



**DEPARTMENT OF BUSINESS**  
**COURSE OUTLINE – WINTER 2011**  
**AC4600 3 PRINCIPLES OF AUDITING (3-0-2)**

**INSTRUCTOR:** Pat Coristine CA      **PHONE:** 780.539.2895  
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**OFFICE**  
**HOURS:** T/Th 1000-1200

**PREREQUISITE(S)/COREQUISITE:**

Prerequisite BA 2110, Intermediate Accounting I and Co-requisite BA 2120, Intermediate Accounting II, or equivalents

**REQUIRED TEXT/RESOURCE MATERIALS:**

*Auditing: the Art and Science of Assurance Engagements*, Canadian Eleventh Edition, Alvin A Arens, Randal J Elder, Mark S Beasley and Ingrid B Spletstoesser-Hogeterp, Pearson Canada Inc., 2011, Toronto, Ontario. This text will be used extensively.

**CALENDAR DESCRIPTION:**

This course examines the role of the external auditor and financial reporting, the role of the internal auditor and internal control, and operational auditing.

**Description of Auditing:**

“Auditing is the **accumulation** and **evaluation** of **evidence** about **information** to **determine** and **report** on the **degree of correspondence** between the **information** and **established criteria**. Auditing should be done by a **competent, independent** person.” Arens, 2011, p4 (emphasis added).

## CREDIT/CONTACT HOURS:

This is a 3 credit course with 3 lecture and 2 lab hours per week.

The amount of material to be covered is significant as the majority of Chapters in the text will be covered in one semester. The depth of coverage will vary by chapter, with some chapters being covered in great detail, and others much less.

## DELIVERY MODE(S):

The course will introduce current financial statement auditing theory and practice with an emphasis on the practical application of auditing techniques and procedures from the perspective of the auditor. The decision making processes as relates to auditing practice and the exercise of professional judgement in the context of practical situations will be major components of this course. The *CICA Handbook* and other Canadian reference materials will be used to provide this course with an emphasis on Canadian auditing theory and practice. However, due to the international development of auditing, reference to both British and American legal cases and practices will be made.

The course will be offered as three hours instruction and two hours lab per week for a total of five hours per week. The allocation of instructional time and lab time will be at the Instructor's discretion.

- For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Relevant textbook readings and problems will be assigned, and your knowledge, understanding and application of the material will be tested. Chapter quizzes will be administered either on paper during the weekly lab or electronically.
- The Final Examination will consist of multiple choice questions, exercises and problems.
- Regular classroom attendance is expected. Each assigned reading should be studied both before and after it is discussed in class. Home work assignments, whether or not handed in should be completed to develop your understanding and application of the principles and practices.
- Assignments should be considered as professional submissions or presentations that would be prepared for either a supervisor or client. Therefore assignments should be neat (but not necessarily typed or computer generated), should contain proper spelling and grammar, should be in the appropriate format for accounting statements and should communicate the required information in an efficient effective manner. Marks may be deducted if an assignment does not meet the above criteria.
- This course requires a great deal of time and effort so plan your schedule accordingly. Do not fall behind in the assigned readings and problems because it will be difficult to catch up.
- **Moodle** is a Learning Management System used to improve communications between the Student and the Instructor. Important dates, documents and announcements will be posted on **Moodle**, and e-mails from the Instructor to the class will be sent using **Moodle** and/or GPRC e-mail.
- **PowerPoint** slides will be used, and will be available for down load from **Moodle**.
- Unofficial Student marks will posted on **Moodle**. Official Final Grades will communicated via Student Services.

## OBJECTIVES:

Upon successful completion of this course, the student will be able to demonstrate:

- Understanding of the auditing profession
- Knowledge and understanding of the audit process
- Application of the audit process to the sales and collection cycle
- Application of the audit process to other financial statement cycles
- Complete the audit
- The ability to differentiate among other assurance services

## TRANSFERABILITY:

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability. AC 4600 is acceptable for university transfer or transfer to professional organizations. Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are ***strongly advised*** to check with the receiving institution or professional organization for more details and to ensure transferability

## GRADING CRITERIA:

Quizzes	4 @ 5% each after topics A-D	20%
Minor cases	6 @ 5% each	30%
Cases	1 @ 10% and 1@ 15%	25%
Final	Cumulative	25%

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 -89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 - 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS—may not be accepted for transfer purposes
D	1	50 – 54	
F	0	0 – 49	FAIL

## EXAMINATIONS:

Final examinations will be scheduled by the registrar's office during the period April 14-27, 2011. **Do not plan any activities during this period!!!** Dates for major tests, quizzes, and assignments will be announced in class as required during the semester.

Examinations will be closed book. Examinations will consist of Multiple Choice questions, short answer questions and detailed problems. Students will be allowed to use approved financial or scientific calculators (calculator functions on cell phones ARE NOT appropriate), approved translation devices and pen or pencil. Examinations are to be written at the scheduled time and in the scheduled classroom/examination room. Individual requests for rescheduling of exams or quizzes will be entertained **solely at the Instructor's discretion**, and **will not be considered** after an exam or quiz has been written.

## STUDENT RESPONSIBILITIES:

Moodle and GPRC e-mail will be used to communicate important announcements and supplemental material. Students are responsible for checking their GPRC e-mail accounts regularly.

Regular classroom attendance is expected. You should study each assigned reading both before and after it is discussed in class and apply your understanding by completing the required homework problems—both hand-in and in-class.

If you must be absent, then it is your professional responsibility to e-mail or phone your Instructor and it is your responsibility to catch up on material that was missed.

This course requires a significant investment of time outside the classroom, and is incremental.

Assignments are to be submitted by the end of the class on the due date. Late submissions may be subject to penalty. Assignments may be submitted electronically in either Word or Excel to the Instructor's personal GPRC e-mail: [pcoristine@gprc.ab.ca](mailto:pcoristine@gprc.ab.ca).

No assignments will be accepted once marked assignments have been returned to the class. Assignments should be considered as professional submissions/presentations that would be prepared for either a supervisor or client. Therefore the assignments should be neat (but not necessarily typed nor computer generated), should contain proper spelling and grammar, and should be in the appropriate format for accounting information or statements.

Students are encouraged to work with each other when completing assignments, but each student will submit an original discreet assignment. Please see the section on Plagiarism.

Quizzes will be given throughout the semester.

Calculators and approved translation devices are the only electronic devices allowed during quizzes, tests or examinations. **THE CALCULATOR FUNCTION ON CELL PHONES, SMART PHONES OR SIMILAR DEVICES IS NOT APPROPRIATE, AND THEREFORE THESE DEVICES CANNOT BE SUBSTITUTED FOR CALCULATORS.**

## STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

### A. The Auditing Profession

- Demand for auditing profession Chapter 1
- Public accounting profession Chapter 2
- Professional Ethics and Independence Chapter 3
- Legal Liability Chapter 4

### B. The Audit Process

- Audit Responsibilities and Objectives Chapter 5
- Audit Evidence Chapter 6
- Materiality and risk Chapter 7
- Client risk profile and documentation Chapter 8
- Internal Controls and Control Risk Chapter 9
- Corporate governance and entity level controls Chapter 10
- Fraud auditing Chapter 11
- Overall Audit Plan and Audit Program Chapter 12
- Audit Sampling Concepts Chapter 13

### C. Application of the Audit Process to the Sales and Collections Cycle

- Audit of the Sales and Collection Cycle: Tests of Controls Chapter 14
- Completing the Tests in the Sales and Collections Cycle:  
Accounts Receivable Chapter 15

### D. Application of Audit Process to other Cycles

- Audit of Cash Balances Chapter 16
- Audit of the Payroll and Personnel Cycle Chapter 17
- Audit of the Acquisition and Payment Cycle Chapter 18
- Audit of the Inventory and Warehousing Cycle Chapter 19
- Audit of the Capital Acquisition and Repayment Cycle Chapter 20

### Completing the Audit and Offering other Services

- Completing the Audit Chapter 21
- Auditor Reporting Chapter 22
- Assurance Services: Review and Compilation Engagements Chapter 23
- Assurance Services: Internal Auditing and Comprehensive Auditing Chapter 24