



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: IDEA

Course Duration: 09.05.2016 to 13.05.2016 (05 days)

Faculty Support : Shri S. Basu, AAO/F

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.
09.05.16	IDEA : Accessing IDEA, Working Folder and Client Management, Importing Files into IDEA : ASCII fixed length and variable length files, Excel, Access, dBase files with extraction	Practical session
10.05.16	Importing ODBC files	Practical session
11.05.16	Joining database Random record Sampling, Record Extraction Field Summarization, Numeric Field Stratification	Practical session
12.05.16	Field Manipulation, Aging, identifying Duplicates and Gaps Import using Print Report Files with extraction	Practical session
13.05.16	Record extraction using @ functions, Designing Reports and Using Print Report Files	Test and Valediction



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**Course Title : Advanced MS Access with VB
Course Duration : 09.05.2016 to 20.05.2016 (10 days)
Faculty Support : Shri B.K. Mahanti, Sr. AO/F**

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.
09.05.16	Access Essentials Your First Access Database, Creating an Access Database, Tables and Fields	Access Essentials Relationships, Forms, Common Controls
10.05.16	Access Essentials (Contd...) Hungarian Notation, Bound Controls	Access Essentials (Contd...) Startup Forms and Dashboards, Queries
11.05.16	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
12.05.16	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
13.05.16	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
16.05.16	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
17.05.16	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



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18.05.16	<p>Code Reuse and Data Structures</p> <p>Code Reuse, Introduction to User-Defined Procedures, Subprocedures, Function Procedures, Arguments and Parameters, Standard Modules, Arrays, Single-Dimension Arrays, Two-Dimensional Arrays, Dynamic Arrays</p>	<p>Code Reuse and Data Structures</p> <p>Passing Arrays as Arguments, User-Defined Types, Type and End Type Statements, Declaring Variables of User-Defined Type, Managing Elements, Chapter Program: Dice</p>
19.05.16	<p>Microsoft Jet SQL</p> <p>Introduction to Jet SQL, Data Manipulation Language, Simple SELECT Statements, Conditions, Computed Fields, Built-In Functions, Sorting, Grouping, Joins</p>	<p>Microsoft Jet SQL</p> <p>INSERT INTO Statement, UPDATE Statement, DELETE Statement, Data Definition Language, Creating Tables, Altering Tables, DROP Statement</p>
20.05.16	<p>Database Programming with ADO</p> <p>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</p>	<p>Test & Valediction</p>

Course Title: Advanced MS Excel
Course Duration: 23.05.2016 to 27.05.2016 (05 days)
Faculty Support : Shri M. Bandyopadhyay, Guest Faculty

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



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Course Title: Audit in IT Environment
Course Duration: 23.05.2016 to 28.05.2016 (06 days)

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.
23.05.16	Ice Breaking Session. Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities Shri F. Bandyopadhyay, AAO/F	Importance of controls with specific reference to Application Controls. Introduction to CAATs – IDEA and Excel Shri S. Basu, AAO/F
24.05.16	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 S. Basu, AAO/F	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, Sr. AO/F
25.05.16	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, Sr. AO/F
26.05.16	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 F. Bandyopadhyay, 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 F. Bandyopadhyay, AAO/F
27.05.16	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling Shri S. Basu, AAO/F	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, Sr. AO/F



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