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| **Approved Date: 1/9/2025** |  | **Philadelphia University** |
| **Issue:1** | **Faculty: Business** |
| **Credit Hours:3 hours** | **Department: Accounting** |
| **BA: Accounting** | **Course Syllabus** | **Academic Year:2025-2026** |

**Course Information**

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| --- | --- | --- | --- | --- | --- |
| **Prerequisite** | | **Course Title** | | | **Course No.** |
| **0311232** | | **Internal auditing** | | | **0311489** |
| **Room No.** | **Class Time** | | | **Course Type** | |
| **31321** | 12:40-13:30  Sunday & Tuesday | | | University Requirement  Faculty Requirement  🗹 Major Requirement  Elective 🗹 Compulsory | |
| **Hours No.\*** | | | **Course Level\*** | | |
| **88** | | | | * 6th 🗹 7th  8th  9th | |

**Instructure Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E-mail** | **Office Hours** | **Phone No.** | **Office No.** | **Name** |
| [rairout@philadelphia.edu.jo](mailto:rairout@philadelphia.edu.jo) | Saturday & Monday  9:30-11:15  Sunday & Tuesday  11:00-12:40 | **2314** | **31307** | **Dr. Rana Airout** |

**Course Delivery Method**

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| --- | --- | --- | --- |
| **Blended Online Physical** | | | |
| **Learning Model** | | | |
| **Physical** | **Asynchronous** | **Synchronous** | **Percentage** |
| **70%** |  | **30%** |

**Course Description**

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| This course introduces the internal audit profession and the internal audit process. This course includes the definition of internal auditing and applying International Standards for the Professional Practice of Internal Auditing (IPPF) issued by the Institute of Internal Auditors (IIA), corporate governance and control issues, fraud risks, and conducting internal audit engagements, and more. |

**Course Learning Outcomes**

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| **Corresponding Program Outcomes** | **Outcome** | **Number** |
| **Knowledge** | | |
| Kp3 | Explain basic concepts of internal auditing and the International Standards for the Professional Practice of Internal Auditing (IPPF). | **K1** |
| Kp3 | Classify the risks and controls and develop an audit program together with the fieldwork execution and the audit report's preparation and presentation. | **K2** |
| Kp3 | Discuss the guidelines and updates such as the COSO-ERM model, COCO, ISO 31000 Framework, Sarbanes Oxley, and new standards of internal audit. | **K3** |
| Kp5 | Describe the importance of business processes in the process of internal audit along with audit discrepancies between groups based in the industry and other environmental factors. | **K4** |
| **Skills** | | |
| **Sp1** | Critically analyze issues related to internal auditing. | **S1** |
| **Sp2** | Use specialized websites to collect and analyze data. | **S2** |
| **Sp3** | Perform risk-based internal auditing which meets an organization’s needs. | **S3** |
| **Competencies** | | |
| **Cp1** | Make decisions in line with the “**Code of Ethics**” published by the Institute of Internal Auditors. | **C1** |
| **Cp3** | Aware of corporate social responsibility and audit policies related to environmental and community protection measures. | **C2** |

**Learning Resources**

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| --- | --- |
| ***Internal auditing: Assurance & advisory services***. 6th Edition, 2025 Institute of Internal Auditors Research Foundation. | **Course Textbook** |
| **Internal Auditing: An Introduction, 7th Edition by Philna Coetzee, Rudrik du Bruyn, Houdini Fourie, Kato Plant (2024)** | **Supporting References** |
| <https://na.theiia.org/>  <https://www.theiia.org/en/standards>.  - Control Framework [www.coso.org](http://www.coso.org) | **Supporting Websites** |
| **Classroom**  **laboratory Learning Platform Other** | **Teaching Environment** |

**Meetings and Subjects TimeTable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Material** | **Task** | **Learning Method\*** | **Topic** | **Week** |
| **Course Syllabus** | ------------ | **Discussions** | **Course Overview** | **1** |
| **Textbook**  **Chapter 1**  **Page 69** | **Exercises** | lecture | **Introduction to Internal Auditing**   * Definition of internal auditing. * The relationship between auditing and accounting. * The nature and scope of modern internal audit services. * The institute of internal auditors (IAA). | **2** |
| **Textbook**  **Chapter 2**  **Page 76** | **Discussion questions** | Lectures & in-class exercises | **Professional Guidance**   * The International Professional Practices Framework: authoritative guidance for the internal audit profession (IPPF). * Mandatory Guidance and Recommended Guidance**.** | **3** |
| **Textbook**  **Chapter 2**  **Calculation Basics & Formulas (Microsoft Excel)** | **-** | lecture | * The Core Principles for the Professional Practice of Internal Auditing. * The Code of Ethics. * The Standards. * The Definition of Internal Auditing. * **Professional Certifications** * **Excel application**: Basics | **4** |
| **Textbook**  **Chapter 2**  [**https://www.theiia.org/en/standards/**](https://www.theiia.org/en/standards/)**.**  The formula of Sum, Percentage, If Function, Merge & Center, and average | **Quiz** | lecture | **Assurance and Consulting Services**  **The Attribute Standards:**   1. 1000 – Purpose, Authority, and Responsibility. 2. 1100 – Independence and Objectivity. 3. 1200 – Proficiency and Due Professional Care. 4. 1300 – Quality Assurance and  * **Excel application: calculating Going Concern using formulas and functions in excel** | **5** |
| **Textbook**  **Chapter 2**  **Page 151**  [**https://www.theiia.org/en/standards/**](https://www.theiia.org/en/standards/)**.** | **Assignment** | Problem-solving | **The Performance Standards:**   1. 2000 – Managing the Internal Audit Activity. 2. 2100 – Nature of Work. 3. 2200 – Engagement Planning. 4. 2300 – Performing the Engagement. 5. 2400 – Communicating Results 2500 – Monitoring Progress. 6. 2600 – Communicating the Acceptance of Risks | **6** |
| **Textbook**  **Chapter 3**  [**https://www.theiia.org/en/standards/**](https://www.theiia.org/en/standards/) | **Presentations** | Lectures & in-class exercises | **Governance**   * Definition of Governance  1. Standard 2010 – Planning. 2. Standard 2100 – Nature of Work. 3. Standard 2110 – Governance  * Three Lines of Defense Model. * Depiction of key elements of a governance structure. | **7** |
| **Textbook**  **Chapter 4**  **Page 245**   * [**https://www.theiia.org/en/standards**](https://www.theiia.org/en/standards)**.** * [**www.coso.org**](http://www.coso.org) | **Review questions** | Lectures & in-class exercises | **Risk Management**   * Define risk and enterprise risk management. * Standard 2120 - Risk Management. * COSO ERM framework. * COSO ERM components**.** | **8** |
| [**https://www.theiia.org/en/standards**](https://www.theiia.org/en/standards) | **-** | lecture | * Risk Governance and Culture. * ERM Roles and Responsibilities. * ISO 31000 Framework. * The role of the internal audit function in ERM**.** | **9** |
| **Textbook**  **Chapter 5** | **Mid exam** | lecture  Problem-solving | * Business processes and risks. * Documenting business processes. * Risk assessment model. * Mapping risks to the business processes. * **Excel application:** **calculating Materiality using formulas and functions in excel** | **10** |
| **Textbook**  **Chapter 6**   * [**https://www.theiia.org/en/standards**](https://www.theiia.org/en/standards)**.** * [**www.coso.org**](http://www.coso.org)   **Sum, average, count number, max, min**  **Charts, Sparkline and Dashboards** | **Quiz** | lecture | **Internal Control**   * Definition of internal control. * Standard 2130 – Control. * Internal control frameworks. * The COSO and CoCo frameworks. * COBIT 5.   **Excel application:** **calculating Materiality using graphs in excel** | **11** |
| **Textbook**  **Chapter 6**  **Page 379**  [**www.coso.org**](http://www.coso.org) | **Assignment** | Lecture | * Internal control components. * Limitations of internal control. * Inherent risk, controllable risk, and residual risk. | **12** |
| **Textbook**  **Chapter 7**  **Page 428**  **Using conditional formatting, *SUMPRODUCT &* *SUBTOTAL*** | **Review questions** | Lectures & in-class exercises | **Information Systems (Technology) Controls**   * IT Risks. * IT controls.   **Excel application: Evaluation of Misstatements using condition function in excel** | **13** |
| **Textbook**  **Chapter 8** | **Quiz** | lecture | **Risk of Fraud and Illegal Acts**   * Overview of fraud in today’s business world. * Definitions of fraud. * The fraud triangle. * Fraud risk assessment. * Response to Fraud Risk. | **14** |
| **Textbook**  **Chapter 9**  [**https://www.theiia.org/en/standards**](https://www.theiia.org/en/standards)**.** | **-** | lecture | **Quality Assurance and Improvement Programs.**   * Standard 1300- Quality Assurance and Improvement Program. * Standard 1311: Internal Assessments. * Standard 1312: External Assessments.   **Reporting the Results**   * Responsibilities * Write the Final Audit Report | **15** |
| **-** | **-** | **-** | **Final exam** | **16** |

\*Includes lecture, flipped Classes, project-based learning, problem-solving-based learning, and collaborative learning.

**Course Contributing to Learner Skill Development**

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| --- |
| **Using Technology** |
| Microsoft Excel for calculating and Microsoft Word for writing reports |
| **Communication Skills** |
| Through class discussions, presentations using Microsoft Teams, and communicate directly through office hours |
| **Application of Concept Learnt** |
| Project |

**Assessment Methods and Grade Distribution**

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| --- | --- | --- | --- |
| **Course Outcomes**  **to be Assessed** | **Assessment Time**  **(Week No.)** | **Grade** | **Assessment Methods** |
| K1, K2, K3 and k4 | **10th week** | **30 %** | **Mid Term Exam** |
| S3, C1, C2, S1, S2 | **Continues** | **30 %** | **Term Works\*** |
| K1, K3 | **16th week** | **40 %** | **Final Exam** |
|  |  | **100%** | **Total** |

\* Include quizzes, in-class and out of the class assignment, presentations, reports,

videotaped assignment, group, or individual project.

**Alignment of Course Outcomes with Learning and Assessment Methods**

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| --- | --- | --- | --- |
| **Assessment Method\*\*** | **Learning Method\*** | **Learning Outcomes** | **Number** |
| **Knowledge** | | | |
| Homework, semester exam, and final exam | Lectures, seminars, and class discussion | Explain basic concepts of internal auditing and the International Standards for the Professional Practice of Internal Auditing (IPPF). | **K1** |
| assignments | lecture | Classify the risks and controls and develop an audit program together with the fieldwork execution and the audit report's preparation and presentation. | **K2** |
| Homework, semester exam, and final exam | Lectures, seminars, and class discussion | Discuss the guidelines and updates such as the COSO-ERM model, COCO, ISO 31000 Framework, Sarbanes Oxley, and new standards of internal audit. | **K3** |
| Assignments and quizzes | Problem-solving-based learning | Describe the importance of business processes in the process of internal audit along with audit discrepancies between groups based in the industry and other environmental factors. | **K4** |
| **Skills** | | | |
| in-class, and out-of-class assignments. | problem-solving based learning | Critically analyze issues related to internal auditing. | **S1** |
| Report | problem-solving based learning | Use specialized websites to collect and analyze data. | **S2** |
| Homework. | problem-solving based learning | Perform risk-based internal auditing which meets an organization’s needs. | **S3** |
| **Competencies** | | | |
| Presentations | problem-solving based learning | Make decisions in line with the “Code of Ethics” published by the Institute of Internal Auditors. | **C1** |
| Presentations | Lecture  problem-solving based learning | Aware of corporate social responsibility and audit policies related to environmental and community protection measures. | **C2** |

\*Include lecture, flipped class, project-based learning, problem-solving-based learning, and collaborative learning.

\*\* Include quizzes, in-class and out-of-class assignments, presentations, reports, videotaped assignments, and group or individual projects.

**Course Polices**

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| **Policy Requirements** | **Policy** |
| The minimum pass for the course is (50%) and the minimum final mark is (35%). | **Passing Grade** |
| * Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark. * Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse’s disappearance, and in this case, the subject teacher must hold a compensation exam for the student. * Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam. | **Missing Exams** |
| The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it. | **Attendance** |
| Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights. | **Academic Integrity** |