**Introductory Budget** – This 12 hour course focuses on the elements of an efficient budget preparation process, the importance of budget policy, and the role of revenue estimations and forecasting. It also covers the various budget types and the advantages and disadvantages of each, State of Georgia laws that govern budgeting, components of a quality budget presentation, and various elements of budgetary control and administration.

**Capital Improvement Program** – This 12 hour course focuses on the elements of an efficient capital improvement program process, various models for prioritizing proposed capital improvement program projects, the elements of managing CIP and the various public relations opportunities that surround a capital improvement program.

**Debt Administration** – This 12 hour course focuses on ways to identify the types of debt instruments available to local governments, the requirements and limitations of Georgia statutes as they relate to issuance of debt, the bond-rating process and the components of official statements used in debt offerings.

**Purchasing** – This 12 hour course focuses on the components of the purchasing process, formal and informal purchasing methods, purchasing documentation, records and purchasing ethics.

**Introductory Governmental Accounting I and II** – These two, 24 hour courses focus on the basic accounting equation, how certain transactions affect the accounting equation and the relationship of the balance sheet and the operating statement at the fund level. It also provides instruction on how to record financial transactions using the modified accrual basis of accounting at the fund level.

**Treasury Management** – This 12 hour course focuses on legal and political considerations and parameters within which a treasury management system functions, concepts and practices of cash flow forecasting and cash budgeting, investment economics and various investment alternatives, banking systems and how they affect local government treasury management as well as the concepts of contracting for banking services.