



## Level Two

## Staff Training



## Module Information

Program Duration **3 days**Prerequisite **6-18 Mos. Professional Exp.**Level of Instruction **Basic**Delivery Method **Group / Live**CPE Credits **24 hours**

Accounting (Acct) – 2

Auditing (Aud) – 20

Communications &amp; Marketing (Comm) – 1

Behavioral Ethics (BE) – 1

Advanced Preparation **None**

## Learning Objectives

- Apply basic risk assessment procedures including updating and validating cycle level control documentation and entity understanding.
- Effectively perform basic audit procedures such as analytical procedures, sampling and fraud procedures and address specific areas such as valuation of receivables, price testing of inventory, and accounting for leases.
- Gather and share information with the client and audit team and demonstrate appropriate and ethical decision making.

## Contact 20-20 Audit Training

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## 20-20 Audit Training

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## Level Two Summary

Staff Training is designed for staff accountants with one busy season of experience. This program includes significant content targeted for tasks and procedures performed by the more experienced staff person on the engagement. Topics include updating internal control documentation, performing walkthroughs, sampling techniques, price testing for inventory, valuation testing for accounts receivable, and analysis of lease transactions. In addition, the program provides skill training on select key foundational skills necessary for success in the public accounting profession.

## Module Summary

Audit Knowledge and Skills \_\_\_\_\_ 13 hours

- Risk Based Auditing (Aud 1)
- Substantive Analytical Procedures (Aud 2)
- Audit Process (Aud 2)
- Fraud (Aud 2)
- Understanding and Documenting Internal Controls (Aud 2)
- Understanding the Entity (Aud 2)
- Substantive Sampling (Aud 2)

## Accounting and Auditing of Financials

Statement Areas \_\_\_\_\_ 8 hours

- Accounts Receivable (Aud 2)
- Inventory (Aud 1/Acct 1)
- Leases (Aud 1/Acct 1)
- Introduction, Reviews and Quizzes (Aud 2)

Foundational Skills \_\_\_\_\_ 3 hours

- Performing Effective Inquiries (Comm 1/Aud 1)
- Business Ethics (BE 1)



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