International Centre for Information Systems & Audit (iCISA),Noida

Course schedule for Online Training Programme on

“Electronic Data Analysis” for the Officials of SAI, Oman

(23rd to 25th August, 2021)

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| **Date** | **Topic** | **Faculty** | **Indian Timings****(hrs)** | **Oman Timings****(hrs)** |
| **Day 1 : 23 August 2021**  |
| **Session 1 (Day 1)** | Inauguration: Introduction of participants &Overview of the course  | **Mr. K. Srinivasan, Addl. CTO & DG, iCISA** | 9:30 to 9:45 | 8:00 to 8:15 |
| Introduction to Data Analytics | **Mr. Gaurav Rai,** **Dy. Director,** **Ms. Niti Sethi, Consultant, CDMA,**  | 9:45 to 10:45 | 08:15 to 9:15 |
|  | **Break** |  | 10:45 to 11:00 | 9:15 to 9:30 |
| **Session 2 (Day 1)** | Use of Statistical concepts in Data Analytics  | **Mr. Gaurav Rai,** **Dy. Director,** **Ms. Niti Sethi, Consultant, CDMA,**  | 11:00 to 12:00 | 9:30 to 10:30 |
|  | **Break** |  | 12:00 to 12:15 | 10:30 to 10:45 |
| **Session 3 (Day 1)** | Dealing with different types of data using different Data Analytics tools | **Mr. Karan Vohra, DAG** | 12:15 to 13:15 | 10:45 to 11:45 |
|  | **Lunch Break** |  | 13:15 to 14:15 | 11:45 to 12:45 |
| **Session 4 (Day 1)** | Sampling using Excel : A case Study | **Mr. Sandeep Dabur, Dy. Director** | 14:15 to 15:15 | 12:45 to 13:45 |
| **Day 2 : 24 August 2021**  |
| **Session 1 (Day 2)** | Introduction to Excel: Worksheets & Workbooks. Customs Formats and Layouts, Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Functions in Formulas: Look Up Data with Function, Applying Advanced Date and Time Functions and Creating Scenarios | **Mr. Deepak Vishwanathan, Sr. Administrative Officer** | 9.30 to 10:30 | 08:00 to 9:00 |
|  | **Break** |  | 10:30 to 10:45 | 9:00 to 9:15 |
| **Session 2 (Day 2)** | Excel- Hands on Session | **Mr. Deepak Vishwanathan, Sr. Administrative Officer** | 10:45 to 11:45 | 9:15 to 10:15 |
|  | **Break** |  | 11:45 to 12:00 | 10:15 to 10:30 |
| **Session 3 (Day 2)** | Introduction to Excel contd.Formatting Cell and Ranges and Ordering and Grouping. Cells and Ranges, Tables: Creating and Modifying Table. Formulas: Applying Cell Ranges and Reference in Formulas. Charts and Objects Creating and Managing Pivot Tables and Creating and Managing Pivot Charts | **Mr. Deepak Vishwanathan, Sr. Administrative Officer** | 12:00 to 13:00  | 10:30 to 11:30 |
|  | **Lunch Break** |  | 13:00 to 14:00 | 11:30 to 12:30  |
| **Session 4 (Day 2)** | Excel - hands on sessions | **Mr. Deepak Vishwanathan, Sr. Administrative Officer** | 14:00 to 15:00 | 12:30 to 13:30 |
| **Day 3 : 25 August 2021**  |
| **Session 1 (Day 3)** | Introduction to Access: Creating and Managing a Database, Creating table, generating Reports, Exporting & Importing data, Applying basic formulas. | **Mr. Rohit Anand, Sr. Administrative Officer** | 9.30 to 10:30 | 08:00 to 9:00 |
|  | **Break** |  | 10:30 to 10:45 | 9:00 to 9:15 |
| **Session 2 (Day 3)** | Introduction to Access – Creating and Modifying Queries: Creating a Query, Modifying a Query, and Utilizing Calculated Fields and Grouping within a Query.  | **Mr. Rohit Anand, Sr. Administrative Officer**  | 10:45 to 11:45 | 9:15 to 10:15 |
|  | **Break**  |  | 11:45 to 12:00 | 10:15 to 10:30 |
| **Session 3 (Day 3)** | Overview of Tableau & Visualisation using tableau  | **Mr. Gaurav Rai, Dy. Director,** **Mr. Suresh Nair, Sr. AO** | 12:00 to 13:00  | 10:30 to 11:30 |
|  | **Lunch Break** |  | 13:00 to 14:00 | 11:30 to 12:30  |
| **Session 4 (Day 3)** | Sampling using Tableau : A case Study  | **Mr. Gaurav Rai, Dy. Director, Mr. Suresh Nair, Sr. AO** | 14:00 to 15:00 | 12:30 to 13:30  |
|  | **Valediction** |  | 15:00 to 15:30 | 13:30 to 14:00 |