

## MOS 3363A – Introduction to Auditing

### Course Outline: Sections – 001 & 002 - 2016 Fall Term

#### 1. Course Information

##### 1.1 Class Location and Time:

Section	Day	Time	Building	Room	Instructor
001	Tuesday	8:30-11:30am	SSC	3018	Michelle Loveland
002	Tuesday	12:30-3:30pm	SSC	3006	Michelle Loveland

##### 1.2 Contact Information:

Instructor Name	Room Number	Office Hours	Phone	Email Address
Michelle Loveland Course Coordinator	SSC-4414	Monday 11:30 am – 12:15 pm Tuesday 3:30 –4:15 pm Or by appointment	661-2111; Ext. 84931	<a href="mailto:mlovelan@uwo.ca">mlovelan@uwo.ca</a>

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

DAN Management and Organizational Studies strive 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 519-661-2111 ext. 82147 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 enrolment in 3rd or 4th year of BMOS.

**Corequisite(s):** None

**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.”

### 3. Textbook

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

Additional/alternate reading and problems may be assigned in-class or posted on OWL during the term.

### 4. Course Objectives and Handling of the Course

#### 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 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 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 December 1, 2016 at 1:00 pm	20%
Quiz – in class September 27, 2016	5%
Mid-term – in class October 25, 2016	20%
Final exam – to be determined by registrar	25%
Hand-in problems throughout the term (released by 10-28-16)	5%
Hand-in problems throughout the term	10%
Participation - weekly (released by 10-28-16)	5%
- weekly	10%

Students are **REQUIRED TO COMPLETE ALL COMPONENTS (assignment, mid-term, in-class hand-ins and final exam)** 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.

**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 Maple Leaf Foods Inc. (MFI.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 **Thursday, December 1, 2016 at 1:00 pm**. The assignment must be handed in on time. It can be either 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.**

The quiz consists of 15 multiple choice questions. The quiz is scheduled for 25 minutes in class on September 27, 2016. 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 quiz, mid-term and final 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. **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

Tuesday, October 25, 2016. 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 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.

**Class Hand-in Problems** will be submitted at the **beginning** of most classes. **Please ensure you have a copy of your solution(s) before coming to class.** The hand-in problems will be marked out of 5 marks according to the following rubric:

Level	Description
0	Did not submit the solution, or submitted a solution other than the one requested.
1 - 2	Submits the solution but has done very little of the analysis/work.
3	Submits the solution which shows only rudimentary understanding of the material covered by the problem assigned.
4 – 4.5	Submits a solution which is substantially correct but with one or two small omissions/errors present.
5	Submits a solution which completely answers the question posted by the assigned problem.

As it is recognized that on occasion some students may need to miss a class during the term, I will remove your lowest hand-in grade when determining the grade allocated to this component of your final grade. If more than 1 class/hand-in problem is missed, and documentation is provided to Academic Counselling to demonstrate that these absences are legitimate, then that portion of the hand-in grade will be added to your final exam.

**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.
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 <b>AND</b> the problem take up component. Offers insight 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. University Policy Regarding Illness

### 6.1 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](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](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.

## 6.2 Make Up Examinations

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

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.

## 6.3 Attendance

It is expected that students will attend all classes.

# 7. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). 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.

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.

## 8. Procedures for Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director 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. 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.

## 9. 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.

## 10. Support Services

### 10.1 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.

## 11. Other Issues

### 11.1 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 75% 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.

### 11.2 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.

### 11.3 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.

### 11.4 Academic Concerns.

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

### 11.5 Important Dates:

September 8, 2016	Classes begin
September 16, 2016	Last day to add a full course or first-term half course
October 27 - 28, 2016	Fall Study Break
November 5, 2016	Last day to drop a first term half course.
December 7, 2016	Fall Session classes end.
December 8-9, 2016	Study Days
December 10-21, 2016	December examination period.

## 12. Exam Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, a pen, 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](http://www.uwo.ca/univsec/academic_policies/index.html)



## **13. E-mail Policies**

### **13.1 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.).

### **13.2 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.

### **13.3 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

### **13.4 Non-Acceptable 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