



**INDIAN AUDIT & ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, KOLKATA**

3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing
DF Block, Salt Lake, Sector – 1, Kolkata – 700 064.

Course Title: **Data Analytics**

Course Duration: **13-12-2021 to 17-12-2021 (05 days)**



Date	Forenoon Session 11.00 hrs. to 12.00 hrs – 12.15 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.15 hrs. – 15.30 hrs. to 16.30 hrs.
13.12.2021	Inauguration:- Director General /RTI	Other features in Tableau : Story, Distribution of workbooks.
	Tabluea : Data Downloading; Database Connectivity; Manipulation; Visualisation; Calculated Fields; Filters; Hierarchy.	
Speaker	Shri Mukesh Sharma, Sr. Audit Officer, RTI, Kolkata	
14.12.2021	Tableau Exercise/Case study: Analysis Data, Deriving insights; Identifying risk areas, building dashboards.	Tableau Exercise/ Case Study : Analysing data, Deriving Insights; Identifying risk areas, building dashboards
Speaker	Shri Mukesh Sharma, Sr. Audit Officer, RTI, Kolkata	
15.12.2021	Introduction to IDEA, Accessing IDEA, Application Windows and Toolbars, File Management, Properties windows, Importing data into IDEA.	Field Manipulation, Add new fields, Indexing and sorting, Direct extraction.
Speaker	Shri Mukesh Sharma, Sr. Audit Officer, RTI, Kolkata	
16.12.2021	Duplicate Key detection, Gap detection, Summarization, Stratification	Joining and Append databases, visual connector
Speaker	Shri Mukesh Sharma, Sr. Audit Officer, RTI, Kolkata	
17.12.2021	Random Sampling. Importing Print Report file into IDEA.	Doubt Clearing Session Valediction:-Director General / RTI
Speaker	Shri Mukesh Sharma, Sr. Audit Officer, RTI, Kolkata	

NB: Programme is subject to change under circumstances.

Tea Break :12.00 hrs to 12.15 hrs & 14.15 hrs. to 14.30 hrs

Lunch Break : 13.15 hrs. to 14.15 hrs

Training Methodologies:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & MS Powerpoint presentation as required
4. Practical Example with cases & reference as required
5. Personal counselling and guidance