



AMIS 4500
Auditing Principles and Procedures
Autumn 2023

Instructor

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Office hours: by appointment only

Class Schedule

Schoenbaum Hall 320: Tuesday / Thursday 2:20-3:40 pm (section 4444)

Course Materials

- Messier, Glover and Prawitt, ***Auditing and Assurance Services: A Systematic Approach. Twelfth Edition***, McGraw Hill LLC, 2022
 - Print: **ISBN10:** 1264100671 | **ISBN13:** 9781264100675
 - Other options: eBook purchase, eBook Rental
- Handouts, exercises, and articles will be distributed to the class through CANVAS
- Recommended: Wall Street Journal Subscription

Prerequisites:

Students to have completed AMIS 3201 and BusMHR 2292. Every student should be knowledgeable of Generally Accepted Accounting Principles (GAAP) and the foundations of accounting.

Course Description

Covers concepts and standards of auditing, audit procedures, working papers, audit reports, professional responsibilities of an auditor. The primary focus of this course is financial statement auditing. It is designed to provide a basic understanding of audit theory. Students will be introduced to the audit process which includes industry background, ethics and independence, client acceptance, planning, internal controls, audit testing strategies and techniques, completing the audit, and auditor report. This course is not designed to specifically prepare students for the CPA exam.

Course Learning Outcomes

By the end of the course, students should have a basic understanding of the audit process and audit concepts. Including the following:

- Importance of independence and ethics
- Audit planning
- Risk assessment

- Audit risk model
- Audit evidence - how to obtain and evaluate
- Audit testing - audit procedures, and evidence
- Internal control and control testing
- Completing the audit
- Audit reporting
 - Audit opinion on financial statements
 - Audit opinion on Internal Control Financial Reporting
- Other assurance services including internal audit activities
- Develop critical thinking

My Goal: To make this a useful course for your career. Provide skills and understanding of audit that will help you in your career (audit or outside of audit).

How this course works

This course will be taught in the classroom. Lectures will be live and students are expected to attend in person. We will also use lecture, class discussion and assignments (in-class and homework). I will use Carmen Canvas for the following:

- Announcements
- Assignments
- Quizzes
- Gradebook
- Modules: I will post class slides, answer to review questions and other material as needed

Credit hours and work expectations:

- This is a 3 credit-hour course.
- Students should expect an average of 3 hours per week on direct instruction as well as 6 hours of preparation (readings, assignments, review question, study....).

Grading and Evaluation:

Throughout the semester, scores will be available on Canvas. Grades will be based on total point earned in the course as shown below:

	Points	Percent
Quiz 1	75	19%
Quiz 2	75	19%
Quiz 3	75	19%
Quiz 4	85	21%
Participation / professionalism	40	10%
Homework (assignments)	50	13%
TOTAL	400	100%

Final course grades will be based on the plus/minus grade system. Letter grades will be based on natural breaks within the points distribution. In other words, letter grades will be based upon a student's relative performance in the class. The overall class GPA will reflect my assessment of the degree to which the class has mastered the material.

I am available to discuss grading concerns. **Specific grade issues should be discussed in person and outside the classroom.**

Quizzes

- Each quiz is mandatory and will be given on an announced basis.
- Quizzes will be objective and subjective in nature.
- Each quiz will be given in the classroom and delivered through Canvas.
- If a medical, family emergency or university sponsored conflict arises, you must contact me before the quiz (via phone call, text or e-mail).

Assignments

- Assignments will include readings, problems, analyses, short quizzes, etc...
- Assignments are to be completed and submitted to me through canvas.

Participation and Professional Conduct

- Students will earn points participation and professional conduct.
- Students are expected to attend class. Attendance is expected and may be taken.
- Chronic absence is considered unprofessional behavior and will negatively impact your professionalism grade.
- **If you miss more than three classes, I may deduct points for each absence.**
- Contact me if you plan to be absent with an acceptable reason such as job interview, sick, etc.
- Each student that attends class, is prepared and acts professionally will receive the bulk of the participation/professionalism points.

- Students that participate and add to the classroom discussion may receive additional points.

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.

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 equipment

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

Required software

- 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

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 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.

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

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](#).

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.

Communication

- I will communicate with the class mainly through e-mail or an announcement on Canvas.
- Students are expected to check your email or the class website on Canvas daily.
- E-mail is the best way to communicate with me. I will check daily.
- If necessary, call me on my cell phone (I most likely will not recognize your phone number, so introduce yourself when I answer).

Additional Expectations / Policies:

- If you are unable to make a quiz for a valid reason (health sickness, death in immediate family) contact the instructor before the regularly scheduled quiz and provide sufficient documentation to support your situation. A makeup will be scheduled. Unless there is an emergency, the student will receive a grade of zero if the student does not leave a message prior to the scheduled quiz time.
- Students are to be on-time and remain in the classroom for the duration of the class.
- Refrain from using mobile phones during class and especially, during quizzes.
- **Use of computers during class is restricted to appropriate class usage – note taking, slides, assignments (Please No Surfing the Net).**

Course syllabus may change at my discretion to optimize the quality and flow of content.

Additional Suggestions:

- Attend class. Attendance is expected and will help with understanding key concepts.
- I like to review **key** concepts from earlier classes during the first 5-10 minutes of each class.
- Do the questions at the end of each chapter.
- Ask questions and participate.
- Keep up with class material. Review past class notes regularly. Don't wait until the last minute to study.

DRAFT SCHEUDLE

AMIS 4500 Auditing Principles and Procedures					
#	Date	Topic	Reading	Suggested Problems	Assignment
1	8/22	Introduction (why do we need auditors)	CH 1	2-5, 7, 13-23	
2	8/24	Financial Statement Audit Environment	CH 2	5-7, 9-11, 13-14, 15-26	
3	8/29	Independence / Professional Judgement	CH 19 (pp. 636-654)	3, 4, 7-9, 14-20, 22-26	
4	8/31	Independence			
5	9/5	Audit Opinions	CH 18	2-7, 10-21.	Puppy
6	9/7	Audit Opinions and review			
7	9/12	QUIZ 1 (covers chapters 1, 2, 18, 19)			
8	9/14	Planning	CH 3	1-5, 7-10, 17-26	
9	9/19	Audit Risk Model	CH 4	1-4, 6, 9, 10, 13-22, 24, 27	Materiality
10	9/21	Risk Assessment	CH 4		
11	9/26	Audit Evidence	CH 5	1-4, 6-12, MC: 17-29	Wells Fargo
12	9/28	Audit Evidence Analytical Procedures	CH 5		
13	10/3	Internal Control and review	CH 6	1-3, 5-11, MC: 12-24	Analytical Procedure
14	10/5	QUIZ 2 (covers chapters 3, 4, 5)			
15	10/10	Internal control	CH 6		
	10/12	Fall Break no Class			
16	10/17	Audit Internal Control	CH 7	1,2, 5, 9-12, 14-16 MC: 19-31	
17	10/19	Audit Internal Control	CH 7		Dixon Illinois Fraud
18	10/24	Audit Sampling (pp 259-266, 285-286)	CH 8	1-10, MC: 11-14, 18, 20	
19	10/26	Data analytics	Appendix B		
20	10/31	Review and catchup			Data Analytics
22	11/2	QUIZ 3 (covers chapters 6, 7, 8, data analytics)			
21	11/7	Audit Revenue	CH 10	3-5, 7, 8, 10, 11 MC: 12-23	
23	11/9	Audit Revenue / Start Purchasing	CH 10		
24	11/14	Audit Purchasing Cycle	CH 11	1-5, 8-11, MC: 13-23	
25	11/16	Audit Purchasing	Ch 11		TBD
26	11/21	Self Study / Project			
					Financial Analysis
27	11/23	THANKSGIVING			
28	11/28	Completing the Audit	CH 17	1-11, MC: 13-21	
29	11/30	Internal Audit / other assurance	CH 21	TBD	
30	12/5	Review and catchup	CH 21	TBD	
31	12/8	Final Quiz (covers CH10, 11, 17, 21), last day of regularly scheduled classes			

