



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **IT Audit (Theory)**
Course Duration: **02.01.2018 to 06.01.2018 (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.
02.01.18	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	
03.01.18	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	
04.01.18	Concepts of Business engineering with IT; Risk Analysis & Risk Management.	Standards of Evidence and Reporting in IT Audit.
Faculty	Shri Falguni Bandyopadhyay, AO/F	
05.01.18	Case study on IT Audit.	Case study on IT Audit.
Faculty	O/o the AG (E&RSA), West Bengal	
06.01.18	Case study on IT Audit.	Test and Valediction
Faculty	O/o the AG (E&RSA), West Bengal	

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: **Audit in IT Environment**
 Course Duration: **15.01.2018 to 20.01.2018 (06 days)**
 Faculty Support : **Shri B.K. Mahanti, Consultant & Shri S. Basu, AAO**
 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.
15.01.18	Ice Breaking Session. Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel
16.01.18	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	Excel functions – User defined functions <ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session
17.01.18	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	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session
18.01.18	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	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
19.01.18	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers
20.01.18	Way Forward – Overview of Qlikview	Way Forward - Overview of Tableau
Test & Valediction		

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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: **Introduction to Computer including Word, Excel, PowerPoint & Email**

Course Duration: **04.01.2018 to 12.01.2018 (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.
04.01.18	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. Shri S. Chowdhury, AAO/F	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. Smt. R. Basu, Sr. AO/F
05.01.18	Format Font/Paragraph/Bullets & Number. Smt. R. Basu, Sr. AO/F	Using Edit Menu, View Menu, Insert Menu & Tools Menu. Shri S. Chowdhury, AAO/F
08.01.18	Letter and Mailing Smt. R. Basu, Sr. AO/F	Table and its manipulation Smt. R. Basu, Sr. AO/F
09.01.18	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create/Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell. Shri S. Chowdhury, AAO/F	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option Shri B.K. Mahanti, Consultant
10.01.18	Formula, Calculation and Functions Shri B.K. Mahanti, Consultant	Chart and its manipulation. Shri S. Chowdhury, AAO/F
11.01.18	Overview of PowerPoint, create a new presentation, use different slide formats. Smt. R. Basu, Sr. AO/F	Entering both Text and Graphics, save a slide show. Shri S. Chowdhury, AAO/F
12.01.18	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 Shri S. Chowdhury, AAO/F	Test and Valediction

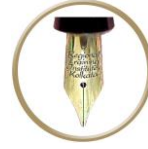
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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: **Advanced MS Excel**

Course Duration: **15.01.2018 to 19.01.2018 (07 days)**

Faculty Support : **Shri Manas Bandyopadhyay, Guest Faculty**

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.
15.01.18	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
16.01.18	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
17.01.18	Using data Forms for managing tabular data. Working with external data.	Macros Topics
18.01.19	Customize application	Control-flow statements.
19.01.18	Control-flow statements – Continue	TEST & VALEDICTION

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