INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA

Course Title: Special Course on Audit in IT Environment Course Duration: 04.04.2016 to 11.04.2016 (06 days) Participants : Group 'B' Officers		
Day	**Forenoon Session** 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	**Afternoon Session** 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
04.04.16	**Ice Breaking Session.** **Entry Knowledge Test (EKT)** Understanding IT environment – Challenges and opportunities **Shri S. Basu, AAO/F**	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel **Shri S. Basu, AAO/F**
05.04.16	Excel as data analytic tool- Features of Excel • Conditional formatting • Filter including Advanced filter • Pivot Table Hands on Session **Shri S. Basu, AAO/F**	Excel functions – User defined functions • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
06.04.16	Creating Projects – Managed and External, Import of data from diverse formats –Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview Hands on Session **Shri S. Basu, AAO/F**	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
07.04.16	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields **Analysis** Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session **Shri S. Basu, AAO/F**	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases – Join, Visual Connector, Append, Compare Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
08.04.16	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling **Shri S. Basu, AAO/F**	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers **Shri B.K. Mahanti, Sr. AO/F**
11.04.16	Way Forward – Overview of Qlikview **Shri S. Basu, AAO/F**	Way Forward - Overview of Tableau

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REGIONAL TRAINING INSTITUTE, KOLKATA

		Shri S. Basu, AAO/F
		Test & Valediction

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: Introduction to Computer including Word, Excel, PowerPoint & E_mail
Course Duration: 04.04.2016 to 12.04.2016 (07 days)
Participants : Group 'B' & 'C' Staff

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
04.04.16	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. **Shri S. Chowdhury, AAO**	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. **Ms. R. Basu, Sr. AO**
05.04.16	Format Font/Paragraph/Bullets & Number. **Ms. R. Basu, Sr. AO**	Using Edit Menu, View Menu, Insert Menu & Tools Menu. **Shri F. Bandopadhyay, AAO**
06.04.16	Letter and Mailing **Shri S. Chowdhury, AAO**	Table and its manipulation **Ms. R. Basu, Sr. AO**
07.04.16	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create / Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell. **Shri S. K. Das, AO**	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option **Shri S. K. Das, AO**
08.04.16	Chart and its manipulation. **Shri S. Chowdhury, AAO**	Formula, Calculation and Functions **Shri S.K. Das, AO**
11.04.16	Formula, Calculation and Functions **Shri F. Bandopadhyay, AAO**	Overview of PowerPoint, create a new presentation, use different slide formats. **Shri S. K. Das, AO**
12.04.16	Entering both Text and Graphics, save a slide show. **Shri S. K. Das, AO**	Using E-mail : Sending/receiving E_mail and files, attaching files to E_mail, Reading your E-mail **Shri S. Chowdhury, AAO**
		Test and Valediction

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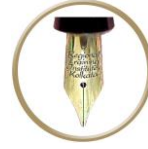## REGIONAL TRAINING INSTITUTE, KOLKATA

Course Title: Special Course on Audit in IT Environment
Course Duration: 18.04.2016 to 23.04.2016 (05 days)
Participants : **Group 'B' Officers**

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
18.04.16	**Ice Breaking Session.** **Entry Knowledge Test (EKT)** Understanding IT environment – Challenges and opportunities. Importance of controls with specific reference to Application Controls. **Shri B.K. Mahanti, Sr. AO/F**	Excel as data analytic tool- Features of Excel - Conditional formatting - Filter including Advanced filter - Pivot Table Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
19.04.16	Excel functions – User defined functions - Numeric - Text - Conditional - Date and time - Financial - Aggregation Hands on Session **Shri B.K. Mahanti, Sr. AO/F**	Creating Projects – Managed and External, Import of data from diverse formats –Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
21.04.16	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session **Shri S. Basu, AAO/F**	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields **Analysis** Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session **Shri S. Basu, AAO/F**
22.04.16	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction. Working with multiple databases – Join, Visual Connector, Append, Compare Hands on Session **Shri S. Basu, AAO/F**	Commonly used @ Functions in IDEA, introduction to #functions. Stratification of Data, Aging analysis, Sampling **Shri S. Basu, AAO/F**
23.04.16	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers	Way Forward – Overview of Qlikview Way Forward -Overview of Tableau **Shri S. Basu, AAO/F**

	Shri B.K. Mahanti, Sr. AO/F	
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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA

Course Title: Audit in IT Environment		
Course Duration: 26.04.2016 to 30.04.2016 (05 days)		
Participants : Group 'B' Officers		
Day	**Forenoon Session** 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	**Afternoon Session** 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
26.04.16	**Ice Breaking Session.** **Entry Knowledge Test (EKT)** Understanding IT environment – Challenges and opportunities. Importance of controls with specific reference to Application Controls. **Shri B.K. Mahanti, Sr. AO/F**	Excel as data analytic tool- Features of Excel • Conditional formatting • Filter including Advanced filter • Pivot Table Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
27.04.16	Excel functions – User defined functions • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session **Shri B.K. Mahanti, Sr. AO/F**	Creating Projects – Managed and External, Import of data from diverse formats –Excel, Access, csv, text ; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview Hands on Session **Shri B.K. Mahanti, Sr. AO/F**
28.04.16	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session **Shri S. Basu, AAO/F**	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields **Analysis** Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session **Shri S. Basu, AAO/F**
29.04.16	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction. Working with multiple databases – Join, Visual Connector, Append, Compare Hands on Session **Shri S. Basu, AAO/F**	Commonly used @ Functions in IDEA, introduction to #functions. Stratification of Data, Aging analysis, Sampling **Shri S. Basu, AAO/F**
30.04.16	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers	Way Forward – Overview of Qlikview Way Forward -Overview of Tableau **Shri S. Basu, AAO/F**

	Shri B.K. Mahanti, Sr. AO/F	
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Course Title : MS Access
Course Duration 26.04.2016 to 30.04.2016 (05 days)
Proposed Faculty : Shri Anindyo Roy, Asstt. Audit Officer,
O/o the Pr. Director of Audit, Eastern Railway, Kolkata
Participants : Group 'B' & 'C' Staff

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs – 15.45 hrs. to 17.00 hrs.
26.04.16	Relational database fundamental, Introduction to Access Database, Components of an Access Database, Capabilities and limitation of Access, Creating an Access Database.	Working with records, Creating Relationship between Tables, Adding OLE objects Fields to a Table, Importing & Exporting data between other programmes
27.04.16	Joining multiple table, Types of joins, Adding tables to the relationship window, Editing a relationship, removing a join, multiple table queries.	Querying data, Query using SQL statement.
28.04.16	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
29.04.16	Creating and using forms with a form wizard, Creating a form in design view, Adding controls to a form, Types of controls.	Designing and customizing reports, create report using Auto report tool, Architecture of Access Reports.
30.04.16	How grouping works in Report. Manipulating Controls, Modifying a report to display one grouping per page.	**Test & Valediction**