



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **IDEA**

Course Duration: **07.08.2017 to 11.08.2017 (05 days)**

Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

Date	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.
07.08.17	IDEA : Accessing IDEA, Working Folder and Client Management, Importing Files into IDEA : ASCII fixed length and variable length files, Excel, Access, dBase files with extraction Shri S. Basu, AAO	Practical session Shri S. Basu, AAO
08.08.17	Importing ODBC files Shri B.K. Mahanti, Consultant	Practical session Shri B.K. Mahanti, Consultant
09.08.17	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification Shri S. Basu, AAO	Practical session Shri S. Basu, AAO
10.08.17	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction Shri S. Basu, AAO	Practical session Shri B.K. Mahanti, Consultant
11.08.17	Record extraction using @ functions, Designing Reports and Using Print Report Files Shri B.K. Mahanti, Consultant	Test and Valediction Shri B.K. Mahanti, Consultant

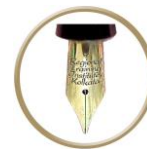
Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **IT Audit (Theory)**
Course Duration: **21.08.2017 to 25.08.2017 (05 days)**
Participants : **Group 'B' Officers and 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.
21.08.17	Emerging trends in IT environment Concepts of Database Management System. Concepts and overview of IT Audit.	Overview of CAATs. IT controls: General Controls Computer-based Control. Overview of CAATs.
Faculty	Shri B.K. Mahanti, Consultant	
22.08.17	Project Management in IT; its relationship with System Development Life Cycle, System Development Methodologies Role of Audit.	IT Security Concept Threats to a Computer System. Network Security.
Faculty	Shri B.K. Mahanti, Consultant	
23.08.17	Concepts of Business engineering with IT; Risk Analysis & Risk Management.	Standards of Evidence and Reporting in IT Audit.
Faculty	Shri Falguni Bandyopadhyay, AO/F	
24.08.17	Case study on IT Audit.	Case study on IT Audit.
Faculty	O/o the AG (E&RSA), West Bengal	
25.08.17	Case study on IT Audit.	Test and Valediction
Faculty	O/o the AG (E&RSA), West Bengal	

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Course Title : **MS Word, Excel, PowerPoint & Outlook**

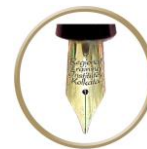
Course Duration : **17.08.2017 to 25.08.2017 (07 days)**

Participants : **Group 'B' Officers and 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.
17.08.17	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document Shri S. Chowdhury, AAO/F	Format Font/Paragraph/Bullets & Number. Practice Smt. R. Basu, Sr. AO/F
18.08.17	Using Edit Menu, View Menu, Insert Menu & Tools Menu Shri S. Chowdhury, AAO/F	Table and its manipulation Practice Smt. R. Basu, Sr. AO/F
21.08.17	Letter & Mailing Practice Shri S. Basu, AAO/F	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create/ Save/Close/Open Workbook, Concept of Workbook/Worksheet/ Cell Shri S. Basu, AAO/F
22.08.17	Making Long Text Entry, Formatting Cell, Format Row/Column/Sheet, Auto Correct option, Custom List, Auto complete Shri S. Basu, AAO/F	Chart and its manipulation Practice Shri S. Chowdhury, AAO/F
23.08.17	Formula, Calculation and Functions : Shri B.K. Mahanti, Consultant	Formula, Calculation and Functions Practice Session Shri B.K. Mahanti, Consultant
24.08.17	Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show Smt. R. Basu, Sr. AO/F	Working with colors and transition, animation and slide present animation Custom animation, timing, effects, action buttons- setting/preview Practice Shri S. Chowdhury, AAO/F
25.08.17	E-Mailing : Setting up E-Mail, Creating Contract list, Attaching Files (in offline mode) Shri S. Basu, AAO/F	Test & Valediction Core Faculty



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Course Title: **VLC Data Downloading**

Course Duration: **28.08.2017 to 30.08.2017 (03 days)**

Faculty Support : **Shri B.K. Mahanti, Consultant**

Date	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.
28.08.17	Concept of Oracle Database and its different objects. DDL Sql commands. Concept of specifically Directory, Tablespace, User. Create, Alter, Drop objects and Grant/revoke privileges to the Objects	Practice session
29.08.17	Concept of Export database, table user etc. and Import database, table user etc. export/import methodology	Practice session
30.08.17	Import VLC data dump	

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