

Course Title : **Advanced MS Access with VB**
 Course Duration : **02.07.2018 to 13.07.2018 (10 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 18.00 hrs.
02.07.18	Access Essentials Your First Access Database, Creating an Access Database, Tables and Fields	Access Essentials Relationships, Forms, Common Controls
Speaker	Sri B.K. Mahanti, Consultant	
03.07.18	Access Essentials (Contd...) Hungarian Notation, Bound Controls	Access Essentials (Contd...) Start-up Forms and Dashboards, Queries
Speaker	Sri B.K. Mahanti, Consultant	
04.07.18	Introduction to Access VBA The Event-Driven Paradigm, Object-Based Programming, The VBA IDE, Introduction to Event Procedures, Introduction to VBA Statements	Introduction to Access VBA Accessing Objects and Their Properties, The Forms Collection, The Me Keyword, Assignment Statements
Speaker	Sri S. Basu, AAO	
05.07.18	Introduction to Access VBA (Contd...) Command and Label Objects, Getting User Input with Text Boxes, Variables and Beginning Data Types, Variable Naming Conventions	Introduction to Access VBA (Contd...) Variable Scope, Option Statements, VBA Arithmetic and Order of Operations, Chapter Program: Fruit Stand
Speaker	Sri S. Basu, AAO	
06.07.18	Conditions If Blocks, Nested If Blocks, Compound If Blocks, Select Case Structures, Dialog Boxes, Message Box, Input Box	Conditions Common Controls Continued, Option Group Option Buttons, Check Boxes, Toggle Buttons, Chapter Program: Hangman
Speaker	Sri B.K. Mahanti, Consultant	
09.07.18	Looping Structures Introduction to Looping Structures, Do While, Do Until, Loop While, Loop Until, For	Looping Structures List and Combo Boxes, Adding Items, Removing Items, Managing Columns, Random Numbers, Chapter Program: Math Quiz
Speaker	Sri B.K. Mahanti, Consultant	

10.07.18	Functions String-Based Functions, UCase, LCase, Len, StrComp, Right, Left, Mid, InStr, Date and Time Functions, Date, Day, WeekDay, Month, Year, Time	Functions Second, Minute, Hour, Now, Conversion Functions, Val, Str, Chr, Asc, Formatting, Formatting Strings, Formatting Numbers, Formatting Date and Time, Chapter Program: Secret Message
Speaker	Sri Anindya Roy, AAO/O/O the PDA E. Railway	
11.07.18	Code Reuse and Data Structures Code Reuse, Introduction to User-Defined Procedures, Subprocedures, Function Procedures, Arguments and Parameters, Standard Modules, Arrays, Single-Dimension Arrays, Two-Dimensional Arrays, Dynamic Arrays	Code Reuse and Data Structures Passing Arrays as Arguments, User-Defined Types, Type and End Type Statements, Declaring Variables of User-Defined Type, Managing Elements, Chapter Program: Dice
Speaker	Sri Anindya Roy, AAO/O/O the PDA E. Railway	
12.07.18	Microsoft Jet SQL Introduction to Jet SQL, Data Manipulation Language, Simple SELECT Statements, Conditions, Computed Fields, Built-In Functions, Sorting, Grouping, Joins	Microsoft Jet SQL INSERT INTO Statement, UPDATE Statement, DELETE Statement, Data Definition Language, Creating Tables, Altering Tables, DROP Statement
Speaker	Sri Anindya Roy, AAO/O/O the PDA E. Railway	
13.07.18	Database Programming with ADO ADO Overview, Connecting to a Database, Working with Recordsets, Introduction to Database Locks, Introduction to Cursors, Retrieving and Browsing Data, Updating Records, Adding Records, Deleting Records, Chapter Program: Choose My Adventure	Test & Valediction
Speaker	Sri Anindya Roy, AAO/O/O the PDA E. Railway	

Course Title: **Oracle Database Administrator**
 Course Duration : **09.07.2018 to 20.07.2018 (10 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 18.00 hrs.
09.07.18	Managing the Oracle Instance	Managing the Oracle Instance Continue
Speaker	Guest faculty from APTECH	
10.07.18	Managing Database Storage	Managing Database Storage Continue
Speaker	Guest faculty from APTECH	
11.07.18	Managing Undo Data	Managing Undo Data Continue
Speaker	Guest faculty from APTECH	
12.07.18	Redo Logs and Control Files	Redo Logs and Control Files Continue
Speaker	Sri B. K. Mahanti, Consultant	
13.07.18	Database Security	Database Security Continue
Speaker	Sri B. K. Mahanti, Consultant	
16.07.18	Export, Import & Datadump	Export, Import & Datadump Continue
Speaker	Sri B. K. Mahanti, Consultant	
17.07.08	SQL Loader	SQL Loader Continue
Speaker	Guest faculty from APTECH	
18.07.18	Backup and Recovery Procedures	Backup and Recovery Procedures Continue
Speaker	Guest faculty from APTECH	

19.07.18	Enterprise Manager & Maintenance	Enterprise Manager & Maintenance Continue ...
Speaker	Guest faculty from APTECH	
20.07.18	Optimisation	Test & Valediction
Speaker	Sri B. K. Mahanti, Consultant	

Course Title: **Audit in IT Environment**
 Course Duration: **23.07.2018 to 28.07.2018 (06 days)**
 Faculty Support : **Core Faculty**
 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 18.00 hrs.
23.07.18	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
Speaker	Sri Falguni Bandyopadhyay, AO	
24.07.18	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
Speaker	Sri B.K. Mahanti, Consultant	
25.07.18	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
Speaker	Sri S. Basu, AAO	
26.07.18	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
Speaker	Sri S. Basu, AAO	

27.07.18	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
Speaker	Sri B.K. Mahanti, Consultant	
28.07.18	Way Forward – Overview of Qlikview	Way Forward -Overview of Tableau Test & Valediction
Speaker	Sri S. Basu, AAO	