



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **Oracle 11G PL SQL with Developer**
Course Duration: **06.11.2017 to 17.11.2017 (10 days)**
Faculty Support : **Shri Animesh Deb Roy, Guest Faculty**
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.
06.11.17	Interactive in SQL : Introduction to SQL* Plus, DDL,DML commands	Practice session on the discussion on forenoon session with exercises
07.11.17	TCL & DCL commands, Data constraints-types, Business rules. Oracle functions	Practice session on the discussion on forenoon session with exercises
08.11.17	Introduction to PL SQL, Generic PL/SQL Block. SET Option, Variables and Constants. Control structure-Conditional	Practice session on the discussion on forenoon session with exercises
09.11.17	Control structure- iterative & sequential. Working with cursors, Locks Triggers	Practice session on the discussion on forenoon session with exercises
10.11.17	Working with functions, packages, parameters and procedures.	Practice session on the discussion on forenoon session with exercises
13.11.17	Introduction to Developer-Forms Builder-Object Navigator, Layout Editor	Form, Window, Canvas, Blocks, Items, Property Palette, Property classes, Visual Attributes & Practice
14.11.17	Master Details Relationship, Master and Dependent Details, Master and Independent Details, One detail and two masters	Canvas Tools, Label, Text Box, Display Box, Radio Button, List, Push Buttons, Alerts and Practice
15.11.17	Canvases-LOV & Record Groups	LOV record groups, query bases, non-query based static
16.11.17	Introduction to Report Builder, Simple Report and Matrix Report, Group & Practice	Project Session
17.11.17	Doubt Clearing Session	Test and Valediction

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: **20.11.2017 to 25.11.2017 (06 days)**
 Faculty Support : **Shri B.K. Mahanti, Consultant**
 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.
20.11.17	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
21.11.17	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	Excel functions – User defined functions <ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation Hands on Session
22.11.17	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	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data Hands on Session
23.11.17	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	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
24.11.17	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
25.11.17	Way Forward – Overview of Qlikview	Way Forward - Overview of Tableau
Test & Valediction		

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Course Title: **Refresher course with concept of IFMS and its impact on Accounting**

Course Duration: **06.11.2017 to 08.11.2017 (03 days)**

Faculty Support : **O/o the Accountant General (A&E), West Bengal**

Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

Day	Forenoon Session		Afternoon Session	
	10.30 hrs. to 11.45 hrs. 12.00 hrs. to 13.15 hrs.		14.15 hrs. to 15.30 hrs. 15.45 hrs. to 17.00 hrs.	
06.11.17	Introduction to IFMS	GRIPS	HRMS	PWD/Forest bill (abolition of LOC)
07.11.17	CTS	e-Billing	e-Pradan	
08.11.17	e-Bantan		Online Deposit Account	Feedback & Valediction

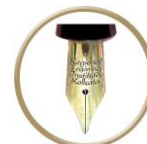
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INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: **Introduction to Computer including Word, Excel, PowerPoint & E_mail**

Course Duration: **13.11.2017 to 21.11.2017 (07 days)**

Faculty Support : **Core Faculty**

Participants : **Group 'B' Officers and Group 'B' & 'C' Staff**

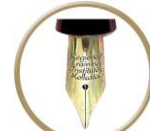
Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
13.11.17	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts.	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document.
14.11.17	Format Font/Paragraph/Bullets & Number.	Using Edit Menu, View Menu, Insert Menu & Tools Menu.
15.11.17	Letter and Mailing	Table and its manipulation
16.11.17	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create / Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell.	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option
17.11.17	Formula, Calculation and Functions	Chart and its manipulation.
20.11.17	Overview of PowerPoint, create a new presentation, use different slide formats.	Entering both Text and Graphics, save a slide show.
21.11.17	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	Test and Valediction

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