

**School of Administrative Studies
Faculty of Liberal Arts and Professional Studies
YORK UNIVERSITY**

Summer 2019 Course Outline

AP/ADMS 4553.03A

Auditing: Advanced Topics

COURSE DIRECTORS/CONTACT

<u>Section</u>	<u>Room</u>	<u>Instructor</u>	<u>Contact</u>
A: Monday 4pm – 7pm	ACW 104	Romi-Lee Sevel	rsevel@yorku.ca

EXPANDED COURSE DESCRIPTION:

The course is designed to enhance students' analytical and critical thinking skills. The course will use a variety of cases and simulations to help students understand and apply the various audit concepts. Assignments and classes are structured so that students can develop their oral and written communication skills as well as their research skills.

The course builds upon concepts learned in introductory auditing and, through the use of interactive cases and simulations, examines the concepts in more depth. Coverage will include: audit risk, internal control concepts, corporate governance, standards for assurance engagements and various engagements that a public accountant may perform.

Specific Course Objectives

- To develop an advanced knowledge of the assurance concepts and practices relevant to selected special topics.
- To enhance critical thinking in the context of auditor's professional judgment, scepticism, and analytical skills to support decision making.
- To develop ethical judgment and act within the requirements of the auditor's role.
- To develop oral and written communication skills.
- To develop research skills.
- To develop team-building skills.

PREREQUISITES/CO-REQUISITES:

For students in an Honours program, 78 credits including AP/ADMS 3595 3.00, AP/ADMS 4551 3.00, or 2) or other students, these above-listed courses and an average grade of C+ or better in AP/ADMS 3585 3.00 and AP/ADMS 3595 3.00. Course credit exclusions: None.

Students are personally responsible to ensure that they have the required prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the

course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

REQUIRED COURSE MATERIALS

1. CPA Canada Handbook - Available on-line through York Library e-resources. Students must have a Passport York account to access the Handbook. Details for access are on Library Resources section of the course Moodle site.
2. Alvin A. Arens, Randal J. Elder, Mark S. Beasley and Joanne C Jones, (2015), Auditing: The Art and Science of Assurance Engagements, Canadian Fourteenth Edition, Pearson (You should have this book from ADMS 4551).
3. Beasley et al (Custom Textbook for ADMS 4553 –Obtain this from the York Bookstore)
4. Additional required reading material – posted to course web site (CW).

Warning: Photocopying more than 10% of a textbook is illegal, and may involve penalties. Do not duplicate textbooks or obtain these photocopies. Students are reminded of York University's policy regarding academic dishonesty as outlined in the York student calendars.

NOTE: Students must bring the cases posted to the course website in order to facilitate their group discussions.

Weighting of the Course			
Course Work	Description (See Also Class Web Site)	Due Date	Weight
Pair Case Analysis Assignments (2)	See below for further information	June 3 & July 15	15%
Group Assignment	See below for further information	July 29	12%
Class individual & group participation/preparation & attendance	See below for further information	Varies	15%
Midterm	Sessions 1 to 6	June 17	20%
Midterm debrief	See below for further information	TBA	3%
Final	Cumulative: Covering Sessions 1 – 12	TBA	35%
Total			100%

OVERVIEW OF ASSIGNMENTS

Case Analysis Assignments

These are case-related assignments worth **7.5% each**. Each assignment, you will be asked to analyze particular issues in the case and prepare a memo.

Class Preparation, Group and Individual Participation

This course is designed to encourage active participation. In each session we will discuss specific auditing cases. Students are expected to prepare for each session, attend classes regularly, and actively participate in class discussions.

Participation marks will consist of **2% for attendance**, **10% for Individual participation** (in-class and pre-class) and **3% for in-class group presentations**. Every student is expected to contribute by actively engaging in both group and class discussions.

Students are expected to have read each assigned case and to be prepared to discuss the key concepts and issues raised by those cases. While in class, the groups are expected to prepare a group response (GR) to assigned question(s). To demonstrate that the student has prepared in advance, before class students will be expected to submit an individual response to specific questions related to each case that will be covered in the week. The individual response (IR) is due online on Moodle before each class. Each group will be asked to lead at least one

class discussion of a case questions and will be evaluated on the basis of the quality of their presentation.

See document posted on the course website for a detailed list of required individual responses to cases

Group Research Assignment

Details will be posted on Moodle.

NOTE: Students must submit their pair assignments and group assignment to turnitin using Moodle – details will be given at the first session.

Midterm Debrief

After the midterm is returned, students are expected to perform a thorough debrief and submit a 1 to 2-page analysis of their performance and their plan to improve. Students will be provided with the opportunity to rewrite a component of their exam.

Reallocation of Marks if a Midterm Examination is missed for a Valid Reason

If a midterm examination is missed due to a valid reason such as illness or other reason approved by the Course Director, the midterm mark allocation of 20% will be added to the final examination percentage.

The documentation required to support this reallocation are as follows:

1. For illness, a completed medical form (physician's statement) provided by the Registrar's Office, <http://www.yorku.ca/laps/council/students/documents/APS.pdf> OR for another valid reason, the documentation requested by the Course Director, AND
2. A signed statement stating that you are aware that your final examination will be worth 55%. This signed statement is to be attached to the documentation provided in (1) above.

Physician statements need to be from the same day as the midterm or the day immediately after. Physician statements older than one day after the date of the midterm exam will not be accepted.

NOTE

Since the course requires group work and the first assignment is due early in the course, the last date to add the course without the permission of the instructor is May 12, 2019.

Last date to add a course with permission of instructor: May 27, 2019.

Last date to drop a course without receiving a grade: June 28, 2019.

If you withdraw between June 29th and the end of classes (July 29th), the course remains on your transcript without a grade and is notated as “W.”

Other Relevant Rules and Regulations

Refer to pages 9-11 of this course outline for relevant regulations regarding exam deferrals, academic honesty, graded feedback, in-class exams, and student accommodation policies.

TENTATIVE COURSE SCHEDULE – Refer to the Course Outline posted to the Moodle site for details of each session.

RELEVANT UNIVERSITY REGULATIONS

Deferred Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>

Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf

Attending Physician's Statement form: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>

In order to apply for deferred standing, students must register at

<http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>

Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

Academic Honesty: The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Students should review the York Academic Honesty policy for themselves at:

<http://www.yorku.ca/secretariat/policies/document.php?document=69>

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:

<https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for 'full year' courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit: <http://www.yorku.ca/univsec/policies/document.php?document=86>

In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations/>

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

Academic Accommodation for Students with Disabilities (Senate Policy)

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at <http://www.yorku.ca/dshub/>

York's disabilities offices and the Registrar's Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/>

Please alert the Course Director as soon as possible should you require special accommodations.