Regional Capacity Building and Knowledge Institute, Nagpur

Course   :- Auditing with IDEA - Onsite

Period   :- 15.12.2025 to 17.12.2025 (3 days)

Target Group : - For all cadres having sufficient IT knowledge with database concepts

Course Coordinator: Shri G. K. Omee, AAO/Core Faculty (IS)

DATE	Session 1 & 2 (10:00AM to 11:15AM) & (11:30 AM to 12:45 PM)	Session 3 & 4 (2:15 PM to 3:30PM) & (3:45PM to 5:00PM)	
15-12-2025 (Monday)	**Inauguration Ms. Suhasini Gotmare Principal Director** Entry Knowledge Test, Understanding Audit in IT environment - Opportunities and Challenges. Introduction to CAATs – and various tools used in our department. **IDEA Hands on**- Getting familiar with IDEA windows, Creating Projects – Managed and External *Shri G. K. Omee, Core Faculty(IS)*	**Importing Excel data file and Analysis** Importing Excel data file, Field statistics, Control totals, History, Project Overview, Duplicate Key Detection/Exclusion, Fuzzy duplicate etc. Exercises *Y. Siril Paul Bob Sr.AO, CF (IS) (C)*	
16-12-2025 (Tuesday)	**Importing Text file and Analysis:** Field Manipulation – Append, Remove, Modify columns, Data types, Gap Detection, Summarization and Stratification of Data, Exercises *Shri Sundar Ramakrishnan, SAO Core Faculty, RCBKI Mumbai*	**Importing Access File and Analysis:** commonly used @ Functions in IDEA, Aging analysis, Pivot Table and Sampling in IDEA. Exercise *Shri Sundar Ramakrishnan, SAO Core Faculty, RCBKI Mumbai*	
17-12-2025 (Wednesday)	**Importing PDF Data and Analysis**: Different kind of Data Extraction – Direct, Key value, Top/Bottom extraction, Joining two databases, etc Exercises *Shri G. K. Omee, Core Faculty(IS)*	End Course Evaluation Test *G.K. Omee /Core Faculty(IS)*	Feedback and Valediction **Ms. Suhasini Gotmare Principal Director**

Time Schedule: Session I – 10:00 AM to 11:15 AM, Session II - 11:30 AM to 12:45 PM

Session III – 2:15 PM to 3:30 PM **and** *Session IV – 3:45 PM to 5:00 PM*

Tea breaks: 11:15 AM to 11:30 AM and 3:30 PM to 3:45 PM.

Lunch Break : 12:45 PM to 2:15 PM