
MOS 3363B Introduction to Auditing Course Outline: Section – 001 & 002 Winter 2018

1. Course Information:

1.1 Class Location and Time:

Section	Day	Time	Building	Room
001	Monday	1:30-4:30pm	SSC	3028
002	Monday	6:30-9:30pm	SSC	3014

1.2 Contact Information:

Instructor: Stacey Hann, CPA, CA
Office: SSC 4402
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Email: stacey.hann@uwo.ca

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 also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question regarding an accommodation.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

An introduction to auditing concepts and procedures. Students will learn to recognize statement assertions and the risks associated with them. Topics include audit methodology, ethics, judgment, and emphasizing assessment of the internal control system and its impact on audit risk.

3 lecture hours, 0.5 course

Antirequisite(s): Business Administration 4497A/B

Prerequisite(s): MOS 3361A/B and enrolment in 3rd or 4th year of BMOS

2.2 Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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."

3. Textbook

Arens, A.A., Elder, R.J., Beasley, Jones, J.C., Auditing, The Art and Science of Assurance Engagements, 13th Canadian Edition, Pearson, 2016

CPA Handbook available on Western Libraries website

Additional readings and problems may be assigned in class or posted on OWL during the term.

4. Course Objectives and Format

4.1 Course objectives

Upon successful completion of this course, students will be able to:

1. Develop a comprehensive definition of auditing and fraud, including the reasons why audits are necessary and also describe the different types of audits and auditors.
2. Assess a client business environment and its potential impact on the assurance process.
3. Using generally accepted auditing standards (GAAS) set by the Chartered Professional Accountants of Canada, as a base for their knowledge, identify different categories of audit reports, the four major phases of an audit and the effect on the audit approach.
4. Explain and describe the objectives and purposes of the different audit tests an auditor would perform including risk assessment, internal control, substantive and compliance tests.
5. Produce a detailed audit plan that is specific to the assurance assignment.

4.2 Course format

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 website or distributed in class. Since the course is designed to be hands-on during class time with case discussions, group activities and discussion of textbook problems, you must review and attempt each homework assignment **prior** to the class during which it will be discussed.

Readings and assignments are integral components of the course and are crucial to the attainment of the course learning objectives. Many, but not all, homework problems and exercises will be reviewed and discussed in class. You must strive to stay current with reading and assigned questions.

5. Evaluation

Evaluation	Percentage of Course Grade
Assignment- due April 11, 2018 at 2:00pm	20%
In-class assignments	5%
Quiz- in class January 22, 2018 (Chapters 1-4)	5%
Participation- weekly- by February 16, 2018	7.5%%
Participation- weekly- by end of term	7.5%
Midterm Exam- February 26, 2018 6:30pm-9:30pm	25%
Final Exam- to be determined by Registrar	30%

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course (assignment, quiz, mid-term exam, and final exam) to pass the course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed. **Grades will not be adjusted on the basis of need. It is important to monitor your lecture and examination schedule.**

Assignment: 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 Indigo Books and Music Inc. (IDG.TSX). 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 on OWL later in the term.

The assignment is due on Wednesday April 11, 2018 at 2:00pm. The assignment must be handed in on time. It can either be given to the instructor during class time, delivered to her office, or put in the mail slot across from SSC room 4305. **An assignment submitted late will result in a mark of 0.**

Quiz: The January 22, 2018 is scheduled for 30 minutes in class.

Exams: The mid-term and final exam formats are in a multiple choice and short answer format. The quizzes, mid-term and final exam are **closed book examinations. Dictionaries are not allowed into the examinations. Only nonprogrammable calculators will be allowed into the exams.** If you are unsure, please ask your professor to check your calculator. **All electronic devices (includes cell phones) must be put away in your bag. They may not be on your person. Anyone found with an electronic device on their person will receive a grade of zero on the exam.**

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text and assigned readings. The mid-term will be scheduled in class on Monday, February 26, 2018. The final exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

The multiple choice portion of the mid-term and final exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

In Class Assignments: Students will be required to submit working papers requested by the Instructor for auditing activities performed in-class. The assignments will require students to apply knowledge they

have learned to mock scenarios. The working papers may be submitted to the Instructor in hard-copy format or electronically through the Drop Box on the course OWL site, at the student's option, upon completion of the activity **during class time**. **A response submitted late will result in a mark of 0. There will be no make up for the assignments under any circumstance. If adequate documentation is received by the Instructor (this documentation must be supplied by the Academic Counselling office) for a missed assignment, the weighting for the assignment missed will be reallocated to the final exam.**

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

Level	Description
0	Does not attend class, or attends and is disruptive (including use of cell phone during class, cell phone ringing during class, or using laptop for non-course activities)
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/ answers to both the lecture component AND the problem take up component. Offers insights and adds significant value to the discussion.

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: you are responsible for your grades in this course.

6. Lecture and Examination Schedule

Please refer to the weekly course schedule posted on OWL.

7. University Policy Regarding Illness

7.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset,

duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2 Make Up Examinations

The student must write a make-up exam or quiz if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office). The make up may differ from the original exam or quiz.

7.3 Attendance

It is expected that students will attend all classes.

8. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

10. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

11. Support Services

11.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/services/>
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

12. Other Issues

12.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 3000 range, the class average must fall between 70% and 77% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

12.2 Short Absences.

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

12.3 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. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5 Important Dates:

January 8:	Classes begin.
January 16:	Last day to add a second term half course
February 19:	Family Day.
February 19 – 23:	Reading Week
March 7:	Last day to drop a second term half course without penalty
March 30:	Good Friday
April 11:	Classes end
April 12 and 13:	Study days
April 14 – 30:	Final Examination Period

13. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

14. E-mail Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

14.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

14.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.