



INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA



Course Title: **Oracle PL SQL**

Course Duration: **04.09.2017 to 15.09.2017 (10 days)**

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.
04.09.17	Relational Database Concept. SQL the language of RDBMS. DDL, DML, DCL, TCL. Shri S. Basu, AAO	Data types, Create, Alter, Drop commands. Practical Session Shri S. Basu, AAO
05.09.17	Insert, Update, Delete, Retrieving data using Order by, Group by command. Shri B.K. Mahanti, Consultant	Practical Session Shri B.K. Mahanti, Consultant
06.09.17	Create command with Constraints : Primary, Unique, Foreign. Shri B.K. Mahanti, Consultant	Practical Session Shri B.K. Mahanti, Consultant
07.09.17	Joining Database : Equi, Outer, Self, Cartisan. Shri S. Basu, AAO	Practical Session Shri S. Basu, AAO
08.09.17	Oracle Functions : Character, Numeric and Date etc. Queries from Multiple tables. Concatenating Data from Table. Shri S. Basu, AAO	Practical Session Shri S. Basu, AAO
11.09.17	Introduction to PL-SQL : PL-SQL Block, Variables and Constants, Conditional Controls. Shri B.K. Mahanti, SAO	Practical Session Shri B.K. Mahanti, SAO
12.09.17	Iterative Control. Cursor : Implicit and Explicit Shri B.K. Mahanti, Consultant	Practical Session Shri B.K. Mahanti, Consultant
13.09.17	Cursors Continue. Exception handling. Shri B.K. Mahanti, Consultant	Practical Session Shri B.K. Mahanti, Consultant
14.09.17	Applications using : Triggers, Stored Procedure, Stored Function. Shri B.K. Mahanti, Consultant	Practical Session Shri B.K. Mahanti, Consultant
15.09.17	Backups and Restore using Import and Export Utility. Doubt clearing if any. Shri B.K. Mahanti, Consultant	Test and Valediction

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions



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5. Personal Counselling and Guidance

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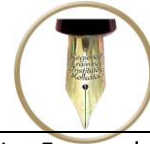


Course Title: **Audit in IT Environment**
Course Duration: **18.09.2017 to 23.09.2017 (06 days)**
Participants : **Group 'B' Officers**

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.
18.09.17	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
19.09.17	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 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
20.09.17	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 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
21.09.17	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 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
22.09.17	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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23.09.17	Way Forward – Overview of Qlikview Shri S. Basu, AAO/F	Way Forward - Overview of Tableau Shri S. Basu, AAO/F
Test & Valediction		

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Course Title: **Introduction to Computer including Word, Excel, PowerPoint & E_mail**

Course Duration: **11.09.2017 to 19.09.2017 (07 days)**

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

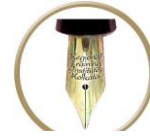
Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
11.09.17	Introduction to Computer, Basic DOS Commands, Working with Explorer, Files/Directories, Cut/Copy/Paste, Keyboard Shortcuts. Shri S. Chowdhury, AAO/F	Introduction of MS Word - Familiarization with Menu Bar, Tool Bar, Create / Save / Close / Open document. Smt. R. Basu, Sr. AO
12.09.17	Format Font/Paragraph/Bullets & Number. Smt. R. Basu, Sr. AO	Cut/Copy/Paste, Find/Replace/ Goto, Insert Date/Time etc. Shri S. Chowdhury, AAO/
13.09.17	Letter and Mailing Smt. R. Basu, Sr. AO	Table and its manipulation Shri S. Chowdhury, AAO/
15.09.17	Introduction to MS Excel – Familiarisation with Tool Bar, Formula Bar, Status Bar, Create / Save / Close / Open Workbook, Concept of Workbook / Worksheet / Cell. Shri S. Chowdhury, AAO/F	Making Long Text Entry. Formatting Cell. Auto Correct Option, Auto Complete Option Shri S. Basu, AAO
15.09.17	Formula, Calculation and Functions Shri S. Basu, AAO	Chart and its manipulation. Shri S. Basu, AAO
18.09.17	Overview of PowerPoint, create a new presentation, use different slide formats. Smt. R. Basu, Sr. AO	Entering both Text and Graphics, save a slide show. Smt. R. Basu, Sr. AO
19.09.17	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 Shri S. Chowdhury, AAO/F	Test and Valediction

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