

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	MS Access
2	<b>Date</b>	:	08 -12 July 2019
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>• 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 – 24 slots
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 4.2 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>	:	22 – 27 July 2019
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 Foramting, 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 – 22 slots
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 5.0 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 August 2019
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 – 18 slots
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>	:	Data Analytics
2	<b>Date</b>	:	19 – 23 August 2019
3	<b>Duration</b>	:	5 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 data analytics using KNIME and Tableau:
6	<b>Programme Content and Structure</b>	:	<ul style="list-style-type: none"><li>• Introduction to Data Analytics: Basic Concepts: Data, types of data: String, numeric, date; types of analytics</li><li>• Descriptive Analytics: Statistical Approaches in Analytics: Central Tendencies (Mean, Median , Mode)</li><li>• KNIME: A Broad overview; Build a basic workflow</li><li>• Data downloading -sorting errors</li><li>• Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots</li><li>• Exposure to and Application of multivariate Statistical concepts: Correlation; Regression Analysis</li><li>• Application of Statistical concepts in Knime; deriving insights.</li><li>• Exercise/Case study using KNIME: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset</li><li>• Text Processing and Other features in KNIME: Repeatability, Database connectivity, Distribution of workflows, Text Processing, Decision Tree Analysis</li><li>• Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards</li><li>• Other features in Tableau: Story, Distribution of workbooks</li></ul>

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			<ul style="list-style-type: none"><li>Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards.</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 – 24 slots
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 4.9 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 – 06 September 2019
3	<b>Duration</b>	:	3 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 – 17 slots
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>	:	Oracle – SQL Queries
2	<b>Date</b>	:	23 – 27 September 2019
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 – 19 slots
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>	:	IS Audit (Basic) & IDEA
2	<b>Date</b>	:	21 -25 October 2019
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 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 – 24 slots
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>	:	MS Access
2	<b>Date</b>	:	04 -08 November 2019
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>• 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 – 23 slots
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 4.2 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>	:	18 – 23 November 2019
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 Foramting, 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 – 22 slots
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 5.0 on a scale of one to five by the participants

# Regional Training Institute, Chennai

## Announcement of training programme

1	<b>Course Title</b>	:	MS Excel as IS Audit Tool
2	<b>Date</b>	:	02 – 06 December 2019
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 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 – 24 slots
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 5.0 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>	:	09 -13 December 2019
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 – 17 slots
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