

Regional Training Institute, Chennai

Announcement of training programme

1	Course Title	:	MS Excel as IS Audit Tool
2	Date	:	06 – 10 January 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of using MS Excel as an Auditing Tool.
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Spreadsheet- Cell Address – Input Data –• Using Functions - Arithmetic & Statistical Functions, Text Functions, Logical Functions• Data Validation – multilevel sorting and filtering - Analysis using MS Excel;• 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• Scenarios – Pivot tables• Templates- Slicer feature• Hands–on sessions
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 24 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 5.0 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	Oracle – SQL Queries
2	Date	:	20 -24 January 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of the database concepts and using MS ACCESS as an Auditing tool.
6	Programme Content and Structure	:	<ul style="list-style-type: none">• DBMS concepts, Introduction to RDBMS• Creation of Tables, inserting data, Modification of data• Queries: Simple select statements, Using ORDERBY clause / WHERE clause• Using AND / OR operators, Describe Table, GROUPBY clause• Using functions in select statements• Join tables – Equi-join & Self join, Aliases for table names• Reports : Creation and formation of reports in Oracle
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 17 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 4.8 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	Information System Security Management
2	Date	:	27 – 29 January 2020
3	Duration	:	3 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Need for IS Security & Basics of IS Security• IT Assets Resources and Security Governance• Organisational Mission and IS Security Support, Emerging IS Security Issues and Needs• Sensitivity and Risk Management• Types of Domains, domain Security Management• Application Development controls and application controls• International Security management Standards• IT Act
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 21 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 5 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	IS Audit (Basic) & IDEA
2	Date	:	03 -07 February 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of the concept of IT Security and areas of IT Auditing.
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Introduction to IT Audit, IT Controls• Audit of General IT Controls including case studies• Audit of Application controls, Operating System Controls including case studies• SDLC including case studies• Audit of IT Security including Networking and Network security• Introduction to IDEA.
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 21 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 4.8 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	MS Access
2	Date	:	17 – 21 February 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of the database concepts and using MS ACCESS as an Auditing tool.
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Database Concepts - DBMS - RDBMS concepts• Importing text files, database files into MS Access• Data Analysis techniques using Query Design
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 23 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 4.2 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	Audit in IT Environment
2	Date	:	02 – 07 March 2020
3	Duration	:	6 days
4	Programme Background	:	This programme is being conducted as per instructions of Hqrs office
5	Learning Objectives	:	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	Programme Content and Structure	:	<ul style="list-style-type: none">• Overview of Audit in IT Environment,• Database concepts,• important features of MS Excel - Conditional Formatting, Subtotals, Pivot Table, Functions,• Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports,• Overview of Qlikview and Tableau
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A & B Officials from Audit Offices – 23 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 5.0 on a scale of one to five by the participants

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Announcement of training programme

1	Course Title	:	Data Analytics
2	Date	:	09 – 13 March 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted as per instructions of Hqrs office
5	Learning Objectives	:	To enable participants to have an understanding of data analytics using KNIME and Tableau:
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Introduction to Data Analytics: Basic Concepts: Data, types of data: String, numeric, date; 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• Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots• Exposure to and Application of multivariate Statistical concepts: Correlation; Regression Analysis• Application of Statistical concepts in Knime; deriving insights.• Exercise/Case study using KNIME: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset• Text Processing and Other features in KNIME: Repeatability, Database connectivity, Distribution of workflows, Text Processing, Decision Tree Analysis• Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards• Other features in Tableau: Story, Distribution of workbooks

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			<ul style="list-style-type: none">Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards.
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A & B Officials from Audit Offices – 24 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 4.9 on a scale of one to five by the participants



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Announcement of training programme

1	Course Title	:	MS Excel as IS Audit Tool
2	Date	:	23 – 27 March 2020
3	Duration	:	5 days
4	Programme Background	:	This programme is being conducted based on the requisition by User offices of RTI, Chennai
5	Learning Objectives	:	To enable participants to have an understanding of using MS Excel as an Auditing Tool.
6	Programme Content and Structure	:	<ul style="list-style-type: none">• Spreadsheet- Cell Address – Input Data –• Using Functions - Arithmetic & Statistical Functions, Text Functions, Logical Functions• Data Validation – multilevel sorting and filtering - Analysis using MS Excel;• 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• Scenarios – Pivot tables• Templates- Slicer feature• Hands–on sessions
7	Training Methodology	:	Lectures, presentations hands on with exercises and case studies
8	Target Participants	:	Group A, B & C Officials – 23 slots
9	Faculty	:	The faculty will be drawn from Group B officers of the department besides Core Faculty of RTI Chennai.
10	Feedback on previous Course	:	The course was rated 5.0 on a scale of one to five by the participants