other disciplinary action, if necessary.

### **Academic Integrity**

Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Violations of the detailed regulations may result in sanctions such as disciplinary probation, failing grades on the work in question, failing grades in the course, and suspension or dismissal, among others. All suspected violations must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit [Handbook of Operating Procedures \(utep.edu\)](#).



### **Course Drop Policy**

According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences.

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar’s Office](#) to initiate the drop process. If you do not, you are at risk of receiving an “F” for the course.

### **COVID-19 Precautions**

Please stay home if you have been diagnosed with COVID-19. If you are feeling unwell and experiencing COVID-19 symptoms, please take a COVID-19 test and please let me know as soon as possible. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org)

### **Statements on Faculty and Student Responsibilities**

Statements on faculty and student responsibilities may be found on the College of Business website at: <http://business.utep.edu/About/responsibilities.aspx>.

### **Changes and Notification**

The information included in this syllabus, including the schedule on the website, is subject to change. I will adequately notify students in-class and via Blackboard if I make any changes.

## Course Coverage Schedule (1/2)

DAY	DATE	CHAPTER(S)	ASSIGNMENTS* Completed in CONNECT
T	August 24, 2021	<b>Introduction</b> and <b>Chapter 1</b> , <i>Introduction to Assurance and Financial Statement Auditing (part 1)</i>	Read Syllabus by 08/24  SmartBook – Ch.1 Homework – Ch.1 by 08/29
R	August 26, 2021	<b>Chapter 1</b> , (part 2)	
T	August 31, 2021	<b>Chapter 2</b> , <i>The Financial Statement Auditing Environment (part 1)</i>	SmartBook – Ch.2 by 08/31 Homework – Ch.2 by 09/04
R	September 2, 2021	<b>Chapter 2</b> , (part 2)	
T	September 7, 2021	<b>Chapter 3</b> , <i>Audit Planning, Types of Audit Test, and Materiality (part 1)</i>	SmartBook – Ch.3 by 09/07 Homework – Ch.3 by 09/11
R	September 9, 2021	<b>Chapter 3</b> , (part 2)	
T	September 14, 2021	<b>Chapter 4</b> , <i>Risk Assessment (part 1)</i>	SmartBook – Ch.4 by 09/14 Homework – Ch.4 by 09/18
R	September 16, 2021	<b>Chapter 4</b> , (part 2)	
T	September 21, 2021	<b>Chapter 5</b> , <i>Evidence and Documentation (part 1)</i>	SmartBook – Ch.5 by 09/21 Homework – Ch.5 by 09/25
R	September 23, 2021	<b>Chapter 5</b> , (part 2)	
T	September 28, 2021	<b>Chapter 6</b> , <i>Internal Control in a Financial Statement Audit (part 1)</i>	SmartBook – Ch.6 by 09/28 Homework – Ch.6 by 10/02
R	September 30, 2021	<b>Chapter 6</b> , (part 2)	
T	October 5, 2021	<b>Chapter 7</b> , <i>Auditing Internal Control over Financial Reporting (part 1)</i>	SmartBook – Ch.7 by 10/05 Homework – Ch.7 by 10/09
R	October 7, 2021	<b>Chapter 7</b> , (part 2)	
T	October 12, 2021	Review Chapters 1–7	
R	October 14, 2021	<b>Exam 1** (Chapters 1-7)</b>	

\* The **SmartBook** reading assignments must be submitted by **10.00 a.m. on the due date**.

The **Homework** assignments must be submitted by **11:59 p.m. on the due date**.

\*\* The course coverage is subject to change, which could cause different material to be covered on an exam than originally specified. These changes would be announced prior to the exam.

## Course Coverage Schedule (2/2)

DAY	DATE	CHAPTER(S)	ASSIGNMENTS* Completed in CONNECT
T	October 19, 2021	<b>Chapter 8,</b> <i>Audit Sampling: An Overview and Application to Tests of Controls</i>	SmartBook – Ch.8 & 12 by 10/19 Homework – Ch.8 & 12 by 10/23
R	October 21, 2021	<b>Chapter 12,</b> <i>Auditing the HR Management Process</i>	
T	October 26, 2021	<b>Chapter 10,</b> <i>Auditing the Revenue Process (part 1)</i>	SmartBook – Ch.10 by 10/26 Homework – Ch.10 by 10/30
R	October 28, 2021	<b>Chapter 10,</b> (part 2)	
T	November 2, 2021	<b>Chapter 11,</b> <i>Auditing the Purchasing Process (part 1)</i>	SmartBook – Ch.11 by 11/02 Homework – Ch.11 by 11/06
R	November 4, 2021	<b>Chapter 11,</b> (part 2)	
T	November 9, 2021	<b>Chapter 13,</b> <i>Auditing the Inventory Management Process</i>	SmartBook – Ch.13 & 14 by 11/09 Homework – Ch.13 & 14 by 11/13
R	November 11, 2021	<b>Chapter 14,</b> <i>Auditing the Financing/Investing Process: PE, IA, and PPE</i>	
T	November 16, 2021	<b>Chapter 15,</b> <i>Auditing the Financing/Investing Process: LTL, SE, and IS Accounts</i>	SmartBook – Ch.15 & 16 by 11/16 Homework – Ch.15 & 16 by 11/20
R	November 18, 2021	<b>Chapter 16,</b> <i>Auditing the Financing/Investing Process: Cash and Investments</i>	
T	November 23, 2021	<b>Chapter 17,</b> <i>Completing the Audit Engagement</i>	SmartBook – Ch.17 by 11/23 Homework – Ch.17 by 11/27
R	November 25, 2021	Thanksgiving Day – academic holiday	
T	November 30, 2021	<b>Chapter 18,</b> <i>Reports on Audited Financial Statements</i>	SmartBook – Ch.18 by 11/30 Homework – Ch.18 by 12/02
R	December 2, 2021	Review Chapters 8, 10–18	
	TBD	<b>Final Exam ** (comprehensive)</b>	

\* The **SmartBook** reading assignments must be submitted by **10.00 a.m. on the due date**. The **Homework** assignments must be submitted by **11:59 p.m. on the due date**.

\*\* The course coverage is subject to change, which could cause different material to be covered on an exam than originally specified. These changes would be announced prior to the exam.