



Rotman Commerce UNIVERSITY OF TORONTO

Course Outline

RSM 427 H1S (Winter 2019)

Auditing and Information Systems

Course Meets:

LEC0101 T 9-11 WO35

LEC0201 T 11-1 WO35

LEC0301 W 9-11 WO30

LEC0401 W 11-1 WO30

LEC5101 T 5-7 VC 323

| | |
|---------------------|--|
| Instructor: | Michael Khan (RT 503) |
| Email: | Via Quercus (to avoid spam filters) |
| Webpage: | portal.utoronto.ca |
| Phone: | 416-978-7583 |
| Office Hours: | See Quercus |
| Teaching Assistant: | Hadi Ahmad, hadi.ahmad@mail.utoronto.ca |

Note: The TA should be your first point of contact for course content or administrative matters

Course Scope and Mission

The main objective of this course is to provide a basic understanding of information systems, their importance, and auditing in a computer based environment. In particular, the course will cover:

- a broad knowledge of the risks and exposures introduced by computer based information systems;
- the types of controls that may be used to reduce such risks to an acceptable level;
- a framework for and case based practice of controls evaluation in a computer based information system;
- the impact of computer controls on audit strategy; and
- the opportunities and risks associated with computer assisted audit tests during the audit.

This course is about the understanding and management of the risks associated with computer based information systems. It covers potential means to provide control and how to perform audits in these environments.

The course uses lectures, case discussion, and assignments, as well as examinations. These methods are used to develop an understanding of business information system risks, management controls and techniques, computer control and security, and the audit process with respect to computer-based systems.

There is a heavy emphasis in this course on class participation. Readings will be assigned for students to have completed prior to each session. Students will be expected to contribute actively during these sessions. The main focus will be on problem solving and providing clarification of the reading material and related subject matters.

Course Prerequisites

RSM323H1

Required Readings

- **Information and IT Assurance (David Chan)** ("Chan") Third Edition; York University ISBN: 978-1-55014-605-9
- **CPA Canada Handbook** (available through e-resources)
- Additional required and recommended readings will be posted on the course website.

Evaluation and Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

| Evaluation | Weight | Due Date |
|---|--------|---------------------|
| Class Contribution & Professional Behaviour | 15% | Ongoing |
| Midterm | 20% | See Course Schedule |
| Group Project 1 | 10% | See Course Schedule |
| Group Project 2 | 15% | See Course Schedule |
| Final Exam | 40% | Exam Period |

COURSE FORMAT AND EXPECTATIONS

Class Contribution & Professional Behaviour

Active student participation in class is encouraged. Most students typically tend to *under-estimate* — rather than *over-estimate* — the worth of what they have to say. Thus, if you are ever in doubt, speak up instead of staying quiet. Please draw on personal experiences as appropriate (particularly, if you believe they are relevant, insightful and generalizable).

Students are expected to attend classes and to contribute to class discussions on a *constructive and regular* basis. All students are expected to have completed the reading assignment and prepared the cases, problems and exercises assigned for classroom discussion. This way, we can devote the bulk of the class time to thinking about and responding to each other's analyses of the problems and cases, and only the necessary minimum to getting the facts out.

The vast majority of managers' interactions with others are oral. Managers generally spend little time reading, and even less time writing reports. Please consider the classroom a laboratory in which you can test your ability to convince your peers of the validity of your idea. This course will emphasize participatory and collaborative learning. As a result, a significant portion of your mark will be based on your verbal participation and contribution to class discussions. This mark is based on both quantity and quality of your contributions. Good responses demonstrate critical thought, class preparedness, understanding analysis of the topic, idea generation and promote further discussion. i>clicker responses if applicable are not used to evaluate participation.

You are required to display your name card in front of you in every class in order to earn credit for participation. Please note that attendance does not constitute contribution and class contribution is based on verbal contribution in class.

My role in the class is to help facilitate discussion. In part, I serve as a clarifier and intensive questioner in order to help you present and develop your ideas. We must work together to ensure that each class session is a lively, stimulating and intellectually rewarding venture in group learning. We are individually and collectively responsible for achieving this end.

In order to track participation, a class seating map may be prepared based on your choice of seating in the classroom. You are requested to sit in the same seat each class and always have your name card clearly visible. This approach helps ensure an organized and objective assessment of participation. It is **your responsibility** to ensure your name is on the **seating map** in order to earn credit for your participation. Be sure to approach your instructor if you miss the first class to ensure your name is recorded on the seating map if your instructor is using one to track participation.

You will be required to complete a self-evaluation of your class contribution towards the end of the course. Part of the evaluation is completed via a link on Quercus the second part involves handing in your customized name card template tracking your participation on a class by class basis on the back, at the last class. You should keep a copy/photograph of all materials. Not completing any of the requirements above will result in a grade of zero for class contribution.

Class preparedness is a critical component of this course in order to facilitate rich classroom discussions. As such, the instructor will randomly request students to submit their written attempt at class discussion problems/cases from time to time at the beginning of class. These submissions will be considered when assessing classroom contribution. Your assigned activity/case for class should be completed in advance and printed with your name and student number ready for submission in the event that the instructor chooses to collect on a particular class.

Professionalism is a component of class contribution. As such late arrivals, unexplained absences and disruptive behaviour (including internet surfing, texting, use of FaceBook etc.) will be heavily penalized via your class contribution assessment.

See: *Appendix A – Participation Evaluation Rubric*. Additional information on the participation marks will be discussed in the first week of class.

Group Projects

For all group projects, you will work in a group of **4-5 people**. You may select group members from either section of the course. You should maintain the same group members for both group projects. Exceptions to the above requirements will be made only in very unusual cases and are subject to the approval of the Course Instructor.

Group projects must be uploaded to both Quercus and Turnitin.com by 11:59PM sharp on the specified due date, listed on the course schedule. If one or both submissions are late, the entire submission will be considered late. Full details of the group projects are posted on Quercus.

Peer evaluations will be undertaken to ensure that all members of each group are contributing equally; that is, the contribution of each member of the group will be assessed by all members of the group at the end of the term and appropriate rescaling of each individual's grade for group work will be made. Your peer evaluation can be conducted amongst your group members and must be submitted in soft copy online and in hardcopy in class. A soft copy of the peer evaluation rubric has been posted on Quercus.

Groups with conflicts will be required to submit a written request to redistribute the grades based on the discretion of the instructor.

Remarking requests for assignments: Requests to have assignments remarked will be considered if the following conditions are met:

- a) The assignment is submitted to the instructor no later than one week after the marked assignment has been returned to the student;
- b) The student submits with their request a written explanation as to why and where (s)he believes (s)he is entitled to more marks; and
- c) The instructor has no reason to believe the student has made any changes subsequent to the assignment being returned.

Students should be aware of the following:

- a) Several assignments are randomly photocopied before being returned
- b) Items submitted for remarking will be remarked in their entirety and the mark awarded may increase, decrease, or remain the same.

Final Exam

The final examination will be comprehensive and will include all topics covered throughout the semester.

To Use Turnitin.com:

Normally students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the university's use of the Turnitin.com service are described on the Turnitin.com website.

For Written Assignments:

Please note that clear, concise, and correct writing will be considered in the evaluation of all written assignments. That is, you may lose points for writing that impedes communication: poor organization, weak paragraph development, excessive wordiness, hard-to-follow sentence structure, spelling mistakes and grammatical errors. Students who require additional support and/or tutoring with respect to their writing skills are encouraged to visit the Academic Success Centre (www.asc.utoronto.ca) or one of the College Writing Centres (www.writing.utoronto.ca/writing-centres). These centres are teaching facilities – not editing services, where trained staff can assist students in developing their academic writing skills. There is no charge for the instruction and support.

For Group Work:

Both the in-class work and the research project require group-work.

Learning to work together in teams is an important aspect of your education and preparation for your future careers. That said, project-based teamwork is often new to students; to work well in teams, it helps to follow a set of core expectations to best succeed at your team projects.

1. Read the document entitled, "Working in Teams: Guidelines for Rotman Commerce Students" which is available on the RC portal under the Academic Services tab.

2. When working in a team, Rotman Commerce students are expected to:

- Treat other members with courtesy and respect;
- Honour the ground rules established by the team;
- Contribute substantially and proportionally to the final project;
- Ensure enough familiarity with the entire contents of the group project/assignment so as to be able to sign off on it as original work;
- Meet the project timeline as established by the team.

3. Resolving conflicts:

Conflicts are part of the team's process of learning how to work together. When handled well, it can generate creativity and bring-multiple perspectives to the solution.

Student teams are expected to work through their misunderstandings as soon as they arise (and prior to submission of the final project). When teams are unable to arrive at a solution that works for all members, the team must meet with the Rotman Commerce Team Coach** as soon as possible. The Coach will listen to the team and help develop options for improving the team process. All members of the project team must commit to, and, utilize their action plans.

**For an appointment with a Rotman Commerce Team Coach, please contact Nouman Ashraf at nouman.ashraf@rotman.utoronto.ca Nouman is highly skilled at facilitating team dynamics and collaboration. Note that the Team Coach's role is to provide guidance, support and advice on team matters – not to formally evaluate or assess teamwork for academic purposes.

POLICY AND PROCEDURE

Missed Tests and Assignments (including midterm examinations)

Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may submit a request for special consideration. The Request for Special Consideration Form and supporting documentation must be submitted in a timely manner in order for the request to be reviewed.

In such cases, students must notify the Rotman Commerce Program Office on the date of the course deliverable such as a missed test, or assignment missed class (in the case of participation marks), or due date. They must then complete a [Request for Special Consideration Form](#) and submit it along with supporting documentation (e.g. [Verification of Student Illness or Injury form](#)) to the Rotman Commerce Office within **2 business days** of the originally scheduled course deliverable. Students who do not provide appropriate or sufficient supporting documentation will be given a grade of 0 (zero) for the missed course deliverable.

Documentation submitted in support of petitions for missing tests and assignments must be original; no faxed or scanned copies will be accepted.

Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. Rotman Commerce will not accept a statement that merely confirms a later report of illness made by the student to a physician.

Students who miss the midterm examination for a legitimate and approved reason, will have the weight transferred to the final exam.

Requests for regrades of midterm tests must be submitted to the professor by the end of the class that it is handed back in along with a note explaining the query related to the marking. The entire test will be regraded and the grade could go up/down or stay the same.

Late Assignments

A penalty of 30% per day will be applied for late assignments. Students who, for reasons beyond their control, are unable to submit an assignment by its deadline must obtain approval from the

instructor for an extension. Supporting documentation will be required as per the policy on missed tests and assignments.

Accessibility Needs

The University of Toronto is committed to accessibility. If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible:

accessibility.services@utoronto.ca or <http://www.studentlife.utoronto.ca/as>.

Academic Integrity

Academic Integrity is a fundamental value essential to the pursuit of learning and scholarships at the University of Toronto. Participating honestly, respectfully, responsibly, and fairly in this academic community ensures that the UofT degree that you earn will continue to be valued and respected as a true signifier of a student's individual work and academic achievement. As a result, the University treats cases of academic misconduct very seriously.

The University of Toronto's Code of Behaviour on Academic Matters

<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> outlines the behaviours that constitute academic misconduct, the process for addressing academic offences, and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes collaborating with others on assignments that are supposed to be completed individually).

On test and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to), medical notes.

All suspected cases of academic dishonesty will be investigated by the following procedures outlined in the *Code of Behaviour on Academic Matters*. If you have any question about what is or is not permitted in the course, please do not hesitate to contact the course instructor. If you have any questions about appropriate research and citation methods, you are expected to seek out additional information from the instructor or other UofT resources such as College Writing Centres or the Academic Success Centre.

Email

At times, the course instructor may decide to communicate important course information by email. As such, all UofT students are required to have a valid UTmail+ email address. You are

responsible for ensuring that your UTmail+ email address is set up AND properly entered on the ROSI system. For more information please visit <http://help.ic.utoronto.ca/category/3/utmail.html>

Forwarding your utoronto.ca email to a Hotmail, Gmail, Yahoo or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that important messages from your course instructor may end up in your spam or junk mail folder.

Quercus and the Course Page

The online course page for this course is accessed through Quercus. To access the course page, go to q.utoronto.ca and log in using your UTORid and password. Once you have logged in, you will be at the Quercus Dashboard. On this page you will see all of the courses you are presently enrolled in. If you don't see the course listed here but you are properly registered for the course in ROSI, wait 48 hours.

Recording Lectures

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record a lecture or other course material in any way are required to ask the instructor's explicit permission, and may not do so unless permission is granted (note: students who have been previously granted permission to record lectures as an accommodation for a disability are, of course, excepted). This includes tape recording, filming, photographing PowerPoint slides, Quercus materials, etc.

If permission is granted by the instructor (or via Accessibility Services), it is intended for the individual student's own study purposes and does not include permission to "publish" them in anyway. It is absolutely forbidden for a student to publish an instructor's notes to a website or sell them in any other form without formal permission.

Conduct of Class and Expectations

Students are expected to conduct themselves in a professional manner and arrive on time so as not to disrupt the class. Laptops/tablets may be used in class only with prior permission from the instructor. It is considered offensive behaviour to use an electronic device for surfing, email, Facebook etc. during class. This type of activity will be considered when assigning participation/class contribution grades and will result in a grade of zero (0) for class contribution.

Appendix A – Participation Evaluation Rubric

| Grade (out of 10) | 9-10 | 7-8 | 5-6 | 3-4 | < 3 |
|---|--|---|--|---|---|
| Participatory Contribution | | | | | |
| Relation to Peers | Displays leadership in actively supporting, engaging and listening to peers (ongoing). | Actively supports, engages and listens to peers (ongoing). | Makes a sincere effort to interact with peers. | Limited interaction with peers. | No interaction with peers. |
| Participation | Displays leadership in playing an active role in discussions (ongoing). | Plays an active role in discussions (ongoing). | Participates constructively in discussions (ongoing). | When/where prepared, participates constructively in discussions. | Never participates. |
| Intellectual Contribution | | | | | |
| Preparation | Arrives fully prepared, having also done additional readings. | Arrives fully prepared. | Arrives mostly, if not fully, prepared. | Arrives noticeably less than entirely prepared. | Unprepared. |
| Quality of Comments | Comments advance the level and depth of the dialogue (consistently). | Comments occasionally advance the level and depth of the dialogue. | Makes relevant comments based on the assigned material (ongoing). | When/where prepared, makes relevant comments based on the assigned material. | Demonstrates a noticeable lack of interest in the material. |
| Contribution to Learning Community | | | | | |
| Impact on Group Dynamic | Group dynamic and level of discussion are consistently better because of the student's presence. | Group dynamic and level of discussion are often better because of the student's presence. | Group dynamic and level of discussion are occasionally better (and never worse) because of the student's presence. | Group dynamic and level of discussion are not affected by the student's presence. | Group dynamic and level of discussion are harmed (perhaps significantly) by the student's presence. |

Note: while the grade is out of 10, the weight is as per the course outline above.

APPENDIX B - TENTATIVE COURSE SCHEDULE (SUBJECT TO CHANGE)

| CLASS # | Week of | TOPIC | CHAP. | CASES & SUPPLEMENTAL MATERIAL ON PORTAL FOR CLASS DISCUSSION | SELF STUDY CASES | DELIVERABLES | |
|---------|---------|---|-------|---|--|---|--|
| 1 | Jan-07 | Introduction to Information Systems | 1 | | IT Governance | | |
| 2 | Jan-14 | IT Foundations and Risks | 2 | Automotive Parts Inc. | Arlington, Future Life | | |
| 3 | Jan-21 | IT Governance and General Controls | 3 | Progressive Realtor | Glendale | | |
| 4 | Jan-28 | Systems Development Controls I | 4 | | Gusher | | |
| 5 | Feb-04 | Systems Development Controls II IT Strategy Case Control and audit implications of eBusiness, XBRL (Self Study) | 5 | Global Case Management Sys. Hometown Telephone | | | |
| | Feb-11 | Midterm Examination | | | | | |
| | Feb-18 | Reading Week | | | | | |
| 6 | Feb-25 | Application controls | 6 | Dragnet Application Controls | CBS Leung Enterprises | | |
| 7 | Mar-04 | CAATs | 7 | Canadian Building Supply | Generalized Audit Software Exposure Identification and Plan of Action | | |
| 8 | Mar-11 | Security | 8 | Global Products | Santa's Attic | Group Project 1 (Due Sun Mar 10th at 11:59 PM online) | |
| 9 | Mar-18 | Outsourcing, Other Assurance Engagements | 10&11 | ABN AMRO 20 Questions...IT Outsourcing Transitioning from 5970-3416 | Veracold PCI (ch 11) | | |
| 10 | Mar-25 | IT Integrated Case Analysis Workshop | | Gazelle (Note: print materials and bring to class) | | Group Project 2 (Due Sun March 31st at 11:59 PM online) | |
| 11 | Apr-01 | Case Writing Simulation (IT Related) | | To be provided in class | | | |

Last Updated: Nov 27, 2018