



# 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>Fall 2015</b>
Prerequisite(s):	BUAD 273
Corequisite(s):	No
Prerequisite to:	BUAD 463
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Accounting Specialty - Elective
Substitutable Courses:	No
Transfer Credit:	CPA
Special Notes:	Students with credit for BUAD 364 or BUAD 420 cannot take BUAD 363 for additional credit.
Originally Developed:	October 2014
EDCO Approval:	March 2015
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email
Adrian Fontenla	762-5445 #4616	Kelowna: C111	<a href="mailto:afontenla@okanagan.bc.ca">afontenla@okanagan.bc.ca</a>

**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: Caseware Case	25%
Quizzes	5%
Mid-term Exam	30%
Final Exam	40%
Total	100%

**Notes**

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

**Required Texts/Resources**

Auditing: The art and science of assurance engagements, 12 <sup>th</sup> Canadian Edition, Arens, Pearson, 2013 CPA Standards and guidance collection, chartered professional accountants Canada, July 2014. <a href="http://edu.knotia.ca.ezproxy.okanagan.bc.ca/knowledge/Home.aspx?productid=1">http://edu.knotia.ca.ezproxy.okanagan.bc.ca/knowledge/Home.aspx?productid=1</a>
---

## Course Schedule

Date		Topic	Textbook
Week of:		Tues. Sept 8 College-wide Orientation Day Wed. Sept 9 Classes begin Mon. Oct 12 Thanksgiving Day – no classes Wed. Nov 11 Remembrance Day – no classes Thur. Dec 10 Last day of regularly scheduled classes	
Sept	7	Introduction The Demand for an Auditing and Assurance Profession	Ch 1
	14	The Public Accounting Profession Caseware: Introduction to Caseware/Caseview	Ch 2
	21	Professional Relationship: The Role of Ethics Caseware: File Management and Documentation	Ch 3
	28	Legal Liability Audit Responsibilities and Objectives	Ch 4 Ch 5
Oct	5	Client Risk Profile and Documentation Caseware: Document Creation and Importation	Ch 6
	12	Caseware: Client Acceptance	
	19	Mid-term Exam (Chapters 1 – 6) Caseware: Copy Template and Importing Accounting Data	
	26	Materiality and Risk Caseware: Materiality and Inherent Risk Assessment	Ch 7
Nov	2	Materiality and Risk Caseware: Materiality and Inherent Risk Assessment	Ch 7
	9	Internal Controls and Control Risk Caseware: Control Risk Assessment	Ch 9
	16	Internal Controls and Control Risk Caseware: Create Audit Tickmarks and Split Accounts	Ch 9
	23	Audit Evidence Caseware: Analytical Procedures	Ch 8
	30	Audit Sampling Concepts Caseware: Creating Journal Entries	CAS 530
Dec	7	Auditor Reporting	Ch 20
Dec	12 - 22	Final Exam Period	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

---

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**

---

### **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, 6<sup>th</sup> edition (2009). 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.