



Training Notification – Introduction to ACL

Date of Class:	Oct 3-4, 2016
To Register:	https://www.surveymonkey.com/r/RRYC2XY
Registration Fee:	Members - \$525.00 (by itself) or \$1,190.00 (total if taking both classes) Non-Members - \$600.00 (by itself) or \$1,365.00 (total if taking both classes) Please register by September 15, 2016
Payment for non-member registration	Check payable to Nashville Area ACL User Group mailed to: PO Box 198762, Nashville, TN 37219 Payment must be received by the event date and time. Contact Shane.Rector@tn.gov
Class Times:	8:00AM – 4:30PM each day
Day 1	Morning Session/ Lunch/ Afternoon Session (breaks included)
Day 2	Morning Session/ Lunch/ Afternoon Session (breaks included)
Class Location:	First Baptist Church, 108 Second Ave South, Nashville, TN, Room 100
Class Capacity:	15
Course Information:	
Introduction to ACL	Level: Basic. No prerequisite courses or preparation required. (More details available at www.pia-consulting.com)
Content:	The ACL environment will be presented including navigation techniques, creating and working with ACL projects and views, and the function of the overview feature. The general topics to be covered are: ACL Basics, ACL Environment, Accessing Data, Analyzing and Understanding Data, Manipulating and Managing Data, and a comprehensive class exercise. More details are available on PIA's website http://www.pia-consulting.com/introacl20.html .
Objective:	The objective of this 2-day "hands-on" training course is to acquaint the participant with the primary features of the ACL software system in order to enable him/her to successfully perform data analysis on various types of data files. The ACL environment will be discussed including navigation techniques, creating and working with ACL projects and views, and the function of the overview feature. Data access methods will be presented and explained. Real-world exercises will include the use of the primary ACL data analysis commands including: Count, Total, Verify, Classify, Stratify, Statistics, Duplicates, Age, Sort, Summarize, Sample, Join and Export. Graphing, reporting, record filtering, and expression building will also be presented.
Method of Delivery:	Group Live
CPE Available:	16 CPE credits may be earned
Contact Information:	For questions, comment or complaints, please contact Andy McArthur at 615-253-3584 or andy.mcarthur@tn.gov Eric Philburn at 615-741-2841 or eric.philburn@tn.gov

Refunds: No refunds will be issued for confirmed registrations not cancelled by the event start date. Fees, courses, and program content are subject to change without notice.

Nashville ACL User Group is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.





Training Notification – Intermediate & Advanced ACL

Date of Class:	Oct 5-7, 2016
To Register:	https://www.surveymonkey.com/r/RRYC2XY
Registration Fee:	Members - \$770.00 (by itself) or \$1,190.00 (total if taking both classes) Non-Members - \$870.00 (by itself) or \$1,365.00 (total if taking both classes) Please register by September 15, 2016
Payment for non-member registration	Check payable to Nashville Area ACL User Group mailed to: PO Box 198762, Nashville, TN 37219 Payment must be received by the event date and time. Contact Shane.Rector@tn.gov
Class Times:	8:00AM – 4:30PM each day
Day 1	Morning Session/ Lunch /Afternoon Session (breaks included)
Day 2	Morning Session/ Lunch /Afternoon Session (breaks included)
Day 3	Morning Session/ Lunch /Afternoon Session (breaks included)
Class Location:	First Baptist Church, 108 Second Ave South, Nashville, TN, Room 100
Class Capacity:	15
Course Information:	
Intermediate and Advanced ACL	Level: Intermediate - Participants should have previously completed the Introduction to ACL training course or have equivalent experience using ACL. Advanced - Participants must have completed either the “Intermediate ACL” and/or the “ACL Scripts and Functions” training course or have similar experience using ACL. (More details available at www.pia-consulting.com)
Content:	<p>Intermediate: The general topics to be covered in the Intermediate class are: Scripts and Groups, Data / Record Filtering, Digital Analysis / Benford's Law, Working with Multiple Data Files, Working with “Difficult” Data, and a comprehensive class exercise. More details are available on PIA’s website http://www.pia-consulting.com/interacl20.html.</p> <p>Advanced: The general topics to be covered are: Brief Review of Scripting, ACL Variables, Strategies for Programming Complex Commands and Functions into Scripts, Using the Set command in Scripts, Modular Programming Concepts, and a Workshop Exercise. More details are available on PIA’s website http://www.pia-consulting.com/advan_scripts.html</p>
Objective:	<p>Intermediate: This 2.0-day customized edition of our Intermediate ACL course builds upon the material and subject matter presented in the Introduction to ACL training class. Advanced ACL commands and data analysis techniques will be introduced and explained. The advantages of “linking” files through establishing ACL data relations will be addressed through the use of real-world data and group exercises. Participants will learn efficient ways to filter or remove unwanted data from their ACL data files. ACL Script and group commands will be presented as a means to enhance data analysis efficiency and effectiveness. The course will also cover the use of various ACL Functions to perform a wide-range of data analysis operations. This includes additional (non-command) procedures for isolating and investigating data.</p> <p>Advanced: This 1.0-day customized edition of our Advanced ACL Scripting course builds upon the material and subject matter presented in the Intermediate ACL training class. The primary focus of this course will be on techniques, methods, and best practices utilized to successfully develop complex, modular script programs in</p>

	ACL. Simple and effective ways to program potentially complex ACL commands into scripts will be explained and demonstrated. The Set, Execute, and other commands will also be presented and explained. The second half of the course (approximately 4 hours) will be devoted to a “workshop” type exercise that will challenge even the most experienced ACL user. One or more relatively large real-world data files will be used in this class. Participants must have at least 2 gigabytes of free hard-drive space on their laptops and/or bring a USB drive with equivalent free space.
Method of Delivery:	Group Live
CPE Available:	24 CPE credits may be earned
Contact Information:	For questions, comment or complaints, please contact Andy McArthur at 615-253-3584 or andy.mcarthur@tn.gov Eric Philburn at 615-741-2841 or eric.philburn@tn.gov

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