

380890: Internal Auditing (Online)

MGMT-X 423.2

Summer 2021 Section 1 4 Credits 06/21/2021 to 09/05/2021 Modified 08/26/2021

Description

This course introduces students to the internal audit profession and the internal audit process and is designed for accounting, auditing, and business students; CPAs, CIAs, and CMAs or candidates; controllers and internal auditors; financial and auditing managers; corporate executives; and federal and state auditors and managers. Topics include the definition of internal auditing, The IIA's International Professional Practices Framework (IPPF), risk, governance and control issues, and conducting internal audit engagements—including report writing and interviewing skills. Additional topics include Internal Auditing (IA) standards; internal controls; managing the IA department; IA working papers, procedures, evidences, sampling, and flowcharting; 30 major areas of operational auditing, such as production, marketing, finances, information and digital communications technology, purchasing, and personnel; fraud detection, including a discussion of the latest developments in financial crimes; major areas of management auditing; IA reports; and evaluation of the IA function.

Materials

Internal Auditing: Assurance & Advisory Services, 4th Edition

ISBN-13: 978-0894139871

ISBN-10: 0894139878

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Deliverables

Planning Your Study Time

To plan your study time, it is estimated that you will spend 1 hour per week with the instructor and approximately 5 additional hours per week outside of class studying for exams, reading, and completing assignments. Depending on the extent of your academic preparation and recent college-level coursework in this topic area, the amount of study time needed may vary considerably.

Instructor Expectations

I'm looking forward to working with you, learning about what you're educational goals are, and how you plan to use the course in your career. We bring different kinds of experiences and knowledge and each of you will have different needs, expectations and concerns.

As your facilitator, it will be easier to help meet your needs if you communicate these concerns directly to me on a timely basis. I hope you'll always find that I am responsive and supportive. Here are a few expectations I would like emphasis:

- Commit to doing your best in this course and interacting with your classmates.
- Read the chapters and submit the completed assignments on time.
- Participate in group discussions on a timely and meaningful basis.
- Stay on schedule so everyone can benefit from each other's postings/replies.

Discussion & Interacting with Classmates: Each student is expected to post a well-researched answer to each discussion question, and post thoughtful replies to at least two other students' postings. This means a minimum of 3 postings per discussion. Pacing your work earlier in the week will give you more time to get feedback from your classmates, learn from their viewpoints and allow you to further demonstrate and enhance your understanding of the issue or topic with your replies. Your responses should include more than

phrases such as "I agree with that" or "Interesting comment." A substantive posting should include your assessment and critical analysis of what you read, what you experienced, a short synopsis of key concepts, or why other arguments could be incorrect.

Your posts should feature good writing, correct spelling and mechanics. Internal auditors are judged by the quality, clarity and conciseness of their communication skills.

Communication should be professional and use good etiquette. In the spirit of scholarly discussion, responses that disagree with others should apply to the topic and should be respectful. Your postings should help you to test your ideas, reinforce what you have learned, and share resources with others in the class. Please review the Discussion & Reflection Rubric sheets for more details. Posts/replies made after the assigned week will lose points as discussed in the grading section.

Instructor's Comments in the discussions:

I will be in the classroom several times a week to make sure the discussions are heading in the right direction and/or provide clarification, as needed, to stimulate interaction among the group. And typically, I will summarize the discussions with some closing comments that emphasize a real world perspective on the auditing issues involved.

No posted messages are private - so please feel free to call me directly if you have any personal or specific questions that the group may not benefit from. I'd like to talk and get to know you. Of course, you can send an email and I should respond within 24 hours.

If after reading the assignment discussion, you do not understand what to do, please email me so that I can explain the assignment. This is much better than turning in an assignment that is not done correctly or timely and losing points.

Deadlines and Late Submission

Life happens and I understand that work and family emergencies occur. If you will contact me before the work is late, we can try to work out something that will mesh with your schedule. However, if you don't contact me before-hand, and the work from one week is posted late during the next week, you'll lose up to twenty percent for each day that it is late. After the work is more than 7 days late, it will no longer receive a grade. There are no extensions for the class. All work must be turned in by the last day of class.

Evaluation

Method of Evaluation:

The final grade will be determined by the announced exams, quizzes, homework assignments, and discussion forums. All exams, quizzes homework assignments, and discussions will be completed online and must be submitted electronically.

Breakdown

<u>Points Distribution</u>	
Midterm Exam	50 points
Final Exam	150 points
Assignments X 5 (10 points each)	50 points
Discussions X 5 (10 points each)	50 points
Total Points	300 points

Grading:

Grades are based on the scale as follow:

- A = 270 to 300 points
- B = 240 to 269 points
- C = 210 to 239 points
- F = 0 to 209 points

Discussion Rubric:

This rubric will be used to assess the quality of your participation in the online discussion forums. Please use this tool as a guide when constructing your postings.

	Unsatisfactory	Basic	Proficient	Distinguished
Mechanics of the posting	Uses incomplete sentences, is unstructured in its organization, and includes frequent or consistent errors in mechanics (grammar, spelling, usage) in each paragraph. The posting is unreadable and there is a distinct lack of tone.	Uses complete sentences and the posting is comprehensible. The organization could be improved to present a more coherent argument, statement, or question. Includes 2-3 mechanical errors grammar, spelling, usage) per paragraph. The tone is respectful.	Uses complete sentences, organization is evident, and the posting includes no more than one mechanical error (grammar, spelling, usage) per paragraph. The tone is clear and respectful.	Uses complete sentences, organization is clear and thoughtful, the posting is grammatically correct, and free of spelling errors. The tone is clear and respectful.
Participation in the discussion	Provides minimal comments and information to other participants in the forum.	Provides comments, and some new information on a sporadic basis. Interacts with only 1-2 participants in the forum.	Provides comments, discussion, questions, and new information on a fairly regular basis. Interacts with a few participants in the forum.	Provides comments, discussion, questions, and new information on a regular, active, and weekly basis. Shows a high degree of interaction with other participants in the forum.
Content of posting	Writes a general or superficial posting that is unrelated to the discussion at hand and/or posts no comments.	Demonstrates a restricted understanding of the concepts, topics, and ideas as evidenced by posting information that could be derived from prior posts and/or including highly general comments.	Demonstrates an adequate understanding of the concepts, topics, and ideas as evidenced by posting superficial, or general statements in the forum. Includes a few details in the posting.	Demonstrates a solid understanding of the concepts, topics, and ideas as evidenced by thoughtful responses and questions that show a clear connection (are integrated) with the course material at hand. The posting shows depth, and includes many supporting details.

Critical Thinking Evidence by Posting	Provides no evidence of agreement or disagreement with an existing discussion.	Indicates agreement or disagreement with an existing discussion but provides no justification or explanation for comments.	Indicates agreement or disagreement with an existing discussion including a limited explanation or justification. Provides comments, discussion, and questions without a clear connection to the course material at hand.	Demonstrates a critical analysis of an existing posted idea or introduces a different interpretation to an existing concept or idea. Includes comments, discussion, and questions that have a clear connection (are integrated) with the course material at hand.
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* Course Policies

Homework Assignments:

There will be a total of 5 homework assignments valued at 10 points each for a total of 50 points. These assignments can be found on the course website in the modules under the week they are assigned. You will then see the assignment for the corresponding week. To receive credit, answer each question in the body of the submission/answer box (or as an attachment), and then click the "Submit" button. Credit will be determined by the quality of the student's answers. You will have unlimited attempts to complete each assignment, and there will be no set time to log on to complete. However, each assignment must be completed by the end of the week in which it is assigned. Failure to complete any of the assignments will result in no points for that assignment. No make-ups will be allowed. Make sure to put your name and assignment # on your work. Otherwise, you will not receive credit.

Discussion Forums:

There will be a total of 5 short discussion/participation forums valued at 10 points each for a total of 50 points. To receive full credit, three posts to each discussion thread are required. The first will be your initial post to the question asked by the instructor. In answering the initial question, you can simply post something you read in the newspaper or a magazine, heard on the news or read over the internet. You may also comment on an item you liked/did not like from reading the text. These should relate to the topics we are covering for that week. You will then have to respond to **at least two of your classmates' responses**. (This will result in a total of three posts per week). See Each response must be substantive, but need not be verbose. Points will be deducted for lack of participation or insufficient responses. Your grade will be based on the depth of your comment and your willingness to participate. Though I may not comment, I will visit the forums to make sure students are doing their work. The "just" of the forum is to promote student-to-student discussions. You must click on either "Modules" tab in the week assigned to post your comments. Your comments must be posted in the discussion forum area. Failure to do so will result in zero points.

Exams (Midterm and Final):

There will be a midterm and final exam. Students will only be able to take each exam once.

Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft

or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at:

<https://www.uclaextension.edu/pages/str/studentConduct.jsp> (<https://www.uclaextension.edu/pages/str/studentConduct.jsp>)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Service for Students with Disabilities Office at (310) 825-7851 or by email at access@uclaextension.edu. For complete information see:

<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>
(<https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp>)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see:

<https://www.uclaextension.edu/pages/str/grading.jsp> (<https://www.uclaextension.edu/pages/str/grading.jsp>)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except *Incomplete* may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor or record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, 1145 Gayley Ave., Los Angeles, CA 90024; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at

<http://policy.ucop.edu/doc/4000385/SHSV> (<http://policy.ucop.edu/doc/4000385/SHSV>).

Additional Items

Protecting Privacy and Data During Live Instruction

Live meeting sessions for this class, when applicable, are being conducted over Zoom. As the host, the instructor may be recording live sessions. Only the host has the ability to record meetings, no recording by other means is permitted. Recorded sessions will be posted in the Videos area of this class unless otherwise notified. Due to privacy, recordings are not available for download and are only accessible via Canvas for the duration of the class. If you have privacy concerns and do not wish to appear in the recording, do not turn on your video and/or audio. If you also prefer to use a pseudonym instead of your name, please let the instructor know what

name you will be using so that the instructor knows who you are during the session. To rename yourself during a Zoom meeting, click on Participants, click on your name, click on More, click on Rename. If you would like to ask a question, you may do so privately through the Zoom chat by addressing your chat question to the instructor only (and not to "everyone"). Additionally, chat may be used and moderated for live questions, and saving of chats is enabled. If you have questions or concerns about this, please contact the instructor via Canvas Inbox.

Pursuant to the terms of the agreement between Zoom and UCLA Extension, the data is used solely for this purpose and Zoom is prohibited from re-disclosing this information. UCLA Extension also does not use the data for any other purpose. Recordings will be deleted when no longer necessary. However, recordings may become part of an administrative disciplinary record if misconduct occurs during a video conference.

Course and Instructor Evaluation

UCLA Extension values your feedback on course and instructor evaluations. We ask all students to take a few minutes to complete an end-of-course evaluation survey. Updates to the course and instruction are influenced by your feedback. Understanding your student experience is essential to ensure continuing excellence in the online classroom and is appreciated by your instructor and the UCLA Extension academic leadership.

Your participation in a survey is voluntary, and your responses are confidential. After instructors submit grades, they will be given an evaluation report, but this report will not contain your name.

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
 - What are the basic computer specifications for Canvas? - <https://community.canvaslms.com/docs/DOC-10721>
 - Which browsers does Canvas support? - <https://community.canvaslms.com/docs/DOC-10720>
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as access to the online environment of a specific course is limited to 30 days after the final course date, as listed in the course catalog.

To download all your assignment submissions in Canvas, please refer to the [online support guide](https://community.canvaslms.com/docs/DOC-10606). (<https://community.canvaslms.com/docs/DOC-10606>) for more information or contact Canvas Support via the help menu within Canvas.

UCLA Extension Canvas and Learning Support

For immediate 24/7 Canvas technical support, including holidays, click on Help (located on the menu to the left) where you can call or chat live with a Canvas Support representative.

UCLA Extension Instructional Design and Learning Support

The UCLA Extension Learning Support staff assists both students and instructors with Canvas-related technical support, as well as general and administrative questions.

Learning Support staff is available Monday through Friday, from 8 AM to 5 PM (Pacific Time), except holidays:

- Email: support@unexonline.zendesk.com
- Website: <http://support.uclaextension.edu> (<http://support.uclaextension.edu/>)

Schedule

When	Lesson	Notes
Week #1 6/21/2021	Introduction to Internal Auditing (Chapter 1)	Classroom Introductions Course Overview Discussion #1 (10 points) Assignment #1 (10 points)
Week # 2 6/28/2021	The International Professional Practices Framework (Chapter 2); Governance (Chapter 3); Risk Management (Chapter 4)	Assignment # 2 (10 points)
Week # 3 7/5/2021	Business Processes and Risks (Chapter 5)	Discussion # 2 (10 points)
Week # 4 7/12/2021	Internal Control (Chapter 6)	Assignment # 3 (10 points)
Week # 5 7/19/2021	Midterm Exam	Midterm Exam (50 points)
Week # 6 7/26/2021	IT Risk and Controls (Chapter 7) Risk of Fraud and Illegal Acts (Chapter 8)	Discussion # 3 (10 points)
Week # 7 8/2/2021	Managing the Internal Audit Function (Chapter 9) Audit Evidence and Working Papers (Chapter 10)	Assignment #4 (10 points)
Week # 8 8/9/2021	Conducting Assurance Engagements (Chapter 12)	Discussion # 4 (10 points)
Week # 9 8/16/2021	Communicating Assurance Engagement Outcomes and Performing Follow Up Procedures (Chapter 14)	Assignment #5 (10 points)
Week #10 8/23/2021	Consulting Engagements (Chapter 15)	Discussion #5 (10 points)

Week #11	Final Exam	Final Exam (150 points)
8/30/2021		