

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	23 – 28 October 2017
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.5 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	IS Audit (Basic)
2	<b>Date</b>	:	30 October – 02 November 2017
3	<b>Duration</b>	:	4 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the concept of IT Security and areas of IT Auditing.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Introduction to IT Audit, IT Controls</li><li>• Audit of General IT Controls including case studies</li><li>• Audit of Application controls, Operating System Controls including case studies</li><li>• SDLC including case studies</li><li>• Audit of IT Security including Networking and Network security</li><li>• Introduction to IDEA.</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B and C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	13 – 18 November 2017
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Training for Trainers
2	<b>Date</b>	:	04 – 7 <sup>th</sup> November 2017
3	<b>Duration</b>	:	4 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to develop effective skills to handle IS courses.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Intricacies in handling IS training</li><li>• Effective Presentation Techniques</li><li>• Training Methodologies – Introduction to Design of Training</li><li>• How to impart training in MS Word</li><li>• How to impart training in MS Excel</li><li>• Project preparation and presentation</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations and role plays
8	<b>Target Participants</b>	:	Group B & C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.8 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	11 – 16 November 2017
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	MS Access
2	<b>Date</b>	:	02 – 05 January 2018
3	<b>Duration</b>	:	4 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the database concepts and using MS ACCESS as an Auditing tool.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Database Concepts - DBMS - RDBMS concepts</li><li>• Importing text files, database files into MS Access</li><li>• Data Analysis techniques using Query Design</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B & C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.5 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	15 – 20 January 2018
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Using MS Excel in IT Audit
2	<b>Date</b>	:	05 – 08 February 2018
3	<b>Duration</b>	:	4 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of using MS Excel as an Auditing Tool.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Spreadsheet- Cell Address – Input Data –</li><li>• Using Functions - Arithmetic &amp; Statistical Functions, Text Functions, Logical Functions</li><li>• Data Analysis using MS Excel:</li><li>• Duplicate detection - GAP detection - Test of accuracy - test of occurrence - stratification using frequency function - sorting - filtering - importing different types of files into Excel for analysis</li><li>• Hands–on session</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B & C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants



# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	12 – 17 February 2018
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.5 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Oracle – SQL Queries
2	<b>Date</b>	:	05 – 09 March 2018
3	<b>Duration</b>	:	5 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the database concepts and using MS ACCESS as an Auditing tool.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• DBMS concepts, Introduction to RDBMS</li><li>• Creation of Tables, inserting data, Modification of data</li><li>• <b>Queries:</b> Simple select statements, Using ORDERBY clause / WHERE clause</li><li>• Using AND / OR operators, Describe Table, GROUPBY clause</li><li>• Using functions in select statements</li><li>• Join tables – Equi-join &amp; Self join, Aliases for table names</li><li>• <b>Reports</b> : Creation and formation of reports in Oracle</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B & C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	Audit in IT Environment
2	<b>Date</b>	:	13 – 18 March 2018
3	<b>Duration</b>	:	6 days
4	<b>Programme Background</b>	:	This programme is being conducted as per instructions of Hqrs office
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the Challenges and Oppoturnities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Overview of Audit in IT Environment,</li><li>• Database concepts,</li><li>• important features of MS Excel - Conditional Foramating, Subtotals, Pivot Table, Functions,</li><li>• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,</li><li>• Overview of Qlikview and Tableau</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B Officials from Audit Offices
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.6 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	MS ACCESS
2	<b>Date</b>	:	20 – 23 March 2018
3	<b>Duration</b>	:	4 days
4	<b>Programme Background</b>	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	<b>Learning Objectives</b>	:	To enable participants to have an understanding of the database concepts and using MS ACCESS as an Auditing tool.
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Database Concepts - DBMS - RDBMS concepts</li><li>• Importing text files, database files into MS Access</li><li>• Data Analysis techniques using Query Design</li></ul>
7	<b>Training Methodology</b>	:	Lectures, presentations hands on with exercises and case studies
8	<b>Target Participants</b>	:	Group B & C Officials
9	<b>Faculty</b>	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	<b>Feedback on previous Course</b>	:	The course was rated 4.5 on a scale of one to five by the participants