

# ComSkills Training Services



## ACL 101: Foundations

### Course Description

This Five day course is an ideal platform for starting up your ACL knowledge. Designed for beginner to intermediate level users of ACL™, this course introduces you to ACL in an interactive, hands-on learning environment. You will learn key data analysis concepts and the basics of working with ACL software. Examples used in class will illustrate how the software can add value to your audits.

**Time:** 10 HRS  
**fee:** \$800 Excluding VAT per Delegate

### Target Audience

New and beginner users who want to learn the concepts and features needed to start using ACL Analytics.

### Pre-requisites

None

### Training method available

Open enrolment  
Onsite

## Course Detail

### Fundamentals

#### Data Concepts

- Data Storage
- Fields (Data Types)

#### ACL Analytics

- The Launcher
- The ACL Analytics Environment
- User Interface and basic navigation
- Views
- Folders
- Basic analysis - Commands
- Basic analysis - About the log
- Datetime & Numeric Display
- Sub Files
- Best Practices
- File Organisation
- Naming Conventions

#### Phases of Data Analysis

- Data Analysis Cycle

### Expressions

- Filter
- Calculations
- Functions

### Importing Data

- Locate
- Acquire
- Import multiple file types

### Preparing Data

- Controls (Counts & Control Totals)
- Bounds Testing
- Quality & Completeness
- Uniqueness
- Association and recalculation

### Analysing Data

- Grouping Data
- Reordering Records
- Isolating Data
- Combining Data

### Reporting

- The Log
- Visualising Data
- Results Manager

### Scripting

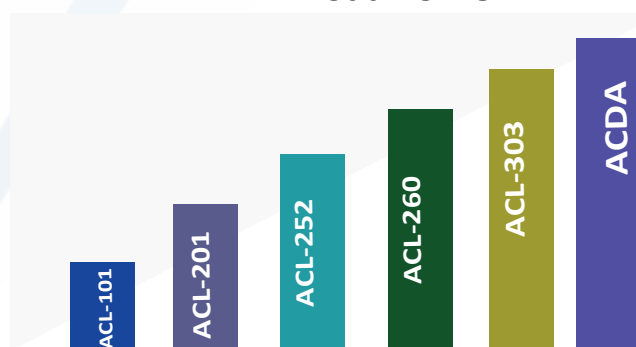
- Scripting Basics

- Scripts and Groups defined.
- Static and interactive Scripts.
- Creating and using command groups.

### Training Delivery:

- 5 day training Course in a Class room Style setting

### Road To ACDA



★ For a full detailed course proposal, please contact us: