



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
**REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title: **IDEA**

Course Duration: **05.12.2016 to 09.12.2016 (05 days)**

Participants : **Group 'B' & 'C' staff**

<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
05.12.16	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
Faculty	<b>Shri S. Basu, AAO/F</b>	
06.12.16	Importing ODBC files	Open Session / Field Visit
Faculty	<b>Shri B.K. Mahanti, Consultant</b>	
07.12.16	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification	Practical session
Faculty	<b>Shri S. Basu, AAO/F</b>	
08.12.16	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction	Open Session / Field Visit
Faculty	<b>Shri B.K. Mahanti, Consultant</b>	
09.12.16	Record extraction using @ functions, Designing Reports and Using Print Report Files	<b>Valediction</b>
Faculty	<b>Shri B.K. Mahanti, Consultant</b>	



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title : **Oracle PL SQL**  
Course Duration : **13.12.2016 to 24.12.2016 (10 days)**  
Participants : **Group 'B' & 'C' staff**

<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>13.12.16</b>	DBMS, RDBMS Concept, Oracle Engine <b>Shri S. Basu/AAO</b>	Table by using Data Definition Language <b>Shri S. Basu/AAO</b>
<b>14.12.16</b>	Table continued <b>Shri S. Basu/AAO</b>	Table by using Data Manipulation Lanaguage <b>Shri S. Basu/AAO</b>
<b>15.12.16</b>	Table continued <b>Shri S. Basu/AAO</b>	Working with Query <b>Shri S. Basu/AAO</b>
<b>16.12.16</b>	Working with Querying continued <b>Shri S. Basu/AAO</b>	Working with Joins <b>Shri S. Basu/AAO</b>
<b>19.12.16</b>	Introduction to PL/SQL, Advantages of PL/SQL, Block Structure and Architecture of PL/SQL, PL/SQL data types. Difference between char and varchar2, Where to use which data type <b>Shri B.K. Mahanti/Consultant</b>	Working with views, Working with indexes and how they speed up searches, Working with the SET options. Oracle functions. <b>Shri B.K. Mahanti/Consultant</b>
<b>20.12.06</b>	Variables and Constants, Assignments Working with basic .sql files (scripts), working with the anonymous blocks. <b>Shri B.K. Mahanti/Consultant</b>	Parts of anonymous block (declare, begin, end, exception), Simple flow of scripts, exercises. <b>Shri B.K. Mahanti/Consultant</b>
<b>21.12.16</b>	The 'for' lop, The 'while' loop'. the 'if' construct, Exercise with the emp table. <b>Shri B.K. Mahanti/Consultant</b>	Working with cursors. <b>Shri B.K. Mahanti/Consultant</b>
<b>22.12.16</b>	Working with cursors, Working with procedures. <b>Shri B.K. Mahanti/Consultant</b>	Working with functions, Exercises. <b>Shri B.K. Mahanti/Consultant</b>
<b>23.12.16</b>	Working with packages, Parameters. <b>Shri B.K. Mahanti/Consultant</b>	Exercises. <b>Shri B.K. Mahanti/Consultant</b>
<b>24.12.16</b>	Doubt clearing Session. <b>Shri B.K. Mahanti/Consultant</b>	<b>Test and Valediction</b>



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title: **Introduction to Computer including Word, Excel, PowerPoint & E\_mail**  
Course Duration: **15.12.2016 to 23.12.2016 (07 days)**  
Participants : **Group 'B' & 'C' staff**

<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>15.12.16</b>	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. <b>Shri S. Chowdhury, AAO/F</b>	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. <b>Smt. R. Basu, Sr. AO/F</b>
<b>16.12.16</b>	Format Font/Paragraph/Bullets & Number. <b>Smt. R. Basu, Sr. AO/F</b>	Using Edit Menu, View Menu, Insert Menu & Tools Menu. <b>Shri S. Chowdhury, AAO/F</b>
<b>19.12.16</b>	Letter and Mailing <b>Shri F. Bahdyopadhyay, AO/F</b>	Table and its manipulation <b>Smt. R. Basu, Sr. AO/F</b>
<b>20.12.16</b>	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create / Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell. <b>Shri F. Bahdyopadhyay, AO/F</b>	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option <b>Shri F. Bahdyopadhyay, AO/F</b>
<b>21.12.16</b>	Formula, Calculation and Functions <b>Shri S. Basu, AO/F</b>	Chart and its manipulation. <b>Shri S. Chowdhury, AAO/F</b>
<b>22.12.16</b>	Overview of PowerPoint, create a new presentation, use different slide formats. <b>Smt. R. Basu, Sr. AO/F</b>	Entering both Text and Graphics, save a slide show. <b>Shri S. Chowdhury, AAO/F</b>
<b>23.12.16</b>	Introduction to Internet : How it works, Basics of Network and Internet. Using E-mail : Sending/receiving E_mail and files, attaching files to E_mail, Reading your E-mail <b>Shri S. Chowdhury, AAO/F</b>	<b>Test and Valediction</b>



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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<b>Course Title: Audit in IT Environment</b> <b>Course Duration: 26.12.2016 to 31.12.2016 (06 days)</b> <b>Participants : Group 'B' Officers</b>		
<b>Day</b>	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
<b>26.12.16</b>	<b>Ice Breaking Session.</b> <b>Entry Knowledge Test (EKT)</b> Understanding IT environment – Challenges and opportunities <b>Shri S. Basu, AAO/F</b>	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel <b>Shri S. Basu, AAO/F</b>
<b>27.12.16</b>	Excel as data analytic tool- Features of Excel <ul style="list-style-type: none"> <li>• Conditional formatting</li> <li>• Filter including Advanced filter</li> <li>• Pivot Table</li> </ul> Hands on Session <b>Shri B.K. Mahanti, Consultant</b>	Excel functions – User defined functions <ul style="list-style-type: none"> <li>• Numeric</li> <li>• Text</li> <li>• Conditional</li> <li>• Date and time</li> <li>• Financial</li> <li>• Aggregation</li> </ul> Hands on Session <b>Shri B.K. Mahanti, Consultant</b>
<b>28.12.16</b>	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 <b>Shri S. Basu, AAO/F</b>	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session <b>Shri B.K. Mahanti, Consultant</b>
<b>29.12.16</b>	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields <b>Analysis</b> Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization Hands on Session <b>Shri S. Basu, AAO/F</b>	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 <b>Shri S. Basu, AAO/F</b>
<b>30.12.16</b>	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling <b>Shri B.K. Mahanti, Consultant</b>	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers <b>Shri B.K. Mahanti, Consultant</b>



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<b>31.12.16</b>	Way Forward – Overview of Qlikview <b>Shri S. Basu, AAO/F</b>	Way Forward - Overview of Tableau <b>Shri S. Basu, AAO/F</b>
		<b>Valediction</b>



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title: **State Finance Database Queries & Reports in respect of FAAM Guidelines**

Course Duration: **26.12.2016 to 30.12.2016 (05 days)**

Participants : **Group 'B' & 'C' staff**

Date	<b>Forenoon Session</b> 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	<b>Afternoon Session</b> 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
26.12.16	Introduction to Computerised State Accounts System (VLC) – Modules in VLC and Table Structure in each Module – Hands out to participants	Detailed discussion on Budget, Treasury and DC Module – General Queries through SQL for retrieval of data – Hands on exercise
<b>Faculty</b>	<b>Shri Nandadulal Sadhukhan, AAO/ Book-III</b>	<b>Shri Dilip Das, AAO/VLC</b>
27.12.16	Detailed discussion on all accounting Modules other than Budget, Treasury and DC Module – General Queries through SQL for retrieval of data – Hands on exercise	Generation of Monthly Civil Accounts through dummy processing and input of data – All tables and checking of crucial data through SQL – Hands on exercise
<b>Faculty</b>	<b>Shri Tonmoy Mukhopadhyay, AAO/ AC – I</b>	<b>Shri Krishna Ch. Kundu, AAO/VLC</b>
28.12.16	Preparation of Reports through the Report Builder using queries saved by participants – Generation of Module based Standard Reports	Specific Report Generation by participants – Major Head wise consolidated Abstract – AC/DC Bill in the system through query – Classification without Budget Grant
<b>Faculty</b>	<b>Shri Krishna Ch. Kundu, AAO/VLC</b>	<b>Shri Subhasis Bandyopadhyay, AAO/Edu A/cs.</b>
29.12.16	Data base Administration – RDBMS – Data flow for Generation of the Annual Accounts – Security feature in VLC – How a AAO should look after the data base?	Detailed Discussion of Finance and Appropriation Accounts – Table Structure – Statement/Grant wise data examination
<b>Faculty</b>	<b>Shri Debatosh Pramanik, AAO/ Book – I</b>	<b>Shri Malay Bhabak, AAO/Book – I</b>
30.12.16	A brief overview of the Security Module and Security Controls in VLC along with back up methodology? IT Security Guidelines. How AAO VLC may enforce these Controls?	Guidance on Budget Practice methods for AAO VLC on FAAM Guidelines.
<b>Faculty</b>	<b>Shri S.V. Raju, AAO/VLC</b>	<b>Shri Siddheswar Manna, AO/Accounts Group</b>



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**Test & Valediction**