



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA

Course Title: **IDEA**

Course Duration: **06.08.2018 to 10.08.2018 (05 days)**

Faculty Support : **Shri Barun Jyoti Chanda, Sr. Audit Officer,**

O/o the PDA(RPU & MR), Kolkata 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.
06.08.18	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	Practical session
07.08.18	Importing ODBC files	Practical session
08.08.18	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification	Practical session
09.08.18	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction	Practical session
10.08.18	Record extraction using @ functions, Designing Reports and Using Print Report Files	Test and Valediction

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
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Course Title : **MS Access**

Course Duration **06.08.2018 to 10.08.2018 (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.
06.08.18	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
Faculty	Shri S. Basu, AAO/F	
07.08.18	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.
Faculty	Shri B.K. Mahanti, Consultant	
08.08.18	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
Faculty	Shri S. Basu, AAO/F	
09.08.18	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.
Faculty	Shri B.K. Mahanti, Consultant	
10.08.18	How grouping works in Report. Manipulating Controls, Modifying a report to display one grouping per page.	Test & Valediction
Faculty	Shri B.K. Mahanti, Consultant	

Training Methodology:

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**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title : **Data Analytics**
Course Duration **27.08.2018 to 31.08.2018 (05 days)**
Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

Day	Forenoon Session		Afternoon Session		
	Session – I 10.30 hrs. 11.45 hrs.	Session – II 12.00 hrs. to 13.15 hrs.	Session – III 14.15 hrs. 15.30 hrs	Session – IV 15.45 hrs. to 17.00 hrs.	
27.08.18	Introduction to Data Analytics	Descriptive Analytics: Statistical Approaches in Analytics: Central Tendencies (Mean, Median , Mode)	KNIME: A Broad overview; Build a basic workflow	Data downloading sorting errors; Property tax data	
	Basic Concepts: Data, types of data: String, numeric, date; types of analytics				
	Shri Sambhuji Basu, AAO				
Shri Mehul Grover, Deputy Director					
28.08.18	Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots	Exposure to and Application of multivariate Statistical concepts: Correlation; Regression Analysis	Application of Statistical concepts in Knime using Property Tax Data; Deriving insights from Property Tax data		
	Shri Sambhuji Basu, AAO				
	Shri Mehul Grover, Deputy Director				
29.08.18	Exercise/Case study using KNIME: Defence Pension Case study: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset			Text Processing and Other features in KNIME: Report Generation; Repeatability; Database connectivity; Distribution of workflows; Text Processing in KNIME	
	Shri Sambhuji Basu, AAO				



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30.08.18	Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards	Other features in Tableau: Story, Distribution of workbooks	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards	
	Shri Sambhuji Basu, AAO/F			
31.08.18	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards	Principles of Visualisation	Consolidation of Concepts; Data Analytic Principles and Approaches	Test & Vaediction
	Shri Sambhuji Basu, AAO/F			

Training Methodology:

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