Training on Data Analytics
Topic
Introduction to Data Analytics and Python
Python Programming -Working with Jupyter notebook,Basic data types
Python Programming -Data Structures (Str,tuple,list,set,dictionary)
Conditional statement and loops functions
Working with functions and numpy -mathematical opeations
Sorting ,aggregating ,transposing, creating new field
Working with pandas-series and creating new field
Statistics-types of data ,levelof measurement ,descriptive statistics
Probablity distribution,central limit therom
Estimation using z and t statistics Hypothesis testing for 1 sample
Hypothesis testing for 2 samples and more than 2 samples
Chi squared test of independence and goodness of fit.CAse study discussion
Covariancr and Correlation analysis
Introductionto model building and bias variance trade off
Cluster Analysis - Case study discussion
Regression models
Training on MS Excel
Topic
Intro to excel, Understanding MS office. Migrating from Menu style to Ribbon Style of commands.
Introducing the Ribbon user interface, Parts of Excel Screen, shortcut menus and dialog boxes.
Home : Font: Different fonts, Fontsize, Font weight, Alignments, wraptext, Merge & centre, number styles, percentages, Indents ; Hands on exercises
Cells: Insert & delete cells, Styles: Conditional formatting of cells, Format cell, Auto sum, Clipboard: Cut, Paste & Copy; Hands on exercises
Insert: Chart, Pivot table, link, Text box, Word Art & Pictures; Hands on exercises
Page Layout: Page setup, Scale to fit, Sheet options, Bring forward; Hands on exercises
Function Library: Logical, Financial; Hands on exercises :
Function Library: Text, Data & time, other functions Data: Sort & filter; Hands on exercises
Review: Changes: Protect worksheet & workbook View: Work Book view, Show,: Rulers, gridlines, formula bar, headings, Zoom: Zoom to selection; Hands on exercises
Show: Rulers, gridlines, formula bar, headings, Zoom: Zoom to selection, Print options, Export data; Hands on exercises
Revision of lessions, Test Exercises
Solution to Test, Quiz on MS Excel

Training on Audit in IT Environment
Topic
Audit in IT EnvironmentIntroduction and principles
Installing Oracle
select queriesSimple conditionsCombining conditions
Exercise
RDBMS concepts
Discussion of IT Audit Reports
Functions
Functions
Group By and aggregate functions
Create, insert, delete, update
Case study on Database design
Other CAATs tools
Lead Trainers in OIOS
Topic
Overview of OIOSRoles in OIOS Preparation for OIO
Office structure, Creation of posts, Posting and transfer of employees
Auditee universe, Audit Plan, Audit Assignments; Assigning ADM and Sampling tasks
Audit Teams, Audit programs
Field visit- initiate Field visits Issue requisitions
Issue Observations and enquiries; Mark KDs
Receipts, Additional dispatches, deviations, submit for QA/QC
Handling deviations in Audit programs, Cancelling FVs
Vetting
Issue of IRs/SARs
Field visits- Audit Observations; Converting Audit enquiries to AOs, Linking AEs to AOs
Field visits-Closing the Audit; Submitting for QA/QC
QA/QC; Processing IR
Audit products-SoFs and DPs
BI Reports(Hybrid mode)
Follow-up processes
Discussion- Issues, Queries, Suggestions

MS Powerpoint and MS Word

Topic
MS Word Starting and closing an application, Creating new word file, opening and editing existing word files, save and save as operations, Find & Replace , Go to, close and exit.
MS Word Creating word documents using Microsoft Templates-Modifying and creating Templates, Exploring the available built-in templates viz., Event menu, event flyer, word tour, certificate, etc.
MS Word Font/Character Direct formatting. Paragraph Indentation, Alignment, spacing
MS Word Numbering and Bullets. Borders and shading, Page Setup, Tabs
MS Word Inserting Table, drawing, inserting Rows/Columns/Cells. Merging and Splitting of Tables/Cells.
MS Word Formatting the Table, Text Alignment, Mathematical/logical Formulas, Modifying table Layout and design
MS Word Using Styles, Creating and modifying Paragraph/Table styles, Quick style Sets, Colour palette
MS Word Inserting Charts, Types of charts Formatting/updating Charts, Manipulating data for charts, Data table values, select / edit data Chart elements - Legends, data labels Explore Chart format, design, quick layout options
MS Word Graphics Inserting Objects, pictures, Auto shapes Clip Art, Smart art, Text Boxes.
MS Word Footnote, Endnote, Footer, Header, Table of contents, page number, comments Hyperlink concepts Print Layout view, Paper sizes, print options Web Layout view, Outline view
MS Word Restricting permissions for view/edit Password protection, Document inspector
MS Word Revision tracking, formatting and editing restrictions, track changes, Comparing documents
MS Word Exercises in MS Word, Quiz
MS Power Point Power point Basics
MS Power Point Case Study Presentation of Audit reports, Meeting agenda etc.
MS Power Point Exercises on PPT, Quiz
MS Power Point Group Exercises presentation

All India Seminar on Indian Enterprise Architecure Framework

Topic
Introduction to Enterprise Architecture
Practicing Enterprise Architecture - A case study
Enterprise Architecture Compliance
Audit of incorporation of Enterprise Architecture principles in IT projects

Training on IT Audit

Topic
Regulations on Audit and Accounts; Introduction to IT Audit
IT Act 2000 and amendments
Understanding the role of Database management systems
IT General Controls/ Application Controls
Discussion of IS audit-processes, Enterprise Architecture and ITSM concepts
IT Audit reports/Case studies