

---

## MOS 3363A Section – 001 & 002

### Introduction to Auditing

### Fall 2019

### Course Outline

---

#### 1. Course Information:

##### 1.1 Class Location and Time:

<u>Section</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
001	Monday	10:30am-1:30pm	SSC 3010
002	Monday	3:30pm-6:30pm	SSC 3010

##### 1.2 Contact Information:

Instructor: Stacey Hann, CPA, CA

Office: SSC 4402

Office Hours: Wednesday 1:30pm-3:00pm or by appointment

Phone: 519-661-2111 x82750

Email: [Stacey.hann@uwo.ca](mailto:Stacey.hann@uwo.ca)

DAN Department of Management & 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 3<sup>rd</sup> or 4<sup>th</sup> 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."

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, Jones, J.C., Auditing, The Art and Science of Assurance Engagements, 14<sup>th</sup> Canadian Edition, Pearson, 2019

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

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

### 4. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

#### 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) as a base for their knowledge, identify different categories of audit reports, the 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

*Class time:* Class time will consist of lectures, problem solving, discussion and in-class activities. Class discussion is expected so please be prepared for class.

*Solutions:* This course has a NO PHOTOS policy. Students are not permitted to take pictures of work done in class by the professors. Official solutions to the assigned problems will be made available on OWL after the relevant material is covered by all sections. You should take your own notes of solutions discussed in class.

*Assignments and Examinations:* The assignments and examinations will test the student's comprehension of both the technical and conceptual aspects 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 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

Research Assignment (due September 23, 2019 at 10:30am)	5%
Audit Plan Assignment	20%
In Class Assignments	10%
Professionalism, Weekly	10%
Midterm Exam (October 17, 2019, 6:30pm-9:30pm)	25%
Final Exam (Date TBA)	30%

### 5.1 Examinations

Exams consist of a combination of multiple choice and written-response questions.

All exams 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.

**Electronic devices of any kind (including pagers, cell phones, smart watches and programmable calculators) are NOT permitted at exams.**

Students are responsible for material covered in the lectures as well as the assigned readings/ chapters in the text. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS (research assignment, audit plan assignment, mid-term exam, professionalism, final exam, in-class assignments)** of this course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed. **Students MUST PASS the final exam in order to pass the course.**

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.

**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.**

### 5.2 Research Assignment

Students are required to work in a group of up to 3 students to submit a response to a research assignment. The assignment will require students to perform research using their textbook, the CPA Handbook, and the CPA Professional Code of Conduct. A printed copy of the assignment must be submitted in the drop box outside the MOS office on the 4<sup>th</sup> floor of the Social Science Centre and an electronic copy must be uploaded through the Assignment tab on OWL by **September 23, 2019 at 10:30am** so that Turn-It-In may be used to detect any plagiarism that may have occurred. **Any assignment delivered after the deadline will receive a mark of zero.**

Only students that attend class regularly may complete the assignment as part of a group. Beware of working in groups and using material provided by other students without proper referencing- this will be considered cheating. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another author, you must acknowledge your source by using quotation marks where appropriate, and by proper referencing such as footnotes and citations.

### 5.3 Audit Plan Assignment

There will be a three-task audit plan assignment required for this course. The due dates for each task of the assignment are as follows:

Task 1: Friday October 11, 2019 at 2:00pm

Task 2: Friday October 25, 2019 at 2:00pm

Task 3: Friday November 29, 2019 at 2:00pm

You are permitted to work in a group of up to 3 students to complete all three tasks of the audit plan assignment (you must stay in the same group for all three tasks). Only students that attend class regularly may complete the assignment as part of a group. Beware of working in groups and using material provided by other students without proper referencing- this will be considered cheating. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another author, you must acknowledge your source by using quotation marks where appropriate, and by proper referencing such as footnotes and citations. Assignments must be submitted through the Assignment tab on the course OWL site so that Turn-It-In may be used to detect any plagiarism that may have occurred.

Peer reviews will be required for all students that work in groups. These reviews are due no later than 2:00pm on Friday November 29, 2019.

Any late component and/or late peer review will have up to 5% deducted from the total assignment mark for each part of a 24- hour period that the assignment is late, regardless of the reason. Task 3 assignments not received by December 6, 2019 at 2pm will receive a grade of zero.

Please see further details about deadlines and submission requirements on the course OWL site.

### 5.4 Professionalism

Professionalism will be assessed on a weekly basis according to the following rubric.

<u>Level</u>	<u>Description.</u>
0	Student is late for class, absent from class or attends class and <b>does not</b> demonstrate <b><u>professionalism.</u></b>
1	Student is engaged with the course materials throughout the class, demonstrates <b><u>professionalism.</u></b> but does not contribute to the discussion.
2	Student contributes by asking/ answering questions and making comments. Preparation for class is evident. Questions/comments are primarily factual in nature. Student demonstrates <b><u>professionalism.</u></b>
3	Student demonstrates good preparation for class, contributing content-based questions/ answers to both the lecture component <b>AND</b> the problem take up component. Offers insights and adds significant value to the discussion. Student demonstrates <b><u>professionalism.</u></b>

**Professionalism** is demonstrated in the following ways:

1. Arrive to class on time.
2. Use your electronic devices (ie. Laptop, tablet, etc.) for class purposes only. (Non class purposes include email, social media, non related news articles etc.)
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.

Professionalism marks can make a significant difference in achieving your goal for your final course grade. **Professionalism marks must be earned.**

## 5.5 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 must be submitted to the Instructor electronically through the Assignment tab on the course OWL site, 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. There are a total of six assignments and your best five assignments will count towards your final grade.

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.

## 6. Lecture and Examination Schedule

See Schedule on OWL.

## 7. Student Responsibilities

For Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

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 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.

### 7.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or

distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

## **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, 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 Uvey 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 grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and 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

For details on University Policy and student responsibilities go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- i. Submitting a Self-Reported Absence form provided that the conditions for submission are met (maximum of 2 from September to April, valid for 48 hours or less, on course work worth less than or equal to 30%); or
- ii. For medical absences, submitting a Student Medical Certificate (SMC) : [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- iii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to **consider carefully the implications** of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are not an appropriate basis for a self-reported absence;

- **must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

### 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).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

## 14. University Policy on Cheating and Academic Misconduct

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.

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.

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.

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/](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.