



U.S. Fish & Wildlife Service

# National Conservation Training Center

*Conserving the Nature of America*



## LED5127 - Financial Foundations for Administrative Professionals

Course Code	<b>LED5127</b>
Course Title	<b>Financial Foundations for Administrative Professionals</b>
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><b>TARGET AUDIENCE:</b></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	Paula Elder; paula_elder@fws.gov; (304) 876-7390; <a href="mailto:paula_elder@fws.gov">paula_elder@fws.gov</a>
Curriculum Category	<b>Leadership and Supervision</b>
Registration Link	<b>Register in DOI Talent</b>
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
7/23/2019	7/26/2019	For registration questions contact: <a href="mailto:wendy_contrael@fws.gov">wendy_contrael@fws.gov</a> All students who enroll will initially be placed on a waitlist.	National Conservation Training Center (NCTC)	<a href="mailto:wendy_contrael@fws.gov">wendy_contrael@fws.gov</a>