COURSE SYLLABUS

Master Certificate in Federal Financial Management Level II Certificate Program

Gain advanced planning, budgeting, and decision support skills tailored for federal financial professionals with four or more years of experience.

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



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Course Outline

This package includes these courses

- Budget Execution Course (24 Hours)
- Budget Formulation Course (24 Hours)
- Congressional Budget Process Course (16 Hours)
- Decision Support Analytics Course (24 Hours)
- Planning, Programming, Budgeting and Execution (PPBE) Course (24 Hours)

Attend the AI for Federal Budget Formulation and Execution class for free as part of this certificate. Choose your date after you register for the program.

AI for Federal Budget Formulation and Execution Course

Budget Execution Course

Learn to create operating plans, monitor performance, and respond to unanticipated events during the budget execution process. This course covers key aspects like avoiding Antideficiency Act violations and preparing for year-end closeout.

- Developing and modifying financial plans based on execution.
- Monitoring and analyzing budget performance metrics.
- Managing reimbursable work and contractual agreements.
- Responding to unanticipated events and potential Antideficiency Act violations.
- Preparing for year-end closeout, including SF-133 reporting.

Budget Formulation Course

Master the skills to formulate performance-based budgets by gathering data, defining outcomes, and adhering to OMB

standards. This course also covers presenting and defending budgets effectively to decision-makers.

- Understanding federal budget concepts, terminology, and processes.
- Applying OMB Circular A-11 requirements in budget formulation.
- Developing performance budgets aligned with strategic plans and GPRA standards.
- Estimating personnel costs, full-time equivalents (FTEs), and other expenses.
- Presenting, justifying, and adjusting budgets based on feedback.

Congressional Budget Process Course

Learn how Congress reviews and decides on federal agency budgets, focusing on key processes like budget resolutions and appropriations. This course provides a comprehensive overview of the legislative actions that shape federal funding.

- Describe the federal budget process and its phases.
- Understand the roles of the House and Senate Budget Committees.
- Explain budget resolutions, authorizations, and appropriations.
- Explore the reconciliation and sequestration processes.
- Identify key documents and their purposes in the budget process.
- Analyze the impact of the Congressional Budget and Impoundment Control Act of 1974.

Decision Support Analytics Course

Develop skills for providing high-quality decision support using financial and performance analytics. Based on OMB methodologies, this course teaches how to evaluate agency metrics, anticipate budget decisions, and present actionable analyses to inform program management and fiscal planning. Ideal for analysts, budget staff, and performance professionals.

- Follow a comprehensive, structured approach for conducting analysis.
- Formulate specific, answerable questions to guide and control the analysis.
- Determine where and in what form data exist to answer the questions.
- Identify and select data collection methods.
- Identify and select data analysis methods.
- Present the results of the analysis in a structured format to respond fully to the identified questions.
- Apply the five-step structured analytical approach to a case.

Planning, Programming, Budgeting and Execution (PPBE) Course

Designed for budget analysts and acquisition personnel, this course details how strategic planning, program development, and execution operate within DoD PPBE. Participants learn about key decision timelines, document flows, and stakeholder roles from planning through execution.

- Describe the relationship between strategic planning, needs determination, PPBE, and the acquisition processes.
- Summarize the purpose of PPBE.
- Distinguish between the planning, programming, budgeting, and execution phases of the PPBE process.
- Explain the roles of key officials and organizations involved in the PPBE process.
- List the key products and documents generated and used within the PPBE process.
- Participate more effectively in the PPBE and budget development processes.
- Discuss the basic elements of DA budget performance and execution.