



Level One

New Hire Training



Module Information

Program Duration **3 days**Prerequisite **0-1 Year Professional Exp.**Level of Instruction **Basic**Delivery Method **Group / Live**CPE Credits **24 hours**

Auditing (Aud) – 21

Communications & Marketing (Comm) – 2
Personal Development (PD) – 1Advanced Preparation **None**

Learning Objectives

- Describe the general audit process including the gathering of information, uses of risk assessments, performance of procedures and the reporting process.
- Perform and document common basic audit procedures such as vouching, tracing, confirming, inspecting, and observing.
- Take instruction and complete common tasks and audit procedures in areas often assigned to newer associates such as cash, fixed assets, accounts payable, inventory, and accounts receivable.

Contact 20-20 Audit Training

Beckie Reilly

Executive VP – Sales

beckie.reilly@20-20services.com

20-20 Audit Training

www.20-20Services.com

20-20 Audit Training is a division of 20-20 Services LLC.®

V2017A

Level One Summary

New Hire Training is designed for individuals with limited practical experience on audits. The program provides critical skill training for new associates related to performing and documenting audit procedures. The program addresses the skills by examining and practicing audit procedures in the common audit areas assigned to newer associates. Utilization of the accounting records from a real small business creates a realistic simulation in the classroom. The program also provides training on certain key foundational skills necessary to be successful in the profession.

Module Summary

Audit Knowledge and Skills _____ 8 hours

- Audit Procedures (Aud 2)
- Audit Process (Aud 2)
- Preparing Audit Documentation (Aud 2)
- Risk Assessment Procedures (Aud 2)

Auditing of Financials

Statement Areas _____ 13 hours

- Accounts Payable (Aud 2)
- Accounts Receivable (Aud 2)
- Cash (Aud 3)
- Inventory (Aud 2)
- Property, Plant and Equipment (Aud 2)
- Introduction, Reviews and Quizzes (Aud 2)

Foundational Skills

_____ 3 hours

- Listening Skills (Comm 2)
- Professionalism (PD 1)



20-20 Services LLC 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.