

**The University of Western Ontario  
Aubrey Dan Program in Management and Organizational Studies  
Management and Organizational Studies 3363a  
Introduction to Auditing**

**Course Outline Sections 001, 002, 003  
September 2011-December 2011**

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**COURSE INSTRUCTOR** Michelle Loveland, CA  
SSC room 2223  
661-2111 x. 84931 or [mlovelan@uwo.ca](mailto:mlovelan@uwo.ca)

**CLASSES** S001 Monday 1:30-4:30 pm SSC room 2024  
S002 Tuesday 8:30-11:30 am SSC room 3010  
S003 Tuesday 12:30-3:30 pm SSC room 2036

**OFFICE HOURS** Monday 12:00–1:00  
Tuesday 3:30-4:30  
or by appointment

**WEB SITE ADDRESS** <http://webct.uwo.ca/>

**OBJECTIVES**

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

**PREREQUISITES:** MOS 3360 A/B and enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of BMOS

**COREQUISITE:** MOS 3361 A/B

**Antirequisites:** Business Administration 4497 A/B

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

**TEXTBOOK**

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

**Reference and additional readings**

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

[www.camagazine.com](http://www.camagazine.com)

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

## EVALUATION

Assignment (due Nov. 24, 2011 at 1:00 pm)	20%
Mid-term exam (Nov. 3, 2011, 6:30-9:30 pm)	25%
Final exam (to be determined by Registrar)	40%
Participation (weekly)	<u>15%</u>
	<u>100 %</u>

## HANDLING OF THE COURSE

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

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

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

The assignment is due on **Thursday, November 24, 2011 at 1PM**. The assignment must be handed in on time. It can be either given to the instructor during class time or delivered to her office. **An assignment submitted late will result in a mark of 0.**

## MID-TERM AND ASSIGNMENT

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

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

## Examinations

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

## Policy on Special Examinations

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

## Notes

1. It is the student’s responsibility to submit his or her own original written material in this program. See the current *Western Academic Calendar*, “Scholastic Offences”.
2. For a description of the process to be followed for mark/grade appeals, see your professor
3. The use of personal computers or other hand held computing devices during the examinations will not be permitted.

## PARTICIPATION

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

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

**ADD/DROP DEADLINES**

September 16, 2011 Last day to ADD a first-term half course without penalty.  
October 15, 2011 Last day to DROP a first-term half course without penalty.

**ACCESSABILITY**

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