COURSE SYLLABUS

Master Certificate in Federal Financial Management Level III Certificate Program

Deepen your expertise in federal financial analysis, budget justification, and resource management to support strategic decision-making.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/master-certificate-in-federal-financial-management-level-iii-2024-june-requirements



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Course Outline

This package includes these courses

- Budget Justification and Presentation Course (24 Hours)
- Intermediate Decision Support Analytics Course (24 Hours)
- Understanding Federal Financial Statements Course (24 Hours)
- Federal Budget Analysis Using Microsoft Excel Course (24 Hours)
- Appropriations Law for Reimbursements, Revolving Funds, and User Fees Course (16 Hours)
- Enterprise Risk Management: Executive Seminar for Resource Managers Course (8 Hours)

Budget Justification and Presentation Course

Gain skills needed to develop clear, persuasive budget narratives and justifications that align with GPRA and OMB standards. In this three-day intermediate course, you'll learn to craft performance-based justifications, build outcomes-driven budget frameworks, and deliver compelling presentation materials for stakeholders.

- Explain federal budget justification events and their relationship to the budget process.
- Describe and justify programs in terms of inputs, outputs, outcomes, costs, and benefits.
- Explain the effects of the economy and politics on budgetary changes.
- Develop program goals, outcomes, performance measures and budget justifications.
- Use performance-based budgeting to justify a program, consistent with the requirements of the Government Performance and Results Act and the 2010 GPRA Modernization Act (GPRAMA).
- Prepare and deliver oral briefings/testimony.

Intermediate Decision Support Analytics Course

Advance your ability to conduct and interpret decision support analysis. You'll learn to select methodologies, apply them to real-

world problems, and present actionable recommendations using case-based exercises.

- Explain the various purposes of analyses in decision support work.
- Describe specific analytic methodologies in the context of the five-step analytical process.
- Select appropriate types of methodology, given specific problems and issues drawn from current situations in the federal program, budget, and financial management world.
- Apply various types of analytical methods to specific decision support issues.
- Identify key pitfalls and limitations for the selected methods, and understand how to avoid them or minimize their effects.
- Recommend alternatives and interventions, based on analysis, to better utilize resources and improve mission effectiveness.

Understanding Federal Financial Statements Course

This two-day course provides insight into how agencies produce and interpret financial statements while meeting compliance requirements. Participants review the structure of financial reports, accounting standards, and performance trends in reporting for federal management and policymakers.

- Explain the financial statement requirements of OMB Circular No. A-136.
- Describe the preparation and analysis of the "basic financial statement.
- Describe the form and content of annual financial statements as prescribed in OMB guidance.
- Distinguish between budgetary and proprietary reporting.
- Demonstrate program and financial performance analysis.
- Recognize the importance of stewardship reporting.
- Identify the impact of the Government Performance and Results Act (GPRA) on financial reporting.
- Identify new costs of operations and financial flexibility.

Federal Budget Analysis Using Microsoft Excel Course

Over three days, participants use Excel (and other Office tools) to analyze budget data, perform financial functions, and integrate results into narratives aligned with performance budgeting regulations and OMB standards.

- Describe a structured, five-step approach for conducting performance analysis to support evidence-driven budget decisions.
- Apply Excel functions, including calculations of future obligations and costs, benefits, net present value (NPV), and sensitivity analysis to evaluate competing alternatives when developing agency budget requests.
- Use Excel functions, including descriptive and normative techniques, to assess variances and trends when executing performance budgets.
- Prepare Excel data tables and charts with linkages between worksheets and to PowerPoint and Word documents for use in reporting performance results.
- Develop a summary-level narrative for new budget authority incorporating Excel-based analytical results.

Appropriations Law for Reimbursements, Revolving Funds, and User Fees Course

Designed for financial managers and analysts with foundational appropriations law knowledge, this intermediate class covers Economy Act orders, mandatory sources, revolving funds, and user fees. Legal case studies illustrate how to apply law concepts and mitigate risks in complex fiscal practices.

- Describe and discuss critical issues related to interagency transactions and reimbursable agreements.
- Correctly interpret appropriations law relating to interagency transactions and reimbursable agreements.
- Comply with current laws as they apply to interagency agreements, Economy Act orders, non-Economy Act orders, mandatory sources,

revolving funds, and user fees.

- Recognize and adhere to the critical time frames of federal appropriations.
- Use federal appropriations only for the purpose intended.

Enterprise Risk Management: Executive Seminar for Resource Managers Course

Executive resource managers and senior leaders gain the skills to integrate enterprise risk management into mission-critical decisions. Participants learn how to evaluate risk versus reward, build a risk-aware culture, and apply ERM frameworks to safeguard assets and support agency strategy and accountability.

- Recognize types of risks and how internal control relates to the ERM process.
- Learn how ERM supports resource allocation, strategic goals, and performance oversight.
- Implement ERM principles, including risk identification, assessment, response, and monitoring.
- Understand how ERM aligns with audit functions to enhance oversight and compliance.
- Develop leadership accountability and techniques for fostering an enterprise-wide risk awareness culture.