

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b>Year and Semester</b>	2024 Spring					
<b>Course Name</b>	Audit and Assurance					
<b>Course Code</b>	ACCAF8					
<b>Course Type</b>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Basic Disciplinary Course <input checked="" type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded) <input type="checkbox"/> Professional Course (Advanced)					
<b>Course Credits</b>	4					
<b>Course Hours</b>	Total Class Hours	64	Lecture Hours	64	Experiment (Computer) Hours	0
<b>Applicable object</b>	<input type="checkbox"/> Freshman <input checked="" type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior					
	<input checked="" type="checkbox"/> Business Administration (Accounting)					
	<input type="checkbox"/> Information Management and Information Systems (Finance)					
<b>Prerequisites</b>	ACCAF4/ACCAF7					
<b>Instructor</b>	Jun Lan (Samantha Lan)/Zhu Xiaoli (Echo Zhu)					
<b>Contact Information</b>	Office: Samantha: Building Qizhugongwen C214 Echo: Building Qizhugongwen C203					
	Tele: Samantha: 13810530698 Echo: 13810485229					
	Email: Samantha: lanjun@cueb.edu.cn Echo: zhuxiaoli@cueb.edu.cn					
<b>Office Hour</b>	Samantha: M: 9:55-11:30; T: 13:30-15:30; W: 9:55-11:30; Echo: M: 9:55-11:30; W: 8:00-9:35; TH: 9:55-11:30.					
<b>Learning Centre</b>	Samantha: M: 13:30-15:30; W: 18:00-20:00 (online); Echo: T: 13:00-15:00; 18:00-20:00 (online).					
<b>Grade/Section</b>	Samantha: 2022ACCA1 Echo: 2022ACCA2					
<b>Course Time/Place</b>	Samantha: (2022ACCA1) M/TTh: 8:00-9:35/9:55-11:30 / B209; Echo: (2022ACCA2) MTTh: 8:00-9:35 / B211.					
<b>Textbook</b>	<ul style="list-style-type: none"> <li>• F8 Audit and assurance text book</li> <li>• F8 Audit and assurance practice kits</li> </ul>					

#### Reference Book

- Alvin A.Arens, Randal J.Elder, Mark S.Beasley. Auditing and Assurance Services, An Integrated Approach , 15th Edition. China Renming University Press, Beijing, ISBN 978-7-300-24326-9.

## Course Description

This course focuses on the auditing practice performed by public accountants. The topics covered in the course include the theory and philosophy of auditing, prescribed auditing standards, the design and evaluation of accounting systems and controls, professional ethics, legal obligations of reporting companies and auditors, sampling techniques, and other auditing procedures and considerations.

## Student Learning Objectives

On successful completion of this exam, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> <li>• Explain basic concepts related to auditing, principles of auditing and theoretical framework of auditing;</li> <li>• Illustrate legal, regulatory and ethical requirements for audit work;</li> <li>• Explain procedures, techniques and methods of audit work.</li> </ul>
Capability	<ul style="list-style-type: none"> <li>• Identify, assess and prevent audit risks;</li> <li>• Evaluate the efficiency and effectiveness of auditee's internal control framework;</li> <li>• Design and implement audit plan;</li> <li>• Prepare audit report.</li> </ul>
Mindset	<ul style="list-style-type: none"> <li>• Establish integrity, fairness and responsible professional ethics as a public accountant;</li> <li>• Strengthen social responsibility and public service awareness;</li> <li>• Enhance the spirit of innovation and practical ability to adapt to the changing market demand.</li> </ul>

## Website Source

- <https://www.accaglobal.com>

## Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation, test and exam. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

## Grade Criterion

Component	Weight	Description
Final Exam (CBE Exam)	40%	All the students are required to take the ACCA CBE examination. Students who pass the exam will get a full mark on final paper. Students who fail the exam, final paper grade = 40* (exam score/60)
Mid-Term Test	—	No midterm test will be given.
Homework	10%	Most of the assigned homework is taken from the Exercises in the practice kits and some preview materials. Assignments will be collected at the clearly stated date. Late assignments will not be accepted.
Quizzes	20%	There will be at least 2 quizzes (in-class tests) during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.

Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals are required to interact with the instructor in class. The performances should be counted in their participation scores.
Attendance	10%	Refer to attendance policy listed below.
<b>Total</b>	<b>100%</b>	

### **Detailed Grade Computation**

	<b>Before Midterm</b>	<b>After Midterm</b>
Attendance	—	10%
Participation	—	10%
Homework	—	10%
Quizzes	—	20%
Presentation	—	10%
Mid-Term Test	—	—
Final exam	—	40%
Total	—	100%

### **Assessment of Student Performance**

#### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

#### ***☞ Homework***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

#### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

### ☞ Participation

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ◆ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ◆ All above behaviors will be solely evaluated by the instructor for scoring.

### ☞ Textbook

Students must bring the textbook to class.

## Topical Course Outline

Week	Topics	Platform	Homework
1	<ul style="list-style-type: none"> <li>◆ Syllabus</li> <li>◆ Chapter 01-Definition, rule and regulation</li> <li>◆ Chapter 02-Corporate governance and internal audit</li> <li>◆ Practice for <b>Chapter 01 &amp; 02</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	—
2	<ul style="list-style-type: none"> <li>◆ Chapter 03-Professional ethics and acceptance</li> <li>◆ Practice for <b>Chapter 03</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for Chapter 01-03
3	<ul style="list-style-type: none"> <li>◆ Chapter 04-Risk assessment</li> <li>◆ Chapter 05-Audit planning</li> <li>◆ Practice for <b>Chapter 04 &amp; 05</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for Chapter 04-05
4	<ul style="list-style-type: none"> <li>◆ Chapter 06- Audit evidence</li> <li>◆ Chapter 07- Internal control</li> <li>◆ Practice for <b>Chapter 06 &amp; 07</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for Chapter 06-07
5	<ul style="list-style-type: none"> <li>◆ Chapter 08- Audit procedures (Sales system)</li> <li>◆ Practice for <b>sales system</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for <b>sales system</b>
6	<ul style="list-style-type: none"> <li>◆ Chapter 08- Audit procedures (Purchase system)</li> <li>◆ Practice for <b>purchase system</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for <b>purchase system</b>
7	<ul style="list-style-type: none"> <li>◆ Chapter 08- Audit procedures (Payroll system)</li> <li>◆ Practice for <b>payroll system</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for <b>payroll system</b>
8	<ul style="list-style-type: none"> <li>◆ Chapter 08- Audit procedures (Inventory system)</li> <li>◆ Practice for <b>inventory system</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for <b>inventory system</b>

9	<ul style="list-style-type: none"> <li>Chapter 08- Audit procedures (Cash system &amp; NCA system)</li> <li>Practice for <b>cash system &amp; NCA system</b></li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for <b>cash &amp; NCA system</b>
10	<ul style="list-style-type: none"> <li>Chapter 09-Final review and reporting (<b>Holidays for Labor's Day</b>)</li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	—
11	<ul style="list-style-type: none"> <li>Chapter 09-Final review and reporting (cont'd)</li> <li>Practice for <b>Chapter 09</b></li> <li>Final Review</li> </ul>	<b>Mainly Classroom</b> Study Material: Xuexitong Notification: WeChat Group	Exercises in Kits for Chapter 09
12	ACCA-F8 energizer (Bilingual)	<b>Mainly Classroom</b>	—
13	ACCA-F8 energizer (Bilingual)	<b>Mainly Classroom</b>	—
14	Self-review and practice	—	—
15	Global Examination	—	—
16	Presentation	On-line	—

### Teacher's Office Hour

- The instructor's office hour is shown in the front of the office door.
- Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- The time can be scheduled by instructors or students, or both.

### Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

### Important Dates

<b>Global Examination</b>	<b>June 3<sup>rd</sup>, 2024 — June 7<sup>th</sup>, 2024</b>
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Instructor: \_\_\_\_\_

Department Head: \_\_\_\_\_

