



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **IT Audit (Practical)**
Course Duration: **02.01.2017 to 13.01.2017 (10 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.
02.01.17	Concept of Database and SQL engine. Shri S. Basu, AAO	SQL the language of RDBMS. Shri S. Basu, AAO
03.01.17	Create, Alter, Drop commands. Shri B.K. Mahanti, Consultant	Practical session. Shri B.K. Mahanti, Consultant
04.01.17	Insert, Update, Delete, Retrieve Data using Order by, Group by commands. Shri S. Basu, AAO	Practical session. Shri S. Basu, AAO
05.01.17	Joining Database. Oracle Function. Sub-query Shri B.K. Mahanti, Consultant	Practical session. Shri B.K. Mahanti, Consultant
06.01.17	Introduction to PL-SQL : PL-SQL Blocks, Variables and Constants, Conditional Controls. Shri B.K. Mahanti, Consultant	Practical session. Shri B.K. Mahanti, Consultant
09.01.17	Cursor : Implicit and Explicit. Exception handling Shri B.K. Mahanti, Consultant	Practical session. Shri B.K. Mahanti, Consultant
10.01.17	Cursor continue... Import and Export utility. Shri B.K. Mahanti, Consultant	Practical session. Shri B.K. Mahanti, Consultant
11.01.17	Introduction to IDEA, knowing IDEA, Application Windows and Toolbars, File Interrogation concept, Importing data into IDEA. Shri S. Basu, AAO	Analysis, Indexing, Field Stratification, Key field Summarization, Field Statics and Aging. Shri S. Basu, AAO
12.01.17	Virtual Field, Join Database, Duplicate Key detection, Gap detection, Extraction and Statistical Sampling. Shri S. Basu, AAO	Practical session. Shri S. Basu, AAO
13.01.17	Importing ODBC File and Print Report file into IDEA. Shri B.K. Mahanti, Consultant	Test and Valediction Shri B.K. Mahanti, Consultant



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Course Title: **Internet, Intranet, E-mail & LAN**
Course Duration: **09.01.2017 to 13.01.2017 (05 days)**
Faculty Support : **Shri Manas Bandyopadhyay (Guest Faculty)**
Participants : **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.
09.01.17	Introduction to Internet : Concept of Internet. Hardware/Software requirement. Configuration of Client and Server.	Finding Service Provider. Creating own Account. Configuration Internet Account. Internet Addressing : IP addresses and DNS.
10.01.17	Understand the WEB, Link URLs, Web Browsers, Internet Explorer, Search Engines and Strategies.	File types used on Internet. Introduction to Usenet : Basic terminology, Reading and Posting Usenet Articles, Falk Facilities : Chat Rooms, Direct Talk Connection, internet Relay Chat (IRC).
11.01.17	Creating simple Home Page. Understanding HTML, Editing HTML document. Inserting Pictures and Links into the page.	Using E-mail and News with Outlook Express. Attaching Files to E-mail.
12.01.17	Sending E-mail and files, Reading E-mail, Opening the Newsreader, Finding Newsgroups and Configuring Outlook Express.	Using Local Area Networks. Finding Computers on Network, Adding Network Place, Sharing Files, Managing Shares, Finding Files on Network.
13.01.17	Sharing a Printer, Creating Network and Dial-up connections. Adding an Internet Connection, Sharing an Internet Connection, Allowing outside access, personal workbook	Test and Valediction Shri B.K. Mahanti/Consultant



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: Audit in IT Environment Course Duration: 16.01.2017 to 23.01.2017 (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.
16.01.17	Ice Breaking Session. Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities Shri F. Bandyopadhyay, AO/F	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel Shri F. Bandyopadhyay, AO/F
17.01.17	Excel as data analytic tool- Features of Excel <ul style="list-style-type: none"> • Conditional formatting • Filter including Advanced filter • Pivot Table Hands on Session Shri B.K. Mahanti, Consultant	Excel functions – User defined functions <ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session Shri B.K. Mahanti, Consultant
18.01.17	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, Consultant
19.01.17	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 S. Basu, AAO/F
20.01.17	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling Shri B.K. Mahanti, Consultant	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, Consultant



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21.01.17	Way Forward – Overview of Qlikview Shri S. Basu, AAO/F	Way Forward - Overview of Tableau Shri S. Basu, AAO/F
		Test & Valediction



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Course Title : **Refresher course with concept of IFMS and its impact on Accounting**

Course Duration : **16.01.2017 to 18.01.2017 (03 days)**

Faculty Support : **O/o the Accountant General (A&E), West Bengal, Kolkata**

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

Day	Forenoon Session		Afternoon Session	
	10.30 hrs. to 11.45 hrs. 12.00 hrs. to 13.15 hrs.		14.15 hrs. to 15.30 hrs. 15.45 hrs. to 17.00 hrs.	
16.01.17	Introduction to IFMS	GRIPS	HRMS	PWD/Forest bill (abolition of LOC)
Faculty	Shri Ambar Roy Chowdhury, Sr.AO		Shri Krishna Chandra Kundu, AAO	
17.01.17	CTS	e-Billing	e-Pradan	
Faculty	Shri Ambar Roy Chowdhury, Sr.AO		Shri Krishna Chandra Kundu, AAO	
18.01.17	e-Bantan		Online Deposit Account	Feedback & Valediction
Faculty	Shri Debatosh Pramanik, AAO		Shri Debatosh Pramanik, AAO	