



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **Oracle Database Administrator**
Course Duration : **06.03.2017 to 18.03.2017 (10 days)**
Faculty Support : **Shri Animesh Deb Roy, Guest Faculty**
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. |
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| 06.03.17 | Managing the Oracle Instance | Managing the Oracle Instance Continue |
| 07.03.17 | Managing Database Storage | Managing Database Storage Continue |
| 08.03.17 | Managing Undo Data | Managing Undo Data Continue |
| 09.03.11 | Redo Logs and Control Files | Redo Logs and Control Files Continue |
| 10.03.17 | Database Security | Database Security Continue |
| 14.03.17 | Export, Import & Datadump | Export, Import & Datadump Continue |
| 15.03.07 | SQL Loader | SQL Loader Continue |
| 16.03.17 | Backup and Recovery Procedures | Backup and Recovery Procedures Continue |
| 17.03.17 | Enterprise Manager & Maintenance | Enterprise Manager & Maintenance Continue |
| 18.03.17 | Optimisation | Test & Valediction Shri B.K. Mahanti/Consultant |



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title : **MS Word, Excel, PowerPoint & Outlook**
Course Duration : **06.03.2017 to 15.03.2017 (07 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. |
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| 06.03.17 | Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create/Save/Close/Open a document Shri S. Chowdhury, AAO/F | Format Font/Paragraph/Bullets & Number. Practice Smt. R. Basu, Sr. AO/F |
| 07.03.17 | Using Edit Menu, View Menu, Insert Menu & Tools Menu Shri S. Chowdhury, AAO/F | Letter & Mailing Practice Shri S. Chowdhury, AAO/F |
| 08.03.17 | Table and its manipulation Practice Smt. R. Basu, Sr. AO/F | 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 |
| 09.03.17 | Making Long Text Entry, Formatting Cell, Format Row/Column/Sheet, Auto Correct option, Custom List, Auto complete Shri S. Basu, AAO/F | Formula, Calculation and Functions Shri S. Basu, AAO/F |
| 10.03.17 | Formula, Calculation and Functions : Practice Session Shri S. Basu, AAO/F | Chart and its manipulation Practice Shri S. Basu, AAO/F |
| 14.03.17 | Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show Smt. R. Basu, Sr. AO/F | Working with colors and transition, animation and slide present animation Custom animation, timing, effects, action buttons- setting/preview Practice Shri S. Basu, AAO/F |
| 15.03.17 | E-Mailing : Setting up E-Mail, Creating Contract list, Attaching Files (in offline mode) Shri S. Chowdhury, AAO/F | Test & Valediction |



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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| Course Title: Audit in IT Environment Course Duration: 20.03.2017 to 25.03.2017 (06 days) Participants : Group 'B' Officers | | |
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| 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. |
| 20.03.17 | 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 |
| 21.03.17 | 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 |
| 22.02.17 | 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 |
| 23.03.17 | 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 |
| 24.03.17 | 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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| 25.03.17 | Way Forward – Overview of Qlikview Shri S. Basu, AAO/F | Way Forward - Overview of Tableau Shri S. Basu, AAO/F |
| | | Test & Valediction |



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: **Internet, Intranet, E-mail & LAN**
Course Duration: **20.03.2017 to 24.03.2017 (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. |
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| 20.03.17 | 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. |
| 21.03.17 | 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). |
| 22.03.17 | 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. |
| 23.03.17 | 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. |
| 24.03.17 | 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 : **Refresher course with concept of IFMS and its impact on Accounting**

Course Duration : **27.03.2017 to 29.03.2017 (03 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. | |
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| | 27.03.17 | Introduction to IFMS | GRIPS | HRMS |
| Faculty | Shri Ambar Roy Chowdhury, Sr.AO O/o the AG (A&E), WB, Kolkata | | Shri Krishna Chandra Kundu, AAO O/o the AG (A&E), WB, Kolkata | |
| 28.03.17 | CTS | e-Billing | e-Pradan | |
| Faculty | Shri Debatosh Pramanik, AO O/o the AG (A&E), WB, Kolkata | | Shri Krishna Chandra Kundu, AAO O/o the AG (A&E), WB, Kolkata | |
| 29.03.17 | e-Bantan | | Online Deposit Account | Feedback & Valediction |
| Faculty | Shri Ambar Roy Chowdhury, Sr.AO O/o the AG (A&E), WB, Kolkata | | Shri Debatosh Pramanik, AO O/o the AG (A&E), WB, Kolkata | |