




Business Administration

Course Number:	BUAD 363
Course Title:	AUDIT PLANNING
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:	FALL 2023
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:	

Professors

Name	Phone number	Office	Email
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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: This class is being offered both online and an in-class depending on the section. The format of the class – a combination of lecture and interactive activities – will be similar for both sections. ***In both formats, students will be required to attend class during class time as a majority of the class will be delivered synchronously.***

For the online delivery, students will require a computer, stable Internet connection, webcam and microphone. For the online format, students will find that the instruction for CaseWare and access to the software will be almost entirely outside of class time.

For the in-class format, for the Wednesday class, we will have access to a computer lab with CaseWare access. Students will receive basic CaseWare instruction and assistance during class time, but the majority of CaseWare tasks will still be done as homework and students must be able to access it outside of class time.

Students will need to be able to access CaseWare software outside of class time as noted above. There will be two options for this – 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, 2022 Edition, See Moodle for link

Course Schedule

Date		Topic	Textbook
2023 Week of:		Wednesday September 6, First day of class	
		Friday September 15, Last day to register for Fall 2023	
		Monday Oct. 2 & Monday Oct. 9 & Monday Nov. 13, Statutory Holiday (no classes)	
		Friday October 27, Last day to withdraw from class without academic penalty	
		Thursday December 7, Last day of class	
Sept	6-9	Introduction and Overview of Audit and Assurance	1
	10-16	Introduction and Overview of Audit and Assurance CW – Determine Access	1
	17-23	Ethics, Legal Liability CW – Introduction to CaseWare	2
	24-30	Client Acceptance, Understanding the Client CW Independence	2/3
Oct	1-7	No class Monday, Understanding the Client CW Client Acceptance	3
	8-14	No class Monday, Audit Risk and Audit Strategy CW Industry Analysis	4
	15-21	Audit Risk and Audit Strategy Midterm (Wednesday)	4
	22-28	Materiality, Analytical Analysis CW Materiality	4
Oct/Nov	29-4	Assertions, Audit Evidence CW Analytical Analysis	5
Nov	5-11	Audit Evidence Tests of Controls, Substantive Procedures	5 6
	12-18	No class Monday, Audit Sampling	6
	19-25	Performing Substantive Procedures CW Inherent Risk Assessment	8
Nov/Dec	26-2	Performing Substantive Procedures Understanding and Testing Client's System of Internal Controls CW Entity Level Controls Assessment	8 7
Dec	3-7	Understanding and Testing Client's System of Internal Controls	7
	11-20	Final Exams - Comprehensive	

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. 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, 7th 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.