### Course Content

#### II. IS Based Courses

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Course Title</th>
<th>Modules Covered</th>
<th>Preferred Participants</th>
<th>Duration</th>
</tr>
</thead>
</table>
| 1       | MS-EXCEL (Batch-1) | - Working with sheets  
- Using Formula/function  
- Chart  
- Pivot Table  
- Database utilities | For all cadres           | 4 days    |
| 2       | Maintenance of Hardware/Software | - Computer Fundamentals  
- Assembling desktop computers  
- Installation of OS & AS  
- Networking- Installation & debug | For all cadres with IT knowledge            | 3 days    |
| 3       | Audit in IT Environment | - Excel  
- IDEA  
- Tableau - overview  
- Qlikview - overview | Only for Gr.B officers from Audit Offices                                      | 6 days    |
| 4       | MS OFFICE (Batch-1) | - Ms-Word  
- MS-Excel  
- MS-Powerpoint | For all cadres           | 5 days    |
| 5       | Oracle 11g -SQL- Batch-1 | - Understanding RDBMS concept, Data Types, SELECT command, Where clause etc.  
- DML commands  
- DCL commands  
- TCL commands | For All Cadres who possess basic IT knowledge and had training in Word, Excel and Access | 5 days    |
| 6       | All India Workshop for Gr.A and Gr. B officers on "Anti-Fraud Framework & Digital Forensics" * | - Concepts of Fraud  
- Developing anti-fraud tool-kit  
- Fraud Investigation  
- Cyber Laws & combating cyber crime  
- Digital Forensics analysis | Nomination made by Hqrs.                             | 3 days    |
| 7       | Audit in IT Environment | - Excel  
- IDEA  
- Tableau - overview  
- Qlikview - overview | Only for Gr.B officers from Audit Offices                                      | 6 days    |
| 8       | PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)-BATCH-1 | - PC3:- IT Theory- All Chapters as per SAS syllabus  
- PC4:- IT Practical as per SAS syllabus | For SAS,IE candidates who are appearing in PC3/IE3 and PC4/IE4 for the first time. | 5 days    |
| 9       | PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)-BATCH-2 | - PC3:- IT Theory- All Chapters as per SAS syllabus  
- PC4:- IT Practical as per SAS syllabus | For SAS,IE candidates who are appearing in PC3/IE3 and PC4/IE4 for the first time. | 5 days    |
| 10      | PREPARATORY TRAINING FOR SAS (PC3/PC4 & IE3/IE4)-BATCH-3 | - PC3:- IT Theory- All Chapters as per SAS syllabus  
- PC4:- IT Practical as per SAS syllabus | For SAS,IE candidates who are appearing in PC3/IE3 and PC4/IE4 for the first time. | 5 days    |
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<tbody>
<tr>
<td>11</td>
<td>MS Access- (Batch-1)</td>
<td>- Understanding Database concepts, Creating and Editing tables&lt;br&gt;- Writing simple and advance queries&lt;br&gt;- Forms with different controls&lt;br&gt;- Reports</td>
<td>For all cadres with knowledge of Word and Excel</td>
<td>5 days</td>
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<tr>
<td>12</td>
<td>MS OFFICE (Batch-2)</td>
<td>- Ms-Word&lt;br&gt;- MS-Excel&lt;br&gt;- MS-Powerpoint</td>
<td>For all cadres</td>
<td>5 days</td>
</tr>
<tr>
<td>13</td>
<td>Oracle 11g -SQL- Batch-2</td>
<td>.Understanding RDBMS concept, Data Types, SELECT command, Where clause etc.&lt;br&gt;.DML commands&lt;br&gt;.DCL commands&lt;br&gt;.TCL commands</td>
<td>For All Cadres who possess basic IT knowledge and had training in Word, Excel and Access</td>
<td>5 days</td>
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<tr>
<td>14</td>
<td>MS Access- (Batch-2)</td>
<td>- Understanding Database concepts, Creating and Editing tables&lt;br&gt;- Writing simple and advance queries&lt;br&gt;- Forms with different controls&lt;br&gt;- Reports</td>
<td>For all cadres with knowledge of Word and Excel</td>
<td>5 days</td>
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<td>15</td>
<td>Audit in IT Environment</td>
<td>- Excel&lt;br&gt;- IDEA&lt;br&gt;- Tableau - overview&lt;br&gt;- Qlikview - overview</td>
<td>Only for Gr.B officers from Audit Offices</td>
<td>6 days</td>
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<tr>
<td>16</td>
<td>Data Analytics</td>
<td>- Statistics&lt;br&gt;- Knime&lt;br&gt;- Tableau</td>
<td>For all cadres</td>
<td>5 days</td>
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<tr>
<td>17</td>
<td>PL-SQL Programming</td>
<td>- Review of SQL commands&lt;br&gt;- Writing PL/SQL Block&lt;br&gt;- Conditional &amp; Iterative controls&lt;br&gt;- Cursor, Triggers</td>
<td>For all cadres having knowledge of Oracle or who have undergone Oracle training</td>
<td>5 days</td>
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<tr>
<td>18</td>
<td>MS-EXCEL (Batch-2)</td>
<td>- Working with sheets&lt;br&gt;- Using Formula/function&lt;br&gt;- Chart&lt;br&gt;- Pivot Table&lt;br&gt;- Database utilities</td>
<td>For all cadres</td>
<td>4 days</td>
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<tr>
<td>19</td>
<td>Audit in IT Environment</td>
<td>- Excel&lt;br&gt;- IDEA&lt;br&gt;- Tableau - overview&lt;br&gt;- Qlikview - overview</td>
<td>Only for Gr.B officers from Audit Offices</td>
<td>6 days</td>
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