

COURSE SYLLABUS



COURSE TITLE: ACCT 380: Auditing 1

CLASS SECTION: 001

TERM: Winter 2024

COURSE CREDITS: 3.0

DELIVERY METHOD(S): In Person - T/Th 8:30 AM - 10:20 AM

Camosun College campuses are located on the traditional territories of the Lək'wəḡən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Jeffrey Denissen, CPA, CA, CIA

EMAIL : DenissenJ@camosun.ca

OFFICE : CBA 231D

HOURS: By appointment over Zoom – please email

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course introduces auditing principles and methods. Topics include types of audits and engagements, the ethical/legal environment, planning an audit, assessing internal controls, audit techniques, and audit reports. Students will prepare an audit plan and audit a company section using auditing software.

PREREQUISITE(S): C in ACCT 210

CO-REQUISITE(S): N/A

EQUIVALENCIES: N/A

COURSE LEARNING OUTCOMES / OBJECTIVES

By the end of the course, a student should be able to:

- a) Understand the ethical responsibilities and legal liabilities of auditing in Canada.
- b) Understand the different types of audits and reviews and the different types of audit reports.
- c) Develop an audit plan, including assessing internal controls, materiality, and risk.
- d) Understand and develop internal control testing substantive testing for the various accounting cycles within a company.
- e) Use auditing software to develop working papers for an audit plan.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Computer and software requirements

- a) The course will be partially delivered using Camosun College's Desire2Learn ("D2L") platform which you can access at [online.camosun.ca](https://camosun.ca). For instructions for how to first access D2L, please see <https://camosun.ca/services/student-orientation/online-learning> . For D2L, it is recommended that you use Chrome as your browser.
- b) As a Camosun student, you qualify for a free Office 365 subscription. Please see details at <http://camosun.ca/services/its/other-services.html> . You will regularly use MS PowerPoint, Word and Excel.
- c) The course requires that you can access Camosun computer labs to complete quizzes and assignments. You may use your own computer hardware and software, which require these minimum hardware standards <http://camosun.ca/services/orientaon/online-learning.html> and software standards <http://camosun.ca/services/orientaon/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot <https://camosun.ca/services/library/borrow>

Textbook and other materials

- a) Text: **Auditing: A Practical Approach; Fourth Canadian Edition by Moroney, Campbell, et al.** Please note that the textbook is needed in class. A paper or electronic textbooks can be purchased online: https://www.camosuncollegebookstore.ca/buy_textbooks.asp. Note: Wiley Plus is provided with the purchase of a new paper and electronic textbook, but Wiley Plus is not required. The solution manual for the current textbook edition is available on the course website.
- b) A non-programmable calculator is required. Texas Instruments BAII is recommended but not required. Cell phones cannot be used as calculators in the course during examinations.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

All assignments (Assignment #AC) are submitted through D2L and are due by 11:55 p.m. on the stated date. All quizzes are completed in D2L and are due by 11:55 pm on the stated date.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 0		D2L – Attendance Quiz D2L – Academic Honesty Quiz All due January 10, 2024
Thursday, January 11 Week 1	Chapter 1 – Overview of audit and assurance Complete material online (overview) Definition of assurance engagements, levels of assurance and opinions; Roles of the financial	D2L – Quiz 1 (Jan. 17)

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	statement preparer and auditor; Regulation of assurance services; Audit expectation gap	
Thursday, January 18 Week 2	Chapter 2-Ethics, Legal Liability, and Client Acceptance (ethics) Fundamental principles of professional ethics: Professional skepticism and professional judgement; Audit independence and safeguards; Auditor's legal liability	D2L – Assignment 1 (Jan. 24) D2L – Assignment 1AC (Jan. 24) D2L – Quiz 2 (Jan. 24) Assignment 1 includes chapters 1 and 2
Thursday, January 25 Week 3	Chapters 3 – Audit Planning I Materiality and planning materiality; Audit approach (combined or substance)	D2L – Assignment 2 (Jan. 31) D2L – Assignment 2AC (Jan. 31) D2L – Quiz 3 (Jan. 31)
Thursday, February 1 Week 4	Chapters 4 – Audit Planning II (materiality) Materiality and planning materiality; Audit approach (combined or substantive)	D2L – Assignment 3 (Feb. 7) D2L – Assignment 3AC (Feb. 7) D2L – Quiz 4 (Feb. 7)
Thursday, February 8 Week 5	Chapter 4 – Financial Statement Analysis Watch the recording of Chapter 4 Analytical procedures in the risk assessment stage	D2L – Assignment 4 (Feb. 14) D2L – Assignment 4AC (Feb. 14) D2L – Quiz 5 (Feb. 14)
Thursday, February 15 Week 6	Chapter 5 – Audit evidence (risk response) Watch the recording of Chapter 5 Types of audit evidence; Audit Assertions. Sufficient and appropriate audit evidence	D2L – Assignment 5 (Feb. 21) D2L – Assignment 5AC (Feb. 21) D2L – Quiz 6 (Feb. 21) Bring your Questions on Chapters 1-5
Thursday, February 22 Week 7	Reading Break: Work on Chapter 7—Understanding and testing the client's system of internal controls (IC) Objectives of internal control activities; Entity and transactional level controls; Assessment of internal controls. Internal control documentation and testing; Audit approach (Combined versus substantive)	D2L – Assignment 6 (Feb. 28) D2L – Assignment 6AC (Feb. 28) D2L – Quiz 7 (Feb. 28)
Thursday, February 29 Week 8	Midterm (chapters 1 -5)	Reading Week
Thursday, March 7 Week 9	Chapter 8—Execution of the audit – performing substantive procedures. Overview of substantive procedures; Audit risk and the nature, extent, and timing of substantive procedures; Levels of audit evidence	D2L – Quiz 8 (Mar. 6)
Thursday, March 14 Week 10	Chapter 9- Audit Data Analytics (ADA)	D2L – Assignment 7 (Mar. 20) D2L – Assignment 7AC (Mar. 20)

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	Defining and using ADAs; Approaches to performing ADAs; Preparing visualizations and includes an online module	D2L – Quiz 9 (Mar. 20)
Thursday, March 21 Week 11	Chapters 8, 10 to 13- substantive procedures (balance sheet)	D2L – Assignment 8 (Mar. 27) D2L – Assignment 8AC (Mar. 27) D2L – Quiz 10 (Mar. 27)
Thursday, March 28 Week 12	Chapters 8, 10 to 13- substantive procedures (Income statement)	D2L – Assignment 9 (Apr. 3) D2L – Assignment 9AC (Apr. 3) D2L – Quiz 11 (Apr. 3)
Thursday, April 4 Week 13	Chapter 14-Completion and reporting Engagement wrap-up procedures; Subsequent event testing, evaluation of conclusions. Special reports	D2L – Quiz 12 (Apr. 10)
Thursday, April 11 Week 14	Recap & Questions	Reading Week
Final Exam- day and time to be announced. Check My Camosun. Do not make travel plans until you know when your final exam is scheduled.		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Participation	5%
Homework assignments	10%
Quizzes	15%
Midterm Exam	35%
Final Exam	35%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

All submitted work in this course for assessment is your own. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications. Examinations are closed book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments

Mandatory Attendance for First Class Meeting of Course

This section of ACCT 380: Auditing 1, requires mandatory attendance for the first-class meeting of the course. If you do not attend and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies for Students” Registration Policies for Students | Camosun College

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.

- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college’s Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your various assessments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College’s Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf>
- b) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician’s name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Academic Integrity. The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- See Camosun College (2021) [Academic Integrity Policy](#): “Students’ Rights and Responsibilities”.

Acts of academic dishonesty include, but are not limited to:

- ❑ Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ❑ Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- ❑ Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- ❑ Providing answers to another student in any test, examination, or take-home assignment.
- ❑ Taking any unauthorized materials into an examination or test.
- ❑ Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

Support Service	Website
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.