

Semester 1, AY2025/26
ACC2727 – Business Processes, Systems and Assurance –
Foundation

Course Outline (Preliminary)

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Consultation: By appointment

Class Time & Location:

Day	Time (hrs)	Location	Class Name
Friday	1200-1500	HSS 04-01	SA1
Friday	1500-1800	HSS 04-01	SA2

IMPORTANT NOTE TO BBA/BBA(Accountancy) STUDENTS

In the pre-common BBA curriculum (or termed as the “old curriculum”), ACC2709 (Accounting Information Systems) and ACC3701 (Assurance & Attestation) work as a pair to deliver the learning experiences relating to business processes, systems, assurance and attestation.

With effect from Semester 1 AY2025/26, the ACC2709/ACC3701 combination will be replaced by the new ACC2727/ACC3727* combination. Students should note that this is a paired replacement – i.e. each of the new course does not replace each of the old course singly. This reflects the outcome of the syllabus review of ACC2709/ACC3701 in the light of helping our BBA undergraduates navigate the Accelerated Pathway Programme (APP) of the Singapore Chartered Accountancy Qualification (SCAQ). As such, while ACC2709/ACC3701 formed part of the BBA(Accountancy) curriculum that satisfied the SCAQ accreditation, ACC2727/ACC3727 should likewise form part of the new BBA(Accountancy) curriculum to satisfy the SCAQ accreditation. BBA students who aspire to pursue SCAQ pathway should read ACC2727/ACC3727 to gain early access to professional certification, be it through APP or the non-accelerated, postgraduate study pathway (or the “normal” pathway).

Students from the old curriculum who have not completed both ACC2709 and ACC3701 should read the ACC2727/ACC3727 combination. Those who have completed only ACC2709 or ACC3701 should contact the Office of Undergraduates Studies (or the “BBA Office”) for advice on completion of the BBA(Accountancy) programme for graduation purposes.

Starting AY2025/26, ACC2727 will be offered in every semester 1 of the AY, while ACC3727 will be offered in every semester 2 of the AY.

*Note: ACC3727 refers to the new course Business Processes, Systems and Assurance – Advanced.

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1. COURSE CODE, TITLE AND DESCRIPTION

ACC2727: Business Processes, Systems and Assurance – Foundation

This course equips students with a comprehensive understanding of the integration between the business processes and systems applied within transactional cycles and the assurance practice.

Students will examine how these business processes and systems are applied across key business transaction cycles - revenue, expenditure, and production cycles. While emphasizing the importance of proper evidencing and implementation of internal controls in business processes, this course introduces assurance fundamentals – focusing on auditing principles, risk assessment, and the regulatory and governance framework in Singapore. Topics include audit planning, testing of controls, evaluating evidence, and addressing fraud risks; with practical applications in the audit of specific business cycles and their related accounts.

The course also highlights the ethical responsibilities and professional conduct of auditors when in the field. By the end of the course, students should possess a strong grasp of business processes and systems, foundational knowledge and skills related to the audit of transaction cycles, and an appreciation of ethical and regulatory compliance when carrying out an audit of transactions and their associated accounts.

2. COURSE OBJECTIVES

- a. Articulate the key components of business processes, internal controls, and types of business systems (such as ERP and Database Management Systems), and their roles in ensuring operational efficiency and governance in businesses.
- b. Evaluate the processes, internal controls, and systems that are implemented within the revenue, expenditure, and production cycles of a business.
- c. Explain the principles of assurance and audit – the regulatory framework and compliance requirements in Singapore, as well as the objective, process, and concept supporting financial statement audit.
- d. Conduct risk assessment prior to an audit.
- e. Apply audit planning, audit techniques and procedures to transaction cycles in businesses.
- f. Explain the tasks involved in the completion of an audit.
- g. Apply the Code of Ethics and professional standards to audit fieldwork and foundational audit practices.

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3. ASSESSMENT COMPONENTS

Final grade will be determined based on the structure below. More information about each assessment component and the expectations will be provided in Canvas at the start of the semester.

- Class participation – 10% (in Weeks 3-12)
- Group Project – 30% (submission: Week 12)
- Quiz – 10% (in Week 5)
- Final Exam – 50% (Exam Week)

4. COURSE SCHEDULE of Semester 1, AY25/26 (Aug-Dec 2025)

The course will be taught and assessed over the regular semester.

Week 1-2: Fundamentals of business processes and systems (processes, internal controls, audit trail, business environment and organizational culture, types of systems used in business)

Week 3: Application of business processes and systems in the revenue and expenditure cycle (part 1 – general purchases/ inventory/ long-term assets including property, plant and equipment)

Week 4: Application of business processes and systems in the expenditure cycle (part 2- HRM/payroll, reimbursements, services) and production cycle

Week 5-6: Introduction to assurance (assurance vs audit, regulatory framework, fraud, financial statement audit)

Week 7: Assessing risks and planning the audit

Week 8-9: Assessing risks and audit procedures (control testing vs substantive testing, CAAT, audit sampling, evaluation of evidence, work of other professionals)

Week 10: Audit revenue and expenditure cycles (part 1) and their related accounts

Week 11: Audit expenditure cycle (part 2) and production cycle and their related accounts.

Week 12: Completing the audit; profession ethics for auditors on fieldwork / at foundation levels.

Week 13: Course wrap-up and recap

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5. **MODE OF TEACHING & LEARNING**

The facilitator conducts this course using a blended learning model. Each week's topic, comprising several sub-topics, will be delivered via multimedia, reading materials, and class instruction.

Learners who perform well typically put in consistent effort throughout the semester via the following:

a. **Independent, self-directed learning before class**

Learners who perform well complete the assigned preparations independently before each sectional class. The assigned preparations comprise selected reading references and online learning materials. This is essential for good quality participation in class.

b. **Timely access to Canvas postings**

ACC2727 is set up on Canvas. Learners who perform well ensure that they regularly access this course's postings on Canvas. They also stay attentive to announcements, assigned tasks, and forum postings (if any) on Canvas.

c. **Regular attendance and active contribution**

In-person classes comprise classroom instruction, facilitated discussions, and class activities. Learners who perform well attend sectional classes regularly with active participation.

6. **REFERENCES**

Relevant references for each week's topic will be provided in Canvas. These references largely include

- a. Customized textbook
- b. International and Singapore standards for financial reporting and auditing (i.e. SFRS(I)s, SSAs)
- c. Singapore statutes, laws, and regulatory requirements (e.g. Companies Act, SGX listing rules, Cybersecurity Act etc)