assuring Consulting
sendirian berhad 1195386-W

DATE:
1 - 3 FEBRUARY 2021

ACDA BOOTCAMP

GET CERTIFIED IN ACL!

Your exclusive sole distributor of ACL in Malaysia!

Course Introduction

THE OBJECTIVE OF THE **ACL BOOTCAMP** 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.

What we will cover?

Whether you are brand new to ACL or need a refresher on how to make the most of your ACL gear, the ACL Bootcamp is designed to help users of all levels improve their power and flexibility. In this Bootcamp, we'll show you how to get started with ACL Analytics. In the first 30 minutes, we will cover:

- An explanation of ACL for Windows vs ACL Analytics
- How to open an existing project in ACL for Windows Launcher
- A quick tour of the main ACL Analytics user interface: Navigator, Command Line, Display Area, Table Layout
- Step-by-step instructions on how to perform the following basic analysis functions:
  - o Summarize
  - o Quick Sort
  - o Count
  - o Quick Search
  - o Quick Filter
- In the last 30 minutes, we will open the floor up for a live Q&A session to answer all of your basic analysis questions.

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Who Should Attend:

- IS/IT Auditors
- Financial and Operational Auditors
- Internal/External Auditors
- Analysts
- Accounting Professionals
- Investigators
- or anyone interested in learning to use the ACL software system.

Price

Individual : RM4,680 per pax

Group : RM4,380 per pax
(Registration must be from same organization)

Early Bird : RM4,180 per pax
(Registration must be received by ACSB at least one month earlier of the event date)

***Registration and payment must be received at least 7 days of the event date**
(The price will be subjected 6% SST)

Course Prerequisites

You need to complete the ACDA level 1 - 3 before you take the ACDA level 4 as it is mandatory prerequisites. Furthermore, in this ACDA bootcamp, we will explain briefly the basic topics in data analysis that most probably will be asked in ACDA level 4 examination such as Importing data, Preparing data by performing integrity tests, Analyzing data by filtering, creating computed fields and running commands to achieve objectives, Appending data, Writing basic scripts and Implementing Script Hub snippets.

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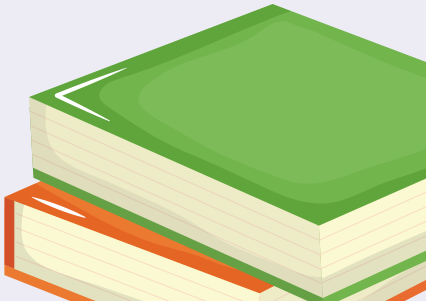
ACDA Bootcamp Syllabus

1. Importing data
2. Preparing data by performing integrity tests
3. Analyzing data by filtering, creating computed fields and running commands to achieve objectives
4. Appending data
5. Writing basic scripts
6. Implementing Script Hub snippets
7. Case study
8. Procurement card
9. Travel & Entertainment
10. Match & standardized



Tips for ACDA Examination

Review the topics listed
Complete the following courses on Galvanize Academy:

The Foundations of analyzing data in Analytics (ACL 101) program, which consists of:

- **Basics of Analytics (ACL 100)**
- **Applying filters & creating computed fields in Analytics (ACL 102)**
- **Importing & preparing data in Analytics (ACL 103)**
- **Analyzing data in Analytics (ACL 104)**
- **Remediating issues and reporting results (ACL 105)**
- **Basics of scripting in Analytics (ACL 106)**
- **Applications of analyzing data in Analytics**

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TERMS & CONDITIONS

FEE

- Fee is payable to **Assuring Consulting Sdn Bhd**. Please state your name, payment advice number, phone number and title and date of workshop at the back of the cheque/ bank-in slip. Admittance will only be permitted upon receipt of full payment.
- The fee covers the course material, lunches, refreshment and Certificate of Attendance.
- Full payment is to be made before the date of the course.
- Walk-in participants will only be allowed if full payment is made, subject to the availability of the seat.

EARLY BIRD FEE

- Early bird fee is only applicable for registration and full payment received one (1) month prior to the course dates.

CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/transfer policy shall be applied as follows:
  a. Written cancellation should be received by 14 working days before the course date to get the refund.
  b. Written cancellation should be received by 7 working days before the course date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
  c. Written cancellation/no-show on the day of the course:
  i. No refund will be entertained.
  ii. Unpaid registration will also be liable to full payment of the registration fee.
  iii. Partial cancellation is not allowed.
  d. You can substitute participant(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

RESERVATION

- **Assuring Consulting Sdn Bhd (ACSB)** reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- **ACSB** is not responsible for the action, advise or representations of the trainer/speaker.
- Registration will be on first-come, first-serve basis
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.
- "E-Certificate of Attendance" will be issued to participants via email. For this purpose, it is COMPULSORY to fill in the email address clearly. Certificate will only be given to participant who attend the session in full.

DATA PROTECTION

- Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). **ACSB** hereby inform you that your personal data will be processed, retained, and used by **ACSB** in relation to this course. Your personal data may also be retained and used by **ACSB** to market and promote other training programs, products and services conducted and offered by **ACSB.**

DISCLAIMER

- **ACSB** reserves the right to change the speaker(s), date(s) or to cancel the course should circumstances beyond its control arise. **ACSB** also reserves the right to make alternative arrange ments without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

PARTICIPANTS' DETAIL

Course Title:_____ Course Date:_____

PARTICIPANT 1

Full name as per I/C (Dato'/Datin/Dr/Mr/Mrs/Ms):_____

Designation:_____

Mobile (Compulsory):_____ Email (Compulsory):_____

PARTICIPANT 2

Full name as per I/C (Dato'/Datin/Dr/Mr/Mrs/Ms):_____

Designation:_____

Mobile (Compulsory):_____ Email (Compulsory):_____

CONTACT PERSON DETAILS

Organization:_____ Designation:_____

Mailing Address:_____

Contact Person:_____ Email:_____

Office No:_____ Fax No:_____

CONTACT DETAILS FOR BILLING PURPOSE

Name:_____Designation:_____

Billing Address:_____

Contact No:_____ Fax No:_____ Email:_____

PAYMENT INFORMATION

All registrations MUST be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (/) the chosen method)

☐ Enclosed is a cheque/bank draft no _____ for the sum of RM_____ payable to **Assuring Consulting Sdn Bhd**
Please state name, title and date of workshop at the back of the cheque.

☐ LOCAL PAYMENT BY INTERBANK GIRO
Bank Details: Malayan Banking Berhad, KLCC Branch, Lot C-21-C, Concourse Expansion, Suria KLCC, KL City Centre, 50088 Kuala Lumpur.
Account No: 564490429391 Bank Swift Code: MBBEMYKL
Please state name, title and date of workshop in the reference column

☐ OVERSEAS PAYMENT BY WIRE TRANSFER (USD Only)
Beneficiary: Assuring Consulting Sdn Bhd
Address: No.22G, Jalan Plumbum N7/N, Seksyen 7, 40000 Shah Alam, Selangor, Malaysia.
Beneficiary's Bank: HSBC Amanah
Beneficiary's Bank Address: G12, 13 & 14, Ground Floor, Plaza Shah Alam, No.2, Jalan Tengku Ampuan Zabedah E9/E, Seksyen 9, 40100 Shah Alam, Selangor.
Account No: 050-257831-021 Bank Swift Code: HMABMYKL
Please state name, title and date of workshop in your remittance details.

ENQUIRY & REGISTRATION

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