

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.