

# COURSE SYLLABUS



COURSE TITLE: Accounting 380 Auditing 1

CLASS SECTION: 001

TERM: Winter 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Classroom

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

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

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

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*Camosun College requires mandatory attendance for the first class meeting of each 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.*

## INSTRUCTOR DETAILS

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NAME: Kevin Kilpatrick, CA, CPA

EMAIL: [KilpatrickK@camosun.ca](mailto:KilpatrickK@camosun.ca)

OFFICE: CBA 235 and via D2L collaborate

HOURS: Mondays (5:30 – 6 pm and 8:50 to 9:20 pm) and by appointment

*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

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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. Using auditing software, students will prepare an audit plan and audit a section of a company.

**PREREQUISITE(S):** C in ACCT 210 - Must be completed prior to taking this course.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- i) Understand the ethical responsibilities and legal liabilities of auditing in Canada;
- ii) Understand the different types of audits and review and the different types of audit reports;
- iii) Develop an audit plan, including an assessment of internal controls, materiality and risk;
- iv) Understand and develop internal control testing and substantive testing for the various accounting cycles within a company.

- v) Use accounting software to develop some of the working papers for an audit plan.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### 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**. For instructions for how to first access D2L, please see [https://legacy.camosun.ca/services/its/student-accounts.html#domain\\_account](https://legacy.camosun.ca/services/its/student-accounts.html#domain_account) 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/orientation/online-learning.html> and software standards <http://camosun.ca/services/orientation/online-learning.html>

### Textbook and other materials

- d. 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](https://www.camosuncollegebookstore.ca/buy_textbooks.asp) Note: WileyPlus is provided with the purchase of a new paper and electronic textbook but WileyPlus is not required. The solution manual for the current edition of the textbook is available on the course website.
- e. A non-programmable calculator is required. Texas Instruments BAII recommended, but not required. Cell phones cannot be used as calculators in the course during examinations.

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

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Attendance is mandatory for the first class 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.

The evening version of this course includes up to two hours and fifty minutes of instruction. Students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

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

All assignments and revisions (Assignment #R) are submitted through D2L and are due by 11:55 pm on the stated date. All quizzes are completed in D2L and are due by 6:20 pm on the stated date.

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DUE DATES
Week 0 January 2		<b>D2L</b> – Attendance Quiz <b>D2L</b> – Sandbox Quiz <b>D2L</b> – Administrative Quiz <b>D2L</b> – Introduce yourself @ Discussions>General> Introductions All due January 13
Week 1 January 9	Chapter 1 – Overview of audit and assurance Complete material online (overview)  Definition of assurance engagements, levels of assurance and opinions; Roles of the financial statement preparer and auditor; Regulation of assurance services; Audit expectation gap.	<b>D2L</b> – Quiz 1 (January 16)
Week 2 January 16	Chapter 2-Ethics, legal liability, and client acceptance (ethics)  Fundamental principles of professional ethics; Professional scepticism and professional judgement; Audit independence and safeguards; Auditor’s legal liability	<b>D2L</b> – Assignment 1 (Jan 20) <b>D2L</b> – Assignment 1R (Jan 22) <b>D2L</b> – Quiz 2 (January 23)  Assignment 1 includes chapters 1 and 2
Week 3 January 23	Chapters 3 and 4 – Audit planning I (risk assessment)  Understanding the client; Risk definition and components; Audit risk model  *Note: chapters 3&4 are not discussed sequentially	<b>D2L</b> – Assignment 2 (Jan 27) <b>D2L</b> – Assignment 2R (Jan 29) <b>D2L</b> – Quiz 3 (January 30)
Week 4 January 30	Chapters 3 and 4 – Audit planning II (materiality)  Materiality and planning materiality; Audit approach (combined or substantive)	<b>D2L</b> – Assignment 3 (Feb 3) <b>D2L</b> – Assignment 3R (Feb 5) <b>D2L</b> – Quiz 4 (Feb 6)
Week 5 February 6	Midterm I (chapters 1 -4, excluding FS analysis)  Chapter 4 – Financial statement analysis  Analytical procedures in the risk assessment stage and includes an online module.	Note: question 1 in assignment 4 includes FS analysis question  <b>D2L</b> – Quiz 5 (Feb 13)
Week 6 February 13	Chapter 5 – Audit evidence (risk response) Types of audit evidence; Audit assertions; Sufficient and appropriate audit evidence	<b>D2L</b> – Assignment 4 (Feb 17) <b>D2L</b> – Assignment 4R (Feb 19) <b>D2L</b> – Quiz 6 (Feb 14-Feb 20)
Week 7 February 20	No class – reading week	

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DUE DATES
Week 8 February 27	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)	<b>D2L</b> – Assignment 5 (Mar 3) <b>D2L</b> – Assignment 5R (Mar 5) <b>D2L</b> – Quiz 7 (Mar 6)
Week 9 March 6	Chapter 8—Execution of the audit – performing substantive procedures (procedures)  Overview of substantive procedures; Audit risk and the nature, extent and timing of substantive procedures; Levels of audit evidence	<b>D2L</b> – Assignment 6 (Mar 10) <b>D2L</b> – Assignment 6R (Mar 12) <b>D2L</b> – Quiz 8 (Mar 13)
Week 10 March 13	<b>Midterm II (chapters 5, 7 and 8)</b> Chapter 9- Audit data analytics (ADA)  Defining and using ADAs; Approaches to performing ADAs; Preparing visualizations and includes an online module.	<b>D2L</b> – Assignment 7 (Mar 17) <b>D2L</b> – Assignment 7R (Mar 19) <b>D2L</b> – Quiz 9 (Mar 14-Mar 20)
Week 11 March 20	Chapters 8, 10 to 13- substantive procedures (balance sheet)	
Week 12 March 27	Chapters 8, 10 to 13- substantive procedures (Income statement)	<b>D2L</b> – Assignment 8 (Mar 31) <b>D2L</b> – Assignment 8R (April 2) <b>D2L</b> – Quiz 10 (April 3)
Week 13 April 3	Chapter 14-Completion and reporting  Engagement wrap-up procedures; Subsequent event testing; Evaluation of conclusions; Special reports	<b>D2L</b> – Assignment 9 (Apr 7) <b>D2L</b> – Assignment 9R (Apr 9) <b>D2L</b> – Quiz 11 (Apr 4-Apr 10)
Week 14 April 10	No class – Easter Holiday	

**Final exam – comprehensive**

Final Exam Period – April 17 to April 25; Exam Time and location TBA

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 noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
<p>a. <b>Assignments</b></p> <p>Assignments will be submitted to the Assignment drop box in D2L. Using the solution released on submission of the assignment, you will revise your homework and reflect on your learning. The revised assignment and reflection will be submitted to the Assignment Revision drop box in D2L.</p> <p>Marks are awarded for the completion and submission of the revised assignment that meet the criteria listed in the homework. Assignment extensions are not provided for any reason. If you do not complete two assignments, they will be dropped. If you complete all homework assignments, your lowest two marks will be dropped.</p>	10%
<p>b. <b>Quizzes</b></p> <p>To assist your understanding of the course concepts and application, you will complete online quizzes in D2L using exam monitoring software.</p> <p>Quiz extensions are not provided for any reason. If you do not complete two quizzes, they will be dropped. If you complete all quizzes, your lowest two quiz marks will be dropped.</p>	9%
<p>c. <b>Exams</b></p> <p>Exams are closed book and written in the D2L using Respondus Lockdown Browser.</p> <p>Midterm 1 (20 percent)</p> <p>Midterm 2 (20 percent)</p> <p>Final exam (40 percent)</p> <p>Details regarding each exam will be provided during the course.</p>	80%
<p>d. <b>Participation</b></p> <p>To obtain the most from this course, it is important to fully participate. This grade is awarded for the completion of the introduction bulletin board post, completion of the administrative quizzes (attendance, sandbox, administration). Other components may be added, as appropriate, throughout the course.</p>	1%
<p>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 <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a></p>	<p style="text-align: right;"><b>TOTAL</b></p> <p style="text-align: right;">100%</p>

## COURSE GUIDELINES & EXPECTATIONS

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All submitted work in this course for assessment is to be your own work. 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

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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 assignments 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/unit test 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 medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- 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.

## STUDENT RESPONSIBILITY

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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

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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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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

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### 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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Progress

Please visit [https://www.camosun.ca/sites/default/files/2021-05/e-1.1\\_0.pdf](https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason 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 and Procedures” (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> 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: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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.

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## 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.