

Index

#	Course Title	Page No
1	Audit in IT environment for Group B officers of Audit Offices	1-2
2	Using MS Excel and MS Access in IT Audit	2
3	Oracle-Sql queries	3

Audit in IT environment for Group B officers of Audit Offices

Working days: 06

Day	Session	Topics
Day 1	I	Inauguration of the course
		Ice-breaking session Entry Behaviour Test (EBT)
	II	Understanding IT environment- Challenges and opportunities
	III	Importance of controls with specific reference to Application Controls
	IV	Introduction to CAATs – IDEA and Excel
Day 2	I	Excel as data analytic tool- Features of Excel (we intend to cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) <ul style="list-style-type: none"> • Conditional formatting • Filter including Advanced filter • Pivot Table • Hands on session
	II	Excel functions – User defined functions <ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation
	III & IV	Hands on session
Day 3	I	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
	II	Hands on session
	III	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data
	IV	Hands on session
Day 4	I	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, Summarisation
	II	Hands on session
	III	Data Extraction – Direct extraction, Key value extraction, Top/Bottom Records extraction, Indexed extraction Working with multiple databases – Join, Visual Connector, Append, Compare
	IV	Hands on session
Day 5	I	Commonly used @ Functions in IDEA, introduction to # functions
	II	Stratification of Data, Aging analysis, Sampling
	III & IV	Exporting Data from IDEA to other formats, Creating and Printing

Regional Training Institute, Jammu
Course Contents General Courses 2017-18

Day	Session	Topics
		Reports in IDEA Revision & Queries Hands on session Case Study – Selection of vouchers
Day 6	I, II & III	Way Forward – Overview of Qlikview
	IV	Way Forward Tableau
		Exit test, summing up & valediction

Using MS Excel and MS Access in IT Audit

Working days: 05

Day	Session	Topics
Day 1	I	Inauguration of the course
		Ice-breaking session Entry Behaviour Test (EBT)
	II & III	MS Excel Spreadsheet, Cell Address, Input Data Using Functions: Arithmetic & Statistical Functions, Text Functions, Logical & Date Functions
	IV	Hands on session
Day 2	I & II	Data analysis using MS Excel, Duplicate detection, GAP detection, Test of accuracy, test of occurrence, stratification using frequency function
	III	Importing different types of files into Excel for analysis, Sorting, filtering, Advance filtering & Conditional formatting
	IV	Hands on session
Day 3	I & II	Power Pivot in Excel, adding data to Power Pivot, preparing data for analysis, Work with Relationships in Pivot Tables
	III & IV	M S Access Concept of Database, Creating Table, Data Types and Formats, understand different types of Relationships between Tables
Day 4	I & II	M S Access Data analysis techniques using Query Design
	III & IV	Hands on session
Day 5	I & II	M S Access functions Forms & Reports
	III & IV	Codes of ethics in IA&AD & Gender sensitisation

Regional Training Institute, Jammu
Course Contents General Courses 2017-18

Oracle-Sql queries

Working days: 03

Day	Session	Topics
Day 1	I & II	<p>Inauguration of the course</p> <p>SQL Overview</p> <p>Relational database concepts, specific products, SQL syntax rules, Data definition, Data manipulation and data control statements</p> <ul style="list-style-type: none"> □ SQL Creating, managing & updating Tables <p>Create, Alter & Drop Table. Manipulating data using INSERT, UPDATE and DELETE statements, constraints Commit & Rollback</p> <ul style="list-style-type: none"> □ SQL Select Statements <p>The SELECT clause, columns and aliases, where expressions, character strings and Date, order by expressions how null values behave, using operators (BETWEEN, IN, LIKE, IS NULL, AND OR NOT)</p>
	III & IV	Practical session
Day 2	I & II	<ul style="list-style-type: none"> □ SQL Functions and Expressions <p>Eliminating duplicates with DISTINCT arithmetic expressions, replacing null values, strings, concatenation, other string functions, Numeric operations, including rounding, Date and time functions & Nested table expressions</p> <ul style="list-style-type: none"> □ Displaying data from multiple Tables-SQL Joins <p>Inner joins, Table aliases, Left, right and full outer joins & Self-joins</p> <ul style="list-style-type: none"> □ SQL Sub queries and Unions <p>Intersection with IN and EXISTS Subqueries, Difference with NOT IN and NOT EXISTS subqueries, purpose and usage of UNION and UNIONALL</p>
	III & IV	Practical session
Day 3	I & II	<ul style="list-style-type: none"> □ SQL Summarisation <p>Aggregating Data using Group and Having functions - MIN, MAX,AVG, SUM and COUNT</p> <ul style="list-style-type: none"> □ SQL Loader
	III & IV	<p>Practical session</p> <p>Exit test, summing up & valediction</p>