



U.S. Fish & Wildlife Service

National Conservation Training Center

Conserving the Nature of America

LED5127 - Financial Foundations for Administrative Professionals

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| Course Code | LED5127 |
| Course Title | Financial Foundations for Administrative Professionals |
| Description | <p>To provide an overview of the concepts and processes commonly used in local administration at FWS. The course introduces the administrative topics integrated into the organization's financial management, highlighting the integration points. Participants will leave the course with a basic understanding of financial admin and with access to support resources. While the course discusses commonly used systems, including demos, it does not train on data entry tasks.</p> <p>TARGET AUDIENCE:</p> <p>FWS Field Administrative Officers</p> |
| Delivery Method | Instructor Led |
| Non-FWS Fee | \$796.00 |
| Instructional Hours | 28 |
| Credits/CEUs | 2.0 |
| Course Content Contact | Jaime Billmyer: jaime_billmyer@fws.gov ; |
| Curriculum Category | Leadership and Supervision |
| Registration Link | Register in DOI Talent |
| DOI TALENT Course Type | ILT |
| College Credit Name | Semester Hours |
| College Credit Value | 1 |

Schedule: LED5127 - Financial Foundations for Administrative Professionals

| Start | End | Session Information | Location | Session Contact |
|-----------|-----------|---|--|--|
| 5/19/2020 | 5/22/2020 | For registration questions contact: wendy_contrael@fws.gov All students who enroll will initially be placed on a waitlist. | National Conservation Training Center (NCTC) | wendy_contrael@fws.gov |