

Audit in IT Environment

IT Course Number	05 (2020-21)
Course on	Audit in IT Environment
Working Days	06
Duration	14.12.2020 to 19.12.2020

PROGRAMME	
Session	Time
I	10:00 AM to 11:00 AM
II	11:15 AM to 12:15 PM
III	02:00 PM to 03:00 PM
IV	03:15 PM to 04:15 PM

Day	Session	Topics	Faculty
14.12.2020 (Monday)		Inauguration of the course & Ice-breaking session	Director General, RTI Jammu
	I & II	Understanding IT environment- Challenges and opportunities	Faculty from the O/o The PAG (Audit), Jammu & Kashmir and Ladakh
	III	Input Controls and mapping of Business Rules	Ms.Narmadha R, Sr.DAG, O/o The AG (A&E), Tamil Nadu
	IV		
15.12.2020 (Tuesday)	I	Management control/ System Vulnerability: To check provision for protection of data files from unauthorized amendments or deletion of data	Faculty from the O/o The PAG (Audit), Jammu & Kashmir and Ladakh
	II		
	III	Physical and Logical Access Controls: To check the prevention of unauthorized access	Ms.Narmadha R, Sr.DAG, O/o The AG (A&E), Tamil Nadu
	IV		
16.12.2020 (Wednesday)	I	Analysis of audit trail/ Security logs (Study of log of transactions and the type and format in which log are maintained by the system)	Faculty from the O/o The AG (Audit), Haryana
	II		
	III	Change Management Controls	Faculty from the O/o The AG (Audit), Haryana
	IV	Business Continuity plan including Backup policy etc.	Faculty from the O/o The AG (Audit), Haryana
17.12.2020 (Thursday)	I	Introduction to IDEA	Faculty from RTI, Chennai
	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	

	III	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data-Quick Index, Composite Index, Sorting Data	Faculty from RTI, Chennai
	IV		
18.12.2020 (Friday)	I	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, Summarisation	Faculty from RTI, Chennai
	II		
	III	Data Extraction – Direct extraction, Key value extraction, Top/Bottom Records extraction, Indexed extraction Working with multiple databases – Join, Visual Connector, Append, Compare	Faculty from RTI, Chennai
19.12.2020 (Saturday)	IV		
	I	Commonly used @ Functions in IDEA, introduction to # functions	Faculty from RTI, Chennai
	II	Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA	Faculty from RTI, Chennai
	III	Exit Test, Summing up and valediction	Director General, RTI Jammu