

The University of Western Ontario
DAN Management and Organizational Studies

Management and Organizational Studies 3363b

Introduction to Auditing

Course Outline S001
January 2012 - April 2012

COURSE INSTRUCTOR Stacey Hann, CA
SSC, room 2234
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stacey.hann@uwo.ca

TIMETABLE

Section	Day	Time	Building	Room
001	Thursday	7:00-10:00 pm	SCC	3028

OFFICE HOURS

Wednesday 3:00pm - 4:00pm
or by appointment

WEB SITE ADDRESS

<http://webct.uwo.ca/>

COURSE OBJECTIVES

The course objective is to introduce students to auditing concepts and procedures. Students will recognize statement assertions and the risks associated with these assertions. The course covers the audit methodology, ethics and judgment and emphasizes assessment of the internal control system and its impact on audit risk.

PREREQUISITE

MOS 3360 A/B and enrolment in 3rd or 4th year of BMOS

COREQUISITE

MOS 3361 A/B

ANTIREQUISITE

Business Administration 4497 A/B

It is the student's responsibility for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained. According to Senate regulation: "Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

TEXTBOOKS

1. Arens, A.A., Elder, R.J., Beasley, M.S. & Spletstoesser-Hogeterp, I.B., Auditing, The Art and Science of Assurance Engagements, 11th Canadian Edition, Pearson, 2010

REFERENCE AND ADDITIONAL READINGS

To review articles from CAmagazine, please visit the following link:

www.camagazine.com

Additional/alternate reading & problems may be assigned in-class or posted on Web CT during the term.

CICA Handbook available on the Western Libraries website.

EVALUATION

Assignment 1 (Due Thursday January 19, 2012 in-class)	5%
Assignment 2 (Due Wednesday April 4, 2012 by 3:00pm)	20%
Mid-term Exam (March 2, 2012, 5:00-8:00 pm)	25%
Final Examination (to be determined by Registrar)	35%
Participation (weekly)	15%
	<u>100%</u>

HANDLING OF THE COURSE

Mastery of auditing theory and practice will require considerable time reading the textbook and other resources and attempting assigned homework problems/exercises. Homework problems and exercises may be taken from the text, other course resources, or from handouts posted on the course web site or distributed in class. You must review and attempt each homework assignment prior to the class during which it will be discussed.

Reading and assignments are integral components of the course and are crucial to the attainment of course learning objectives. Many, but not all, homework problems and exercises will be reviewed in class. For those problems and exercises not reviewed in class, solutions will be posted on Web CT. You must strive to stay current with reading and assignments.

ASSIGNMENTS

The first assignment will be to read the CICA Handbook and answer specific questions.

An audit planning assignment will be assigned later in the term. This assignment will involve the preparation of components of an audit planning report for a listed company. The report should be approximately 15 pages in length. This assignment will draw on your critical thinking, analytical and writing skills. The specific requirements of the audit planning assignment will be posted to Web CT later in the term.

The assignment is due on **Wednesday, April 4, 2012 by 3PM**. The assignment must be handed in on time. It can be either given to the instructor during class time or delivered to her office. **An assignment submitted late will result in a mark of 0.**

MID-TERM AND ASSIGNMENT

Only on the documented basis of illness or other extreme circumstances will students be permitted to write a make-up mid-term or assignment. In case of illness, a student must contact the instructor via telephone or e-mail (the date and time is recorded on both). The student must provide supporting documentation (Student Medical Certificate (SMC) available at <https://studentservices.uwo.ca/secure/index.cfm>) and submit the documentation to the Social Science Academic Counseling Office (SSC room 2105).

The student must arrange to write a make-up mid-term or assignment on a timely basis. The make-up may differ in format from the original mid-term or assignment.

EXAMINATIONS

"Students who fail to appear for an examination at the time set in the timetable will not be allowed to write the examination paper thus missed. Students should report this irregularity immediately to the office of their dean or, in cases of evening or Saturday examinations, to the Office of the Registrar. They may, with the approval of the chair of the department concerned, petition their dean for permission to write a Special Examination." See the current *Western Academic Calendar*.

POLICY ON SPECIAL EXAMINATIONS

- (1) Students unable to write based on compassionate or medical grounds with appropriate supporting documents, may write a special examination with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and the Department Chair.
- (2) A Special Examination must be written at the University no later than 30 days after the end of the examination period involved. To accommodate unusual circumstances, a date later than this may be arranged at the time permission is first given by the Dean of the Faculty.
- (3) Students involved with approved out-of-town university activities during the scheduled mid-term exam may apply to the course coordinator for special proctoring privileges to write the mid-term exam.

Notes

- (1) It is the student's responsibility to submit his or her own original written material in courses in this program. See the current Western Academic Calendar, "Scholastic Offences" or <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.
- (2) For a description of the process to be followed for mark/grade appeals see your professor.
- (3) The use of personal computers, or other hand held computing devices during examinations will not be permitted.

PARTICIPATION

Participation will be assessed on a weekly basis according to the following rubric:

Level	Description
0	Does not attend, or attends and is disruptive.
1	Attends class but does not contribute to the discussion.
2	Contributes by asking/answering questions, and making comments. Preparation for class is evident. Questions/comments are primarily factual in nature.
3	Demonstrates good preparation for class, contributing content-based questions and answers, but also offers insights and adds significant value to the discussion.

ACCESSIBILITY

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

ADD/DROP DEADLINES

January 17, 2012

Last day to ADD a first term half course

February 15, 2012

Last day to DROP a first term half course without academic penalty.

General Information

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation (see below for information on acceptable forms or documentation). Submit your documentation to the Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Academic Counselling Office and your instructor with supporting documentation (see below for information on documentation).
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Academic Counselling Office for approval without delay.

Note: Make sure you know the date, time and location of the special examination. For more information see Examinations - Common Situations.

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

Personal Illness: If you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.

If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used. <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.

In Case of Serious Illness of a Family Member: Obtain a medical certificate from the family member's physician.

In Case of a Death: Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.

For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense (see below) and you will be subject to academic sanctions.

ACADEMIC CONCERNS

You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.

You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.

If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.

If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.

FAILED YEAR

Procedures for completing a Waiver of the Progression Requirements (DEADLINE IS JUNE 30). [Click here for BMOS Waiver of Progression Requirements.](#)

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.

Answer the following questions:

1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
4. Approximately what percentage of classes did you attend in each course?
5. What assignments/tests/labs/quizzes/exams did you complete in each course?
6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
7. Please list the final grade earned in each course in which you were registered during the past academic year.
 - Why do you think you would be successful in University-level academic studies, if your petition was granted?
 - What are your academic goals?
 - o What is your long-term degree/program objective?
 - o In what specific program do you wish to register during the coming year?
 - o What specific courses do you wish to take during the coming year?

NOTE: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.