

## General Course Information

<b>Instructor:</b>	Connie Zavitz, MEd, CPA, CA
<b>Email</b>	czavitz@uoguelph.ca
<b>Office Location</b>	MAC 213
<b>Office Hours</b>	Mondays 1:00 -2:00 pm
<b>Department/School</b>	Department of Management
<b>Class Schedule:</b>	Section 1 – Monday and Wednesday 2:30 – 3:50 pm Section 2 – Monday and Wednesday 8:30 – 9:50 am
<b>Pre-requisites:</b>	ACCT*3280 or BUS*3280
<b>Restrictions:</b>	none

## Course Description

This course considers a number of advanced topics concerning both the auditor and audit techniques within the context of public accounting. It builds on the knowledge of the audit task derived in Auditing I - ACCT\*3280 as well as the depth and breadth of knowledge gained in ACCT\*3330 and ACCT\*3340.

## Course Learning Outcomes

**Upon successfully completing this course, you will:**

### Knowledge and Understanding:

- 1) Assess issues related to the undertaking of an engagement or project;
- 2) Assess the entity's risk assessment processes;
- 3) Assesses which set of criteria to apply to the subject matter being evaluated;
- 4) Assess or determine which standards or guidelines to apply based on the nature and expectations of the assurance engagement or project
- 5) Assess materiality for the assurance engagement or a project.

- 6) Assess the risks of a project, or, or audit engagements, assess the risk of material misstatement at the financial statement level and at the assertion level for classes of transactions, account balances and disclosures.
- 7) Identify and evaluate the following risks: going concern, risk of material misstatement, fraud, and internal control deficiencies.
- 8) Develops appropriate procedures based on the identified risk of material misstatement including test of controls, substantive testing, substantive analytical procedures, confirmations, opening balances, auditing estimates, related parties, use of experts, and use of internal audit.
- 9) Evaluates audit evidence, results of analysis, and misstatements

#### **Discipline/Professional and Transferable Skills:**

- 10) Demonstrates a cohesive process for using professional judgment to solve problems and make decisions.
- 11) Communicates auditing and accounting issues, analyses and recommendations professionally, logically, clearly and concisely.

#### **Summary of Course Content and Materials**

Course Schedule is posted on the CourseLink Site

#### **Course Assessment**

			<b>Associated Learning Outcomes</b>	<b>Due Date/ location</b>
<b>Assessment 1:</b>	20%	Pre-class Technical quizzes (Best 20 out of 21)	LO 1 – 7	<i>Before 8:00 am on the day of class</i>
<b>Assessment 2:</b>	10%	Professionalism and Engagement	LO 10-11	<i>Every class and/or weekly discussion forums</i>
<b>Assessment 3:</b>	15%	Individual (10%)/ Peer Marking (5%)	LO 1-9,11/ 1-11	<i>Weekly</i>
<b>Assessment 4:</b>	20%	Midterm Exam	LO 1-9, 11	<i>October 16</i>

**Assessment 5:** 35% Final Exam LO 1—9, 11 TBD

**100%**

**Total**

**Pre-Class Quizzes (max 20%) :** You are expected to have read each assigned case and the required readings for each session prior to coming to class. You should be prepared to discuss and analyse the cases assigned to each session. The pre-class quiz is based on the technical readings assigned and must be completed before 8am on each day of class. The quizzes are posted on CourseLink. There are 21 quizzes – the top 20 quizzes will be included in your mark.

**Engagement and Professionalism (max 10%)** will be evaluated using the following factors:

**In Class Engagement Submissions:** Students will be required to form groups of approximately five (5) students by the second week of class. During each class, groups will be asked to complete discussion questions and/or other group assignments and present their findings to the class. Groups will also be asked to complete their findings on paper and INDIVIDUALLY submit their work, in the dropbox, at the end of class. Submitted work will be evaluated for effort only. Each dropbox submission is worth ½ mark. All dropbox submissions must be completed before 5pm on the day of class. There will be at least 20 opportunities for dropbox submissions. Students can receive a maximum of 10 marks for this activity.

**What have learned Discussion Forums:** If a student misses class they may submit a reflection in the courselink discussion forum for that week. Students may also respond to a discussion post posted by a peer. Students will only be awarded for one mark per discussion post per week. Students can receive a maximum of 10 marks for this activity. In order to have the post factored into the participation grade, they must have content and be of high quality. “I agree with you – I learned the same thing” or paraphrasing another peers post would not qualify as an original, high quality contribution. Only **one discussion post per week** will be factored into the participation grade.

**Overall Professionalism:** Your individual interaction with the professor, TA, and peers will be evaluated (factors that the instructor will consider are: your involvement in your group discussions, if you act as your group spokesperson, your individual initiative and involvement in class discussion, professionalism in verbal and written communications). The professionalism demonstrated during the course can have both a negative or positive impact on the course. (Learning Outcome #9, #10)

**Individual Case Write-up and Peer Marking:** In order to give you practice with writing cases before completing the midterm and final exam. There are 7 opportunities to submit peer marked cases. The top 5 marks will be included as the student’s grade (bottom two grades will be dropped). Your grade on this activity will be based on both the quality of your write-up (2% per case) and the quality of feedback provided to the other student (1% per case). Students must complete the individual case submission in order complete the peer review.

Student submissions and peer reviews will be evaluated/re-graded by the professor and/or the TA on a sample bases. There is zero tolerance for academic misconduct.

**Examinations:** Both the IN CLASS midterm and final examinations will consist of audit case analysis questions. Students have the option of completing their midterm and final exam on a personal laptop. If a student earns a higher grade on the final exam than the midterm, their final exam will be worth 45% of their total grade (instead of 35%) and their midterm will be worth 10% (instead of 20%).

## Teaching and Learning Practices

### Classes

My goal for this course is to help you develop a set of knowledge and skills that entry-level assurance practitioners should possess. In class there will be strong emphasis on cases to give you practice at applying auditing theory and practices.

In class, most of your time will be spent in group interaction. This enables you to share ideas and to improve communication skills. Through interaction, you will discover for yourself the meaning of concepts, the subtleties inherent in everyday audit situations, and the rationales for various solutions to auditing and accounting problems. To achieve effective interaction, I have three expectations:

1. Prepare. You are expected to read assigned material in advance and to be fully prepared for class discussion.
2. Attend. Because interaction is central, and because your fellow group members will be relying on you for ideas, I expect you to attend every class. Valid reasons for absence include serious illness and family emergencies. Studying for exams and completing assignments are not valid reasons to miss class.
3. Contribute. We expect you active contribution to group case discussions.

If you would prefer not to attend or engage in classroom activities, I recommend that you complete the alternate discussion posts, as unprofessional activities in class (i.e. arriving late, scrolling through social media, and not participating in class activities) will have negative impact on your grade.

### Grading Policies

The time and date for assessments are indicated in this course outline. The procedure to submit assessments is indicated in the instructions that will be posted on CourseLink. Late submissions will not be accepted.

Please also note that work submitted for grades may be **screened electronically for academic misconduct**, including breaches of academic integrity and plagiarism. In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

**Communication**

I will be communicating with you via CourseLink Home page and/or your central email account <mail.uoguelph.ca> so please check both on a regular basis.

Only questions that can be answered simply, for example by yes or no or with a short sentence, will be answered by email. For longer answers you will most likely receive an email asking you to come and see me during my office hours.

Emails will usually be answered within 24 to 48 hours during weekdays. It is possible that some emails that are not from a university address (e.g., @hotmail.com) may be treated as spam and will not be answered. So please send all emails from your UofG email account.

While I endeavour to check my email daily, students can reasonably expect a response from me within 48/72 hours business hours under normal circumstances.

Please post any questions you may have on Courselink regarding your midterm and final exam, or come see me during office hours. Please note, in fairness to other students in the class, I will not respond to midterm and final exam questions that are asked via email.

**Policy regarding materials provided by instructor and their designates**

The material shared by the course instructor or by their designate (e.g., TA) as part of this course, including copies of the lecture slides, toolkits, are solely for the personal use of the authorized student and may NOT be reproduced, or transmitted to others, whether it is in their original format or a modified version, without the express written consent of the course instructor. For example, students are not permitted to post course materials, rubrics, or assignments on sites like Course Hero.

## Course Resources

**Required Text:**

CPA Handbook. Electronic access to the CPA Handbook can be obtained through the CourseLink site or the University of Guelph library site. Because the Handbook is constantly being updated, a hardcopy version would quickly become out-dated and is not recommended.

McDonald, Julie (2012), Canadian Assurance Cases, John Wiley Sons Canada.

**Recommended Text:**

You may find it helpful when conducting case analyses to refer back to your introductory auditing text (or any current introductory auditing text).

**Other Resources:**

One of your primary resources will be the course website (<http://courselink.uoguelph.ca>). All announcements required and recommended readings, assignments and updates will be posted here. You will also be able to access any handouts you may have missed through this site. Check this site often.

## Course Policies

**Grading Policies**

If a student is unable to meet course requirements by the deadlines or the criteria expected because of medical or personal reasons, should review the regulations on academic consideration in the Academic Calendar and discuss their situation with the instructor, program counselor or other academic counselor as appropriate.

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-grds.shtml>

**Missed Assignments/Cases/Discussion Posts/Class Engagement:**

A grade of zero will be assigned if you fail to submit an assignment, unless you are ill or have other compassionate reasons. Please read your Undergraduate Calendar for the regulations regarding illness and compassionate grounds. Please note, vacation travel, moving house, or outside work commitments will not be accepted as valid reasons for missing deadlines.

If you have religious observances which conflict with the course schedule or if you are registered with Student Accessibility Services, please contact the course instructor in order to make arrangements for your assessment if appropriate.

## University Policies

**Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for Academic Consideration:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

## **Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the Undergraduate Calendar:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

## **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact Student Accessibility Services as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 56208 or email [sas@uoguelph.ca](mailto:sas@uoguelph.ca) or see the website: <https://wellness.uoguelph.ca/accessibility/>

## **Course Evaluation Information**

Please refer to the [Course and Instructor Evaluation Website](#)

## **Recording of Materials**

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## **Drop date**

The last date to drop one-semester courses, without academic penalty is November 29, 2019. For regulations and procedures for Dropping Courses, please see the Undergraduate Calendar for Policies and Procedures.

<b>Date Submitted to Chair:</b>	
<b>Chair Signature (Approval):</b>	Sandra Scott
<b>Date Approved by Chair:</b>	26 August 2019