



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: IT Audit (Theory)		
Course Duration: 05.09.2016 to 09.06.2016 (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.
05.09.16	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 PDA (Central), Kolkata	
06.09.16	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 PDA (Central), Kolkata	
07.09.16	Concepts of Business engineering with IT; Risk Analysis & Risk Management.	Standards of Evidence and Reporting in IT Audit.
Faculty	Shri M.M. Chattopadhyay, Ex. Sr. AO, O/o the PDA (Central), Kolkata	
08.09.16	Case study on IT Audit.	Case study on IT Audit.
Faculty	Shri M.M. Chattopadhyay, Ex. Sr. AO, O/o the PDA (Central), Kolkata	
09.09.16	Case study on IT Audit.	Test and Valediction
Faculty	Shri B.K. Mahanti, Sr. AO/F	



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: Computer Training for newly recruited Divisional Accountant
Course Duration: 05.09.2016 to 17.09.2016 (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.
05.09.16	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 S. Chowdhury, AAO/F	
06.09.16	Table and its manipulation. Letters & Mail Merge	Introduction to MS Excel, Making Long Text Entry. Formatting cell Etc
Speaker	Shri S. Basu, AAO/F	
07.09.16	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	
08.09.16	Formula, Calculation and Functions	Chart and its manipulation.
Speaker	Shri S. Chowdhury, AAO/F	Shri S. Basu, AAO/F
09.09.16	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 S. Chowdhury, AAO/F	Shri S. Basu, AAO/F
13.09.16	Introduction to DBMS & RDBMS. Concepts of Oracle Engine	Tables by using Data Definition Language
Speaker	Shri B.K. Mahanti, Sr. AO/F	
14.09.16	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	
15.09.16	Table by using Data Manipulation Language.	Practice.
Speaker	Shri S. Basu, AAO/F	
16.09.16	Working with Joins.	Practice
Speaker	Shri B.K. Mahanti, Sr. AO/F	
17.09.16	Working with Query.	Practice



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Speaker	Shri S. Basu, AAO/F	



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



**Course Title : Refresher course with concept of IFMS and its impact on Accounting
Course Duration : 19.09.2016 to 23.09.2016 (5 days)
Participants : Group 'B' & 'C' Staff**

Day	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.
19.06.16	Introduction to IFMS		GRIPS	
Faculty	Shri Amit Kumar Sarkar, Dy. Secretary, Finance Department, Govt. of West Bengal		Shri Subrata Sarkar, Joint Director, Directorate of Treasuries & Accounts	
20.09.16	HRMS	PWD/Forest bill (abolition of LOC)	HRMS	HRMS
Faculty	Shri Sumit Gobindo Choudhury, Accounts Officer, PWD & HRMS Committee – Convenor		Shri Sarbashis Biswas, IAO & Co- ordinating Officer, IFMS	Shri Anindya Mitra, IAO & Co- ordinating Officer, IFMS
21.09.16	e-Bantan		e-Pradan	
Faculty	Shri Pritam Chandra Gupta, Assistant Secretary, Finance Department, Govt. of West Bengal			
22.09.16	CTS		Online Deposit Account	
Faculty	Shri Avijit Saha, Joint Director, Directorate of Treasuries & Accounts Smt. Nabonita Purkait, Assistant Secretary, Finance Department, Govt. of West Bengal			
23.09.16	e-Billing		Practical Session	
Faculty	Shri Debasis Mitra, Assistant Secretary, Finance Department, Govt. of West Bengal		Shri Pritam Chandra Gupta, Assistant Secretary, Finance Department, Govt. of West Bengal Shri Debasis Mitra, Assistant Secretary, Finance Department, Govt. of West Bengal	

**Course Title: Audit in IT Environment
Course Duration: 19.09.2016 to 24.09.2016 (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.



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



19.09.16	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
20.09.16	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
21.09.16	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
22.09.16	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
23.09.16	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
24.09.16	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
REGIONAL TRAINING INSTITUTE, KOLKATA**



Course Title: Special Course on Data Analytics
Course Duration: 26.09.2016 to 30.09.2016 (05 days)
Faculty Support : Ms. Narmada R. , 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.
26.09.16	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	
27.09.16	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.	
28.09.16	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
29.09.16	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	
30.09.16	Big data challenges; Solution: Hadoop; An overview	Test		Feedback Session



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: Advanced MS Excel
Course Duration: 26.09.2016 to 30.09.2016 (05 days)
Faculty Support : Shri M. 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.
26.09.16	Getting started. Formatting worksheet	Managing worksheet and workbook information. Performing calculations
27.09.16	Using advance functions. Creating Chart.	Creating Pivot Table and Analysing data.
28.09.16	Using data Forms for managing tabular data. Working with external data.	Macros Topics
29.09.16	Customize application	Control-flow statements.
30.09.16	Control-flow statements – Continue	TEST & VALEDICTION Shri B.K. Mahanti, SAO/F