COURSE SYLLABUS

Master Certificate in Federal Financial Management - Level IV Certificate Program (Self-Paced)

This capstone-level certificate course prepares seasoned federal financial professionals to lead teams and supervise operations within the federal financial management environment. Learn leadership, strategic decision-making, and advanced financial oversight.

> Group classes (Live Online) 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-iv-certificate-program-self-paced



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Course Outline

This package includes these courses

- Leading Teams and Groups Course (Self-Paced) (18 Hours)
- Decision Making and Problem Solving Course (Self-Paced) (12 Hours)
- Leadership Communication Course (Self-Paced) (12 Hours)
- Strategic Planning for Government Organizations Course (Self-Paced) (6 Hours)
- Advanced Appropriations Law Course (Self-Paced) (18 Hours)
- Activity Costing Executive Seminar for Performance Accountability Course (Self-Paced) (6 Hours)

Attend the AI for Government Leadership and Management class for free as part of this certificate. Choose your date after you register for the program.

AI for Government Leadership and Management Course (Self-Paced)

Leading Teams and Groups Course (Self-Paced)

Learn best practices for team leadership, including defining roles, managing conflicts, and evaluating performance. This course equips leaders with tools to inspire teams and achieve organizational goals.

- Defining team leader roles and responsibilities.
- Setting team mission, goals, and roles.
- Managing conflicts and motivating team members.
- Leading virtual teams effectively.
- Evaluating team and group performance.

Decision Making and Problem Solving Course (Self-Paced)

Learn strategies to enhance your decision-making and problem-solving abilities in professional settings. This course equips participants with tools to make thorough decisions and resolve issues constructively.

- Understand environmental factors influencing decisions.
- Learn structured processes for decision-making and problem-solving.
- Develop strategies to address challenges effectively.
- Enhance group collaboration in decision-making scenarios.
- Apply practical tools to make impactful and constructive choices.

Leadership Communication Course (Self-Paced)

Learn how to connect with people, build rapport, and bridge cultural and generational gaps to enhance leadership effectiveness. This course focuses on emotional intelligence, conflict resolution, and strategies for achieving consensus and driving results.

- Analyze the importance of strong leadership communication.
- Discuss the results of effective communication.
- Explore the elements of essential communication
- Practice strategies for better listening, connecting, building trust and consensus, bridging generational differences, and using emotional intelligence.
- Learn the benefits of developing a layered internal communication strategy.
- Learn how to use technology more effectively to communicate.
- Discuss strategies for conflict and change communication.

Strategic Planning for Government Organizations Course (Self-Paced)

This course equips participants to understand federal strategic planning, evaluate their agency's strategic plan, and translate strategic goals into measurable, aligned actions that strengthen execution.

- Describe the recent history of strategic planning and how it is conducted by federal government agencies.
- Describe the steps in developing, implementing, and managing a strategic plan.
- Assess their agency's strategic plan and compare it with other agencies' plans.
- Align the plans of operating units with the agency's strategic plan.
- Recognize common barriers to successful strategic plan implementation.

Advanced Appropriations Law Course (Self-Paced)

Designed for those who have completed foundational appropriations law training, this advanced self-paced course emphasizes real-world legal reasoning. Participants use GAO's Red Book and virtual research tools to resolve challenging obligation and funding queries.

- Provide authoritative guidance to decision makers on the legality of proposed actions.
- Use federal appropriations only for the purposes intended.
- Observe & adhere to critical time frames of federal appropriations.
- Avoid violations of the Antideficiency Act.
- Apply appropriations language to a specific situation.

- Use a reliable process for researching and making recommendations on the proper use of federal funds.

Activity Costing Executive Seminar for Performance Accountability Course (Self-Paced)

- Understand the application and requirements of managerial accounting.
- Learn about the mechanics of activity based costing and the classification of costs.
- Recognize and avoid the pitfalls of misapplied costing approaches.
- Learn how to get started using activity based costing in your organization.
- Apply activity based costing to decisions and mission performance.