



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **Computer Training for newly recruited Divisional Accountant**

Course Duration: **03.10.2016 to 19.10.2016 (10 days)**

Participants : **Newly recruited Divisional Accountant**

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.
03.10.16	Introduction to Computer – concept of files/directories/drives. Introduction of MS Word, Familiarization with Menu Bar, Tool Bar, Creating Document, Saving, Open a Document, Formatting Font & Paragraphs,	Using Edit Menu - Copy/Paste Menu, Spell Check Headers & Footers, Inserting Page Number Auto Text, Auto Correct, Find & Replace, Bullet & Numbering.
Speaker	Shri Subhasis Chowdhuri, AAO/F	
04.10.16	Table and its manipulation. Letters & Mail Merge	Introduction to MS Excel, Making Long Text Entry. Formatting cell Etc
Speaker	Shri Subhasis Chowdhuri, AAO/F	Shri B.K. Mahanti, SAO/F
05.10.16	Formula, Calculation and Functions	Chart and its manipulation
Speaker	Shri B.K. Mahanti, SAO/F	Shri Subhasis Chowdhuri, AAO/F
06.10.16	Refreshers course with concept of IFMS and its impact on training	Refreshers course with concept of IFMS and its impact on training
Speaker	Shri Manas Ranjan Das , Divisional Accounts Officer & Koushik Roy Divisional Accounts Officer	
07.10.16	Overview of PowerPoint, create a new presentation, use different slide formats, entering both Text and Graphics, save a slide show. Working with colours and transition, animation Custom animation etc.	Internet, Intranet and LAN
Speaker	Shri F. Bandyopadhyay, AO/F	Shri Subhasis Chowdhuri, AAO/F
13.10.16	Introduction to DBMS & RDBMS. Concepts of Oracle Engine	Tables by using Data Definition Language
Speaker	Shri Animesh Deb Roy, Guest Faculty	
14.10.16	Table by using Data Manipulation Language	Practice
Speaker	Shri Animesh Deb Roy, Guest Faculty	
17.10.16	Refreshers course with concept of IFMS and its impact on training	Refreshers course with concept of IFMS and its impact on training
Speaker	Shri Manas Ranjan Das , Divisional Accounts Officer & Koushik Roy Divisional Accounts Officer	
18.10.16	Working with Joins.	Practice
Speaker	Shri Animesh Deb Roy, Guest Faculty	
19.10.16	Working with Query.	Practice



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Speaker	Shri Animesh Deb Roy, Guest Faculty	



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: Special Course on Data Analytics
Course Duration: 03.10.2016 to 07.10.2016 (05 days)
Faculty Support : Shri Deepak Mathews , Dy. Director, CDMA
Participants : Group 'A' & Group 'B' Officers

Date	Session 1 10.30 hrs. - 11.45 hrs.	Session 2 12.00 hrs. - 13.15 hrs.	Session 3 14.15 hrs. - 15.30 hrs.	Session 4 15.45 hrs. - 17.00 hrs.
03.10.16	Introduction to Data Analytics: Basic Concepts	Knime: A Broad overview; Build a basic workflow; Data downloading sorting errors	Statistical Approaches in Analytics: Central Tendencies, Spread and Shape of Distribution: Exposure to and Application of concepts	
04.10.16	Exposure to and Application of multivariate concepts: Correlation, Regression	Decision tree: Concept and application	Exercise/Case study: Knime: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset.	
05.10.16	Knime: Text Processing	Other useful features in Knime: Report Generation; Repeatability; Distribution of workflows	Tableau (Data downloading; Database Connectivity; Visualisation, Manipulation; Filters; Hierarchy, Dashboards)	Tableau Exercise/ Case Study
06.10.16	Tableau Exercise/ Case Study	Other features in Tableau: Story, Extract, Sets, Calculated fields;	Using Data Analytics for Audit Planning/Balancing Data Analytics and Substantive Testing in Audit; IAAD Big Data Management Policy; Way forward	
07.10.16	Big data challenges; Solution: Hadoop; An overview	Test		Feedback Session



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: **IT Audit (Theory)**
Course Duration: **17.10.2016 to 21.10.2016 (05 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.
17.10.16	Emerging trends in IT environment Concepts of Database Management System. Concepts and overview of IT Audit.	Overview of CAATs. IT controls: General Controls Computer-based Control. Overview of CAATs.
Faculty	Shri M.M. Chattopadhyay, Ex. Sr. AO, O/o the Pr. Director of Audit (Central), Kolkata	
18.10.16	Project Management in IT; its relationship with System Development Life Cycle, System Development Methodologies Role of Audit.	IT Security Concept Threats to a Computer System. Network Security.
Faculty	Shri M.M. Chattopadhyay, Ex. Sr. AO, O/o the Pr. Director of Audit (Central), Kolkata	
19.10.16	Concepts of Business engineering with IT; Risk Analysis & Risk Management.	Standards of Evidence and Reporting in IT Audit.
Faculty	Shri Shri Falguni Bandyopadhyay, AO/F	
20.10.16	Case study on IT Audit.	Case study on IT Audit.
Faculty	Shri Santosh Kumar Thakur, AAO, O/o the AG (E&RSA), West Bengal	
21.10.16	Case study on IT Audit.	Test and Valediction Shri B.K. Mahanti, SAO/F
Faculty	Shri Manabendra Nath Goswami, AAO, O/o the AG (E&RSA), West Bengal	



**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
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Course Title: Audit in IT Environment Course Duration: 24.10.2016 to 29.10.2016 (06 days) 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.
24.10.16	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
25.10.16	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 S. Basu, AAO/F
26.10.16	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 B.K. Mahanti, Sr. AO/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
27.10.16	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 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
28.10.16	Commonly used @ Functions in IDEA, introduction to #functions Stratification of Data, Aging analysis, Sampling Shri B.K. Mahanti, Sr. AO/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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29.10.16	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 : **MS Access**

Course Duration **24.10.2016 to 28.10.2016 (05 days)**

Proposed Faculty : **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.
24.10.16	Relational database fundamental, Introduction to Access Database, Components of an Access Database, Capabilities and limitation of Access, Creating an Access Database.	Working with records, Creating Relationship between Tables, Adding OLE objects Fields to a Table, Importing & Exporting data between other programmes
25.10.16	Joining multiple table, Types of joins, Adding tables to the relationship window, Editing a relationship, removing a join, multiple table queries.	Querying data, Query using SQL statement.
26.10.16	Using calculations in queries. Creating a new table with make table queries.	Building and Using Macro
27.10.16	Creating and using forms with a form wizard, Creating a form in design view, Adding controls to a form, Types of controls.	Designing and customizing reports, create report using Auto report tool, Architecture of Access Reports.
28.10.16	How grouping works in Report. Manipulating Controls, Modifying a report to display one grouping per page.	Test & Valediction Shri B.K. Mahanti, SAO/F