
MOS 3363A Sections – 001 & 002

Introduction to Auditing

Fall 2018 Course Outline

1. Course Information:

1.1 Class Location and Time:

S001: Monday 11:30 am – 2:30 pm SSC room 3006

S002: Monday 3:30 – 6:30 pm SSC room 2020

1.2 Contact Information:

Instructor: Michelle Loveland, CPA, CA

Office: SSC room 4414

Office Hours: Monday & Tuesday, 10:30 -11:30 am or by appointment

Phone: 661-2111 x84831

Email: mlovelan@uwo.ca

Website Address: <http://owl.ca/portal>

DAN Department of 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.

Antirequisite(s): [Business Administration 4497A/B](#).

Prerequisite(s): [MOS 3361A/B](#) and enrollment in 3rd or 4th year of BMOS.

Extra Information: 3 lecture hours, 0.5 course.

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.”

This regulation is in regards to the COURSES required. Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

3. Textbook

Arens, A.A., Elder, R.J., Beasley, Hogan, C.E., Jones, J.C., Auditing, The Art and Science of Assurance Engagements, 14th Canadian Edition, Pearson, 2019.
ISBN: 978-0-13-461311-6

CPA Canada Assurance Handbook: online access is available on campus through the following link: <https://edu-knotia-ca.proxy1.lib.uwo.ca/>

Additional/alternate reading 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 the 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

Group Assignment – due December 3, 2018 at 3:00 pm	20%
Quiz #1 – in class Monday September 26, 2018	5%
Participation – weekly (September 10 – December 3, 2018)	10%
Professionalism – weekly (September 17 – December 3, 2018)	10%
Hand-ins – 6 hand-ins where 5 best hand-ins worth 2% each	10%
Mid-term – in class October 29, 2018	20%
Final Exam – to be determined by Registrar	<u>25%</u>
TOTAL	100%

Students are **REQUIRED TO COMPLETE ALL COMPONENTS (assignments, quizz, mid-term, final exam and participation)** of this course 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.

Group 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 TELUS Corporation (T on the 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 to OWL later in the term.

The assignment is due on **Monday, December 3, 2018 at 3:00 pm**. The assignment must be handed in through the Assignment tab on the OWL course site since Turn-It-In will be used to detect any plagiarism that may have occurred. **An assignment submitted late will result in a mark of 0.**

Quizzes, Mid-term and Final: The September 26, 2018 quiz consists of 15 multiple choice questions. The quiz is scheduled for 25 minutes in class. The mid-term and final exam formats are in a multiple choice and short answer format. The mid-term will be scheduled for 2.5 hours and the final exam for 3 hours. The quizzes, mid-term and final exam are **closed book examinations. Dictionaries are not allowed into the examinations. Only non-programmable 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, October 29, 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.

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

Level 0: Does not attend class, or attends and is disruptive.

Level 1: Attends class, but does not contribute to the discussion.

Level 2: Contributes by asking/answering questions, and making comments. Preparation for class is evident. Questions/comments are primarily factual in nature.

Level 3: Demonstrates good preparation for class, contributing content-based questions/answers to both the lecture component **AND** the problem take up component. Offers insight and adds significant value to the discussion.

Professionalism: Professionalism will be assessed on a weekly basis. To earn 1% per class starting September 17, 2018, please do the following:

1. Arrive to class on time (11:30 am for S001 and 3:30 pm for S002).
2. Use your electronic devices (computer, laptop, etc....) for class purposes only.
3. Turn off your cell phone during class time.
4. Ensure your cell phone does not go off during class time.
5. Don't check your cell phone/electronic device messages during class time.
6. Attend class.

Hand-ins: Students will be required to submit assigned homework questions and/or working papers for auditing activities performed in-class. The homework questions and the working papers may be submitted to the Instructor in hard-copy format or electronically through the Assignment tab on the course OWL site, at the student's option. The assigned homework is due at the beginning of class and the working papers are due 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 assigned homework or working papers under any circumstances. There are a total of 6 hand-ins where your 5 best hand-ins will count towards your final grade.

6. Lecture and Examination Schedule

Please refer to the weekly course schedule posted on OWL.

7. 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. Please note that the instructor will not be providing copies of lectures notes or various overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

7.1 Respect

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

7.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

8. Exam Policies

- 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
- To ensure fairness to all students, questions will not be answered during exams.

9. 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".

9.1 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.).

9.2 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.

9.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

9.4 Unacceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

10. Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

10.1 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.

10.2 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.

11. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried. Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

12. Posting of Grades

Midterm exam, quiz, assignments, professionalism and participation grades will be sent to your uwo email address once the grades are available. Final exam grades and final course grades are not posted on OWL nor sent to your uwo email address. The grades are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

13. University Policy Regarding Illness

13.1 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.

13.2 Make Up Examinations

The student must write a make-up exam 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).

14. 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.

15. 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.

16. Support Services

16.1 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.

16.2 Academic Concerns.

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

17. Other Issues

17.1 Grade Policy

The DAN Department 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.

17.2 Senate Policy

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