

MOS 4464B; Information Technology Auditing Winter 2016

Course Outline: Sections – All Sections

1. Course Information:

1.1 Class Location and Time:

Section	Day	Time	Building	Room	Instructor
001	Tuesday	1:30pm - 4:30 pm	SSC	3024	Shuja
003	Tuesday	6:00 pm - 9:00 pm	SSC	3014	Shuja

1.2 Contact Information:

Instructor Name	Room Number	Office Hours	Phone	Email Address
Muhammad Shuja	SSC-4423	Tuesdays: 12:45 pm - 1:15 pm Tuesdays: 4:35 pm - 5:50 pm Thursdays: 4:35 pm - 5:50 pm	661-2111; Ext. 84923	mshuja@uwo.ca

Website Address: <http://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

2. Calendar Description

2.1 Course Description:

Students will examine audit and control procedures in a computerized environment in order to develop the skills needed to analyze an organization's computer and information systems in order to evaluate the integrity of its production systems as well as potential security concerns.

3 lecture hours, 0.5 course

Prerequisite(s): MOS 3363

2.2 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

3. Textbook

- Information Technology Auditing and Assurance, 4th Edition, Hall, James A.
Thomson South-Western
ISBN: 1 133 94988 6
- Selected Cases from past Uniform Final Exam (UFE).
- Other Selected Cases.

4. Course Objectives and Format

Objective: Develop thorough understanding of internal controls required to ensure the effective and efficient operations of information system; Assess the information system to identify all the strong internal controls in place and objectives they are achieving and to identify missing internal controls and its implications; Assessment of control risk, its effect on test of controls; and decision of overall audit approach based on results of test of controls.

- 4.1 *Class-Time:* Class time will consist of lectures and cases. Class discussion is encouraged so please be prepared for class by working ahead.

Solutions: For cases taken up in-class will be made available on OWL.

Quiz and Examinations: The quiz and examinations will test the student's comprehension of both the technical and conceptual aspects of the course.

How to do well in this course:

COME TO CLASS, REVIEW CLASS NOTES AND PRACTICE, PRACTICE, PRACTICE!

To perform well in this course, you should review the power point slides posted on owl for each lecture and attempt to solve class discussion case in advance and rewrite the cases after the class. You will find that there is likely to be a direct correlation between the number of cases you prepare and your attendance in class and your course grade.

We recommend the following study approach:

1. Go over your class notes and all cases done in class. Re-do the cases on your own to see if you can arrive at the same solution as was derived in class.

Final Thoughts

This is not a course to register in if you are seeking an easy credit. For many students, this course is a difficult one. Part of this difficulty stems from a challenging subject matter, but the biggest difficulty comes from failing to devote enough effort to working with the material. Auditing cases requires that you to write the cases ---over and over. You are unlikely to learn by merely reading the solution.

These observations have a number of implications for you and me. First, you will have to spend many hours during, and after class working on the course. During class, ask questions whenever

they arise and continue asking until you are satisfied that you understand the explanations. This class contains a lot of new vocabulary and concepts so ask for clarification or examples when needed. After class, review both your class notes and the suggested solutions to the cases to improve your understanding. It is absolutely essential that you keep up with the assigned readings and all the cases.

In exchange for your hard work, you can expect the same from me. For example, expect me to come to class with an organized outline for the day's topics. Expect me to enthusiastically answer any and all of your questions, either in-person, during class and office hours, or via e-mail. Expect me to provide timely feedback on how well you understand the material.

5. Evaluation

	Percentage of Course Grade
In Class Quiz; Beginning of Fourth Lecture (Coverage: Material covered in first three lectures)Time: 30 Minutes	10%
Participation	15%
Midterm Exam (5:00 pm - 8:00 pm; Friday, February 26th; Room: NCB 114 & NCB 117)	30%
Final Exam (Comprehensive/Cumulative) TBD	45%

There will be **no make up** for the quiz under any circumstance. If proper documentation is presented for a missed quiz, the quiz will not be written, instead the 10% will be reallocated to the final exam, in which case the final exam will be worth 55% of the final grade.

Exams are **closed book examinations**. **Dictionaries are NOT allowed into the examinations.**

If you are unsure, please ask your professor to check your calculator.

Students are responsible for material covered in the lectures as well as the assigned chapters in the text. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades **will NOT** be allowed.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

PARTICIPATION

- (1) 15% of your final grade will be a result of your contribution to class discussion.
- (2) It is expected that you will arrive on time, and be ready to work when you arrive.
- (3) I will evaluate your participation efforts after each class, taking into consideration both the quality of your participation and the quantity.
- (4) Quality is more important than quantity.

(5) It is not anticipated that we will encounter any problems with poor preparation for class, disruptive behaviour, or frequent lateness or absences, however, should you choose to behave in any of these ways, you will experience a negative impact on your participation mark. I appreciate it very much when students advise me that they will be late, have to leave early, or will be absent from class.

(6) The main objective of contributing to class discussion is not to be evaluated, but rather to learn, and to assist other members of the class (including the instructor) to learn.

(7) Class participation is not equivalent to class attendance. Specifically, students who fail to participate in case discussions will receive a class participation mark of zero, regardless of regular class attendance.

(8) The following might assist you in deciding on how you will contribute to the class:

90% – Excellent contribution

- o Consistent contribution to class discussions
- o Contributions indicated preparation for class by pre reading and thinking about assigned material, and making an initial attempt at assigned problems
- o Frequently explains difficult points or concepts
- o Positive direction demonstrated consistently

70% to 80% – Good contribution

- o Consistent contribution to class discussions
- o Contributions indicated preparation for class by pre reading assigned material
- o Often demonstrates the capability to explain difficult points or concepts
- o Positive direction demonstrated consistently

60% – Fair contribution

- o Contributed to class discussions
- o Contributions indicated preparation for class
- o Positive direction demonstrated most of the time

40% to 50% – Poor contribution

- o Contributed to class discussions infrequently
- o Contributions give little indication of preparation for class
- o Did not aid in developing a positive classroom atmosphere

Less than 40% – Unsatisfactory contribution

- o Rarely contributed to class discussions
- o Gave no indication of preparation for class
- o Actively inhibited or impeded the course of class discussions

- PLEASE NOTE: **Participation marks must be earned.** They are not negotiable, however it is important that you understand why you get the mark that you do, so I am always available to discuss matters like this. You are expected to seek feedback on how you are doing at least once during the term. If you wish to have more frequent feedback, please let me know.

6. Lecture and Examination Schedule

Please refer to weekly course schedule.

7. University Policy Regarding Illness

7.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course

shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

8. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other

students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

10. Support Services

10.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (**including the services provided by the USC listed here**) can be reached at: <http://westernusc.ca/services/>
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

11. Other Issues

11.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 3000 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

11.2 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

11.3 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

11.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

11.5 Important Dates:

January 4 (Mon)	Classes resume
February 15 (Mon)	Family day
February 15-19	Reading week
March 16 (Wed)	Last day for tests in one term and full year courses
March 25	Good Friday – no classes
March 27	Easter Sunday
April 6 (Wed)	Fall/Winter session classes end – last day of classes
April 7-8 (Th/Fri)	Study days
April 9-30	Final exam period
April 30 (Sat)	Second term ends

12. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

13. E-mail Policies

UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).