REGIONAL TRAINING INSTITUTE, SHILLONG INDIAN AUDIT & ACCOUNTS DEPARTMENT

COURSE TITLE: Audit in IT Environment

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.

Ice Breaking Session Entry Knowledge Test (EKT) Understanding IT environment – Challenges and opportunities Importance of controls with specific reference to Application Controls III Introduction to CAATs- IDEA and Excel. IV	Day	Session	Topic	Faculty
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II Understanding IT environment – Challenges and opportunities Importance of controls with specific reference to Application Controls Introduction to CAATs- IDEA and Excel. IV Day 2 I & II Excel as data analytic tool – Features of Excel Conditional formatting, Filter including Advanced filter, Pivot Table Hands on Session III & IV Excel functions – User defined functions Numeric, Text, Conditional, Date and Time, Financial, Aggrigate. Hands on Session Day 3 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 III & IV Importing of PDF/PRN data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data. Hands on Session III & 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 III & IV Data Extraction – Direction Extraction, Working with 1+ – multiple databases – join, Visual Connector, Append, Compare. Hands on Session Day 5 1 Commonly used @ Functions in IDEA introduction to # Functions Stratification of Data, Aging analysis, Sampling, Exporting Data from IDEA III Revision & Queries, Hands on Session. Case Study – Selection of Vouchers III Course End Test K. Limi K. Limi K. Limi CF(ED)	16-08-19		· · · · · · · · · · · · · · · · · · ·	
Importance of controls with specific reference to Application Controls Introduction to CAATs- IDEA and Excel. IV Day 2	(Mon)		Entry Knowledge Test (EKT)	K. Limbu
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Day 2 17-08-19 Conditional formatting, Filter including Advanced filter, Pivot Table Hands on Session CF(ED)]	III	Introduction to CAATs- IDEA and Excel.	
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Numeric, Text, Conditional, Date and Time, Financial, Aggrigate. Hands on Session Day 3	(Tue)		Hands on Session	
Hands on Session		III & IV	Excel functions – User defined functions	
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