

Regional Training Institute, Jammu

IT Course No. 14

Audit in Information Technology Environment

Working Days 6 From 12-03-2018 to 17-03-2018

Programme

Session Timings		Tea Break	11.15 AM to 11.30 AM
I	10.00 AM to 11.15 AM		03.15 PM to 03.30 PM
II	11.30 AM to 12.45 PM	Lunch Break	01.00 PM to 01.30 PM
III	02.00 PM to 03.15 PM	Library Session	01.30 PM to 02.00 PM
IV	03.30 PM to 04.45 PM		

Day and Date	Session	Topics
12-03-2018 (Monday)	I	Inauguration of the Course
		Ice Breaking Session
		Entry Behavior 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	
13-03-2018 (Tuesday)	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
III	<ul style="list-style-type: none"> • Numeric • Text • Conditional • Date and time • Financial • Aggregation 	
IV	Hands on Session	
14-03-2018 (Wednesday)	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
		Hands on Session
		Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data
	IV	Hands On Session
15-03-2018 (Thursday)	I	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable, Enabling/Disabling deletion of non-virtual fields

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		Analysis Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization
	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
16-03-2018 (Friday)	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 Reports in IDEA Revision & Queries Hands on Session Case Study – Selection of vouchers
17-03-2018 (Saturday)	I ,II & III	Way Forward – Overview of Qlikview
	IV	Way Forward Tableau Exit Test
		Summing up and valediction