

## Financial/Business Training Courses

Course	Recommended For	Recommended Length
<b>Finance Basics</b> <ul style="list-style-type: none"> <li>• The fundamentals of accounting/book keeping</li> <li>• Terminology</li> <li>• General Ledger/Trial Balance</li> <li>• Budgeting</li> <li>• Using Excel for finance</li> <li>• Business Acumen</li> </ul>	Employees, New supervisors/managers, supervisors, managers, team leads, and finance professionals	8 hours
<b>Financials for Technology Professionals</b> <ul style="list-style-type: none"> <li>• The fundamentals of accounting/book keeping</li> <li>• Terminology</li> <li>• General Ledger Maintenance</li> <li>• Budgeting</li> <li>• Using Excel for finance</li> <li>• Business Acumen</li> <li>• Technology and its impact on finance</li> <li>• The basics of financial banking</li> <li>• Financial planning for business</li> <li>• Data migration/analysis</li> </ul>	Employees, New supervisors/managers, supervisors, managers, team leads, and finance professionals	24 hours
<b>Finance for Business Professionals</b> <ul style="list-style-type: none"> <li>• The basics of AP/AR</li> <li>• Accurately balancing your books</li> <li>• Generally Accepted Accounting Principles and Standards</li> <li>• Ethical Accounting</li> <li>• Business budgeting</li> <li>• Business Acumen</li> <li>• Technology and its impact on finance</li> </ul>	Employees, New supervisors/managers, supervisors, managers, team leads, and finance professionals	8 hours

# CAPE FEAR COMMUNITY COLLEGE

<b>Business Analytics</b> <ul style="list-style-type: none"><li>• Data and Business Decisions</li><li>• Budgeting and Financial Planning</li><li>• Predictive Analytics</li><li>• Data Visualization</li><li>• Excel-Pivot Tables and Graphs</li></ul>	Employees, New supervisors/managers, supervisors, managers, team leads, and finance professionals	8-24 hours
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