



**Carleton**  
University

**Sprett**  
School of Business

CARLETON UNIVERSITY  
**BUSI 3007R**  
**FALL 2023**  
**Auditing 1**

**Instructor:** Naomi Fernando, CPA (she/her/hers)

**Office:** Nicol building 7036

**Office Hours:** On Microsoft teams: Book a meeting with me [here!](#)

Alternatively, office hours can be available upon request.

**Email:** [naomifernando@cunet.carleton.ca](mailto:naomifernando@cunet.carleton.ca)

**Modality:** Online, asynchronous

**Pre-requisites & precluded Courses:** BUSI 2001

---

**Course Calendar description from the [2023/2024 University calendar](#):**

Auditing theory, methodology and application.

**Course Description:**

This course examines the factors affecting assurance services and the practice of auditing financial statements. First, we will look at the demand for assurance services and at the professional dimension of assurance services. Second, we will go over the concepts that underlie the planning phase of a financial statement audit (objectives, risk assessment, materiality, internal control...). Third, we will explore the audit process and develop plans for evidence collection in different audit areas (revenue, accounts payable, inventory, payroll expense, cash...). Finally, we will discuss other types of engagements.

**Learning Outcomes:**

By the end of the course, students will be able to:

- Describe the demand for assurance and explain the audit process;
- Plan an audit engagement and assess risk and materiality;
- Design and apply audit procedures, including control tests and substantive tests;
- Evaluate the audit report;
- Apply professional standards and develop an appreciation for ethical judgment in auditing; and
- Compare financial statement audits to other types of engagements.

### Reading(s)/Textbook(s)/Required Materials

1. Auditing: The Art and Science of Assurance Engagements, Canadian 15th edition, Pearson, Arens, Elder, Beasley (9780136691976)

Other:

2. [The CPA Canada Handbook – Accounting & Assurance](#)
3. [The CPA Ontario Code of Professional Conduct](#)
4. [The CPA Ontario Student Code of Conduct](#)
5. Other material posted to our Brightspace page.

Course requirements and methods of evaluation:

Reference	Component	%	Due date(s)
A	Participation	10%	Deadlines each week starting Jan 15
B	Quizzes (2)	10%	<i>Quiz 1 available:</i> Feb 5 <sup>th</sup>
			<i>Quiz 1 due:</i> Feb 11 <sup>th</sup>
C	Individual Assignment	20%	<i>Quiz 2 available:</i> March 18 <sup>th</sup>
			<i>Quiz 2 due:</i> March 24 <sup>th</sup>
D	Team Project (report and presentation)	20%	Report: March 31 <sup>st</sup> Presentations: Week of April 1 <sup>st</sup>
E	Final Exam	40%	Scheduled during the week of April 13-25

Each component of your grade will be assigned a percentage score. Your final course grade will be a weighted average of each of these components. All submissions must be made in Brightspace.

#### Late work policy:

Sometimes, despite our best efforts, we cannot meet our deadlines. You have two days of grace that you can apply to any individual assignment (except the final exam). For example, a single assignment may be two days late or two assignments may each be one day late with no penalty. If you wish to use these days of grace, send me an email by the deadline indicating you plan on submitting the assignment late. Once the two days have been used, no further lateness will be accepted and any late submissions at that stage will receive 0.

## A. Participation (10%)

Participation will be assessed using the following items:

- Practice problems and cases: For each of the 12 topics, there will be practice problems and/or short cases to solve each week. In order to perform well in this course, it is critical not only to try solving these problems/cases but also to debrief your work and compare what you did to the official solution so that you can progress, improve the structure of your response, and familiarize yourself with the type of cases you will have to solve for the individual assignment and final exam.

You can submit your attempt at solving these problems/cases in Brightspace each week starting January 15<sup>th</sup> (*each submission is worth 0.5 mark for a maximum of 5.5 marks*). A Word file and/or an Excel spreadsheet should be used to complete the work. There will be tutorial time to cover the weekly problems.

During the tutorial time you will attempt the problem and debrief your work. You will use the time within the tutorial to comment on your work (you can use the comment function in Word in your original document, for example), and submit your reviewed work in Brightspace. Each submission (reviewing and commenting on your original work for the problems/cases for one given topic) is worth 1 mark, *for a maximum of 11 marks. Note: You must attend the tutorial to receive the mark.* Even if you did not submit your attempt at solving the problem/case before the first deadline, you can still submit your debriefing work before the second deadline.

- Meet and greet - Student introduction – attend a Zoom “Meet & Greet” with Naomi the week of Jan 8 -14 (see Brightspace for schedule & link). Chat with Naomi & other students for a few minutes 😊 *Attending one session will earn you 2.5 marks.*
- Discussion forum: In Brightspace, there is a distinct discussion forum called “Sharing experience”. You can contribute by 1) posting about your practical experience with some of the topics covered in the course (if you have experience as an auditor or an auditee, for example); and 2) posting about a situation, a problem, or an event discussed in the media that is relevant to the course and; 3) responding meaningfully to other students’ posts. Each of your posts are worth 0.5 mark, for a maximum of 1 *mark*.
  - Posting about your experience: Briefly summarize a situation that you have encountered in which one (or multiple) of the concepts covered in the course are at play. In a short post, describe the situation and identify the course concepts.

- Posting about a situation, a problem, or an event relevant to the course: Briefly summarize the situation, problem, or event, explain how it connects with the course content, and add a link to the article or website where the issue was discussed.
- Responding meaningfully to others' posts: You can contribute to the discussions by replying to other students' posts and identifying additional course concepts in their situation or highlighting how the situation they have described relate (or differ) to one that you have encountered (using similar concepts).

As you may have noted, the total available participation marks total 20.5 marks. However, the maximum achievable mark is 10/10. Thus, you can decide how to invest your time and efforts depending on your interests. However, I strongly recommend that you prioritize solving and debriefing the problems and cases.

### **Tutorials**

Tutorials will begin the SECOND week of classes. At each tutorial, you can expect to cover weekly practice problems on material covered in the lecture. A TA will be available to assist you as you try the problem on your own first (or with friends). Attempting the problem (and struggling with it) on your own, is essential to the learning process. Have no fear, before the end of the tutorial, the TA will walk through the solution, but at a pace which assumes you have worked on it on your own first.

### **B. Quizzes (10%)**

Two quizzes are scheduled throughout the term to help you keep up with the breadth of the course material and make sure that you master the most important concepts and tools. Each quiz is worth 5%, is approximately 30 minutes in length, and consists of multiple-choice questions. The first quiz covers Classes 1-5. The second quiz covers Classes 6-10. See below chart for quiz availability dates and due dates.

### **C. Individual Assignment (20%)**

The individual assignment consists in a case analysis covering Classes 1-5. The individual assignment must be submitted in Brightspace before end-of-day on March 3<sup>rd</sup>. Additional instructions will be provided in Brightspace.

Assignments are done individually, but I require students to do something weird: register for "group" on Brightspace (you will be the only one in it). This allows me to: Mark anonymously (see later discussion on bias reduction). Students will NOT put names on their assignments.

Find out whose assignment it is if I really need to (e.g. academic integrity violation)

Instructions for registering for a Brightspace group:

On the BUSI 3007 course Brightspace page, select “Tools” in the top menu bar to see the drop-down list.

Select ‘Groups’ from this drop-down list.

Add yourself to a group that has 0 individuals in the group. Please do not add yourself to a group that already has someone in it.

#### **D. Team Project (20%)**

Teams of six students will be formed by January 15<sup>th</sup>. Each team will 1) plan an audit engagement for a Canadian public company and submit its audit plan in Brightspace by **March 31<sup>st</sup> at 11:59 pm** (12%), and 2) present its audit plan in during the selected tutorial in the week of **April 1<sup>st</sup>** (8%). Each Team will get an online consultation with the professor to informally present the company chosen and its industry, to test preliminary analyses and ideas, and to ask questions.

At the end of the term, you should complete and submit an Evaluation Form where you will evaluate every team member’s contribution to the team effort (including your own). Consistent poor peer evaluations may result in reduced individual grades on team assignments. Thus, your final individual grade for the Team Project will be based on:

- (1) the quality of the audit plan/presentation; and
- (2) peer evaluation.

Additional instructions will be provided in Brightspace.

#### **E. Final Exam (40%)**

A final examination will take place during the university scheduled final exam period. The final exam is cumulative with some emphasis on the concepts covered in classes 6-12. University policy with respect to examinations will be strictly adhered to. Supplemental and grade-raising examinations are not available.

**If the mark on the final exam is less than 50%, the final grade for the course will be an F.**

**Preliminary Course Schedule:***Please note that this schedule is subject to change*

<b>Week #</b>	<b>Class Dates</b>	<b>Topic</b>	<b>Required Readings</b>	<b>Related Assessment</b>
1	Jan 8 - 14	Introduction	1,2	
2	Jan 15 - 21	Audit Objectives and Audit Report	4,18	
3	Jan 22 - 28	Ethics, Client Acceptance, and Preliminary Planning	3 and part of 6	
4	Jan 29 - Feb 4	Risk Assessment	7, 8,9	
5	Feb 5 - 11	Materiality and Risk Response	Part of 6 and 10	Quiz 1 due Feb 11 <sup>th</sup> at 11:59pm
6	Feb 12 - 18	Audit Evidence and Sampling Concepts	5,11	
<b>Reading Week</b>				
7	Feb 26 - Mar 3	Audit Revenue and Receivables	12	Assignment 1 due by March 3 <sup>rd</sup> at 11:59 pm
8	Mar 4 - 10	Audit Accounts Payable	13	
9	Mar 11 - 17	Audit Inventory	14	
10	Mar 18 - 24	Audit Payroll	15	Quiz 2 due by March 24 <sup>th</sup> at 11:59 pm
11	Mar 25 - Mar 31	Audit Cash and Cash Equivalents, Capital Acquisition, and Repayment Cycle	16,20	Final report due by March 31 <sup>st</sup> at 11:59 pm
12	Apr 1 - 7	Audit Completion and Other Engagements	17,19	Final presentations this week during tutorials

## *Other*

### **Brightspace**

Brightspace will be used in this course. It is critical to use this learning tool on a regular basis. This is how I will communicate important information, so please make sure to check on a regular basis.

We will be using Brightspace as follows:

- To communicate with students on regular basis (e-mail, announcements, etc.)
- To post weekly agendas outlining recommended readings, deliverables, etc. each week
- To post notes of an administrative nature or updates to the course outline, if required
- To provide a place for you to upload your deliverables

To access Brightspace, type in the following URL: <https://brightspace.carleton.ca>

### **Marking**

The assignments and final exam will be marked by the teaching assistants and the instructors together and follow a rigorous quality control process that reasonably assures that the grade awarded is fair. However, no system is 100% error-free, so it is possible that you may wish to call into question a grade that has been awarded. In this circumstance, please write a brief email describing the difficulty with the awarded grade to the instructor no later than seven calendar days following the date the assignments/tests were handed back. Please be sure to include your student number in the email to enable us to properly identify it.

### **Reduction of Bias**

I make an effort to reduce unintentional bias in grading by, for example and when possible, grading anonymously, using clear and specific rubrics, and grading tests one question at a time (grading all of question 1 before grading any of question 2), etc.

### **Student's Responsibilities with regards to deadlines**

It is your responsibility to ensure that you meet (1) the quiz deadlines, (2) the assignment deadlines, and (3) the final exam date and time. It's as easy as entering these in your calendar on your smart phone or paper agenda. You have your 2 flex days for assignments. These are the only accommodations I will give in terms of deadlines.

**Contribution to Learning Goals of the Program (BCom, BIB):**

<b>Program Learning Goal</b>	<b>Competencies Not Covered</b>	<b>Competencies Introduced (only)</b>	<b>Competencies Taught But Not Assessed</b>	<b>Competencies Taught and Assessed</b>
<b>CHECK (X) ONE PER ROW</b>				
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				<b>X</b>
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				<b>X</b>
<b>BC3 Critical Thinking</b> <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>				<b>X</b>
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>				<b>X</b>
<b>B15 Global Awareness (BIB ONLY)</b> <i>Graduates will be globally-minded.</i>	<b>X</b>			



## ADDITIONAL INFORMATION

### Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### Group work

The Spratt School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

### Grading

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

### Pregnancy Accommodation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

[carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Religious obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

[carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](https://carleton.ca/pmc)

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](https://carleton.ca/sexual-violence-support)

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline)

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others.

**For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

### **Sprott Student Services**

The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at [bcom@sprott.carleton.ca](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca).

### **Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](http://carleton.ca/csas).

### **Important Information:**

- Students must always retain a copy of all work that is submitted.
- All final grades are subject to the Dean’s approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>

---

## IMPORTANT DATES AND DEADLINES

Date	Activity
WINTER TERM 2024	
January 1, 2024	Deadline for course outlines to be made available to students registered in full winter and early winter term courses.
January 4, 2024	University reopens.
January 8, 2024	Winter term begins. Full winter and early winter classes begin.
January 12, 2024	Last day for registration and course changes (including auditing) in early winter courses.
January 19, 2024	Last day for registration and course changes (including auditing) in full winter and late winter courses.
	Last day to withdraw from early winter courses with a full fee adjustment.
	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2024 and must register for the winter 2024 term.
January 26-28, February 2-4, 2024	Full fall and late fall term deferred final examinations will be held.
January 31, 2024	Last day to withdraw from full winter courses and the winter portion of fall/winter courses with a full fee adjustment.

Date	Activity
February 1, 2024	Last day for academic withdrawal from early winter courses.
	Last day to request Formal Examination Accommodations for Feb/Mar final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
February 9, 2024	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early winter term undergraduate courses, before the official Feb/Mar final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
February 16, 2024	Last day of early winter classes.
	Last day for final take-home examinations to be assigned in early winter courses, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day that can be specified by an instructor as a due date for term work for early winter courses.
	April examination schedule available online.
February 19, 2024	Statutory holiday. University closed.
	Deadline for course outlines to be made available to students registered in late winter courses.
February 19-23, 2024	Winter break, no classes.

Date	Activity
February 24-25, March 2-3, 2024	Final examinations in early winter undergraduate courses will be held.
February 26, 2024	Late winter classes begin.
March 1, 2024	Last day for receipt of applications to Bachelor of Architecture, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Music and Bachelor of Social Work degree programs for the fall/winter session.
	Last day for receipt of applications for admission to an undergraduate program for the summer term.
	Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).
March 8, 2024	Last day to withdraw from late winter term courses with a full fee adjustment.
March 15, 2024	Last day for academic withdrawal from full winter, late winter, and fall/winter courses.
	Last day to request Formal Examination Accommodations for April full winter, late winter, and fall/winter final examinations from the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
March 15-17, 2024	Early winter undergraduate deferred final examinations will be held.

Date	Activity
March 27, 2024	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
March 29, 2024	Statutory holiday. University closed.
April 1, 2024	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
	Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate from outside Canada or the United States, except for applications due March 1.
	Last day for receipt of applications from potential spring (June) graduates.
April 3, 2024	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late winter term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
April 10, 2024	Winter term ends.
	Last day of full winter, late winter, and fall/winter classes.
	Classes follow a Friday schedule.
	Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Date	Activity
	Last day that can be specified by an instructor as a due date for term work for full winter and late winter courses.
April 11-12, 2024	No classes or examinations take place.
April 13-25, 2024	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.
April 25, 2024	All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
May 1, 2024	Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.
May 10, 2024	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2024 and must register for the summer 2024 term.
May 17-29, 2024	Full winter, late winter, and fall/winter deferred final examinations will be held.
June 1, 2024	Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due March 1 or April 1.
June 15, 2024	Last day for receipt of applications for undergraduate degree program transfers for the fall term.

---