



# Business Administration

Course Number:	<b>BUAD 363</b>
Course Title:	<b>AUDIT PLANNING</b>
Credits:	3
Calendar Description:	Learners study the principles of audit planning, and internal and external auditing. Learners use a working paper software program to plan a year-end audit engagement file.
Semester and Year:	<b>WINTER 2024</b>
Prerequisite(s):	No
Corequisite(s):	BUAD 273
Prerequisite to:	BUAD 463
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Accounting Specialty - Elective
Substitutable Courses:	No
Transfer Credit:	CPA (credit with BUAD 463)
Special Notes:	Students with credit for BUAD 364 or BUAD 420 cannot take BUAD 363 for additional credit.
Originally Developed:	October 2014
EDCO Approval:	May 2017

Chair's Approval:

A handwritten signature in blue ink that reads "Devi Rubadeau".

**Professors**

Name	Phone number	Office	Email
Mary Ann Knoll <i>Course Captain</i>	Please use my email	C135	mknoll@okanagan.bc.ca

**Learning Outcomes**

Upon completion of this course students will be able to

- identify issues related to ethics using the principles of conduct.
- evaluate and recommend improvements to controls in a business environment using COSO Internal Control – Integrated Framework.
- perform risk assessments in assurance engagements using audit risk model (Audit Risk, Inherent Risk, Control Risk, and Planned Detection Risk).
- evaluate misstatements and determine the impact to reporting in assurance engagements using materiality.
- evaluate persuasiveness and sufficiency of evidence in assurance engagements using Canadian Auditing Standards.

**Course Objectives**

This course will cover the following content:

- Demand for assurance services
- Professional ethics
- Legal liability
- Auditor and management responsibilities
- Assertions and audit objectives
- Client risk profile
- Materiality
- Internal control and control risk
- Audit evidence
- Auditor reporting
- Working paper software program

**Evaluation Procedure**

Term Work: Case Term Project (in CaseWare) Pre and post class work	25% 15%
Mid-term Exam	25%
Final Exam	35%
Total	100%

**Notes**

**Format: Online delivery**, students will require a computer, stable Internet connection, webcam and microphone. This class is being offered through a combination of asynchronous and online delivery. Students are expected to complete substantial pre-class work consisting of text reading, quizzes, videos and activities. The online portion of the class will be approximately two hours and fifteen minutes each week.

**Students will need to be able to access CaseWare (CW) software** outside of class time. Students will find that the instruction for CaseWare and access to the software will be almost entirely outside of class time. There will be two options for accessing CaseWare – students will have the opportunity to download the software to their personal computer provided it is a Windows based environment. Students will also be able to access CaseWare through any of the OC library computers.

Students will be provided a CaseWare data file at the start of the term.

**Required Texts/Resources**

Auditing, A Practical Approach - 4th Canadian Edition, Moroney 2021, with WileyPlus, Wiley  
 Students planning to take BUAD 463 should purchase two semester access to WileyPlus.  
 This text is available in an online format with permanent access or a print format.

CPA Standards and Guidance Collection, Assurance, Canada, 2023 Edition, See Moodle for link

## Course Schedule

Date		Topic	Textbook
2024 Week of		Monday January 8th, First day of class Monday February 19 <sup>th</sup> , Statutory Holiday (no classes) February 20 <sup>th</sup> thru 23 <sup>rd</sup> , Reading Week Friday March 29 <sup>th</sup> and Monday April 1 <sup>st</sup> , Statutory Holiday (no classes)	
Jan	8-13	Introduction to Assurance and Auditing	Ch 1
	14-20	Types of Audit Opinions Ethics – Overview (CPABC Code of Professional Conduct) CW – Introduction Assignment	Ch 1/2
	21-27	CPABC Code of Professional Conduct Continued Auditor legal liability CW – Assessing Independence	Ch 2
	28- Feb 3	Client Acceptance Phases of the Audit and Getting an Understanding of the Client CW – Client Acceptance, Industry Analysis	Ch 2 Ch 3
Feb	4-10	Audit Risk and Audit Strategy CW – Industry Analysis	Ch 4
	11-17	<b>Midterm exam – your midterm exam is chapters 1-4 not including Analytical Analysis and Materiality</b>	
	18-24	No classes mid semester break	
	25- Mar 2	Materiality CW – Materiality	Ch 4
Mar	3-9	Analytical Analysis Assertions CW – Performing Analytical Analysis	Ch 4 Ch 5
	10-16	Types of Audit Evidence and Reliability of Evidence Relevance of Evidence	Ch 5 Ch 6
	17-23	Tests of Controls and Substantive Procedures Factors that Influence Sample Size, Extrapolation	Ch 6
	24-30	IR, CR and the Audit Risk Model in depth Performing Substantive Procedures CW – Assessing Inherent risk	Ch 8
Mar	31 – Apr 6	Performing Substantive procedures continued Understanding and Testing a Client’s Internal Controls CW – Entity Level Control Assessment	Ch 8/7
Apr	7-13	Understanding and Testing a Client’s Internal Controls	Ch 7
	16-25	<b>Final exams – your final exam is comprehensive</b>	

## SKILLS ACROSS THE BUSINESS CURRICULUM

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## STUDENT CONDUCT AND ACADEMIC HONESTY

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### What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7<sup>th</sup> edition (2019)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.