BUSI 4009
Auditing II
Summer 2013

Instructor
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Office Hours: TBD (or by appointment)
Office: TBD

Course Times & Location
Monday 16:05 to 19:55
Class Location: ME 4342

Prerequisites
BUSI 2400 and BUSI 3007 (or BUSI 4007) (with a grade of C- or better in each).
The School of Business enforces all prerequisites.

Course Description
In-depth discussion of Business Cycle auditing, IT audit topics as well as discussion
and analysis of recent developments in 3rd Party reporting, Sarbanes Oxley and Bill
198 legislation, and current IT issues and business concerns. Explanations and
discussions will be supported and illustrated using examples taken from practice,
authoritative pronouncements and example case studies.

Course Objectives
The principal aims of the course are to increase the students knowledge with respect
to the following:

1. Auditing key business transaction cycles such as Revenues and Expenditures.
2. Identify the role information technology plays in a given control systems;
3. Contributes to the evaluation of IT-related elements of a given control system;
4. Uses IT to improve an existing control process;
5. Investigates the dependence of systems on third parties;
6. Evaluates the IT internal audit function; and,

In addition, this course is also aimed at improving the students case writing and professional exam writing skills.

**Course Materials**

1. **Required Text**
   

   Various articles and guideline documents from CA Magazine and the ISACA journal. (This material is available on-line through WebCT)

2. **Optional Texts**

   Global Technology Audit Guide – Information Technology Controls, The Institute of Internal Auditors (available on-line).


   CICA Handbook, Toronto, Canadian Institute of Chartered Accountants.

   Additional reference material may be required from time to time. Such readings will be posted through WebCT or made available in class.

**Examinations and Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignment/presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>In Class Test – 1.5 hour test</td>
<td>30%</td>
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<tr>
<td>Final Examination – 3 hour exam</td>
<td>45%</td>
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100%

**Course Organization**

1. **Assignments**: There is one assignment required for this course which will include a presentation component. The assignment is due at 4pm on Monday July 29. Students will be provided detailed requirements in class on Monday July 15.

   The assignments are to be completed using either Word or Excel and can be completed individually or in groups of up to 3 people.

2. **Readings**: A set of required readings is available on the course web-site. These readings have been selected to enhance the student’s knowledge of the course material. Students can expect specific questions on tests and exams from the required reading materials. Optional readings are also available for students to use.
as a reference material. Although questions will not be directly formulated from optional materials, the posted optional material has been selected to enhance students understandings.

3. **Practice Questions:** Self-Study practice questions will be made periodically through the duration of this course. Students are encouraged to complete these questions to test their knowledge.

4. **In Class Test:** The in-class test will test the student’s comprehension of both the technical and conceptual aspects of the course and could cover any material studied to that point in the course. The in-class test will be held at **4:05pm until 5:35pm on July 8.**

5. **Final Examinations:** The final examinations will test the student’s comprehension of both the technical and conceptual aspects of the course. The final examinations will be comprehensive and could cover any material studied to that point in the course.

   The final exam will be formally scheduled by the registrar and the date is TBD.

   Only non-programmable calculators (without alpha storage capabilities) will be permitted for tests and examinations. **A minimum grade of 45% must be obtained on the final examination to pass this course.**

6. **Missed assignments/midterm:** If the midterm or an assignment is missed for a legitimate reason, the weight for that exam/assignment will be transferred to the final examination. If the exam/assignment is missed without a legitimate reason, a grade of zero will be given for the exam/assignment.

7. **Late Assignments/Practice Set:** Late assignments WILL NOT be accepted. Assignments not handed in at the scheduled beginning of class (not when the student arrives to class) will receive a **zero** grade and will not be marked. See point #6 for missed assignments.

8. **Participation:** Participation marks will be based on class attendance and may also incorporate the completion of assigned work at the discretion of the instructor.

**Group work**

When assignments are completed in groups, only one assignment should be handed in for each group. The following declaration must be submitted in hard copy form on the due date for the assignment and must be signed by all members of the group:

   We the undersigned have all participated in the completion of this assignment and are all deserving of the same mark for the assignment:

   **Print Name  Student No.**

   **Signature**
| Date - 2013 | Topic                                                                 | Chapters.  
Readings provided in class |
|------------|----------------------------------------------------------------------|--------------------------------|
| May 6      | Introduction  
Audit Review, Basic IT Audit Concepts, Business Cycle Controls, General Computer Controls | Chapter 11 |
| May 13     | Audit Sampling Concepts  
BCC – Revenue Cycle  
BCC – Expenditures Cycle | Chapter 11, 12 & 13 |
| May 27     | GCC – Logical Security, Information Security & Segregation of Duties  
GCC – Change Management, System Development Lifecycle (SDLC) | Chapter 7 & 9 |
| June 3     | GCC – Change Management, SDLC (con’t)  
GCC – IT Operations and IS Support  
GCC – Outsourcing |  |
| June 10    | GCC – Disaster Recovery Planning & Business Continuity  
IT Control Environment & Types of Control mechanisms |  |
| June 17    | Advanced Audit – ERP Case Study (SAP)  
BCC Review |  |
| July 8     | **In-Class Test (1.5 hours)**  
Computer Assisted Testing Techniques |  |
| July 15    | Corporate Security & Privacy |  |
| July 22    | e-Commerce – Audit Impacts  
Internet – Audit Impacts  
*Review test results* |  |
| July 29    | 3rd Party Reporting  
- Assignment Presentations | *CICA Handbook Section 5900 & 5970* |
|            | **Assignment Due (6PM)** |  |
| Aug 12     | Internal Control Frameworks & Sarbanes Oxley  
- Assignment Presentations | Chapter 16 |
| Aug 13     | Case Study, Course Review and Sample Questions | Chapter 17 |
Required calculator in BUSI course examinations
If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work
The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Medical certificate
Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form.
http://www2.carleton.ca/registrar/forms/

Academic Accommodations for Students with Disabilities
The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation *(if applicable)*. After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam *(if applicable)*.

Religious observance
Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

Pregnancy
Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.
Plagiarism
The University Senate defines plagiarism in the regulations on instructional offenses as: "to use and pass off as one's own idea or product work of another without expressly giving credit to another."

Borrowing someone else's answers, unauthorized possession of tests or answers to tests, or possession of material designed in answering exam questions, are also subject to university policy regarding instructional offences. For more information on Carleton University's Academic Integrity Policy, consult:
http://www1.carleton.ca/studentaffairs/academic-integrity/