

# **Course Contents**

## **IT Courses 2023-24**

## IT COURSES

1. **Course Title** OIOS
2. **Date** 24-04-2023 to 28-04-2023  
03-07-2023 to 07-07-2023  
03-10-2023 to 07-10-2023  
18-03-2024 to 22-03-2024
3. **Duration** 5 Days each
4. **Location** Regional Training Institute, Shillong
5. **Programme Background** The Course aims to equip the participant to better manage the change to a digital environment with regard to the processes for conduct of Audit in field offices.
6. **Learning Objectives** The training programme is being conducted based on the Organisational shift from a pen-and-paper mode of auditing to a digitised platform for carrying out the various audit processes
7. **Programme Content and Structure** The programme course the following modules and all their associated features: -
  - i) Organisation
  - ii) Personal
  - iii) Auditee Universe
  - iv) Audit Planning
  - v) Audit Execution
  - vi) Audit Product
8. **Methodology** Lectures, Presentation and Interactive Sessions
9. **Target Participants** Group 'A', 'B' and 'C' from Audit Offices
10. **Additional Information:** **Faculty:** OIOS Helpdesks  
**Feedback on previous Course: This course.** This course was conducted first time at RTI, Shillong.

1. **Course Title**                    **Data Analytics**
2. **Date**                                **15-05-2023 to 25-05-2023.**
3. **Duration**                        **10 days**
4. **Location**                        **Regional Training Institute, Shillong.**
5. **Programme Background**        This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives**            The course aims at enabling the participants with knowledge on the use of Tableau and KNIME softwares for Big Data Analytics.
7. **Programme Content and Structure**    Basic Concepts of Data, Types of data string, Numeric data, types of analytics. Descriptive Analytics; Statistical Approaches in Analytics: Central Tendencies (Mean, Median, Mode). KNIME: A Broad overview - Build a basic workflow. Data downloading sorting errors; property tax. Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Other features in Tableau: Story and distribution of workbook. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
8. **Methodology**                    Lectures, Presentations Interactive sessions and feedback through Course-end test.
9. **Target Participants**            Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**        **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group ‘A’, Group ‘B’ and Group ‘C’ officers/ officials from the IA & AD  
**Feedback on previous Course:** The course was rated 4.18 on a scale of 1 to 5 by the participants.

1. **Course Title**                    **Audit in IT Environment with focus on IDEA**
2. **Date**                                **12-06-2023 to 22-06-2023**
3. **Duration**                         **10 Days**
4. **Location**                         **Regional Training Institute, Shillong**
5. **Programme Background**        The training programme is being designed based on the STM on Audit in IT Environment prepared by Headquarters. The portion on IDEA software is being expanded to enable the participants to effectively use IDEA while conducting audit.
6. **Learning Objectives**            The course will equip to the participants with knowledge of IT Audit, IT Controls and ability to apply the knowledge in field audit. The course also aims at enabling the participants to use IDEA Software for extracting data and analyzing data of Auditee organizations.
7. **Programme Content and Structure**    Understanding IT Environment, Challenges and Opportunities. Importance of Controls, Application Controls. Introduction to CAATs – IDEA and Excel. Excel as data Analytic tool, manipulation of CSV file for effective analysis in Excel, conditional formatting, Advanced Filter, Functions useful for audit. Basics of Data Structures in IDEA, an Overview of IDEA. Importing various format files to DIEA, Getting started: Record Extraction, Field Summarization and Field Stratification. Essentials of Data Downloading. Use of IDEA features followed by Exercise to practice analysis function for checking duplicates, indexing, summarizing and checking field statistics. Exercise related with downloading of MS Access database file, creating of virtual fields, duplicate records detection and record extraction. Using @ functions in IDEA. Use of IDEA features followed by Exercise to practice IDEA features useful in conduct of financial audit. Practical Exercises on VAHAN data.
8. **Methodology**                     Lectures, Presentations, Interactive sessions Practical Exercises and Course-end test.
9. **Target Participants**                Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:**        **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group ‘A’ and Group ‘B’ officers both serving and retired from the IA&AD.  
**Feedback on previous Course:** This course is being conducted for the first time.

1. **Course Title** E – Office – File Management System
2. **Date** 02-08-2023 to 04-08-2023  
04-03-2024 to 06-03-2024
3. **Duration** 3 days each
4. **Location** Regional Training Institute, Shillong.
5. **Programme Background** The training programme on “E-office” is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives** The Course aim at enabling the participants to use E-Office e-File management in regards to creating of e-files, receiving of letters, writing the notes, creating drafts etc.
7. **Programme Content and Structure** e-File module of the E- office is used in this training. The File Management Systems – Migration of legacy files to e-Office, Receipts, Scanning and Diarization of letters. Forwarding, acknowledgement, pull back, copy of letters in e-File. Receipt, Pull up and put in file the letters received. Creating electronics files, receipt put-up/correspondence, Noting & forwarding in e-Files. Creating of drafts, Editing, approval, signing & dispatch etc. Park file, close/reopen file, references, searching.
8. **Methodology** Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. **Target Participants** Group ‘A’ ‘B’ and ‘C’ officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, NIC and Group ‘A’ & Group ‘B’ officers/official (both serving and retired) from the IA&AD.  
**Feedback on previous Course:** This course was conducted online and rated 4.71 on a scale of 1 to 5 by the participants.

1. **Course Title** **PL SQL and Tableau**
2. **Date** **28-08-2023 to 02-09-2023**
3. **Duration** **6 days**
4. **Location** **Regional Training Institute, Shillong.**
5. **Programme Background** The training programme on Oracle SQL is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives** The course will enable the participants to query Oracle database effectively for departmental use.
7. **Programme Content and Structure** Introduction to Oracle. Overview of Oracle server and its various object types. Type of Sql commands, Logging in & logging out into VLC Oracle Server. Writing basic PL SQL / SQL statements for data extraction using SELECT statement, Executing SQL statement. Different parts of the select statement. Using column aliases, Arithmetic operators, Concatenation operator, order by clause distinct, comparison. operators<=,!=, in, like, between, is null) and logical operator (and, or, not), Character & Date string. Single row functions: character, Numeric, date functions, Conversion function including date format and date arithmetic. NVL and DECODE functions. Using aggregate functions, Group by and having clauses. Different types of joins. Sub-queries returned single value & multiple values; Using group by and having clauses with the sub-queries. If condition and dbms output. Training on new features of VLC including the VLC dashboard. Tableau: Introduction to the tableau software and its different areas, Data Downloading, Database Connectivity (Hands on Session). Manipulation, Visualization, calculated fields, Filters, Hierarchy, Dashboards files Tableau Exercise/ Case Study: Analysing data, Deriving Insights, Identifying risk areas, building dashboards. Principles of visualization, Consolidation of Concepts, Data Analytic Principles and Approaches.
8. **Methodology** Lectures, Presentations, Interactive sessions Practical Exercises and feedback through course end test.
9. **Target Participants** Group 'A' 'B' and 'C' officers/officials of the user offices of the RTI, Shillong.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group 'A' and Group 'B' officers from the IA&AD  
**Feedback on previous Course:** The course was rated 4.42 on a scale of 1 to 5 by the participants.

1. **Course Title** **Public Financial Management System (PFMS), use of BEMS, iBEMS/EIS/PF GeM and other softwares used by Hqrs and field offices and maintenance of Bhavishya Nidhi/Portal**
2. **Date** **29-01-2024 to 02-02-2024 (Onsite)  
19-02-2024 to 24-02-2024 (Online)**
3. **Duration** **5 Days Each**
4. **Location** **Regional Training Institute, Shillong**
5. **Programme Background** This training programme is being conducted based on projected training requirements of User Offices of RTI, Shillong.
6. **Learning Objectives** The course aims to equip the participants with knowledge of Public Financial Management System (PFMS), use of BEMs, iBEMS/EIS/PF, GeM eOffice and Bhavishya Nidhi system and softwares.
7. **Programme Content and Structure** Introduction to PFMS, Registration and Mapping, Programme Division (DDO's role). Maker, Checker : Bill processing – Accounting Reports. Employee Information System (EIS). Practical session on Function of Programme Division, Maker-checker, Bill Processing – Accounting – Reports and Employee Information System (PAO). Practical session on Employee Information System. Overview of GeM and objectives, GFRs 2017, Rule 149 for GeM, Workflow and Timeline of Gem, Authorisation of Primary user and Secondary users. Registration of organization, Creation of User Accounts, activation, Transfer. Important terms and conditions for Gem, placement of order for goods, receipt of goods accepting the goods and issuing CRAC on GeM portal, procedure for payment, creation and finalization of Bid and Reverse Auction on GeM. Placement of order for services with terms and conditions. Introduction to e-Office and Bhavishya Nidhi/Portal.
8. **Methodology** Lectures, Presentations, Interactive sessions, Practical Exercises and feedback through Course-end test.
9. **Target Participants** Group 'A' 'B' and 'C' officers/officials of the user offices of RTI, Shillong.
10. **Additional Information:** **Faculty:** The faculty will be drawn from resource pool comprising of Core Faculties, Group 'A' Group 'B' and Group 'C' officers and officials from the IA&AD.  
**Feedback on previous Course:** The course was rated 4.6 on a scale of 1 to 5 by the participants.