### Business Communication courses:

- SCS060
- PRO301
- PST950
- PST130
- PRO303
- PRO302

### Completion and Total Completion:

- Spent
- Completion
- Total

### Requirement:

To complete the Fiscal Management certification, you must:

- Complete the six required **Personal Excellence** courses
- Complete two Fiscal Specialization elective groupings:
  - One of these elective groupings must be a "Completing Transactions" grouping
  - The other elective grouping is your choice—it may be another "Completing Transactions" grouping or from a different grouping as listed below

**Total requirement:** Completion of 12 required courses and 2 elective groupings

### Fiscal Management Certification

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Hire Specialization</th>
<th>Academic Department Support Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRO303 Internal Controls at UF</td>
<td>PRO314 Classification and Compensation Foundations</td>
<td>PRV802 FERPA Basics</td>
</tr>
<tr>
<td>PRO304 Basic Accounting Concepts for UF Administrators</td>
<td>PST093 Creating a UF Appointment</td>
<td></td>
</tr>
<tr>
<td>PRO338 Fraud Awareness</td>
<td>PST098 Careers at UF</td>
<td></td>
</tr>
<tr>
<td>PST130 Reconciliation</td>
<td>PST920 Managing ePAF</td>
<td></td>
</tr>
<tr>
<td>PST950 Budget and Commitment Control</td>
<td>SCS040 Interviewing and Hiring</td>
<td></td>
</tr>
</tbody>
</table>

### "Personal Excellence" Required Courses

- GET050 Achieving Results
- PRO301 UF 101: What Every Employee Should Know About the University of Florida
- SCS010 HR 101 For Beginners: What Everyone Needs to Know About Human Resources
- SCS060 Relationship Strategies
- SCS065 Cultivating Judgment

### Fiscal Specialization Required Courses

### HR/Payroll Management Certification

To complete the HR/Payroll Management certification, you must:

- Complete the six required **Hiring Specialization** courses as described below
- Complete the six required **Personal Excellence** courses (same as under Fiscal Management certification)
- Complete 3 courses in either:
  - Payroll/Leave Grouping
  - Other Personnel Actions Grouping

**Total requirement:** Completion of 12 required courses and 3 elective courses

### "Personal Excellence" Required Courses

### Academic Department Support Certification

To complete the Academic Department Support certification, you must:

- Complete the two required **Academic Department Support** courses
- Complete the six required **Personal Excellence** courses (same as under Fiscal and HR/Payroll Management certification)
- Complete 4 Academic Department Support electives

**Total requirement:** Completion of 8 required courses and 4 elective courses

### "Personal Excellence" Required Courses

- GET050 Achieving Results
- PRO301 UF 101: What Every Employee Should Know About the University of Florida
- SCS010 HR 101 For Beginners: What Everyone Needs to Know About Human Resources
- SCS060 Relationship Strategies
- SCS065 Cultivating Judgment

### "Hiring Specialization" Required Courses

- BCC010 Communication Confidence
- BCC020 Now Hear This: Listening, Comprehending, Communicating
- BCC030 Communicate Assertively
- BCC040 Power Writing
- BCC050 Punctuation Power
- BCC060 E-Mail Effectiveness
- BCC070 Grammar Game
- SCS080 Making Meetings Work
- SCS090 Powerful Public Speaking

### One of the following Training and Organizational Development Business Communication courses:

- BCC010 Communication Confidence
- BCC020 Now Hear This: Listening, Comprehending, Communicating
- BCC030 Communicate Assertively
- BCC040 Power Writing
- BCC050 Punctuation Power
- BCC060 E-Mail Effectiveness
- BCC070 Grammar Game
- SCS080 Making Meetings Work
- SCS090 Powerful Public Speaking

### One of the following Training and Organizational Development Business Communication courses:

- BCC010 Communication Confidence
- BCC020 Now Hear This: Listening, Comprehending, Communicating
- BCC030 Communicate Assertively
- BCC040 Power Writing
- BCC050 Punctuation Power
- BCC060 E-Mail Effectiveness
- BCC070 Grammar Game
- SCS080 Making Meetings Work
- SCS090 Powerful Public Speaking

*Note: The required "Personal Excellence" workshops are the same for each certification and need only to be taken once.*

Visit [www.hr.ufl.edu/training](http://www.hr.ufl.edu/training) for more information, or contact our office at (352)-392-4626 or training@ufl.edu.
### Fiscal Management Certification

Complete **two** Fiscal Specialization elective groupings.

- One must be a “Completing Transactions” elective grouping.
- You need to take all of the courses within an elective grouping in order to receive credit for that grouping.

*If you complete two groupings under “Completing Transactions,” then you will have fulfilled your Fiscal Specialization elective requirement.*

### HR/Payroll Management Certification

Complete **three** elective courses from either:

- Payroll/Leave Grouping
- Other Personnel Actions Grouping

The **three** elective courses must be from the same grouping.

### Academic Department Support Certification

Complete your choice of **four** elective courses.

### Completing Transactions Elective Groupings

| “Purchasing” elective grouping—1 elective credit |
| PRO305 Procurement Policy - Procurement 101 and PST073 Intro to Purchasing in myUF Market |
| “Travel and expense” elective grouping—1 elective credit |
| PRO306 UF Travel Directives Workshop and PST930 Travel and Expense |
| “Accounts payable” elective grouping—1 elective credit |
| PRO335 Disbursements Directives 101 and PST956 Online Journal Entry and PST083 myUF Marketplace |
| “Making deposits” elective grouping—1 elective credit |
| PST021 Making Deposits in myUFL and PST956 Online Journal Entry |
| “Assets” elective grouping—1 elective credit |
| PST501 Property 101 and PST502 myAssets |
| Other Personnel Actions Grouping |
| PRO318 Hiring Graduate Assistants and Fellows |

If you only completed one elective grouping/credit under the “Completing Transactions” groupings listed above, please choose another elective grouping from below.

| Reporting” elective grouping—1 elective credit |
| PST985 Commitment Accounting Basics and PST986 Commitment Accounting Advanced |

This elective course grouping will no longer be offered. However, if you have already completed the elective credit, it will still count towards the Pro 3 Fiscal certification.

| “Research administration” elective grouping—1 elective credit |
| RSH270 Award Management and PRO323 Post Award Overview or RSH212 Post Award Overview or RSH260 Cost Principles |

| “Microsoft Excel” |
| For training regarding this competency, please visit [LinkedIn Learning](https://www.linkedin.com/). The Excel elective grouping no longer counts towards the Pro 3 Fiscal certification. |

---

**Revised May 2020**