



**ACL CERTIFIED DATA
ANALYST (ACDA) REVIEW
COURSE AND
EXAMINATION.**

**17TH FLOOR, GOLDEN JUBILEE
TOWERS, OHIO STREET
MARCH 16 - 23, 2016 (5 DAYS)**

SEE INSIDE FOR THE COURSE DETAILS

ACL™ Certified Data Analyst (ACDA) Examination

The ACL™ Certification Program sets the industry standard for technical proficiency and professional expertise in using ACL™ Analytics data analysis software. Earning the ACL™ Certified Data Analyst (ACDA) designation is a testament to your ability to integrate ACL™ data analysis technology into financial analyses and business processes, and provides tangible evidence of your abilities to maximize the full potential of your organization's investment in ACL™ Analytics.

Prerequisites

- Either (a) completion of one ACL™ Certified Training Course or (b) two references that can attest to your ACL experience and capability
- It is recommended that you complete one 100-level and one 200-level ACL™ Certified Training Course
- A computer with reliable internet access, with the latest version of ACL™ Analytics installed. If you do not have the latest version of ACL™ Analytics, please contact us



Exam

The ACDA exam is based on the ACL 100-level and the ACL 200-level courses. This closed-book certification exam is divided into two components: Knowledge Inventory and Practical.

Knowledge Inventory

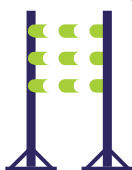
The Knowledge Inventory test is comprised of 90 multiple choice questions; it will test your overall comprehension of concepts and practices related to ACL™ Analytics, including best practice methodology. You will have 90 minutes to complete the test. The Knowledge Inventory test spans six integral concepts: ACL Analytics environment, planning analysis, importing data, preparing data, analyzing data, and reporting findings.

Practical

The Practical is comprised of three tests: Importing Data, General Analysis, and Appending Data. You will have 60 minutes to complete each test. As you will be asked to accomplish a series of tasks and objectives within ACL™ Analytics, you must use the latest version of ACL™ Analytics to perform your work. While completing the Practical component of the exam, it is expected that you will exhibit best practice methodology and proper analysis procedures. After each test, you will be asked to submit your entire, unedited log.

Course Level

Certification



acl

transforming audit and risk

ACL Certified Data Analyst (ACDA) Examination

Designation

To attain certification, you must attain a minimum passing grade.

What You Should Know

- Recognize, define, and understand components of the ACL™ Analytics environment (user interface, the log, tables, views etc.)
- Demonstrate familiarity with ACL™ Analytics
- Adjust settings and options
- Identify and exhibit proper planning techniques
- Identify and exhibit best practice methodology
- Identify the most efficient and accurate procedures for accomplishign specific tasks
- Effectively import data using various access methods
- Identify and import various source file types
- Accessing external databases with ACL™ Analytics using ODBC
- Perform a variety of integrity tests such as detecting data corruption and blanks, testing correlation between fields, testing bounds within numeric and datetime fields, and identifying duplicates.
- Create computed fields (unconditional and conditional)
- Create filters (global and command)
- Use global and command filters
- Use various functions in expressions
- Use various commands (Verify, Count, Total, Statistics, Sequence, Gaps, Duplicates, Stratify, Classify, Age, Summarize, Cross-Tabulate, Extract, Append)
- Understand how to create printed reports, graphs, and files



Course Instructors.

Consultant from CQS Technology Holdings (PTY) Ltd., South Africa.

Fees.

The course fee USD\$ 1,500.00

Mode of Payment.

All payments to be made in advance to: - Victoria Computers and Telecoms Ltd.

Certification.

An ACDA certificate will be awarded upon passing the examination.

Further Information Contacts.

MANAGING DIRECTOR, VICTORIA COMPUTERS AND TELECOMS,

P.O. Box 7085, DSM Tel.:022 211 9916; Mobile: 0754 434 335;

Fax : 022 211 9928; E-mail: wminja@vicatel.com, info@vicatel.com

WEBSITE: www.vicatel.com

REGISTRATION FORM

Please complete the Registration and return the same with your payment to:

**THE MANAGING DIRECTOR,
VICTORIA COMPUTERS AND TELECOMS;
17TH FLOOR, GOLDEN JUBILEE TOWER, OHIO STREET;
P.O. Box 7085, DSM Tel.:022 211 9916; Mobile: 0754 434 335;
Fax : 022 211 9928; E-mail: wminja@vicatel.com, info@vicatel.com**

PLEASE COMPLETE IN BLOCK CAPITALS

Surname: _____ Title (Prof/Dr/Mr/Ms/Mrs) _____

First Name: _____

Job Title: _____

Organisation: _____

Address: _____

Tel: _____ Fax: _____ E-Mail: _____

DATE:

PAYMENT

I enclose a cheque payable to **Victoria Computers and Telecoms Ltd:**

USD\$:

Payments made in advance will be appreciated.

CANCELLATIONS

Cancellations have to be made in writing before the payment deadline. 90% refunds will be made for cancellations before the deadline. 50% refunds will be made for those made between the deadline and the course commencement. No refunds will be made for cancellations after the course commencement.