

# Fiscal Management Certificate

## CURRICULUM GUIDE

CORE REQUIREMENTS All of the following courses must be completed.	Quarter & Year Completed
<p><b>Basics of UW Procurement</b>  <b>Class Format:</b> Quarterly Course – 4 hours  <b>Quarters Typically Offered:</b> spring, autumn</p>	
<p><b>Foundations of Fiscal Reporting</b>  <b>Class Format:</b> Quarterly Course – 3 hours  <b>Quarters Typically Offered:</b> spring, autumn                      *Note: The free trainings offered by MyFinancial.Desktop do not earn POD credit and are not counted toward a certificate.</p>	
<p><b>Good Internal Control Practices and Fraud Prevention Tips</b>  <b>Class Format:</b> Quarterly Course – 3 hours  <b>Quarters Typically Offered:</b> autumn</p>	

ELECTIVES A minimum of four are required.	Quarter & Year Completed
<p><b>Facilities and Administrative Rate Calculation</b>  <b>Class Format:</b> Quarterly Course – 2.5 hours  <b>Quarters Typically Offered:</b> winter</p>	
<p><b>Introduction to Federal Taxation</b>  <b>Class Format:</b> Quarterly Course – 3.5 hours  <b>Quarters Typically Offered:</b> autumn</p>	
<p><b>Introduction to State and Local Taxation</b>  <b>Class Format:</b> Quarterly Course – 3.5 hours  <b>Quarters Typically Offered:</b> winter, summer</p>	

<b>ELECTIVES (CONTINUED)</b> A minimum of four are required	<b>Quarter &amp; Year Completed</b>
<b>Grant and Contract Fiscal Administration: Compliance (or GCFA I)</b> <b>Class Format:</b> Quarterly Course – 3 hours <b>Quarters Typically Offered:</b> autumn <b>Prerequisites:</b> <i>Introduction to Research Administration</i> or <i>Fundamentals of Grant and Contract Management</i> (or equivalent), 3 months employment at UW, access to, and working knowledge of, FIN within the financial accounting system (FAS). *Note: The free trainings offered by The Office of Research do not earn POD credit and are not counted toward a certificate.	
<b>Service Center Seminar (formerly Recharge Center Seminar)</b> <b>Class Format:</b> Quarterly Course – 6 hours <i>and</i> Online Content – 3 hours <b>Quarters Typically Offered:</b> winter	
<b>Microsoft Excel Techniques</b> <b>Class Format:</b> POD Webinar – 1.5 hours <b>Quarters Typically Offered:</b> winter, spring, summer, autumn	
<b>Microsoft Excel Macros</b> <b>Class Format:</b> POD Webinar – 2 hours <b>Quarters Typically Offered:</b> spring, autumn	

**Please Note:**

- POD’s course catalog is available online [here](#). Upcoming webinars can be found [here](#).
- POD certificates are for **current** UW employees only. Professional & Continuing Education offers certificate programs for the general public.
- If a course is no longer offered by POD, please contact Certificate Advisor Caitlin Brief (pod@uw.edu) for substitution possibilities.