

REGIONAL TRAINING INSTITUTE, JAIPUR

A Special Course on “Audit in IT Environment (Medium Level Excel, IDEA, Knime)”

From 02.01.2023 to 06.01.2023

PROGRAMME				
SESSION TIMINGS		NON-SESSION TIMINGS		NON-SESSION DAYS
I 10.15 AM to 11.30 AM II 11.45 AM to 01.00 PM III 02.00 PM to 03.15 PM IV 03.30 PM to 04.45 PM		Tea Break: 11.30 AM to 11.45 AM Lunch Break: 01.00 PM to 02.00 PM Tea Break: 03.15 PM to 03.30 PM		--Nil--
DATE & DAY	SESSION	TOPIC	FACULTY	
02.01.2023 (Monday) Day 1		Inauguration by Director General		
	I	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	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur	
	II	Hands on Session		
	III	Excel as data analytic tool- (we intend to cover the aspects use of Excel as Audit Tool) Importing Data in Excel Working with Formula and Commonly used @ Functions in Excel, Conditional formatting	Sh. Vinod Sencha, Core Faculty/RTI Jaipur	
IV	Filter including Advanced filter Pivot Table, Advanced Excel functions – Numeric, Text, Conditional Date and time, Financial Aggregation, Excel as data visualisation tool- Pivot Table, Data Analysis in Excel			
03.01.2023 (Tuesday) Day 2	I	Importing of PDF/PRN Data, Importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur	
	II	Hands On Session		
	III	Excel as data presentation tool - Working with charts: Creating a chart Formatting a chart Adding labels Changing the chart type Data source Case Study	Sh. Vinod Sencha, Core Faculty/RTI Jaipur	
	IV	Exercises on Advance Excel		

04.01.2023 (Wednesday) Day 3	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, Summarization	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	II	Hands on Session	
	III	KNIME as Data Analytic tool: A Broad overview; Build a basic workflow; Data downloading sorting errors; Property tax data Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots Node Repository, Favourite Nodes Outline	Sh. Vinod Sencha, Core Faculty/RTI Jaipur
	IV	Console, Node Description ,Workflow Editor, Node Status, Ports, Example Workflow	
05.01.2023 (Thursday) Day 4	I	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases – Join, Visual Connector, Append, Compare	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	II	Hands on Session	
	III	Database connectivity, Knime Example Workflow	Sh. Vinod Sencha, Core Faculty/RTI Jaipur
	IV	Hands on Session	
06.01.2023 (Friday) Day 5	I	Commonly used @ Functions in IDEA, introduction to #functions, Stratification of Data	Sh. Puneet Kumar Sharma, Core Faculty/RTI Jaipur
	II	Sampling ,Exporting Data from IDEA to other formats, Creating and Printing Reports in IDEA	
	III	Exercise/Case study using KNIME: Treating Missing values, Statistical Analysis and deriving insights about the dataset	Sh. Vinod Sencha, Core Faculty/RTI Jaipur
	IV	End Course Assessment & Valediction	