

# **Computer Audit Specialist Training**

Presented by:  
California Board of Equalization

## **Training**

- Why training is needed
- What training is available
- How to use different types of training
- Where do we go from here with training

## **Reasons for Training**

- Perform the required duties
- Improve job skills
- Learn new techniques and tools
- Promote to higher job classification
- Perform the job quicker and more efficiently
- Provide a better work product

## **Types of Training**

- Formal classroom courses.
- 2-3 day specialized courses.
- Seminars.
- Conferences.
- Web courses.
- On-the-job training.

## **Formal Classroom Training for Computer Audit Specialists**

Very limited choices

- Professional Development Institute (PDI) in Denton, TX
- Mt. San Antonio College in Walnut, CA
- Others?

## **Formal Classroom Training**

### **Pros**

- Focused
- Specialized
- Complete

## **Formal Classroom Training**

### **Cons**

- Expensive
- Time Commitment
- Approvals

### **Comparisons**

#### **PDI Course**

- COBOL based
- 10-15 weeks
- All on-site

#### **Mt. SAC Course**

- SQL based
- 12 weeks maximum
- 7 weeks on-site

## **Specialized Courses**

- ACL or IDEA training
- Microsoft Access and Excel
- Statistical Sampling
- QuickBooks

Useful for initial training to get new staff started

Expensive

May not be focused on CAS duties

## **Seminars**

- Statistical sampling

Limited availability for Computer Audit Specialists

General topics

No hands-on training

## **Conferences**

- FTA/MTC Audit & Computer Technology Workshop
- FTA/MTC Statistical Sampling Workshop

Limited availability

Provides basic information

Limited or no hands-on training

## **Web Training**

- ACL on-line training
- IDEA on-line training
- Windows Access and Excel on-line training

Good initial training resource.

Not specialized for CAS.

Limited topics

## **On-the-Job Training**

- Focused
- Specialized

Good for new CAS staff.

Good trainer is essential.

Limited learning.

**Where do we go from here?**

**What can we all do to get the training we need?**