



Instructor:

Name: Michael Easterday

Office Location: Fisher 303

Department: AMIS

Office Hours: By appointment. Students are encouraged to contact the instructor and arrange for time to proactively meet to discuss course concepts, the accounting profession, certifications, etc.

Email: easterday.21@osu.edu

Class Meeting Schedule:

In-Person Course Format: **Monday through Thursdays, 12-1:35pm, Schoenbaum 305 (sessions are not recorded.)**

Exams: **One mid-term exam will be held during the regularly scheduled Tuesday class session following Memorial Day on 5/30/23. The Final Exam will be held on the last regularly scheduled day of the first six week session (as required by the OSU registrar) on Thursday, 6/15/23.**

Course Materials:

The textbook and/or courseware for this course is being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as CarmenBooks fee on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook.

Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out, [please visit the CarmenBooks website](#).

Auditing & Assurance Services: A Systematic Approach 12th Edition (with Connect access) by Messier.

- (Access the courseware for this title through the McGraw-Hill Connect link in the course navigation.)

Auditing Standards of the Public Company Accounting Oversight Board (2020) available publicly on the PCAOB website.

Supplemental materials (e.g., handouts, readings, and class exercises) are available on Carmen. Please print the materials or have them electronically available for class.

Electronic references for industry standards and other reference material are available in the *Resources* module in Canvas.

Course Description:

This course is designed for students to understand both the theory and practice of auditing. An understanding of these concepts is vital for those intending to pursue careers in public accounting as well as for those who may find positions in any accounting role in corporate or non-profit organizations. Nearly every organization undergoes a financial audit of some kind and an external audit is especially a part of the annual 10-K/10-Q cadence of financial reporting for all publicly held companies. Upon completion of this course students will:

1. Understand basic concepts and standards of auditing;
2. Be able to apply audit procedures to business cycles and understand workpaper documentation requirements;
3. Understand the purpose and value of internal and external audit reports;
4. Be familiar with professional ethics and responsibilities within the audit profession.

This course is not intended to serve as a preparation course for the auditing section of the CPA exam or a staff accountant training class.

Prerequisites:

All students should have successfully completed intermediate accounting. Since a good auditor must first be a good accountant, it is assumed that every student is knowledgeable of generally accepted accounting principles (GAAP) and the basic foundations of accounting (e.g., transaction analysis, asset realization, revenue recognition, etc).

Course Learning Outcomes:

By the end of this course, students should successfully be able to:

- 1a. Distinguish between management's responsibility and the auditor's responsibility concerning the financial statements;
- 1b. Summarize the major goals and requirements of audits and audit procedures;
- 1c. Outline the 10 "generally accepted auditing standards;"
- 1d. Identify various forms of risk from the auditor's perspective;
- 1e. Evaluate the interaction of control assurance and substantive assurance in performing audits;
- 1f. Analyze the reliability of audit evidence and the audit testing hierarchy
- 1g. Understand Sarbanes-Oxley requirements for public company managers and external auditors;
- 2a. Explain the five basic management assertions of financial reporting;
- 2b. List inherent risks and formulate typical audit procedures performed on the major classes of business cycles and associated financial statement lines;
- 2c. Apply basic audit sampling and documentation requirements;
- 2d. Evaluate and correct misstatements;
- 2e. Appreciate the vast importance of interpersonal communication to the effectively performing auditor;
- 3a. Summarize the role of external auditors and their reports for publicly held companies and financial markets;
- 3b. Summarize the role of internal auditors and their reports within company management structures;
- 3c. Appreciate auditors as real people with real feelings;
- 3d. Name several National and/or regional Accounting Firms;
- 4a. Recall the professional rules of conduct that apply to independence, integrity, and objectivity;
- 4b. Explain the interrelation and governing organizations (AICPA, PCAOB, SEC, etc) for the auditor / public accounting firm;
- 4c. Apply the fraud triangle and correctly identify the factors in cases or situations;
- 4d. Summarize the chain of events that led to current dynamics in the auditing profession;

How This Course Works:

Mode of delivery: This course is facilitated in-person with live lectures and application exercises that are not recorded. Student interaction and involvement is a necessity for this class to be a successful and enriching experience.

Pace of learning activities: Buckle up, because this course is accelerated. As a summer, six-week session course, we will cover approximately two chapters a week. Due to the need for timely completion of assignments and also to allow for flexibility, due dates for required assessments vary. Publisher homework is due weekly while other assignments are due before the related exam. Students may even work ahead as all assessments other than exams are available for completion as of the first day of class.

Credit hours and work expectations: This is a **3-credit-hour course**. According to [Ohio State policy](#), students should expect around an average of 6 hours per week of time spent on direct instruction in addition to 12 hours of work and preparation outside of classtime.

Attendance and participation requirements:

- **Attending / Participating in lectures and class exercises:**

Students are expected to attend and participate in class. Attendance will be taken via Tophat with geo-locating services required each day. While there is no course grade for attendance/participation, missing an egregious proportion of scheduled classes or not participating may lower your overall course grade at the instructor's discretion.

Course technology:

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills for online courses

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

Required Technology skills specific to this course

- [Canvas Quiz functionality using Respondus Lockdown browser](#) for all exams
- [CarmenZoom virtual meetings](#)

Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

Required software

- [Respondus Lockdown browser](#) (must be downloaded and installed with some student familiarity)
- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

Carmen access

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Grading and Evaluation:

Graded Components	% of Total	Type
Connect Homework	15%	O 🗨️
Codebreaker Homework	15%	N ↑
Exam Pretests (2)	20%	N ↑
Exam 1	25%	N ↑
Exam 2	25%	N ↑
Smartbook Extra Credit (OPTIONAL)	2%	O 🗨️

(See remaining pages for Details)

Requirements for each form of graded component.
Failing to follow these will represent academic misconduct. See below.

Independent Work [N ↑]: Strictly non-collaborative, original individual work. You may discuss this assignment with your instructor only. Discussions with other individuals, either in person or electronically, are strictly prohibited.

Collaboration Required [C 🗨️]: An explicit expectation for collaboration among students either in class or outside of class (i.e. group work).

Collaboration Optional [O 🗨️]: Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

Course Assignments:

Connect Homework:

Multiple-choice homework questions are assigned in the publisher's online Connect material for each chapter covered in the course. There is no time limit for accessing and answering these questions other than the weekly due date and time. In this context, students are advised to print or review the questions before reading textbook content and then answer the questions as they encounter the related topics. Homework assignments must be submitted in Connect by the due date and time will have an automatic 33% deduction penalty for each day it is late (ultimately scored as a "0" if not completed within two days.) As students have the flexibility to complete the homework well in advance of the due date, last minute or "11th hour" personal or university issues or conflicts are not grounds for an extension. To account for the rare instance that this may occur, the lowest homework grade will be dropped from the calculation of final course grades.

Codebreaker Homework:

Codebreaker Homeworks are quizzes assigned in Carmen for PCAOB auditing standards applicable to course concepts. There are between three and five questions per quiz (depending on length of the related standard.) Students will need to respond with the correct two-digit paragraph reference (i.e. "05" or "36") the question or statement is related to. Students will have **only one, 6-12 minute, attempt (number of questions dependent)** which must be completed in one sitting. This duration should be plenty of time unless the student has not invested the expected time reviewing the standards beforehand.

Because the standards apply to many aspects of course content, they are displayed with the most relevant module by topic, however, have been scheduled to require completion of roughly half of the Codebreaker quizzes before the first exam, and the remaining half before the last exam. **DO NOT PROCRASTINATE.** Similar to homework, these assignments will have an automatic 33% deduction penalty for each day it is late (ultimately scored as a "0" if not completed within two days.) As students have the flexibility to complete the homework well in advance of the due date, last minute or "11th hour" personal or university issues or conflicts are not grounds for an extension. To account for the rare instance that this may occur, the two lowest Codebreaker quiz grades will be dropped from the calculation of final course grades.

Pretests:

As part of the overall assessment of students' mastery of course content and to aid in the planning and studying for the formal examinations, students must complete a pretest by 24-hrs before the in-class exam (students are encouraged to take these sooner if they feel prepared enough to do so.) Results from this pretest will affect students' grades and therefore, should be prepared for as if it were the exam. Doing so will help give students feedback on areas for review prior to the in-class examination.

While students must complete these tests on their own (without the aid of anyone else) they are open book and open notes. Questions and may include MC, TF, Matching, Multiple Answer, or Fill in the blanks. Questions with multiple parts will be graded for partial credit. Pretests are also duration limited by design and

should incentivize students to prepare adequately before attempting. Students will have only one attempt with correct answers displayed after submission.

Mid-Term and Final Examination Details:

There will be one mid-term and one non-comprehensive final examination in this course. The exams will be completely multiple choice based on author material and be logistically similar to the Pretests. For a thorough description of the scope, regulations, and expectations for each exam, review the *Exam Preview and Study Guide* page for each available in Carmen.

All exams will be administered online through Canvas with Respondus Lockdown Browser at an appointed date and time. Students are advised to check internet connectivity and functionality with the browser course site prior to the start time of the exam. Should any student foresee difficulty with this exam procedure, he/she must communicate with the instructor well before the date of the assessment.

Excusable Absences: If you have a medical / family emergency or university-sponsored conflict, at a minimum, you must contact me prior to the exam (via email). In order for your absence to be excused, it must relate to a medical / family emergency or university-sponsored conflict and must be corroborated by substantiating documentation. Any doctor's note provided must be dated the day of or day before the absence. For family emergencies, corroborating support of some kind must be provided. (You must have acceptable corroboration for approved absences and it must be subject to review by the instructor!)

Mid-Term Exam: in the case of an excusable absence as defined above, a student must complete a make-up exam within one-week of the original scheduled date. Students must work with the instructor to have an exam made available and should do so as quickly as possible.

Final Exam: in the case of an excusable absence as defined above, the student will receive an "Incomplete" for the course until the Final Exam can be completed.

Absences for reasons other than those "excusable" as listed above or for any "excusable" absence which remains unsubstantiated **will be scored a zero, and with finality.**

Connect "Smartbook" Optional Extra-Credit:

A maximum of 2% of the overall course grade percentages may be earned by completing assigned "Smartbook" assignments timely. As students are expected to read assigned textbook content anyway, students can elect to do so by using the publisher's Connect Smartbook which will require students to answer questions about the material presented. This is a great way to engage the text, get additional practice for graded course assessments, and earn some additional credit. Smartbook assignments are due at the same time as homework and quizzes, so it makes sense for students to complete this work earlier in the week. Students may receive partial extra-credit depending on how many concepts they demonstrated for mastery in the assignment and will simply receive no credit for any progress occurring after the due date/time. Students will not be permitted to go back and complete the Smartbook assignment for earlier chapters later in the course, nearer to the end of the semester. Students may complete this optional extra-credit in advance or not at all. There will be no other opportunities for extra-credit.

Grading Scale:

Course letter grades will be determined based on the weighted sum of points earned in the course and according to the official OSU Grading Scale shown below. These grading percentages should be regarded as “gates” whereby they are minimums to be achieved, **not** rounded up to. *(Therefore, a 92.9% is still considered an “A-.” Do not email me at the end of the course asking for rounding up.)*

Curving: While final course grades will **not** be subject to a curve, exam scores may be subject to grading curves when determined necessary by the instructor.

OSU Grading Scale												
Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	E	
(Points)	(4.0)	(3.7)	(3.3)	(3.0)	(2.7)	(2.3)	(2.0)	(1.7)	(1.3)	(1.0)	(0.0)	
Range	100% - 93%	93% - 90%	90% - 87%	87% - 83%	83% - 80%	80% - 77%	77% - 73%	73% - 70%	70% - 67%	67% - 60%	60% - 0%	

(Note: Above percentages are weighted % of overall points earned)

Throughout the semester, I will track your assessment scores using Canvas. I am available to discuss any grading concerns that you have. According to the Family Educational Rights and Privacy Act (FERPA), I cannot discuss student grades or related class information with individuals other than the student.

Course Schedule:

A detailed course schedule including all assignment due dates, as well as exam dates, can be found on the *Syllabus* page in the course Canvas site. Please be sure to review these dates in detail and notify me immediately with any questions or concerns. All dates are subject to change. Check course schedule or calendar weekly.

Absence, Makeup, and Late Assignment Submissions Policies:

See Course Assignment specific policies described above.

Instructor Feedback and Response Expectations:

I will respond to student emails under the following parameters:

- Foremost, students are expected to maintain professional and courteous interactions in all places, including emails. Please be concise and think through your communication / reread before sending.
- I will respond to student emails within **24 hours** of receipt on weekdays during NYSE trading hours. The evenings and weekends are obliged to my wife, children, the Browns and the Crew.
 - *NOTE: Therefore, emails late on Fridays or otherwise constrained by hours prior to a deadline or the need for immediate feedback may likely result in an untimely response. Reach out early!*

I do not publish or provide my personal cell phone number under any circumstances and will not respond to students' use of this information. All communications must be using university resources (**OSU email (use @osu.edu NOT @buckeyemail.osu.edu as these emails do not get delivered to me)**, Carmen Inbox, or office phone number.)

There will be some delay (up to one week) in the formal posting of assessment grades (especially for exams) as many require a component of manual grading as well as the completion of an overall review for fairness. I will do my best to complete this work timely.

Academic integrity:

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct (<https://trustees.osu.edu/bylaws-and-rules/code>) and this syllabus may constitute Academic Misconduct (<https://oaa.osu.edu/academic-integrity-and-misconduct>)

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University, or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Safety and Health Requirements:

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

Disability Services:

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue

Grievances and Solving Problems:

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, associate dean for programs in the college, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department

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