



Level Three

New In-Charge Training



Module Information

Program Duration **3 days**

Prerequisite **2+ Yrs. Professional Exp.**

Level of Instruction **Intermediate**

Delivery Method **Group / Live**

CPE Credits **24 hours**

Auditing (Aud) – 18.5

Personal Development (PD) – 2

Management Services (MS) – 2

Communications & Marketing (Comm) – 1.5

Advanced Preparation **None**

Learning Objectives

- Supervise, complete or contribute to all required risk assessment procedures.
- Evaluate the design effectiveness of a client's activity level controls.
- Design, perform and supervise the performance of key audit procedures, including tests of controls and analytical procedures including appropriate use of data extraction software.
- Manage audit fieldwork, including organizing the project and supervising team members.

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 Three Summary

New In-charge Training is designed for individuals transitioning to the role of Senior or In-charge on the audit engagement team. This program includes significant content on the audit process, project management, supervision, and file review to prepare the participant for in-field leadership responsibilities. The program includes significant technical content related to evaluating activity level controls, assessing and responding to risk and performing tests of controls. This program will challenge participants to put the audit process together and step into a more advanced role on the audit team.

Module Summary

Audit Knowledge and Skills _____ **14.5 hours**

- Developing Expectations for Analytical Procedures (Aud 2)
- Reviewing Audit Documentation (Aud 2.5)
- Audit Process & Understanding the Entity (Aud 1.5)
- Evaluating Activity Level Controls (Aud 1.5)
- Risk Assessment (Aud 1.5)
- Responding to Risk (Aud 1)
- Control Testing (Aud 1.5)
- Introduction, Reviews and Quizzes (Aud 2)
- Creative Use of Data Extraction Software (Aud 1)

Foundational Skills _____ **9.5 hours**

- Electronic Communication & Documentation (Comm 1.5)
- Project Management (PD 2)
- Supervision Styles & Providing Feedback (Aud 2)
- Teaching and Delegating (Aud 2)
- Time Management & Organization (PD 2)



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.