****

International Centre for Information Systems & Audit ***(i*CISA*)***

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

**Draft Course Schedule for the officers of IP&TAFS**

**Online NTP on “Computer Assisted Audit Techniques”**

**(04 – 08 January, 2021)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Topic** | | **Time** | **Faculty** |
| **Date 04-Jan-2021 (Monday)** | | | | |
| **Session 1 (Day 1)** | Introduction of participants  &  Overview of the course | | 10:00 to 10:15 | **Mr. K.R Sriram,**  **CTO & DG, iCISA** |
| Introduction to ERP: Overview of ERP Database Concepts | | 10.15 to 11:30 | **Ms. Shanthi M, Sr.AO**  **MAB, Bengaluru** |
| **Break** | | | 11:30 to 11:45 |  |
| **Session 2 (Day 1)** | Introduction to SAP Organizational Structure, Various modules in SAP | | 11:45 to 13:00 | **Ms. Shanthi M, Sr.AO**  **MAB, Bengaluru** |
| **Lunch Break** | | | 13:00 to 14:00 |  |
| **Session 3 (Day 1)** | Experience sharing of Auditing in SAP Environment | | 14:00 to 15:15 | **Ms. Shanthi M, Sr.AO**  **MAB, Bengaluru** |
| **Date 05-Jan-2021 (Tuesday)** | | | | |
| **Session 1 (Day 2)** | 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 | **Mr. Anurag Krishna**  **AAO, iCISA** |
|  | **Break** | | 11:30 to 11:45 |  |
| **Session 2 (Day 2)** | 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 | **Mr. Anurag Krishna**  **AAO, iCISA** |
| **Lunch Break** | | | 13:00 to 14:00 |  |
| **Session 3 (Day 2)** | Case Study : Auditing by using MS Excel | | 14:00 to 15:15 | **Mr. Anurag Krishna**  **AAO, iCISA** |
| **Date 06-Jan-2021 (Wednesday)** | | | | |
| **Session 1 (Day 3)** | KNIME: A Broad Overview; Build a basic workflow | | 10:15 to 11:30 | **Mr. Deepak Viswanathan**  **Sr. Audit Officer, RTI, Chennai** |
|  | **Break** | | 11:30 to 11:45 |  |
| **Session 2 (Day 3)** | Data downloading, sorting errors; Property tax data | | 11:45 to 13:00 | **Mr. Deepak Viswanathan**  **Sr. Audit Officer, RTI, Chennai** |
|  | **Lunch Break** | | 13:00 to 14:00 |  |
| **Session 3 (Day 3)** | Data type conversion (Data preparation) | | 14:00 to 15:15 | **Mr. Deepak Viswanathan**  **Sr. Audit Officer, RTI, Chennai** |
| **Date 07-Jan-2021 (Thursday)** | | | | |
| **Session 1 (Day 4)** | Introduction to Data Analytics: Basic concepts; Data, Types of data : string, numeric, date; Types of Analytics | | 10:15 to 11:30 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi** |
|  | | **Break** | 11:30 to 11:45 |  |
| **Session 2 (Day 4)** | Statistical Approaches in Analytics | | 11:45 to 13:00 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi**  **Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Lunch Break** | | 13:00 to 14:00 |  |
| **Session 3 (Day 4)** | Case Study: Data import, Manipulating | | 14.00 to 15:15 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi**  **Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
| **Date 08-Jan-2021 (Friday)** | | | | |
| **Session 1 (Day 5)** | Overview of Tableau, Understanding Tableau & connecting to data | | 10:15 to 11:30 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi**  **Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Break** | | 11:30 to 11:45 |  |
| **Session 2 (Day 5)** | Simplifying and sorting data, organizing data, measures and dimensions, filters, simple graphs and charts, hierarchies, slicing data by date | | 11:45 to 13:00 | **Mr. Gaurav Rai, Dy. Director, O/o the C&AG of India, New Delhi**  **Ms. Niti Sethi, Consultant, CDMA, CAG Hqrs.** |
|  | **Lunch Break** | | 13:00 to 14:00 |  |
|  | **Valediction** | |  |  |