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International Centre for Information Systems & Audit ***(i*CISA*)***

Plot No.A-52, Sector-62, Noida-201307 (UP)

**Draft Course Schedule for the officers of IP&TAFS**

**Online NTP on “Computer Assisted Audit Techniques”**

**(04 – 08 January, 2021)**

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| **Date** | **Topic** | **Time** | **Faculty** |
| **Date 04-Jan-2021 (Monday)** |
| **Session 1 (Day 1)** | Introduction of participants&Overview of the course  | 10:00 to 10:15 | **Mr. K.R Sriram,****CTO & DG, iCISA** |
| Introduction to ERP: Overview of ERP Database Concepts  | 10.15 to 11:30 | **Ms. Shanthi M, Sr.AO****MAB, Bengaluru** |
| **Break** | 11:30 to 11:45 |  |
| **Session 2 (Day 1)** | Introduction to SAP Organizational Structure, Various modules in SAP | 11:45 to 13:00 | **Ms. Shanthi M, Sr.AO****MAB, Bengaluru** |
| **Lunch Break**  | 13:00 to 14:00 |  |
| **Session 3 (Day 1)** | Experience sharing of Auditing in SAP Environment  | 14:00 to 15:15 | **Ms. Shanthi M, Sr.AO****MAB, Bengaluru** |
| **Date 05-Jan-2021 (Tuesday)** |
| **Session 1 (Day 2)** | Introduction to Excel: Creating and Managing Worksheets, Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Customs Formats and Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data with Function, Applying Advanced Date and Time Functions and Creating Scenarios | 10.15 to 11:30 | **Mr. Anurag Krishna****AAO, iCISA** |
|  | **Break** | 11:30 to 11:45 |  |
| **Session 2 (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.  | 11:45 to 13:00 | **Mr. Anurag Krishna****AAO, iCISA** |
| **Lunch Break** | 13:00 to 14:00 |  |
| **Session 3 (Day 2)** | Case Study : Auditing by using MS Excel | 14:00 to 15:15 | **Mr. Anurag Krishna****AAO, iCISA** |
| **Date 06-Jan-2021 (Wednesday)** |
| **Session 1 (Day 3)** | KNIME: A Broad Overview; Build a basic workflow | 10:15 to 11:30 | **Mr. Deepak Viswanathan****Sr. Audit Officer, RTI, Chennai** |
|  | **Break** | 11:30 to 11:45 |  |
| **Session 2 (Day 3)** | Data downloading, sorting errors; Property tax data  | 11:45 to 13:00 | **Mr. Deepak Viswanathan****Sr. Audit Officer, RTI, Chennai** |
|  | **Lunch Break**  | 13:00 to 14:00 |  |
| **Session 3 (Day 3)** | Data type conversion (Data preparation) | 14:00 to 15:15 | **Mr. Deepak Viswanathan****Sr. Audit Officer, RTI, Chennai** |
| **Date 07-Jan-2021 (Thursday)** |
| **Session 1 (Day 4)** | Introduction to Data Analytics: Basic concepts; Data, Types of data : string, numeric, date; Types of Analytics  | 10:15 to 11:30 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi** |
|  | **Break** | 11:30 to 11:45 |  |
| **Session 2 (Day 4)** | Statistical Approaches in Analytics | 11:45 to 13:00 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi****Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Lunch Break** | 13:00 to 14:00 |  |
| **Session 3 (Day 4)** | Case Study: Data import, Manipulating | 14.00 to 15:15 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi****Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
| **Date 08-Jan-2021 (Friday)** |
| **Session 1 (Day 5)** | Overview of Tableau, Understanding Tableau & connecting to data  | 10:15 to 11:30 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi****Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Break** | 11:30 to 11:45 |  |
| **Session 2 (Day 5)** | Simplifying and sorting data, organizing data, measures and dimensions, filters, simple graphs and charts, hierarchies, slicing data by date | 11:45 to 13:00 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi****Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Lunch Break** | 13:00 to 14:00 |  |
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