



# International Centre for Information Systems & Audit (iCISA)



Plot No.A-52, Sector-62, Noida-201307 (UP)

## Course Schedule for the officers of IP&TAFS Online NTP on “Computer Assisted Audit Techniques” (07 – 11 December, 2020)

Date	Topic	Time	Faculty
<b>Date 07-Dec-2020 (Monday)</b>			
<b>Session 1 (Day 1)</b>	Introduction of participants & Overview of the course	10:00 to 10:15	<b>Mr. K.R Sriram, CTO &amp; DG, iCISA</b>
	Introduction to ERP: Overview of ERP Database Concepts	10.15 to 11:30	<b>Ms. Shanthi M, Sr.AO MAB, Bengaluru</b>
<b>Break</b>		11:30 to 11:45	
<b>Session 2 (Day 1)</b>	Introduction to SAP Organizational Structure, Various modules in SAP	11:45 to 13:00	<b>Ms. Shanthi M, Sr.AO MAB, Bengaluru</b>
<b>Lunch Break</b>		13:00 to 14:00	
<b>Session 3 (Day 1)</b>	Experience sharing of Auditing in SAP Environment	14:00 to 15:15	<b>Ms. Shanthi M, Sr.AO MAB, Bengaluru</b>
<b>Date 08-Dec-2020 (Tuesday)</b>			
<b>Session 1 (Day 2)</b>	Introduction to Excel: Creating and Managing Worksheets, Managing and Sharing Workbooks: Managing Multiple Workbooks, Preparing A Workbook For Review and Managing Workbook Changes. Applying Customs Formats and Layouts: Applying Custom Data Formats, Applying Advanced Conditional Formatting and Filtering, Applying Custom Styles and Templates. Creating Advanced Formulas: Applying Functions in Formulas: Look Up Data with Function, Applying Advanced Date and Time Functions and Creating Scenarios	10.15 to 11:30	<b>Mr. Anurag Krishna AAO, iCISA</b>
<b>Break</b>		11:30 to 11:45	
<b>Session 2 (Day 2)</b>	Introduction to Excel contd. Formatting Cell and Ranges and Ordering and Grouping. Cells and Ranges, Tables: Creating and Modifying Table. Formulas: Applying Cell Ranges and Reference in Formulas. Charts and Objects Creating and Managing Pivot Tables and Creating and Managing Pivot Charts.	11:45 to 13:00	<b>Mr. Anurag Krishna AAO, iCISA</b>
<b>Lunch Break</b>		13:00 to 14:00	

<b>Session 3 (Day 2)</b>	Case Study : Auditing by using MS Excel	14:00 to 15:15	<b>Mr. Anurag Krishna AAO, iCISA</b>
<b>Date 09-Dec-2020 (Wednesday)</b>			
<b>Session 1 (Day 3)</b>	KNIME: A Broad Overview; Build a basic workflow	10:15 to 11:30	<b>Mr. Deepak Viswanathan Sr. Audit Officer, RTI, Chennai</b>
	<b>Break</b>	11:30 to 11:45	
<b>Session 2 (Day 3)</b>	Data downloading, sorting errors; Property tax data	11:45 to 13:00	<b>Mr. Deepak Viswanathan Sr. Audit Officer, RTI, Chennai</b>
	<b>Lunch Break</b>	13:00 to 14:00	
<b>Session 3 (Day 3)</b>	Data type conversion (Data preparation)	14:00 to 15:15	<b>Mr. Deepak Viswanathan Sr. Audit Officer, RTI, Chennai</b>
<b>Date 10-Dec-2020 (Thursday)</b>			
<b>Session 1 (Day 4)</b>	Case Study: Data import, Manipulating (Knime)	10:15 to 11:30	<b>Mr. Gaurav Rai, Dy. Director, O/o the C&amp;AG of India, New Delhi</b>
	<b>Break</b>	11:30 to 11:45	
<b>Session 2 (Day 4)</b>	Introduction to Data Analytics: Basic concepts; Data, Types of data : string, numeric, date; Types of Analytics	11:45 to 13:00	<b>Mr. Gaurav Rai, Dy. Director, O/o the C&amp;AG of India, New Delhi Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.</b>
	<b>Lunch Break</b>	13:00 to 14:00	
<b>Session 3 (Day 4)</b>	Statistical Approaches in Analytics	14.00 to 15:15	<b>Mr. Gaurav Rai, Dy. Director, O/o the C&amp;AG of India, New Delhi Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.</b>
<b>Date 11-Dec-2020 (Friday)</b>			
<b>Session 1 (Day 5)</b>	Overview of Tableau, Understanding Tableau & connecting to data	10:15 to 11:30	<b>Mr. Gaurav Rai, Dy. Director, O/o the C&amp;AG of India, New Delhi Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.</b>
	<b>Break</b>	11:30 to 11:45	
<b>Session 2 (Day 5)</b>	Simplifying and sorting data, organizing data, measures and dimensions, filters, simple graphs and charts, hierarchies, slicing data by date	11:45 to 13:00	<b>Mr. Gaurav Rai, Dy. Director, O/o the C&amp;AG of India, New Delhi Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.</b>
	<b>Lunch Break</b>	13:00 to 14:00	
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