



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



Course Title: **Oracle Database Administrator**  
Course Duration : **05.03.2018 to 16.03.2018 (10 days)**  
Faculty Support : **Shri Animesh Deb Roy, Guest Faculty**  
Participants : **Group 'B' Officers and 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.
05.03.18	<b>Managing the Oracle Instance</b>	<b>Managing the Oracle Instance</b> Continue ....
06.03.18	<b>Managing Database Storage</b>	<b>Managing Database Storage</b> Continue ....
07.03.18	<b>Managing Undo Data</b>	<b>Managing Undo Data</b> Continue ....
08.03.18	<b>Redo Logs and Control Files</b>	<b>Redo Logs and Control Files</b> Continue ....
09.03.18	<b>Database Security</b>	<b>Database Security</b> Continue ....
12.03.18	<b>Export, Import &amp; Datadump</b>	<b>Export, Import &amp; Datadump</b> Continue ....
13.03.08	<b>SQL Loader</b>	<b>SQL Loader</b> Continue ....
14.03.18	<b>Backup and Recovery Procedures</b>	<b>Backup and Recovery Procedures</b> Continue ....
15.03.18	<b>Enterprise Manager &amp; Maintenance</b>	<b>Enterprise Manager &amp; Maintenance</b> Continue ....
16.03.18	<b>Optimisation</b>	<b>Test &amp; Valediction</b>

**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: **Advanced MS Excel**  
Course Duration: **12.03.2018 to 16.03.2018 (05 days)**  
Faculty Support : **Core Faculty**  
Participants : **Group 'B' Officers and 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.
12.03.18	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
13.03.18	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
14.03.18	Using data Forms for managing tabular data. Working with external data.	Macros Topics
15.03.18	Customize application	Control-flow statements.
16.03.18	Control-flow statements – Continue	<b>TEST &amp; VALEDICTION</b>

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**INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title: **Audit in IT Environment**  
 Course Duration: **19.03.2018 to 24.03.2018 (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 17.00 hrs.
<b>19.03.18</b>	<b>Ice Breaking Session.</b> <b>Entry Knowledge Test (EKT)</b> Understanding IT environment – Challenges and opportunities	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel
<b>20.03.18</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	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>21.03.18</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	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session
<b>22.03.18</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	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>23.03.18</b>	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
<b>24.03.18</b>	Way Forward – Overview of Qlikview	Way Forward - Overview of Tableau



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**Test & Valediction**

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INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
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Course Title: **Internet, Intranet, E-mail & LAN**  
Course Duration: **19.03.2018 to 23.03.2018 (05 days)**  
Faculty Support : **Shri Manas Bandyopadhyay (Guest Faculty)**  
Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

<b>Date</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.
19.03.18	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.
20.03.18	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).
21.03.18	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.
22.03.18	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.
23.03.18	Sharing a Printer, Creating Network and Dial-up connections. Adding an Internet Connection, Sharing an Internet Connection, Allowing outside access, personal workbook	<b>Test and Valediction</b>

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