



Carleton
University

Sprott
School of Business

CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 3007
FALL 2022
AUDITING I

Instructor :	Oriane Couchoux, Ph.D., CPA auditor
Office Hours :	By appointment (please contact me by e-mail)
Email :	oriane.couchoux@carleton.ca
Modality :	In person (weekly 3-hour meetings) with some online activities
TA information :	To be posted in Brightspace
Pre-requisites :	BUSI 2001 with a minimum grade of D-

Course Calendar description from the [2022/2023 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;
- Compare financial statement audits to other types of engagements.

Textbook and Required Materials:

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

Note: Pearson MyLab is required for this course. I suggest that you purchase the eText with the MyLab access. See the document [Student_Registration_Handout_BUSI3007](#) available in Brightspace.

2. Internet access and webcam
3. [The CPA Canada Handbook](#)
4. [CPA Ontario Code of Professional Conduct](#)
5. [CPA Ontario Student Code of Conduct](#)
6. Other material posted to our Brightspace page.

Course Requirements and Methods of Evaluation:

Reference	Component	Weight (% of final grade)	Due Date(s)
A	Participation	15%	
B	Quizzes (2)	10%	Quiz 1: October 14 th (3007A) or 18 th (3007B) Quiz 2: December 2 nd (3007A) or 6 th (3007B)
C	Individual Assignment (open books, individual)	20%	October 21 st
D	Team Project (report and presentation)	25%	Report: November 25 th (3007A) or 29 th (3007B) Presentation: December 2 nd (3007A) or 6 th (3007B)
E	Final Exam (closed-book, e-proctored, individual)	30%	To be scheduled during the exam period

All submissions must be made in Brightspace. All assignments are to be submitted in Word with 12-point font with 1" margins. All files should follow the following naming convention: for individual assignments, the file should be named using the format

FirstName_LastName_AssignmentTitle.docx; for group assignments, the file should be named using the format LastName1_LastName2_...LastNameX_AssignmentTitle.docx

A. Participation (15%)

The participation grade consists of a combination of professionalism, attendance, appropriate participation to in-class discussions, preparedness for class... Here is what you can do to improve your participation grade:

- **Answer questions and contribute to in-class discussions;**
- **Actively participate to in-class activities:** There will be up to ten in-class activities done in groups over the course of the term. Groups will be formed at the beginning of each activity and some groups will present their work at the end of the class.
- **Actively listen during group presentations:** Pay attention and ask questions during the Q&A period.
- **Share experience and examples:** In Brightspace, there is a distinct discussion forum called “Sharing experience” with different topics related to the course content. You can contribute to these discussion topics by 1) posting about your experience with some of the themes covered in the course; 2) posting about news and explaining the relevance of the event considering the course material; and 3) responding (meaningfully) to other students’ posts.

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 30 minutes in length, and consists of multiple-choice questions. The first quiz covers Classes 1-5 and can be done anytime up until **our sixth class**. The second quiz covers Classes 6-10 and can be completed anytime up until **our twelfth class**.

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 **October 21st**. Additional instructions will be provided in class and in Brightspace.

D. Team Project (25%)

Teams of five students will be formed before the beginning of our 2nd class. Each team will 1) plan an audit engagement for a Canadian public company and submit its audit plan in Brightspace **before the beginning of our 12th class** (15%), and 2) present its audit plan during our 11th class (10%). During our 4th class, 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 class and in Brightspace.

E. Final Exam (30%)

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.

E-proctoring

Please note that the final exam in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

The minimum computing requirements for this service are as follows:

Hardware: Desktop, or Laptop

OS: Windows 10, Mac OS 10.14, Linux Ubuntu 18.04

Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge

Internet Connection (High-Speed Internet Connection Recommended)

Webcam (HD resolution recommended)

Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windowsbased tablets are not supported at this time.

Preliminary Course Schedule:

CLASS	TOPIC	REQUIRED READINGS (TEXTBOOK CHAPTERS)
1	Introduction	1, 2, and 3
2	Audit Objectives, Report, and Preliminary Planning	4, 6, and 18
3	Risk Assessment and Internal Control System	7, 8, and 9
4	Team Project - Online Consultation	
5	Audit Strategy and Procedures	5, 10, and 11
6	Audit Revenue and Receivables	12
7	Audit Accounts Payable	13
8	Audit Inventory	14
9	Audit Payroll	15
10	Audit Cash and Cash Equivalents and Audit Completion	16 and 17
11	Team Project - Presentations	
12	Other engagements	19

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

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
<p>BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i></p>				X
<p>BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i></p>				X
<p>BC3 Critical Thinking <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></p>				X
<p>BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i></p>				X

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 Sprott 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

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

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 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

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

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

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 or at 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.

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/>

Covid-19 Information:

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are a number of actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or

campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's symptom reporting protocols.

Masks: Carleton has paused the COVID-19 Mask Policy, but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in cuScreen as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the University's COVID-19 website and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.