

Course Contents

IT Courses

IT COURSES

Sl. No. 1

(i). Course Title	Annual Audit and Assignment Level Planning in OIOS.
(ii). Date	08-04-2024 to 09-04-2024.
(iii). Duration	2 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong
(v). Programme Background	The course aims to empower the course aims to empower participants to navigate the complete digitalization of audit processes.
(vi). Learning Objectives	The training program is designed to equip participants with the skills and knowledge necessary to excel in the digitized audit environment introduced through OIOS
(vii). Programme Content and Structure	The course comprises the following modules and their associated features: - <ul style="list-style-type: none">a) Organisationb) Personalc) Auditee Universed) Audit Planninge) Audit Execution
(viii). Methodology	Lectures, Presentation and Interactive Sessions.
(ix). Target Participants	AAOs and SAOs.

Sl. No. 2

(i). Course Title	Audit in IT Environment.
(ii). Date	22-04-2024 to 27-04-2024.
(iii). Duration	6 Days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	The training programme is designed based on the STM on Audit in IT Environment prepared by Headquarters. The portion on IDEA software is being expanded to enable the participants to effectively use IDEA while conducting audit.
(vi). Learning Objectives	The course will equip to the participants with knowledge of IT Audit, IT Controls and ability to apply the knowledge in field audit. The course also aims at enabling the participants to use IDEA Software for extracting data and analyzing data of Auditee organizations.
(vii). Programme Content and Structure	Understanding IT Environment, Challenges and Opportunities. Importance of Controls, Application Controls. Introduction to CAATs – IDEA and Excel. Excel as data Analytic tool, manipulation of CSV file for effective analysis in Excel, conditional formatting, Advanced Filter, Functions useful for audit. Basics of Data Structures in IDEA, an Overview of IDEA. Importing various format files to DIEA, Record Extraction, Field Summarization and Field Stratification. Essentials of Data Downloading. Use of IDEA features followed by Exercise to practice analysis function for checking duplicates, indexing, summarizing and checking field statistics. Exercise related with downloading of MS Access database file, creating of virtual fields, duplicate records detection and record extraction. Using @ functions in IDEA. Use of IDEA features followed by Exercise to practice IDEA features useful in conduct of financial audit. Practical Exercises on VAHAN data.
(viii). Methodology	Lectures, Presentations, Interactive sessions Practical Exercises and Course-end test.
(ix). Target Participants	Group ‘A’, ‘B’ and ‘C’ officials.

Sl. No. 3

(i). Course Title	Data Analytics with Tableau.
(ii). Date	27-05-2024 to 01-06-2024.
(iii). Duration	6 days
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course aims at enabling the participants with knowledge on the use of Tableau for Big Data Analytics and data create impactful visualizations.
(vii). Programme Content and Structure	Basic Concepts of Data, Types of data string, Numeric data, types of analytics. Descriptive Analytics; Statistical Approaches in Analytics: Central Tendencies (Mean, Median, Mode). Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Other features in Tableau: Story and distribution of workbook. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
(viii). Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
(ix). Target Participants	Group 'A' 'B' and 'C' officials.

Sl. No. 4

(i). Course Title	Advanced MS Excel.
(ii). Date	10-06-2024 to 15-06-2024.
(iii). Duration	6 days.
(iv). Location	Regional Capacity Building & Knowledge Institute, Shillong.
(v). Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
(vi). Learning Objectives	The course is designed to sharpen participants' advanced skills in Excel functions, data analysis and data visualisation, empowering them to work with data and create impactful visualizations.
(vii). Programme Content and Structure	Advanced Formulas and Functions, Conditional Formatting, Data Validation and Data Tools, Pivot Tables and Pivot Charts, Advanced Charting Techniques, Dashboard, Introduction to Macros and VBA (Visual Basic for Applications).
(viii). Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
(ix). Target Participants	Group 'A' 'B' and 'C' officials.

Sl. No. 5 & 6

1. Course Title	Advanced MS Office.
2. Date	24-06-2024 to 29-06-2024 (Batch I) 10-03-2025 to 15-03-2025 (Batch II)
3. Duration	6 days each
4. Location	Regional Capacity Building & Knowledge Institute, Shillong.
5. Programme Background	This training programme is included based on the training needs of User Offices, following discussions held in the RAC Meetings.
6. Learning Objectives	The course is designed to enhance participants' proficiency in advanced Microsoft Word formatting, Excel Formulas and Functions, dynamic PowerPoint presentations.
7. Programme Content and Structure	Advanced Microsoft Word Features: Styles, Templates, Titles/Headings, Table of Contents, Mail Merge. Dynamic PowerPoint Presentations: Animation and Transition Techniques, Mastering the Slide Master for Consistent Design, Interactivity and Advanced Features for Engaging Presentations. Excel: Conditional formatting, formulas and functions, filters, charts. MS Teams: Master team creation, member management, announcements, audio/video calls, notes, recording and transcription, mobile access.
8. Methodology	Lectures, Presentations Interactive sessions and feedback through Course-end test.
9. Target Participants	Group 'A' 'B' and 'C' officials.