



## Computer-Assisted Audit Techniques

### Course Schedule – Topics & Activities

#### Data Analysis Project Preparation

- Technical issues (data file formats, transporting data, etc.)
- Data manipulation and management terms (keys, indexing, normalization, etc.)
- Common data formats and structures (fixed, variable, packed decimal, zoned, etc.)
- Data analysis terms

#### Tools Overview

- Background of common tools used
- Demonstrate key functionality of common tools, including Monarch, SAS, Microsoft Access, and AC

#### ACL Overview

- Conducting analysis
- Viewing results
- Table layouts
- Viewing filters

#### Data Sampling

- Fundamental sampling concepts and methodology
- Timing and strategy
- Sampling selection and process

#### ACL Navigation

- Data menu items
- Analyze menu items
- Tools menu items

#### Importing Data into ACL

- How ACL imports raw data files
- Importing Excel files
- Importing delimited files
- Importing flat files
- Importing reports

#### ACL Scripts

- What is a script?
- Using ACL Script Recorder
- Manually editing a script
- Creating scripts

#### Data Sampling

- Fundamental sampling concepts and basic steps
- Primary sampling methods, descriptions, and comparison
- Case study

**Course Duration:** up to 2 days

**CPE:** up to 16

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