



MOS 3363A Section – 001 & 002 Introduction to Auditing Fall 2020 Course Syllabus

1. Course Information:

1.1 Class Location and Time:

Distance Studies/Online

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

This is primarily an online course, with some required synchronous components. This class is designed to have both synchronous, meaning there will be activities that will occur at a specific date and time that you are required to attend, and asynchronous, meaning aspects of the course will be done on your schedule at the time most convenient to you. Synchronous activities may include question & answer sessions, group work, hand in assignments and discussions.

Refer to Weekly Schedule for Synchronous Lecture schedule.

Technical Requirements:

- Stable high speed internet connection
- Working microphone
- Webcam
- Laptop or computer
- A quiet space to take part in synchronous learning

Information about the system requirements or Zoom are available at the following link:
<https://support.zoom.us/hc/en-us>

* Please note that Zoom servers are located outside Canada. If you would prefer to use only your first name or a nickname to login to Zoom, please provide this information to the instructor in advance of the synchronous classes and examinations.

1.2 Contact Information:

Instructor: Stacey Hann, CPA, CA

Email: stacey.hann@uwo.ca

Office hours will be held remotely using Zoom. Students will be able to sign up for an appointment using Sign Up on OWL.

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 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."

This regulation is in regard 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, 14th Canadian Edition, Pearson, 2019

- Print Package w/ MyLab & eText (Arens): ISBN 9780134894805
- MyLab w/ eText (Arens): ISBN 9780134835013

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.

This course integrates financial accounting concepts learned in MOS 3360/MOS 3361 Intermediate Accounting. The course has certain elements that are geared towards students who are pursuing a professional accounting designation.

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

Asynchronous Lecture Material: Lecture videos will be posted each week covering important concepts in the course. These materials are the property of the instructor and are not to be video recorded or shared. Students may post questions or comments and interact with their peers and the instructor on the Forum on the course OWL site.

Synchronous classes: Attendance at synchronous classes **is required**. Synchronous class time will consist of problem solving, discussion, cases and in-class activities. You must complete the assigned pre-work **prior** to the class during which it will be discussed.

All of the remote learning sessions for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals under special circumstances. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are **not** permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

Solutions: This course has a NO PHOTOS/NO RECORDING policy. Students are not permitted to take pictures or videos of work done in class by the professor. 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.

4.3 How to be Successful in this Course

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Follow weekly checklists created on OWL or create your own to help you stay on track. You must strive to stay current with posted lectures, readings and assigned questions.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively as you read the textbook and watch the videos.
5. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact your instructor.

7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

5. Evaluation

Research Assignment	4%
Audit Plan Assignment	20%
In Class Assignments	10%
Professionalism and Engagement	10%
Midterm Exam (Date TBA)	31%
Final Exam (Date TBA)	25%

All assessment or examinations done online are expected to be done by the student registered in this course, following the instructions outlined by the assessment.

5.1 Examinations

Examinations in this course will be conducted using the remote proctoring service, Proctortrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:

<https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link: <https://www.proctortrack.com/tech-requirements/>. The student is responsible for ensuring their account and computer are fully functional prior to the exam.

All exams are **closed book examinations**.

Students are responsible for material covered in the lecture videos, synchronous classes as well as the assigned readings, and chapters in the text. Exams will not be returned to students but may be discussed in the instructor's office hours.

In the event of approval from Academic Counselling, a make up exam will be arranged. The format of a make up exam may not be the same as the original assessment.

5.2 Research Assignment

Students will work in an assigned group of 3-5 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. An electronic copy must be uploaded through the Assignment tab on OWL **during class** on September 21, 2020 so that Turn-It-In may be used to detect any plagiarism that may have occurred. **Late/incomplete assignments without illness self-reports will receive a mark of zero. In the event of an illness self-report on the deadline date, or approval from Academic Counselling, the weight of the missed assignment will be transferred to the midterm exam.**

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 9, 2020 at 10:30am

Task 2: Monday November 9, 2020 at 10:30am

Task 3: Friday December 4, 2020 at 10:30am

You are required to work in a group of 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.

Any late component and/or late peer review will have up to 20% 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 9, 2020 at 10:30am will receive a grade of zero.

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

5.4 Professionalism and Engagement

Engagement will be worth 5% of the course grade and will be assessed on a weekly basis according to the following rubric.

<u>Level</u>	<u>Description</u>
0	Student does not complete the “watch a voice thread assignment” by the deadline.
1	Student completes the “watch a voice thread assignment” by the deadline.

Professionalism will be worth 5% of the course grade and will be assessed during synchronous Zoom classes according to the following rubric:

0	Student is late for a synchronous class, absent from class or attends class and does not demonstrate professionalism AND/OR student does not complete the “exit ticket.”
1	Student demonstrates professionalism , but does not contribute to the discussion AND student completes the “exit ticket.”
2	Student demonstrates professionalism and the student contributes by asking/ answering questions and making comments AND student completes the “exit ticket”.

Professionalism in a synchronous class is demonstrated in the following ways:

1. Students must use their UWO credential to be permitted to access the class.
2. Arrive to class on time and remain in class for the full duration.
3. Use a computer and/or laptop if possible (as opposed to a cell phone or tablet)
4. Ensure that you are in a private location to protect confidentiality of discussions in the event that a class discussion deals with sensitive or personal material.
5. Ensure your full name (or nickname, upon prior communication to the instructor) is displayed.
6. Keep your video turned on for the full duration of class and please be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable.
7. To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
8. Unless invited by your instructor, do not share your screen in the meeting.

Class participation and engagement is an integral part of the learning experience in this course. Therefore, it is expected that every student will be prepared for each class and be a willing participant in the discussions. If you wish to speak, use the "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question. Voluntary class participation is expected; however, students may also be cold-called to discuss issues related to assigned material. In order for classes to run smoothly it is required that all students are fully prepared for each and every class.

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

General considerations of "netiquette":

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. "Flaming" is never appropriate.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately. Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

5.5 In-Class Assignments

Students will be required to submit working papers requested by the Instructor for auditing activities performed **during 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 zero and the instructor WILL NOT accept submissions via email.** 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. **In the event of an illness self-report on the assignment date, or approval from Academic Counselling, the weight of the missed assignment will be transferred to the final exam**

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.

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.**

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. Communication

- Students should check the course OWL site every 24- 48 hours
- A weekly update will be provided on the OWL announcements
- This course will use Zoom for synchronous classes and office hours.
- Students should post all course-related content on the OWL discussion forum so that everyone can access answers to questions

8. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see:
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.

8.1 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.

8.2 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.

8.3 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.

9. Exam Policies

- Have student identification ready.
- Nothing is to be on/at one's desk during an exam, except your computer and any approved materials
- No other browsers or programs may be open while an exam is in progress.
- Students may be required to use ProctorTrack or other proctoring software.
- To ensure fairness to all students, questions will not be answered during exams.

10. 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".

10.1 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.).

10.2 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.

10.3 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

10.4 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

11. Attendance

It is expected that students will attend all synchronous classes.

11.1 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.

11.2 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.

12. 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.

13. 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.

14. University Policy Regarding Illness

14.1 Illness

For details on University Policy and student responsibilities go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Consideration_for_absence_s.pdf

The current Illness Policy is available here (subject to change):

https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf

14.2 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.

15. 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.

16. 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.

17. Support Services

17.1 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/your-services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Health and Wellness at Western University: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

17.2 Academic Concerns.

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