

## [E] Course Content :

### II. Information Technology Courses

Sr.No.	Course Title	Modules Covered	Preferred Participants Profiles	Duration
1	Level -I-A (Basic Computer Skills) Requirement: None *	<ul style="list-style-type: none"> <li>• Introduction to computers Hardware, Software, I/O Devices.</li> <li>• Basic Features of               <ul style="list-style-type: none"> <li>• MS-Word</li> <li>• MS-Excel</li> <li>• MS-Powerpoint</li> </ul> </li> </ul>	Gr B & C of Audit Offices	5 days
2	Workshop on COBIT	<ul style="list-style-type: none"> <li>• COBIT Overview</li> <li>• Planning &amp; Organisation</li> <li>• Acquisition &amp; implementation</li> <li>• Delivery &amp; Support</li> <li>• Monitoring &amp; Evaluation</li> </ul>	For all cadres with Information Technology knowledge	4 days
3	Introduction to MS ACCESS (Batch-1)	<ul style="list-style-type: none"> <li>• Creating and Editing tables</li> <li>• Queries</li> <li>• Forms</li> <li>• Reports</li> </ul>	For All Cadres with knowledge of Database	5 days
4	Introduction to MS-EXCEL	<ul style="list-style-type: none"> <li>• Working with sheets</li> <li>• Using Formula/function</li> <li>• Chart</li> <li>• Pivot Table</li> <li>• Database utilities</li> </ul>	For beginners	5 days
5	Auditing through IDEA (Batch 1)-	<ul style="list-style-type: none"> <li>• Working folder</li> <li>• Understanding different database file formats</li> <li>• Importing, Extracting</li> <li>• Data Analysis</li> </ul>	For All Cadres having IT Knowledge	5 days
6	Introduction to MS-OFFICE (Batch-1)	<ul style="list-style-type: none"> <li>• Ms-Word</li> <li>• MS-Excel</li> <li>• MS-Powerpoint</li> </ul>	For beginners	6days
7	Working on unicode with Akshar Naveen & Saransh Multilingual Software-	<ul style="list-style-type: none"> <li>• Akshar Naveen installation, Font family, Unicode</li> <li>• Working with documents :</li> <li>• Saransh installation &amp; utilities</li> </ul>	For all cadres	5days
8	Level - I- B- (IT-Audit Basic) Req. : Basic Computer Skills (Level-I-A) *	<ul style="list-style-type: none"> <li>• Introduction to IT Audit, Mandate</li> <li>• Prel. Assessment &amp; information gathering, BCP &amp; DRP</li> <li>• System Dev. Life Cycle</li> <li>• IT Controls</li> </ul>	Group B & C of Audit Offices	5 days

Sr.No.	Course Title	Modules Covered	Preferred Participants Profiles	Duration
9	PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)- BATCH-1	<ul style="list-style-type: none"> <li>• PC3:- IT Theory- All Chapters suggested by Hqrs.</li> <li>• PC4:- IT Practical</li> </ul>	For SAS candidates who are appearing in these papers for the First time.	8 days
10	PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)- BATCH-2	<ul style="list-style-type: none"> <li>• PC3:- IT Theory- All Chapters suggested by Hqrs.</li> <li>• PC4:- IT Practical</li> </ul>		8 days
11	Introduction to MS-Office- (Batch-2)	<ul style="list-style-type: none"> <li>• Ms-Word</li> <li>• MS-Excel</li> <li>• MS-Powerpoint</li> </ul>	For beginners	6days
12	All India Workshop for Gr.A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics" *	<ul style="list-style-type: none"> <li>• Concepts of Fraud</li> <li>• Developing anti-fraud tool-kit</li> <li>• Fraud Investigation</li> <li>• Cyber Laws &amp; combating cyber crime</li> <li>• Digital Forensics analysis</li> </ul>	Nomination made by Hqrs.	3 days
13	Level - II - A (Database Concepts, System Concepts & Introduction to MS-ACCESS) Requirement: Level - I Training *	<ul style="list-style-type: none"> <li>• Database Concepts</li> <li>• MS-Access <ul style="list-style-type: none"> <li>• Tables</li> <li>• Queries</li> <li>• Forms &amp; Reports</li> </ul> </li> </ul>	Gr B & C of Audit Offices Who did Level-I training	5 days
14	Cyber Law & Audit of Fraud-An Indian Perspective	<ul style="list-style-type: none"> <li>• IT Act</li> <li>• Intellectual Property &amp; rights</li> <li>• Cyber Law</li> <li>• Review of Concepts of Fraud</li> </ul>	For All Cadres having IT Knowledge	3 days
15	Working with Internet, E-mail & Powerpoint	<ul style="list-style-type: none"> <li>• Working of internet, terminologies</li> <li>• Using e-mail, CAG's mail server</li> <li>• Creating PPT with various animation, transition and design</li> <li>• Using Internet for preparation of PPT</li> </ul>	For beginners	5 days
16	Creating of Electronic Library for collection of Information*	<ul style="list-style-type: none"> <li>• Characteristics, features, types and trends in Lib.Sc.</li> <li>• e-resources</li> <li>• creation of digital library, content &amp; knowledge management</li> <li>• web 2.0 tools, Practice on GSDL</li> </ul>	Group B or C persons who are attached with Library Management	3 days

Sr.No.	Course Title	Modules Covered	Preferred Participants Profiles	Duration
17	Oracle 9i with Developer 2000	<ul style="list-style-type: none"> <li>• Database concepts</li> <li>• Using SQL- DDL, DML, DCL &amp; TCL</li> <li>• Developer 2000- Forms &amp; Reports</li> </ul>	For Gr. B or C with IT knowledge or staff holding EDP Posts.	10 days
18	Maintenance of Hardware/Software	<ul style="list-style-type: none"> <li>• Computer Fundamentals</li> <li>• Assembling desktop computers</li> <li>• Installation of OS &amp; AS</li> <li>• Networking- Installation &amp; debug</li> </ul>	For all cadres with IT knowledge	5 days
19	Introduction to MS Access- (Batch-2)	<ul style="list-style-type: none"> <li>• Creating and Editing tables</li> <li>• Queries</li> <li>• Forms</li> <li>• Reports</li> </ul>	For All Cadres with knowledge of Database	5 days
20	Level - II - B (IT Audit Advance)*  <b>Requirement:</b> Level 1 and Level-II-A- Database Concepts	<ul style="list-style-type: none"> <li>• Review of earlier level's topic</li> <li>• IT-Audit concepts, various controls</li> <li>• BCP, DRP, IT-Act, Cyber Crime</li> <li>• Data extraction &amp; analysis through IDEA</li> </ul>	All intended IT Audit Staff who are going to be utilised in the current perspective plan	10 days
21	Auditing through IDEA (Batch 1)	<ul style="list-style-type: none"> <li>• Working folder</li> <li>• Understanding different database file formats</li> <li>• Importing, Extracting</li> <li>• Data Analysis</li> </ul>	For All Cadres with IT Knowledge	5 days
22	PL-SQL PROGRAMMING	<ul style="list-style-type: none"> <li>• Review of SQL commands</li> <li>• Writing PL/SQL Block</li> <li>• Conditional &amp; Iterative controls</li> <li>• Cursor, Triggers</li> </ul>	Staffs having knowledge of Oracle or who have undergone Oracle with D2K training	5 days
23	Digital Forensics*	<ul style="list-style-type: none"> <li>• Computer Forensics &amp; Investigation</li> <li>• Digital evidence control</li> <li>• Recovering files &amp; analysis</li> <li>• Report &amp; courtroom testimony</li> </ul>	For those who have undergone "Audit of Fraud" Module I and Module II included in General Course	3 days

\*Headquarters directed courses