

ACCOUNTING 5450
SEMINAR IN INTERNAL AUDITING
SPRING 2013
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OFFICE HOURS: W 10:00 a.m. - 12:30 p.m., 30 minutes after the end of class, and by appointment. I have an open door policy, please stop by at anytime. Please leave a message if I am not in my office.

COURSE OBJECTIVES

The course is designed to develop an understanding and appreciation for the audit function with emphasis on internal auditing. The audit function as performed by both internal and external auditors is quite similar. Evidence is gathered for the purpose of arriving at a report distributed to interested parties. The major distinctions lie in the depth and breadth of audit involvement by each group. Also, the standards applied by internal and external auditors differ to a certain degree. The class will examine the difference between internal and external auditing focusing on such issues as independence, audit scope, reporting, and relations with auditee personnel. The format of the course will be discussion, case analysis, and guest speakers from the internal auditing profession. Emphasis throughout the course will be placed on discussion and class participation. In order to provide meaningful input into class discussions and case analysis, you must be thoroughly prepared prior to each class meeting.

COURSE PREREQUISITES

ACCT 4100 and 4400.

TEXTBOOK

Reding, Kurt F., Paul J. Sobel, Urton L. Anderson, Michael J. Head, Sridhar Ramamoorti, Mark Salamasick, and Chis Riddle. 2009. *Internal Auditing: Assurance and Consulting Services*. Second edition. Altamonte Springs, FL: Institute of Internal Auditors Research Foundation.

Occasional readings and memberships will also be assigned. These readings will either be handed out in class or be available on the internet.

GRADING

Your final grade in this course will be determined from your performance on the quizzes, audit, project, cases, and discussion questions. Your grade will be determined as follows:

Quizzes (11x25)	275 pts
Written Cases (2)	100 pts
Internal Audit Project Report	100 pts
IIA Meeting/Dodd-Frank Annotation	40 pts
Signature/Non-disclosure agreement	10 pts
Career Fair (brief writeup)	10 pts
<u>Discussion Questions/Participation</u>	<u>100 pts</u>
Total	635 pts

Grades of 90, 80, 70 and 60% of the above total points will guarantee grades of A, B, C, and D, respectively. If you choose to take the optional final, your point total will be 735. The optional final will count 100 points.

CASES

Case discussion and analysis will comprise a portion of the course. We will have both in-class and out-of-class case assignments. You will be required to hand in two cases worth 50 points each. These two cases must be typed and well-written. Please submit a double-spaced paper copy of each assignment. Reference pages should be single spaced to be consistent with the Chicago style. You should have one-inch margins, use a 12-point font for the text, print on only one side of the page, and number all pages after the cover sheet. Page length requirements exclude references and the cover sheet. Paper copies are due at the beginning of class if pre-assigned and at the end of class if assigned during class. No late cases will be accepted. Please make arrangements to have cases turned in ***prior to their due date*** if you are unable to attend the class on the date the case is due. You must notify me prior to class if you will be having someone else submit your case.

INTERNAL AUDIT PROJECT REPORT

You will be asked to assist in an audit with the Dallas Chapter of the Institute of Internal Auditors. This audit will include planning, problem analysis, development and application of audit procedures, and submission of a final audit report. This will be a team project with consultation by a representative of the Dallas IIA Chapter. There are 100 points allocated to this project. Fifty (50) of the points will be common to each team member. The other 50 points will be based on the confidential input provided by each team member. Further information on this assignment will be provided in class.

IIA DALLAS/FT. WORTH CHAPTER MEETING/DODD-FRANK ANNOTATION

You may either attend an Institute of Internal Auditors - Dallas or Ft. Worth Chapter monthly meeting (plan to spend at least three hours) or print, annotate and submit the Dodd-Frank Wall Street Reform and Consumer Protection Act.

IMPORTANT INFORMATION

After the automatic W drop date, if you wish to withdraw from the course, you must have earned at least a 60% average on all work to date, in order to receive a grade of W (withdrawal/pass).

TEXTBOOK CHAPTER REVIEW QUESTIONS

You should be prepared to discuss the Chapter Review Questions noted at the end of each text chapter. I do not expect a formal written answer to each question, but I do expect that you have thought about each question and are able to provide a brief and intelligent response to the question.

TEXTBOOK CHAPTER DISCUSSION QUESTIONS

I expect you to write a formal response to the discussion questions at the end of each chapter that I assign. I do not expect a typed response, however, I do expect a legible and intelligent response to the questions. The answers to these discussion questions combined with your classroom participation in discussions are worth 100 points towards your final course grade. Discussion Questions will be randomly collected at the beginning of each class.

BEING LATE TO CLASS OR MISSING A CLASS MEETING

If you are late to class (showing up to class after the designated start time) 10 points will be deducted from your total class points. If you miss a class meeting 25 points will be deducted from your total class points. If you leave class at the break, 50 points will be deducted from your total class points. These point deductions will be taken each time you are late, miss a class, or leave class early.

QUIZZES

Quizzes will be administered at the beginning of class each week. Each quiz will apply to the material based on the chapter assigned each week. Quizzes will consist of multiple choice and short answer questions. Short answer questions will be taken from the end of chapter (EOC) material. Multiple choice questions will be taken from the EOC, Gleim Review (available in COB computer lab) and CIA Model Exam (available in Willis Library). You may drop your lowest quiz score during the semester. There will be 12 quizzes administered over the semester. The first quiz will consist of material leading up to ACCT 5450. (Financial Accounting, Managerial Accounting, Finance, Auditing, Accounting Systems). I will also give you quiz

credit for completing specific parts of the CIA exam. If you pass parts 1, 2, or 3, of the CIA exam you will receive 100 quiz points. (This is equivalent to getting an “A” on four quizzes.) Thus, passage of any one of the CIA exam parts will substitute in for your four lowest quiz scores!

I will collect the quizzes and keep them on file in my office. If questions arise later regarding grades, all quiz papers will be available for your review. A missed quiz will count as a zero (0) unless there is a documented, university accepted, excuse for missing the exam. Grade appeals must be presented in writing (typed, memorandum format). Note: Only a simple calculator may be used during tests. These calculators may be purchased at the bookstore.

ADA STATEMENT

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act of 1990 (ADA) as amended, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.unt.edu/oda. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call (940) 565-4323. If you need an accommodation, please contact me as soon as possible but at the latest by the second week of class.

ACADEMIC DISHONESTY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ACCEPTABLE STUDENT BEHAVIOR

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr. You may not record class or guest speakers. You may not use laptop computers, tablets, or cell phones during class.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard Learn for contingency plans for covering course materials.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

Student feedback is important and an essential part of participation of this course. The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check Eagle Connect, you can forward incoming mail to your favorite e-mail account. For more information, please visit the website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

ABSENCES

Absences due to participation in sponsored activities must be approved in advance by department chairs and academic deans. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to their instructors. Students with authorized absence cards may make up the work missed, when practicable, or be given special allowance so that they are not penalized for the absence.

Absences due to other causes, such as illness, emergency, death in the family, etc. are termed “excused” or “not excused” at the discretion of the instructor, but in accordance with applicable absence policies set by the department/division, school, college, or the course syllabus. Students should show proof that the absence was unavoidable, such as a physician’s statement, accident report, obituary, etc., and contact the instructor. (Note: The Student Health Center provides cards that verify the date and time of a student’s visit. Hospitalized patients are given a form showing the inclusive dates of their hospitalization.)

In accordance with state law, students who are absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence. Travel time required for religious observances shall also be excused. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included.

Spring 2013 - Accounting 5450 - Schedule and Assignment Sheet

Week	Date	Chapter/Assignment	Topic	Speaker
1	January 16	Introduction to IA		Joe Diaz
2	January 23	1 DQ: 1, 2, & 3	Introduction to Internal Auditing	
3	January 30	2 DQ: 1, 3, 4, 5, & 7 Case: 2 (read)	The International Professional Practices Framework: Authoritative Guidance for the Internal Audit Professional	Interfaith Ministries of Denton Introduction Magdalena Kovats
4	February 6	3 DQ: 2, 3, 4, & 6	Governance	Ron Skillens
5	February 13	4 DQ 2, 3, 5, & 7	Risk Management	Craig Kinton
6	February 20	5 DQ: 1, 2, 3, 5, & 6 Case: 1 (read)	Business Processes and Risks	
7	February 27	6 DQ: 1, 2, 3, & 4 Case: 6-33 (hand in writeup)	Internal Control	
8	March 6	7 DQ: 1 & 2 (plus choose one from DQ 3, 5, or 6)	Information Technology Risks and Controls	Mark Nance
9	March 13	Spring Break - no class		
10	March 20	Dana Newman - Audit Analytics - IDEA		
11	March 27	8 DQ: 1, 2, 3, 4, & 6 Cases: 1 & 3	Fraud Risks and Controls	Larry Worthy and Davis Hullum
12	April 3	9 DQ: 1, 2, & 3 Case: Case that begins on page 9-32 (hand in writeup)	Managing the Internal Audit Function	Genia Taylor
13	April 10	10 DQ: 1, 2, 3, & 4 Cases: 1 & 2 (read)	Audit Evidence and Working Papers	Kristine Kuntzendorf
14	April 17	14 DQ: 2, 3 & 5	Communicating Assurance Engagement Outcomes and Performing Follow-up Procedures	Joe Diaz and Andrea Lillie
15	April 24	Cloud/IT Panel - Professionals		
16	May 1	Audit Presentations - IFMD		
17	May 8	Final Exam - Optional - Comprehensive		

ACCOUNTING 5450.001
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Date: _____

Print Name: _____

I, (sign name) _____, have read the syllabus for ACCT 5450 for Spring 2013 in its entirety and understand all of its requirements.

I confirm that I have also reviewed the following policies related to academic integrity and student conduct and understand and will abide by all university policies.

http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

http://deanofstudents.unt.edu/sites/default/files/images/code_of_student_conduct.pdf

I also understand that when working on a client, InterFaith Ministries of Denton, I will have access to confidential information and understand that I may not divulge confidential information.