

Dillard College of Business Administration

COURSE SYLLABUS

Auditing ACCT 4063, Section 101

Fall 2025, 26 August – 6 December 2025

Class Schedule: Section 101: Tuesday and Thursday 8:00 – 9:20 am

Class Location: Dillard Room - 343

Instructor Name: Professor Dan Matthews, MS, CPA, CMA
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Office Hours are: Monday and Wednesday 09:00 – 11:30 am

Class Type: Lecture

Instructor Biography

My educational background includes a Bachelor of Business Administration (BBA) in Accounting from Midwestern State University and a Master of Science (MS) in Financial Management from the Naval Postgraduate School in Monterey, CA. My working career includes: financial statement auditor with Arthur Andersen & Company; 23 years active duty in the U. S. Navy working in positions of leadership and oversight of federal accounting, budgeting, and auditing; federal government auditor with the United States Department of Justice, Inspector General's Office; internal auditor with the United States Nuclear Regulatory Commission Region IV Headquarters; auditor with the U. S. Air Force Audit Agency; Assistant Professor of Accounting at Midwestern State University; and Senior Lecturer of Accounting and Budgeting at Naval Postgraduate School. I am a Texas licensed Certified Public Accountant a Certified Management Accountant and a member of the Institute of Management Accountants.

Course Materials:

William F. Messier, Jr., Steven M. Glover, and Douglas F. Prawitt, Auditing and Assurance Services; A Systematic Approach, 12th Edition, McGraw-Hill Irwin (Required)

Course D2L:

You will find the following at the site:

- Syllabus
- PowerPoint Slides
- Grade Book

Course Description:

A survey of the theory, practice and procedure of financial auditing; internal accounting controls; auditing standards and principles; working papers; and reports.

Course Prerequisite:

ACCT 3043 Intermediate Accounting II or concurrent enrollment.

Learning Goals:

General Learning Goals:

Develop problem solving and decision-making abilities through critical analysis, evaluation, and interpretation of auditing problems. During class, students will be instructed on the problem solving and critical thinking skills needed by an auditor. Students will practice these skills in homework problems and a Practice Set. General learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments assist us as we improve our curriculum and curriculum delivery.

Course Specific Learning Goals:

Successful auditors must have a good *knowledge* of generally accepted accounting principles, the audit process, and auditing standards. Your previous accounting courses should have provided you with a good knowledge of generally accepted accounting principles. Yet, knowledge alone is not sufficient to become a successful auditor. An auditor must be able to exercise professional judgment. My goals for this course are to develop an environment that will maximize your understanding of the audit process and the rules of auditing and to begin to develop your ability to exercise professional judgment.

Upon successful completion of this course, students should be capable of:

- Understand and be able to use auditing terminology;
- Have a basic understanding of audits of internal control;
- Understand the steps in the audit process from planning the audit to assessing internal control to developing and completing an audit program;
- Understand basic auditing concepts including audit sampling and the accumulation of audit evidence;
- Understand how to collect, document, and interpret audit evidence; and
- Understand the steps and documentation necessary to complete an audit engagement.
- Have a comprehensive knowledge of the types of audit reports that exist and when they should be used;
- Understand and employ the concept of Professional Skepticism

Attendance:

Regular and prompt attendance is expected and is essential to success in this class. Attendance will be taken at the beginning of class. See the *MSU Student Handbook* for University Class Attendance Policy. If you know in advance that, you are going to miss a class, please contact me before that class. If you must miss a class due to illness or other emergency, contact me as soon as possible. If you must leave early, contact me before class begins.

Tardiness is **NOT** acceptable since late arrivals are disruptive. You are expected to demonstrate mature business behavior to include being on time for class. You are responsible for any material or announcements missed due to absence or tardiness.

Grading and Evaluation: Students' performance will be assessed using the following elements.

Exams: There will be four in-class 100-point exams. Each exam will consist of theory, concept, and application questions. Exams will cover assigned chapters, in-class lectures, and any assigned homework problems. Examinations will be returned to students for discussion in class after they are graded. Students should review the exam at this time as a learning tool and make note of any areas where performance was not as expected. Examinations will be collected from students after they are discussed in class and are retained as documentation of student performance. Examinations are the property of Midwestern State University.

Homework: There will be homework assignments during the semester. The homework will be not be collected or graded, however they will be discussed in class and students are expected to be prepared to participate in that discussion to respond to questions posed by the professor. Failure to prepare homework assignments will be considered when determining final borderline course grades.

Item	Points	Weight
Exam #1	100	25%
Exam #2	100	25%
Exam #3	100	25%
Exam #4	100	25%
Total	400	100%

Point Spread for Final Course Grades:

360 – 400 points	A
320 – 359 points	B
280 – 319 points	C
240 – 279 points	D
≤ 239 points	F

Missed Examinations: Only students with authorized absences (see University Class Attendance Policy) may make up missed examinations. If you plan to miss an examination, contact me prior to the examination to determine your eligibility for a make-up. If you miss an exam due to an emergency, contact as soon as possible with appropriate documentation to determine your eligibility for a make-up exam.

Class Preparation: Reading and Homework Assignments:

Chapter readings and/or homework problems from the text will be assigned for each class. Assigned chapters should be read **BEFORE** coming to class on the day the reading assignment will be discussed. It is **imperative** that you diligently complete all homework assignments. Further, it is not sufficient that you just complete the homework; you must UNDERSTAND why the problems are solved as they are.

Class Conduct Policies:

Class will be conducted in a business-like fashion. You should arrive on time (a couple of minutes prior to the scheduled start of class), be prepared to start class promptly at the posted class time, and do not leave class early unless you have been granted permission by the instructor prior to class or you experience an emergency. Be prepared to engage in class discussions at all times. No food or drinks are allowed in the classroom except for clear bottled water.

Cell phones should be silenced during class. Text messaging and/or talking on a cell phone during class are specifically prohibited and will result in the professor asking you to leave the classroom. True emergencies are the only exception. Use of cell phones during exams is strictly prohibited.

Extra Credit Policy:

There are **no opportunities** for extra credit in this class.

Academic Integrity:

With regard to academic honesty, students are referred to the “Student Honor Creed” in the Midwestern State University Undergraduate Catalog. Academic dishonesty (cheating, collusion, and plagiarism) are taken seriously. The minimum penalty for documented academic dishonesty is an "F" in this course and referral to the Dean of Students for possible further disciplinary action. All coursework submitted for grading must be your own individual effort.

Americans with Disabilities Act:

Students who have established a disability with the Center for Counseling and Disability Services and would like to request accommodation, should see me as soon as possible (i.e., within the first two weeks of the semester). See MSUTexas’ undergraduate catalog.

Campus Carry:

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, refer to the University’s webpage at **MSU Campus Carry Rules and Policies**.

Grade Appeals:

Any student who believes a grade has been inequitably awarded should first contact the instructor who awarded the grade to discuss the issue and attempt to resolve the differences. A student has 30 days following the first day of the succeeding semester to file a written appeal with the dean of the instructor’s college in which the course was taught. Refer to the Undergraduate Catalog for further details. See the MSU Student Handbook for University policy on grade appeal.

Grade Changes:

No grade except “I” may be removed from a student’s record once properly recorded. Changes are not permitted after grades have been filed except to correct documented clerical errors. Requests for error correction must be initiated immediately after the close of the semester for which the grade was recorded.

Awarding and Removal of Incomplete Grade (I):

I (incomplete) is a non-punitive grade given only during the last one fourth of a semester and only if a student (1) is passing the course; (2) has reason beyond the control of the student why the work cannot be completed on schedule; and (3) arranges with the instructor to finish the course at a later date by completing specific requirements that the instructor must list on the grade sheet. A student may remove a grade of I within 30 days by completing the required work.

Sexual Misconduct:

Midwestern State University is committed to creating and sustaining a campus environment where all members of the university community can learn, work, play, and love without experiencing or fearing sexual assault, harassment, dating/domestic violence, or stalking. Midwestern State University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Members of the University community, guests and visitors have the right to be free from sexual violence. If you have any questions about the policies, reporting procedures, or support opportunities related to sexual assault, domestic/dating violence, harassment, or stalking, please contact the Title IX Coordinator, Clark Student Center 108, (940) 397-7500.

Syllabus Change Policy:

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade will vary as necessitated by the pace material is covered and any unforeseen class interruptions such as weather cancelations, guest lectures, or instructor illness. This syllabus is a guide and is subject to change.

Tentative Schedule

Date	Chapter	Topic / Assignment
26 Aug		Course Introduction / Enron: An Audit to Remember
28 Aug	1	Introduction to Assurance and Financial Statement Auditing
02 Sep	1	Homework: 1-13 through 1-23
04 Sep	2	Financial Statement Auditing Environment: Work 2-26 and 2-7 in class
09 Sep	2 / 3	Homework: 2-15 through 2-23; Audit Planning
11 Sep	3	Types of Audit Tests, and Materiality; Discuss Problems 3-17 through 3-26
16 Sep	3	Homework: 3-27, 3-29, 3-33; Risk Assessment
18 Sep	4	Risk Assessment
23 Sep	4	Homework: 4-13 through 4-22 / Review for Exam # 1
25 Sep	1,2,3,4	Exam # 1
30 Sep	5	Evidence and Documentation
02 Oct	5	Homework: 5-17 through 5-29
07 Oct	6	Internal Control in All Audits(skip 201 – 207)
09 Oct	7	Auditing Internal Control (skip 243 – 249)
14 Oct	5,6,7	Homework: 6-12 through 6-22; 7-19 through 7-31; Review for Exam # 2
16 Oct	5,6,7	Exam # 2
21 Oct	10	Auditing the Revenue Process
23 Oct	10	Auditing the Revenue Process
28 Oct	10	Homework: 10-12 through 10-23
30 Oct	13	Auditing the Inventory Management Process
04 Nov	13	Auditing the Inventory Management Process
06 Nov	13	Homework: 13-14 through 13-26
11 Nov	16	Auditing Cash and Investments
13 Nov	15	Homework: 16-12 through 16-23 / Review for Exam # 3
18 Nov	10,13,16	Exam # 3
20 Nov	17	Completing the Audit Engagement
25 Nov	17	Homework: 17-13 through 17-21
27 Nov	None	Holiday
02 Dec	18	Reports on Audited Financial Statements
04 Dec	18	Homework: 18-10 though 18-21/ Review for Final Exam
11 Dec	17, 18	Final Exam

NOTE: *In the event of inclement weather requiring cancellation of classes, assignments scheduled for cancelled class days will automatically move to the first following class day.*