

**REGIONAL TRAINING INSTITUTE, SHILLONG**  
**INDIAN AUDIT & ACCOUNTS DEPARTMENT**

**COURSE TITLE: Audit in IT Environment**

**DURATION : 5 days w.e. f. 18 March 2019 to 23 March 2019**

TIMING:-	
Session I	:10 am to 11.15 am
Session II	:11.30 am to 12.45 pm
Session III	:1.45pm to 3 pm
Session IV	:3.15 pm to 4.30 pm.
Tea Break:	:11.15 am to 11.30 am and :3 pm to 3.15 pm
Lunch Break:	:12.45 pm to 1.45 pm.

Day	Session	Topic	Faculty
Day 1 18-03-19 (Mon)	I	Inauguration and Course briefing	Pr. Director
	II	Ice Breaking Session	CF(EDP)
	III	Entry Knowledge Test (EKT)	
	IV	Understanding IT environment – Challenges and opportunities Importance of controls with specific reference to Application Controls Introduction to CAATs- IDEA and Excel.	
Day 2 19-03-19 (Tue)	I & II	Excel as data analytic tool – Features of Excel Conditional formatting, Filter including Advanced filter, Pivot Table Hands on Session	CF(EDP)
	III & IV	Excel functions – User defined functions Numeric, Text, Conditional, Date and Time, Financial, Aggrigate. Hands on Session	
Day 3 20-03-19 (Wed)	I & II	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	CF(EDP)
	III & IV	Importing of PDF/PRN data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data. Hands on Session	
Day 4 22-03-19 (Fri)	I & II	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, Summerization. Hands on Session	CF(EDP)
	III & IV	Data Extraction – Direction Extraction, Key value extraction, Top/Bottom records extraction, Indexed extraction. Working with 1+ -multiple databases – join, Visual Connector, Append, Compare. Hands on Session	
Day 5 23-03-19 (Sat)	I	Commonly used @ Functions in IDEA introduction to # Functions Stratification of Data, Aging analysis, Sampling, Exporting Data from IDEA.	CF(EDP)
	II	Revision & Queries. Hands on Session. Case Study – Selection of Vouchers	
	III	Course End Test	
	IV	Valediction	Pr. Director