REGIONAL TRAINING INSTITUTE, SHILLONG
INDIAN AUDIT & ACCOUNTS DEPARTMENT

COURSE TITLE: <u>Audit in IT Environment</u>
DURATION   : 5 days w.e. f. 16 August 2019 to 20 August 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 16-08-19 (Mon)	I II III IV	Inauguration and Course briefing Ice Breaking Session Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities Importance of controls with specific reference to Application Controls Introduction to CAATs- IDEA and Excel.	Pr. Director K. Limbu CF(EDP) RTI
Day 2 17-08-19 (Tue)	I & II III & IV	Excel as data analytic tool – Features of Excel Conditional formatting, Filter including Advanced filter, Pivot Table Hands on Session Excel functions – User defined functions Numeric, Text, Conditional, Date and Time, Financial, Aggrigate. Hands on Session	K. Limbu CF(EDP) RTI
Day 3 18-08-19 (Wed)	I &II III & IV	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. Hands on Session	K. Limbu CF(EDP) RTI
Day 4 19-08-19 (Thurs)	I & II III & IV	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 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	K. Limbu CF(EDP) RTI
Day 5 20-08-19 (Fri)	1 II III IV	Commonly used @ Functions in IDEA introduction to # Functions Stratification of Data, Aging analysis, Sampling, Exporting Data from IDEA Revision & Queries. Hands on Session. Case Study – Selection of Vouchers Course End Test Valediction	Shri C.A. Bodh PAG (Audit) Manipur. K. Limbu CF(EDP) RTI Pr. Director