

Syllabus for 40 Hours Information Technology Training

SN	Topics	Hours
1.	Advanced Spreadsheets	20
2.	IT Auditing and Computer Aided Audit Tools and Techniques	16
3.	E-commerce and Electronic Data Interchange	2
4.	E-Filing and Verification of Electronic Records	2
Total		40

Advanced Spreadsheets

IT Auditing and Computer Aided Audit Tools and Techniques

The Audit Function

Computer Controls and Auditing

The Information Technology Auditor's Toolkit

Auditing Computerized Accounting Information Systems

E-commerce and Electronic Data Interchange

Electronic Commerce

XBRL: Financial Reporting on the Internet

Privacy and Security on the Internet

E-Filing and Verification of Electronic Records

TDS Filing and VAT Filing

Self-Assessment Return Filing

Digital Signature