GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: GSAAdvantage.gov.

Schedule Title: Mission Orientated Business Integrated Services (MOBIS) 874

Contract number: GS-02F0107N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: 5/2/2003 through 4/30/2013

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable):

>   Graduate School
>
>   600 Maryland Ave., SW, Suite 180
>
>   Washington, DC 20024
>
>   202 314 3428 voice; 202 314 3444

Contractor's internet address/web site where schedule information can be found (as applicable):

>   http://www.graduateschool.edu/

Contract administration source (if different from preceding entry):

Business size: Other than Small Business

>   1a.   Table of awarded special item number(s):
>
>   874-4 and 874-8
>
>   1b.   Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:
>
>   1c.   If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item:
>
>   2.   Maximum order: $1,000,000

3.   Minimum order: $100

4.   Geographic coverage (delivery area):   Worldwide

5.   Point(s) of production (city, county, and State or foreign country): Washington, DC and Graduate School offices nationwide

6.   Discount from list prices or statement of net price: All prices reflect the net price.

7.   Quantity discounts: None offered.

8.   Prompt payment terms: Net 30 days

9a.   Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Government purchase cards are accepted.

9b.   Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are accepted above the micro-purchase level.

10.   Foreign items (list items by country of origin): None

11a.   Time of delivery: Specified on the task order.

11b.   Expedited Delivery. Specified on the task order.

11c.   Overnight and 2-day delivery. Specified on the task order.

11d.   Urgent Requirements. Specified on the task order.

12.   F.O.B. point(s): Destination

13a.   Ordering address(es):

       Graduate School

       Attn: Robert Moriarty

       600 Maryland Ave., SW, Suite 180

       Washington, DC 20024

13b.   Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14.   Payment address(es):

       For EFT payment information contact Accounting & Finance:

       Phone: 202.314.3353

       Fax: 202.479.4895

15.   Warranty provision: Not applicable

16.   Export packing charges, if applicable: Not applicable

17.   Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): See 9a and 9b above.

18.   Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable

19.   Terms and conditions of installation (if applicable): Not applicable

20.   Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable

20a.   Terms and conditions for any other services (if applicable): Not applicable

21.   List of service and distribution points (if applicable): Not applicable

22.   List of participating dealers (if applicable): Not applicable

23.   Preventive maintenance (if applicable): Not applicable

24a.   Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable

24b.   If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Specified on the task order.

25.   Data Universal Number System (DUNS) number: 040535536

26.   Notification regarding registration in Central Contractor Registration (CCR) database: The Graduate School is registered in the Central Contractor Registration (CCR) database.

Graduate School
MOBIS

Labor Rates

	Course/Task/Labor Hour	GSA Hourly Rate	GSA Daily Rate	

Graduate School Staff				
874-4	Director	$168	$1,344	
	Senior Program Manager	$147	$1,176	
	Program Manager	$128	$1,024	
	Senior Project Manager	$108	$864	
	Project Manager	$88	$704	
	Program Coordinator	$73	$584	
	Senior Program Specialist	$75	$600	
	Program Specialist	$63	$504	
	Senior Program Technician	$60	$480	
	Program Technician	$55	$440	
	Senior Program Assistant	$44	$352	
	Program Assistant	$36	$288	

Graduate School Faculty				
874-4	Subject Matter Expert I	$254	$2,032	
	Subject Matter Expert II	$191	$1,528	
	Subject Matter Expert III	$126	$1,008	
	Consultant I	$254	$2,032	
	Consultant II	$178	$1,424	
	Consultant III	$114	$912	
	Facilitator I	$229	$1,832	
	Facilitator II	$152	$1,216	
	Facilitator III	$114	$912	
	Instructional Designer I	$204	$1,632	
	Instructional Designer II	$140	$1,120	
	Instructional Designer III	$102	$816	

Graduate School -- DESCRIPTION OF LABOR CATEGORIES

Director (GS15)

Education: Ph.D. or equivalent experience

Work Experience: 20 years or more of relevant experience

Directors are leaders in specific fields or sectors. Duties include assignments of long duration which are complex and involve multiple projects. Overall responsibility for project financial management.

Program Manager

Managers lead diverse teams to deliver best value to the client in complex programs. They identify and select appropriate personnel and resources for programs.

> Sr. Program Manager (GS 15/14)
>
> > Master's degree or equivalent experience
> > 15 or more years of experience
>
> Program Manager (GS 13)
>
> > Master's degree or equivalent experience
> > 10 or more years of experience

Project Manager

Responsibilities include: technical leadership, quality control and timeliness of all deliverables, preparation of support plans, logistical and other documents, review of all financial and logistical information on a periodic basis, and verbal and written presentations as required.

> Sr. Project Manager (GS 12)
>
> > Master's degree or equivalent experience
> > 10 or more years of experience
>
> Project Manager (GS11)
>
> > Bachelor's degree or equivalent
> > 5 or more year's of experience

Program Coordinator (GS10)

Program coordinators have expertise in such specific functional areas as contract management, human resources, accounting, and home office coordination

> Bachelor's degree or equivalent
> 10 or more years of experience

Program Specialist

Responsibilities include logistical arrangements; coordination of meetings; data entry and tracking for contracts and enrollments; processing invoices and other project documents.

Sr. Program Specialist (GS 9)

> Bachelor's degree or equivalent experience
> 10 or more years of experience

Program Specialist (GS8)

> Bachelor's degree or equivalent experience
> 5 or more years of experience

Program Technician

Track contracts and financial information. Format reports and other written presentations.

Sr. Program Technician (GS 7)

> Bachelor's degree or equivalent experience
> 10 or more year's of experience

Program Technician (GS 6)

> Bachelor's degree or equivalent
> 5 or more years of experience

Program Assistant

Data entry. Clerical Functions. Filing.

Sr. Program Assistant (GS 5)

> Associate's degree or equivalent

5 or more years of experience

Program Assistant (GS 4)

High school diploma
1 to 3 years of experience

Subject Matter Expert

Leaders in subject area-----extensive experience in subject matter applications and in federal government applications

Subject Matter Expert I

Master's in subject area, PhD preferred
15 or year of work experience

Subject Matter Expert II

Master's degree in subject area, PhD preferred
10 or more years of experience

Subject Matter Expert III

Bachelor's degree in subject area
5 or more years of experience

Consultant

Expertise in specific functional areas. Work on medium to large complex projects. Expertise applicable to management, organization, and business improvement areas. Work at the most senior level of client organizations and serve as a resource to clients and colleagues. Leads and supervises teams.

Consultant I

Master's in related subject area, PhD preferred
15 or more years of experience

Consultant II

Master's degree in related area, PhD preferred
10 or more years of experience

Consultant III

> Bachelor's degree, Master's preferred
> 5 or more years of experience

Facilitator

Expertise and experience in all aspects of facilitation of conferences, meeting, and teamwork and in preparing reports. Uses problem solving and dispute resolution techniques. Provides support to teams, working groups, and other collaborative efforts.

> Facilitator I
>
> > Master's degree, PhD preferred
> > 15 or more years of experience
>
> Facilitator II
>
> > Master's degree, PhD preferred
> > 10 or more years of experience
>
> Facilitator III
>
> > Bachelor's degree, Master's preferred
> > 5 or more years of experience

Instructional Designer

Provides instructional design and development services to training projects. Designs, develops, and evaluates pilot training programs. Expertise and experience in developing technology mediated instruction. Reviews and recommend training materials to clients. Observes training delivery to ensure course objectives are met.

> Instructional Designer I
> > Master's degree, PhD preferred
> > 15 or more years of experience
>
> Instructional Designer II
> > Master's degree
> > 10 or more years of experience
>
> Instructional Designer III
> > Bachelor's degree
> > 5 or more years of experience

Existing Non-IT Courses   **SIN:**   **874-4**

15 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
HUMAN RESOURCES MANAGEMENT			
Adjudicating and Applying Veterans' Preference	STAF8007D002	1	$ 3,031
Adjudicating and Applying Veterans' Preference via GS Connect	STAF7507A002	1	$ 3,031
Adverse and Performance-Based Actions	LABR7100D002	4	$ 10,990
Category-Based Rating and Selection: A Workshop	STAF8005D002	1	$ 3,475
Consulting Skills for Human Resources Professionals	CDEV8005D002	3	$ 9,400
Correcting Employee Conduct and Performance	LABR7012D002	2	$ 6,375
CSRS Benefits Applications for HR Staff	BENE8100D002	4	$ 10,990
Developing Performance Standards	LABR7007D002	1	$ 3,475
EEO Counseling - Basic	EEOP7100D002	4	$ 10,990
EEO for Federal Employees	EEOP7010D002	3	$ 8,990
EEO for Supervisors and Managers	EEOP8101D002	2	$ 6,375
EEO Update for EEO Counselors	EEOP9102D002	1	$ 3,475
Employee Benefits for HR Staff - Basic	BENE7100D002	5	$ 12,990
Employee Development - Introduction	CDEV7001D002	3	$ 8,990
Employee Relations - Basic	LABR7000D002	4	$ 10,990
Examining for Federal Wage System Jobs	STAF7200D002	2	$ 6,375
Fair Labor Standards Act Workshop	CLAS7100D002	2	$ 6,375
FERS Benefits Applications for HR Staff	BENE8101D002	4	$ 10,990
Financial Literacy for Federal Employees	BENE7400D002	1	$ 2,556
Financial Literacy for Federal Employees via GS Connect	BENE7500A002	1	$ 2,556
Freedom of Information and Privacy Act Workshop	PMGT7000D002	3	$ 9,400
Interviewing Techniques for Selection and Assessment	STAF8009D002	2	$ 6,056
Human Resources Management for Administrative Personnel	PMGT8002D002	3	$ 8,990
Human Resources Management for Supervisors and Managers	PMGT7100D002	5	$ 12,990
Human Resources Management: Introduction	PMGT7001D002	3	$ 8,990
Managing Attendance and Leave for Supervisors	PMGT7202D002	1	$ 3,190
Developing Your Resume: A Workshop	CDEV7004D002	0.5	$ 3,000
Instructor Training	CDEV9001D002	4	$ 10,990
Introduction to Strategic Human Capital Management	PMGT7009D002	2	$ 6,375
Job Analysis and KSA Examining	STAF8001D002	3	$ 8,990
Labor Relations - Basic	LABR7001D002	4	$ 10,990
Leading Change	MGMT7201D002	5	$ 14,720
Managing and Measuring Performance	LABR7006D002	3	$ 8,990
Managing a Special Emphasis Program	EEOP8114D002	3	$ 8,990
Managing Training for Results	CDEV9002D002	3	$ 8,990
Managing Workforce Diversity	EEOP7001D002	2	$ 6,375
Mediating Employee Disputes	PMGT7003D002	4	$ 10,990
Mid-Career Retirement Planning	BENE8102D002	2	$ 5,290
Negotiating Labor Agreements	LABR9001D002	5	$ 12,963
Pay Setting	STAF9000D002	3	$ 8,990
Personal Success under Pay Banding	LABR7008D002	1	$ 3,301

Existing Non-IT Courses SIN: 874-4
15 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Planning and Conducting a RIF	STAF7015D002	4	$ 10,990
Position Classification - Advanced	CLAS9000D002	4	$ 10,968
Position Classification - Basic (5 Days)	CLAS7000D002	5	$ 14,245
Position Classification - Basic (10 Days)	CLAS7000D002	10	$ 24,030
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	$ 6,375
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	$ 6,375
Pre-Retirement Planning (1-day)	BENE7002D002	1	$ 3,000
Pre-Retirement Planning (2-days)	BENE7102D002	2	$ 5,026
Pre-Retirement Planning (CSRS Participants Only) (1 Day)	BENE7002D005	1	$ 2,850
Pre-Retirement Planning (CSRS Participants Only) (2 days)	BENE7120D002	2	$ 5,026
CSRS Retirement Planning via GS Connect	BENE7520A002	2	$ 2,850
FERS Retirement Planning via GS Connect	BENE7510A002	2	$ 2,850
Pre-Retirement Planning (FERS Participants Only) (1-day)	BENE7210D002	1	$ 3,000
Pre-Retirement Planning (FERS Participants Only) (2-days)	BENE7110D002	2	$ 5,026
Pre-Retirement Planning for Law Enforcement Officers and Firefighters	BENE7201D002	2	$ 5,026
Principles of Classification	CLAS7900D002	5	$ 14,245
Processing Personnel Actions	STAF7003D002	5	$ 13,580
Qualifications Analysis Workshop	STAF7004D002	3	$ 8,541
Roles and Responsibilities of the EEO Advisory Committee	EEOP8110D002	2	$ 6,375
Introduction to National Security Personnel System	PMGT7014D002	2	$ 6,056
The Role of the HR Specialist in Organizational Change	PMGT7312D002	2	$ 9,495
Staffing and Placement - Basic	STAF7000D002	5	$ 12,990
Staffing for Support Staff	STAF7001D002	3	$ 8,990
Suitability Adjudication	STAF8101D002	3	$ 8,990
Using HR Flexibilities	STAF8010D002	2	$ 6,375
Workers Compensation and Disability Retirement	BENE8104D002	2	$ 5,026
Workforce Analysis and Planning Workshop	PMGT7013D002	2	$ 6,375

LEADERSHIP AND MANAGEMENT

Accountability All Around	SUPV7019D002	1	$ 2,841
The Art of International Negotiation via GS Connect	MGMT9500A002	1	$ 3,045
Coaching Skills for Today's Leaders	MGMT9002D002	1	$ 2,990
Communicating Effectively across Cultures via GS Connect	COMM8500A002	1	$ 3,045
Constructive Conflict Resolution	COMM7004D002	3	$ 7,116
Decision Making and Problem Solving	MGMT8102D002	2	$ 5,695
Developing Emotional Intelligence Skills via GS Connect	LEAD8500A002	2	$ 11,495
Emotionally Intelligent Leaders	LEAD8007L002	2	$ 11,495
Executive Survival Skills	EXEC9901L002	5	$ 18,995

Existing Non-IT Courses   **SIN: 874-4**

15 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Facilitation Strategies for Leaders	LEAD8006L002	2	$ 12,895
Facilitator Workshop	TDEV8120D002	4	$ 9,049
Implementing an Enterprise Architecture	ENTR7001T002	3	$ 9,495
Introduction to Enterprise Architecture	ENTR7000T002	3	$ 7,595
Introduction to Management	MGMT7099D002	5	$ 13,770
Introduction to Organizational Learning	LEAD8000L002	3	$ 13,495
Introduction to Supervision	SUPV7001D002	5	$ 14,295
Jump-Starting High-Performance Teams: the Fundamentals	TDEV7021D002	2	$ 7,120
Leadership Essentials	MGMT7020D002	3	$ 8,070
Leadership Skills for Non-Supervisors	ADMB7006D002	2	$ 5,990
Leadership Skills for Non-Supervisors via GS Connect	ADMB7506A002	2	$ 5,691
Leading Change	MGMT7201D002	5	$ 14,720
Leading People	EXEC9902L002	5	$ 18,995
Leading Teams and Groups	TDEV8200D002	3	$ 10,920
Leading Teams and Groups via GS Connect	TDEV8500D002	3	$ 10,920
Managing for Results	EXEC9903L002	5	$ 21,995
Mentoring Skills	MGMT7006D002	1	$ 2,990
Negotiating Techniques	MGMT9104D002	2	$ 5,695
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	$ 6,375
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	$ 6,375
Preparing to Lead in the 21st Century	MGMT9020D002	2	$ 4,741
Strategic Planning for Government Organizations	MGMT9200D002	3	$ 8,355
Systems Thinking	LEAD8100L002	2	$ 11,395
Managing a Virtual Workforce	MGMT9013D002	1	$ 3,016
Writing ECQ Statements	EXEC9100L002	1	$ 6,075

CONGRESSIONAL SEMINARS

Congressional Operations Workshop	CFPG9200L002	5	$ 18,995

FINANCIAL MANAGEMENT / AUDITING

Accounting for Non-Accountants	ACCT7000D002	2	$ 5,809
Activity-Based Costing	ACCT7100D002	2	$ 5,809
Appropriations Law Seminar-- Advanced	FINC9100D002	3	$ 7,662
Budget Analysis Workshop	BUDG8100D002	4	$ 9,291
Budget Execution	BUDG7100D002	4	$ 9,291
Budget Formulation	BUDG7101D002	4	$ 9,291
Budget Justification and Presentation	BUDG7102D002	3	$ 7,662
Clear Writing through Critical Thinking	WRIT7100D002	3	$ 7,686
Decision Support: Building New Analytical Skills	FINC9120D002	3	$ 7,662
Federal Accounting - Introduction	ACCT7001D002	4	$ 9,291
Federal Accounting Standards	ACCT7102D002	3	$ 7,662
Federal Appropriations Law	FINC7100D002	4	$ 9,780
Federal Appropriations Law Update	FINC7200D002	1	$ 3,525

Existing Non-IT Courses

15 Participants

SIN: 874-4

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Federal Budget Process	BUDG7103D002	2	$ 5,809
Federal Budgeting - Introduction	BUDG7001D002	3	$ 7,662
Federal Budgeting for Non-Budgeting Personnel	BUDG7000D002	3	$ 7,662
Fundamentals of Federal Budgeting via GS Connect	BUDG7501A002	1	$ 3,525
Financial Management - Introduction	FINC7000D002	3	$ 7,662
Government Standard General Ledger	ACCT8100D002	2	$ 5,809
Management's Responsibility for Internal Control (OMB Circular A-123)	AUDT8003G002	2	$ 5,676
Performance Measurement and Budgeting	BUDG8101D002	3	$ 7,662
Planning, Programming, Budgeting and Execution Process	BUDG8000D002	3	$ 7,662
Planning, Programming, Budgeting and Execution (PPBE), Dept. of the Army	BUDG8001D002	5	$ 10,954
Reimbursable Agreements	FINC9110D002	2	$ 5,809
Travel Regulations for Defense Agencies, JTR-Vol.2 (PCS/TDY)	FINC7210D002	4	$ 9,291
Travel Regulations for Defense Agencies, JTR-Vol.2 (TDY Only)	FINC7310D002	2	$ 5,809
Travel Regulations for Non-Defense Agencies, FTR (PCS/TDY)	FINC7103D002	4	$ 9,291
Travel Regulations for Non-Defense Agencies, FTR (TDY Only)	FINC7203D002	2	$ 5,809
Travel Regulations for Uniformed Personnel, JFTR-Vol.1 (TDY)	FINC7189D002	3	$ 7,662
Working Capital Funds	FINC9000D002	3	$ 7,662
Applying Impact Evaluation Methods to Audits	AUDT9021G002	2	$ 5,676
Analysis Techniques for Auditors	AUDT7900G002	2	$ 5,676
Assessing Controls in Performance Audits	AUDT8021D002	2	$ 5,786
Assessing Financial-Related Activities and Controls	AUDT8811G002	4	$ 8,783
Assessing the Reliability of Computer-Processed Data	AUDT8043G002	2	$ 5,729
Auditing for Cost Savings and Performance Improvement (formerly Auditing Operations)	AUDT8027G002	3	$ 7,315
Audit Evidence and Working Papers	AUDT7011G002	2	$ 5,676
Following the Audit Trail in the e-Government World	AUDT9005G002	2	$ 5,729
Auditing Performance Outcomes	AUDT9012G002	3	$ 7,695
Auditing Performance: A Benchmarking Approach	AUDT8122G002	2	$ 5,676
Auditing Outsourced Government Services	AUDT8235G002	2	$ 5,676
Auditing the Reliability and Relevance of Performance Measures	AUDT9201G002	3	$ 7,382
Auditor's Legal Toolkit	AUDT8103G002	1	$ 3,192
Certified Government Auditing Professional Examination Review	AUDT9998G002	3	$ 7,382
Compliance Auditing	AUDT8095G002	2	$ 5,676
Computer Assisted Audit Tools/Techniques (CAATs) for Auditors	AUDT8800G002	1	$ 3,254
Conducting Performance Audits	AUDT7002G002	3	$ 7,382
Contract and Procurement Fraud	AUDT8036G002	2	$ 5,676
Contract Auditing	AUDT8801G002	5	$ 10,597

Existing Non-IT Courses
15 Participants

SIN: 874-4

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Creative Thinking for Auditors	AUDT8012G002	2	$ 5,676
Developing and Presenting Audit Findings	AUDT7021G002	2	$ 5,676
Developing Performance Audit Findings via GS Connect	AUDT8500A002	2	$ 5,676
Effective Audit Supervision	AUDT9002G002	4	$ 8,783
Ethical Decision Making for Auditors	AUDT9030G002	1	$ 3,254
Governmental Auditing - Basic	AUDT7001G002	5	$ 10,802
Government Auditing Overview	AUDT7005G002	1	$ 3,254
Government Auditing Standards: Review and Update	AUDT7732G002	1	$ 3,192
The Human Side of Auditing	AUDT7800G002	2	$ 5,676
Information Systems Auditing	AUDT8025G002	3	$ 7,453
Information Technology for Auditors	AUDT8024G002	2	$ 5,729
Interviewing Techniques for Auditors	AUDT7012G002	3	$ 7,453
Making Your Case to Prosecute Fraud	AUDT8090G002	2	$ 5,676
The Governmental Audit from Planning to Reporting	AUDT8032G002	4	$ 8,783
Managing the Audit Engagement	AUDT9102G002	3	$ 7,382
Negotiation and Conflict Resolution Skills for Auditors	AUDT9001G002	2	$ 5,676
Planning and Managing Skills for Audit Leadership	AUDT9014G002	3	$ 7,382
Planning Audit Assignments	AUDT8451G002	2	$ 5,676
Practical Statistical Sampling for Auditors	AUDT8112G002	4	$ 8,783
Presentation Skills for Auditors	AUDT8522G002	2	$ 5,786
Prevention and Detection of Fraud	AUDT8002G002	3	$ 7,382
Process Improvement Workshop	AUDT8026G002	4	$ 8,783
Quick Response Auditing	AUDT8011G002	2	$ 5,676
Reviewing Audit Reports	AUDT9502G002	2	$ 5,676
Teambuilding for Audit Organizations	AUDT9049G002	3	$ 7,382
Team-Developed Audit Reports	AUDT9601G002	5	$ 10,596
Writing Audit Reports by Objectives	AUDT8511G002	3	$ 7,382
Writing Value-Added Audit Reports	AUDT8521G002	3	$ 7,382
Written Communication for Auditors	AUDT8611G002	3	$ 7,453

ADMINISTRATIVE AND BUSINESS SKILLS

Administrative Officers Seminar	ADMB7000D002	3	$ 7,975
Beat Burnout: Renew Your Enthusiasm	ADMB7001D002	1	$ 2,990
Creative Problem Solving	ADMB7002D002	3	$ 8,070
Creative Problem Solving via GS Connect	ADMB7502A002	3	$ 8,070
Customer Service Excellence	ADMB7003D002	2	$ 5,220
Leadership Skills for Non-Supervisors	ADMB7006D002	2	$ 5,990
Managing Multiple Priorities	ADMB7007D002	1	$ 2,988
Office Management	ADMB7009D002	3	$ 7,490
Project Management for the Office Professional	ADMB7011D002	3	$ 7,738
Time Management	ADMB7028D002	2	$ 5,220
Winning Customer Service via GS Connect	COMM7510A002	1	$ 2,366

COMMUNICATION SKILLS

Assertiveness Skills	COMM7001D002	2	$ 5,220

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Basic Communication Skills	COMM7000D002	5	$ 10,350
Briefing Techniques	COMM7002D002	3	$ 8,090
Clear Writing through Critical Thinking	WRIT7100D002	3	$ 8,090
Communicating for Results	COMM7003D002	2	$ 4,990
Constructive Conflict Resolution	COMM7004D002	3	$ 7,490
Dealing With the Media	ADMB7031D002	3	$ 7,490
Editing for Impact	EDIT7100D002	2	$ 4,990
Effective Communication with Customers	COMM8000D002	2	$ 5,220
Effective Government Correspondence	WRIT7007D002	2	$ 4,990
E-Mail Etiquette and Efficiency	COMM7150D002	1	$ 2,990
Essentials of English	ENGL7000D002	5	$ 10,445
Fundamentals of Writing	WRIT7010D002	3	$ 7,500
Fundamentals of Writing via GS Connect	WRIT7501A002	3	$ 7,500
Grammar and Usage Workshop	ENGL7001D002	3	$ 7,500
Handling Difficult Conversations	COMM7122D002	2	$ 5,220
Increasing Personal Effectiveness	COMM7027D002	2	$ 5,695
Interpersonal Communications	COMM7006D002	2	$ 5,220
Listening and Memory Development	COMM7007D002	2	$ 5,220
Managing Other People's Writing	WRIT8000D002	3	$ 7,490
Marketing Public Programs	COMM9002D002	2	$ 5,695
Positive Approaches to Difficult People	COMM7009D002	2	$ 5,220
Proofreading	EDIT7001D002	2	$ 4,990
Report Writing	WRIT7020D002	3	$ 7,490
Speaking with Confidence	COMM7010D002	3	$ 7,490
Stress Management	COMM7117D002	2	$ 5,220
Technical Writing	WRIT8100D002	3	$ 7,490
Voice and Diction	COMM7012D002	5	$ 13,295
Writing for Results via GS Connect	WRIT7500A002	2	$ 4,741
Writing for Results	WRIT7110D002	2	$ 4,990

PROGRAM AND MANAGEMENT ANALYSIS

Basic Statistics	STAT7001D002	4	$ 9,495
Business Analysis: Overview	PGMT7400D002	3	$ 7,591
Cost-Benefit Analysis Workshop	PGMT8100D002	3	$ 7,990
Data Collections and Analysis	PGMT7001D002	5	$ 10,690
Earned Value Management	PROJ8297D002	2	$ 7,025
Earned Value Management via GS Connect	PROJ8500A002	2	$ 5,225
Introduction to Program Evaluation	PGMT7003D002	5	$ 10,690
Introduction to the National Incident Management System (NIMS)	PUAP8500D002	1	$ 2,271
Management Analysis: Advanced Applications	PGMT9000D002	4	$ 9,491
Management Analysis: Data Gathering	PGMT8000D002	4	$ 9,491
Management Analysis: Designing and Conducting a Study	PGMT8001D002	4	$ 9,491
Management Analysis: Overview	PGMT7000D002	4	$ 9,491
Management Analysis: Planning	PGMT7004D002	4	$ 9,491
Preparing for the PMP Exam	PROJ8295D002	2	$ 7,310

Existing Non-IT Courses   **SIN:**   **874-4**

15 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
Project Communications Management	PROJ8294D002	2	$ 7,025
Project Cost Management	PROJ8292D002	2	$ 7,025
Project Management	PGMT7005D002	4	$ 9,491
Project Management Fast Track – PMP Prep	PROJ8300D002	5	$ 15,480
Project Management for the Office Professional	ADMB7011D002	3	$ 7,738
Project Quality Management	PROJ8296D002	2	$ 7,025
Project Risk Management	PROJ8293D002	2	$ 7,025
Project Scope Management	PROJ8299D002	2	$ 7,025
Project Time Management	PROJ8291D002	2	$ 7,025
Terrorism Awareness and Survival	PUAP7100D002	0.5	$ 2,375
Terrorism Awareness and Survival via GS Connect	PUAP7500D002	0.5	$ 2,375

ACQUISITION

Advanced Simplified Acquisition Process	ACQI9000D002	3	$ 8,355
Comprehensive COTR Workshop	ACQI7523D002	5	$ 11,395
Contract Administration - Basic	ACQI7500D002	5	$ 11,395
Contracting Basics for Administrative Personnel	ACQI7502D002	3	$ 8,355
Contracting Basics for COTRs	ACQI7503D002	3	$ 8,795
COTR Refresher	ACQI7513D002	1	$ 3,463
Government Contract Law	ACQI8505D002	5	$ 11,395
Government-wide Commercial Purchase Card	ACQI7504D002	1	$ 3,463
Government Contracting - Intro CON 100 SEE 874-8			
Performance-Based Statements of Work	ACQI8517D002	3	$ 8,355
Performance-Based Service Acquisition	ACQI8002D002	2	$ 6,261
Acquisition Planning CON 110 SEE 874-8			
Shaping Smart Business Arrangements (CON100 Equivalent)	ACQI7030D002	5	$ 12,345
Simplified Acquisition Refresher	ACQI7516D002	3	$ 8,355
Simplified Acquisition Procedures	ACQI7506D002	5	$ 11,395

PERSONAL PROPERTY MANAGEMENT

Applications in Personal Property Accountability	PROP7110D002	5	$ 10,683
Property Accountability: The Life Cycle	PROP7112D002	4	$ 9,305
Property Management for Custodial Officers	PROP7103D002	2	$ 6,375
Warehousing, Operations and Disposal	PROP7001D002	4	$ 9,305

INFORMATION TECHNOLOGY

Implementing an Enterprise Architecture	ENTR7001T002	3	11,828
Introduction to Enterprise Architecture	ENTR7000T002	3	9,928
MS Access 20077: Introduction via GS Connect	DBAS7515A		7,125
MS Excel 2007: Introduction via GS Connect	SPRD7578A		6,555
MS Powerpoint 2007: Introduction via GS Connect	PRESW7568A		3,895
MS Project 2007: Indrotoduction via GS Connect	PROJ7590A		8,550
MS Word: Introduction via GS Connect	WORD7568A		3,895

20 Participants

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
HUMAN RESOURCES MANAGEMENT			
Adjudicating and Applying Veterans' Preference	STAF8007D002	1	$ 3,316
Adjudicating and Applying Veterans' Preference via GS Connect	STAF7507A002	1	$ 3,316
Adverse and Performance-Based Actions	LABR7100D002	4	$ 11,390
Category-Based Rating and Selection: A Workshop	STAF8005D002	1	$ 3,790
Consulting Skills for Human Resources Professionals	CDEV8005D002	3	$ 9,828
Correcting Employee Conduct and Performance	LABR7012D002	2	$ 7,000
CSRS Benefits Applications for HR Staff	BENE8100D002	4	$ 11,390
Developing Performance Standards	LABR7007D002	1	$ 3,790
EEO Counseling - Basic	EEOP7100D002	4	$ 11,390
EEO for Federal Employees	EEOP7010D002	3	$ 9,390
EEO for Supervisors and Managers	EEOP8101D002	2	$ 7,000
EEO Update for EEO Counselors	EEOP9102D002	1	$ 3,790
Employee Benefits for HR Staff - Basic	BENE7100D002	5	$ 13,490
Employee Development - Introduction	CDEV7001D002	3	$ 9,390
Employee Relations - Basic	LABR7000D002	4	$ 11,390
Examining for Federal Wage System Jobs	STAF7200D002	2	$ 7,000
Fair Labor Standards Act Workshop	CLAS7100D002	2	$ 7,000
FERS Benefits Applications for HR Staff	BENE8101D002	4	$ 11,390
Financial Literacy for Federal Employees	BENE7400D002	1	$ 2,841
Financial Literacy for Federal Employees via GS Connect	BENE7500A002	1	$ 2,841
Freedom of Information and Privacy Act Workshop	PMGT7000D002	3	$ 9,828
Interviewing Techniques for Selection and Assessment	STAF8009D002	2	$ 6,650
Human Resources Management for Administrative Personnel	PMGT8002D002	3	$ 9,390
Human Resources Management for Supervisors and Managers	PMGT7100D002	5	$ 13,490
Human Resources Management: Introduction	PMGT7001D002	3	$ 9,390
Managing Attendance and Leave for Supervisors	PMGT7202D002	1	$ 3,490
Developing Your Resume: A Workshop	CDEV7004D002	0.5	$ 3,000
Instructor Training	CDEV9001D002	4	$ 11,390
Introduction to Strategic Human Capital Management	PMGT7009D002	2	$ 7,000
Job Analysis and KSA Examining	STAF8001D002	3	$ 9,390
Labor Relations - Basic	LABR7001D002	4	$ 11,390
Leading Change	MGMT7201D002	5	$ 17,836
Managing and Measuring Performance	LABR7006D002	3	$ 9,390
Managing a Special Emphasis Program	EEOP8114D002	3	$ 9,390
Managing Training for Results	CDEV9002D002	3	$ 9,390
Managing Workforce Diversity	EEOP7001D002	2	$ 7,000
Mediating Employee Disputes	PMGT7003D002	4	$ 11,390
Mid-Career Retirement Planning	BENE8102D002	2	$ 5,590
Negotiating Labor Agreements	LABR9001D002	5	$ 13,485
Pay Setting	STAF9000D002	3	$ 9,390
Personal Success under Pay Banding	LABR7008D002	1	$ 3,601

Existing Non-IT Courses　　　　　　　　　　　　**SIN:　874-4**
20 Participants

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Planning and Conducting a RIF	STAF7015D002	4	$ 11,390
Position Classification - Advanced	CLAS9000D002	4	$ 11,585
Position Classification - Basic (5 Days)	CLAS7000D002	5	$ 14,768
Position Classification - Basic (10 Days)	CLAS7000D002	10	$ 24,695
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	$ 7,000
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	$ 7,000
Pre-Retirement Planning (1-day)	BENE7002D002	1	$ 3,000
Pre-Retirement Planning (2-days)	BENE7102D002	2	$ 5,311
Pre-Retirement Planning (CSRS Participants Only) (1 Day)	BENE7002D005	1	$ 2,850
Pre-Retirement Planning (CSRS Participants Only) (2 days)	BENE7120D002	2	$ 5,311
CSRS Retirement Planning via GS Connect	BENE7520A002	2	$ 2,850
FERS Retirement Planning via GS Connect	BENE7510A002	2	$ 2,850
Pre-Retirement Planning (FERS Participants Only) (1-day)	BENE7210D002	1	$ 3,000
Pre-Retirement Planning (FERS Participants Only) (2-days)	BENE7110D002	2	$ 5,311
Pre-Retirement Planning for Law Enforcement Officers and Firefighters	BENE7201D002	2	$ 5,311
Principles of Classification	CLAS7900D002	5	$ 14,768
Processing Personnel Actions	STAF7003D002	5	$ 14,103
Qualifications Analysis Workshop	STAF7004D002	3	$ 8,921
Roles and Responsibilities of the EEO Advisory Committee	EEOP8110D002	2	$ 7,000
Introduction to National Security Personnel System	PMGT7014D002	2	$ 6,650
The Role of the HR Specialist in Organizational Change	PMGT7312D002	2	$ 10,920
Staffing and Placement - Basic	STAF7000D002	5	$ 13,490
Staffing for Support Staff	STAF7001D002	3	$ 9,390
Suitability Adjudication	STAF8101D002	3	$ 9,390
Using HR Flexibilities	STAF8010D002	2	$ 7,000
Workers Compensation and Disability Retirement	BENE8104D002	2	$ 5,311
Workforce Analysis and Planning Workshop	PMGT7013D002	2	$ 7,000

LEADERSHIP AND MANAGEMENT

Accountability All Around	SUPV7019D002	1	$ 3,705
The Art of International Negotiation via GS Connect	MGMT9500A002	1	$ 4,014
Coaching Skills for Today's Leaders	MGMT9002D002	1	$ 3,900
Communicating Effectively across Cultures via GS Connect	COMM8500A002	1	$ 4,014
Constructive Conflict Resolution	COMM7004D002	3	$ 9,011
Decision Making and Problem Solving	MGMT8102D002	2	$ 7,025
Developing Emotional Intelligence Skills via GS Connect	LEAD8500A002	2	$ 13,500
Emotionally Intelligent Leaders	LEAD8007L002	2	$ 13,500
Executive Survival Skills	EXEC9901L002	5	$ 21,708

Existing Non-IT Courses

SIN: 874-4

20 Participants

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Facilitation Strategies for Leaders	LEAD8006L002	2	$ 13,500
Facilitator Workshop	TDEV8120D002	4	$ 10,878
Implementing an Enterprise Architecture	ENTR7001T002	3	$ 11,828
Introduction to Enterprise Architecture	ENTR7000T002	3	$ 9,928
Introduction to Management	MGMT7099D002	5	$ 16,293
Introduction to Organizational Learning	LEAD8000L002	3	$ 15,153
Introduction to Supervision	SUPV7001D002	5	$ 14,845
Jump-Starting High-Performance Teams: the Fundamentals	TDEV7021D002	2	$ 8,384
Leadership Essentials	MGMT7020D002	3	$ 9,714
Leadership Skills for Non-Supervisors	ADMB7006D002	2	$ 7,275
Leadership Skills for Non-Supervisors via GS Connect	ADMB7506A002	2	$ 6,911
Leading Change	MGMT7201D002	5	$ 17,836
Leading People	EXEC9902L002	5	$ 21,708
Leading Teams and Groups	TDEV8200D002	3	$ 12,564
Leading Teams and Groups via GS Connect	TDEV8500D002	3	$ 12,089
Managing for Results	EXEC9903L002	5	$ 23,608
Mentoring Skills	MGMT7006D002	1	$ 3,900
Negotiating Techniques	MGMT9104D002	2	$ 6,959
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	$ 7,000
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	$ 7,000
Preparing to Lead in the 21st Century	MGMT9020D002	2	$ 5,985
Strategic Planning for Government Organizations	MGMT9200D002	3	$ 9,999
Systems Thinking	LEAD8100L002	2	$ 13,324
Managing a Virtual Workforce	MGMT9013D002	1	$ 3,871
Writing ECQ Statements	EXEC9100L002	1	$ 7,101

CONGRESSIONAL SEMINARS

Congressional Operations Workshop	CFPG9200L002	5	$ 21,423

FINANCIAL MANAGEMENT / AUDITING

Accounting for Non-Accountants	ACCT7000D002	2	$ 7,320
Activity-Based Costing	ACCT7100D002	2	$ 7,320
Appropriations Law Seminar-- Advanced	FINC9100D002	3	$ 9,652
Budget Analysis Workshop	BUDG8100D002	4	$ 11,704
Budget Execution	BUDG7100D002	4	$ 11,704
Budget Formulation	BUDG7101D002	4	$ 11,704
Budget Justification and Presentation	BUDG7102D002	3	$ 9,652
Clear Writing through Critical Thinking	WRIT7100D002	3	$ 9,733
Decision Support: Building New Analytical Skills	FINC9120D002	3	$ 9,652
Federal Accounting - Introduction	ACCT7001D002	4	$ 11,704
Federal Accounting Standards	ACCT7102D002	3	$ 9,652
Federal Appropriations Law	FINC7100D002	4	$ 12,320
Federal Appropriations Law Update	FINC7200D002	1	$ 4,441

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Federal Budget Process	BUDG7103D002	2	$ 7,149
Federal Budgeting - Introduction	BUDG7001D002	3	$ 9,652
Federal Budgeting for Non-Budgeting Personnel	BUDG7000D002	3	$ 9,652
Fundamentals of Federal Budgeting via GS Connect	BUDG7501A002	1	$ 4,441
Financial Management - Introduction	FINC7000D002	3	$ 9,652
Government Standard General Ledger	ACCT8100D002	2	$ 7,320
Management's Responsibility for Internal Control (OMB Circular A-123)	AUDT8003G002	2	$ 6,983
Performance Measurement and Budgeting	BUDG8101D002	3	$ 9,652
Planning, Programming, Budgeting and Execution Process	BUDG8000D002	3	$ 9,652
Planning, Programming, Budgeting and Execution (PPBE), Dept. of the Army	BUDG8001D002	5	$ 13,804
Reimbursable Agreements	FINC9110D002	2	$ 7,149
Travel Regulations for Defense Agencies, JTR-Vol.2 (PCS/TDY)	FINC7210D002	4	$ 11,704
Travel Regulations for Defense Agencies, JTR-Vol.2 (TDY Only)	FINC7310D002	2	$ 7,149
Travel Regulations for Non-Defense Agencies, FTR (PCS/TDY)	FINC7103D002	4	$ 11,704
Travel Regulations for Non-Defense Agencies, FTR (TDY Only)	FINC7203D002	2	$ 7,149
Travel Regulations for Uniformed Personnel, JFTR-Vol.1 (TDY)	FINC7189D002	3	$ 9,652
Working Capital Funds	FINC9000D002	3	$ 9,652
Applying Impact Evaluation Methods to Audits	AUDT9021G002	2	$ 6,983
Analysis Techniques for Auditors	AUDT7900G002	2	$ 6,983
Assessing Controls in Performance Audits	AUDT8021D002	2	$ 7,116
Assessing Financial-Related Activities and Controls	AUDT8811G002	4	$ 11,125
Assessing the Reliability of Computer-Processed Data	AUDT8043G002	2	$ 7,049
Auditing for Cost Savings and Performance Improvement (formerly Auditing Operations)	AUDT8027G002	3	$ 9,348
Audit Evidence and Working Papers	AUDT7011G002	2	$ 6,983
Following the Audit Trail in the e-Government World	AUDT9005G002	2	$ 7,049
Auditing Performance Outcomes	AUDT9012G002	3	$ 9,348
Auditing Performance: A Benchmarking Approach	AUDT8122G002	2	$ 6,983
Auditing Outsourced Government Services	AUDT8235G002	2	$ 6,983
Auditing the Reliability and Relevance of Performance Measures	AUDT9201G002	3	$ 9,348
Auditor's Legal Toolkit	AUDT8103G002	1	$ 3,843
Certified Government Auditing Professional Examination Review	AUDT9998G002	3	$ 9,348
Compliance Auditing	AUDT8095G002	2	$ 6,983
Computer Assisted Audit Tools/Techniques (CAATs) for Auditors	AUDT8800G002	1	$ 3,985
Conducting Performance Audits	AUDT7002G002	3	$ 9,348
Contract and Procurement Fraud	AUDT8036G002	2	$ 6,983
Contract Auditing	AUDT8801G002	5	$ 13,424

Existing Non-IT Courses
20 Participants

SIN: 874-4

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Creative Thinking for Auditors	AUDT8012G002	2	$ 6,983
Developing and Presenting Audit Findings	AUDT7021G002	2	$ 6,983
Developing Performance Audit Findings via GS Connect	AUDT8500A002	2	$ 6,983
Effective Audit Supervision	AUDT9002G002	4	$ 11,125
Ethical Decision Making for Auditors	AUDT9030G002	1	$ 3,985
Governmental Auditing - Basic	AUDT7001G002	5	$ 13,680
Government Auditing Overview	AUDT7005G002	1	$ 3,985
Government Auditing Standards: Review and Update	AUDT7732G002	1	$ 3,843
The Human Side of Auditing	AUDT7800G002	2	$ 6,983
Information Systems Auditing	AUDT8025G002	3	$ 9,438
Information Technology for Auditors	AUDT8024G002	2	$ 7,049
Interviewing Techniques for Auditors	AUDT7012G002	3	$ 9,438
Making Your Case to Prosecute Fraud	AUDT8090G002	2	$ 6,983
The Governmental Audit from Planning to Reporting	AUDT8032G002	4	$ 11,125
Managing the Audit Engagement	AUDT9102G002	3	$ 9,348
Negotiation and Conflict Resolution Skills for Auditors	AUDT9001G002	2	$ 6,983
Planning and Managing Skills for Audit Leadership	AUDT9014G002	3	$ 9,348
Planning Audit Assignments	AUDT8451G002	2	$ 6,983
Practical Statistical Sampling for Auditors	AUDT8112G002	4	$ 11,125
Presentation Skills for Auditors	AUDT8522G002	2	$ 7,116
Prevention and Detection of Fraud	AUDT8002G002	3	$ 9,348
Process Improvement Workshop	AUDT8026G002	4	$ 11,125
Quick Response Auditing	AUDT8011G002	2	$ 6,983
Reviewing Audit Reports	AUDT9502G002	2	$ 7,049
Teambuilding for Audit Organizations	AUDT9049G002	3	$ 9,348
Team-Developed Audit Reports	AUDT9601G002	5	$ 13,424
Writing Audit Reports by Objectives	AUDT8511G002	3	$ 9,348
Writing Value-Added Audit Reports	AUDT8521G002	3	$ 9,348
Written Communication for Auditors	AUDT8611G002	3	$ 9,438

ADMINISTRATIVE AND BUSINESS SKILLS

Administrative Officers Seminar	ADMB7000D002	3	$ 9,020
Beat Burnout: Renew Your Enthusiasm	ADMB7001D002	1	$ 3,785
Creative Problem Solving	ADMB7002D002	3	$ 9,011
Creative Problem Solving via GS Connect	ADMB7502A002	3	$ 9,011
Customer Service Excellence	ADMB7003D002	2	$ 6,645
Leadership Skills for Non-Supervisors	ADMB7006D002	2	$ 7,275
Managing Multiple Priorities	ADMB7007D002	1	$ 3,795
Office Management	ADMB7009D002	3	$ 9,485
Project Management for the Office Professional	ADMB7011D002	3	$ 9,020
Time Management	ADMB7028D002	2	$ 6,645
Winning Customer Service via GS Connect	COMM7510A002	1	$ 2,841

COMMUNICATION SKILLS

Assertiveness Skills	COMM7001D002	2	$ 6,004

Existing Non-IT Courses   **SIN: 874-4**
20 Participants

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Basic Communication Skills	COMM7000D002	5	$ 13,248
Clear Writing through Critical Thinking	WRIT7100D002	3	$ 10,245
Communicating for Results	COMM7003D002	2	$ 6,320
Constructive Conflict Resolution	COMM7004D002	3	$ 9,485
Dealing With the Media	ADMB7031D002	3	$ 9,485
Editing for Impact	EDIT7100D002	2	$ 6,320
Effective Communication with Customers	COMM8000D002	2	$ 6,004
Effective Government Correspondence	WRIT7007D002	2	$ 6,320
E-Mail Etiquette and Efficiency	COMM7150D002	1	$ 3,787
Essentials of English	ENGL7000D002	5	$ 13,248
Fundamentals of Writing	WRIT7010D002	3	$ 9,467
Fundamentals of Writing via GS Connect	WRIT7501A002	3	$ 9,467
Grammar and Usage Workshop	ENGL7001D002	3	$ 9,467
Handling Difficult Conversations	COMM7122D002	2	$ 6,004
Increasing Personal Effectiveness	COMM7027D002	2	$ 7,263
Interpersonal Communications	COMM7006D002	2	$ 6,004
Listening and Memory Development	COMM7007D002	2	$ 6,004
Managing Other People's Writing	WRIT8000D002	3	$ 9,485
Marketing Public Programs	COMM9002D002	2	$ 6,503
Positive Approaches to Difficult People	COMM7009D002	2	$ 6,004
Proofreading	EDIT7001D002	2	$ 6,320
Report Writing	WRIT7020D002	3	$ 9,485
Speaking with Confidence	COMM7010D002	3	$ 9,485
Stress Management	COMM7117D002	2	$ 6,004
Technical Writing	WRIT8100D002	3	$ 9,485
Voice and Diction	COMM7012D002	5	$ 14,321
Writing for Results via GS Connect	WRIT7500A002	2	$ 6,004
Writing for Results	WRIT7110D002	2	$ 6,320

PROGRAM AND MANAGEMENT ANALYSIS

Basic Statistics	STAT7001D002	4	$ 10,441
Business Analysis: Overview	PGMT7400D002	3	$ 9,016
Cost-Benefit Analysis Workshop	PGMT8100G002	3	$ 9,490
Data Collections and Analysis	PGMT7001D002	5	$ 12,690
Earned Value Management	PROJ8297D002	2	$ 8,118
Earned Value Management via GS Connect	PROJ8500A002	2	$ 6,983
Introduction to Program Evaluation	PGMT7003D002	5	$ 12,690
Introduction to the National Incident Management System (NIMS)	PUAP8500D002	1	$ 2,651
Management Analysis: Advanced Applications	PGMT9000D002	4	$ 10,441
Management Analysis: Data Gathering	PGMT8000D002	4	$ 10,441
Management Analysis: Designing and Conducting a Study	PGMT8001D002	4	$ 10,441
Management Analysis: Overview	PGMT7000D002	4	$ 10,441
Management Analysis: Planning	PGMT7004D002	4	$ 10,441
Preparing for the PMP Exam	PROJ8295D002	2	$ 8,450
Project Communications Management	PROJ8294D002	2	$ 8,118

Existing Non-IT Courses   **SIN: 874-4**

20 Participants

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
Project Cost Management	PROJ8292D002	2	$ 8,118
Project Management	PGMT7005D002	4	$ 10,441
Project Management Fast Track – PMP Prep	PROJ8300D002	5	$ 16,810
Project Management for the Office Professional	ADMB7011D002	3	$ 9,020
Project Quality Management	PROJ8296D002	2	$ 8,118
Project Risk Management	PROJ8293D002	2	$ 8,118
Project Scope Management	PROJ8299D002	2	$ 8,118
Project Time Management	PROJ8291D002	2	$ 8,118
Terrorism Awareness and Survival	PUAP7100D002	0.5	$ 2,375
Terrorism Awareness and Survival via GS Connect	PUAP7500D002	0.5	$ 2,375

ACQUISITION

Advanced Simplified Acquisition Process	ACQI9000D002	3	$ 9,305
Comprehensive COTR Workshop	ACQI7523D002	5	$ 12,535
Contract Administration - Basic	ACQI7500D002	5	$ 12,535
Contracting Basics for Administrative Personnel	ACQI7502D002	3	$ 9,305
Contracting Basics for COTRs	ACQI7503D002	3	$ 9,795
COTR Refresher	ACQI7513D002	1	$ 4,033
Government Contract Law	ACQI8505D002	5	$ 12,155
Government-wide Commercial Purchase Card	ACQI7504D002	1	$ 4,033
Government Contracting - Intro CON 100 SEE 874-8			
Performance-Based Statements of Work	ACQI8517D002	3	$ 9,305
Performance-Based Service Acquisition	ACQI8002D002	2	$ 7,401
Acquisition Planning CON 110 SEE 874-8			
Shaping Smart Business Arrangements (CON100 Equivalent)	ACQI7030D002	5	$ 13,295
Simplified Acquisition Refresher	ACQI7516D002	3	$ 9,305
Simplified Acquisition Procedures	ACQI7506D002	5	$ 12,630

PERSONAL PROPERTY MANAGEMENT

Applications in Personal Property Accountability	PROP7110D002	5	$ 12,583
Property Accountability: The Life Cycle	PROP7112D002	4	$ 12,056
Property Management for Custodial Officers	PROP7103D002	2	$ 7,000
Warehousing, Operations and Disposal	PROP7001D002	4	$ 12,056

INFORMATION TECHNOLOGY

Implementing an Enterprise Architecture	ENTR7001T002	3	$ 11,828
Introduction to Enterprise Architecture	ENTR7000T002	3	$ 9,928
MS Access 20077: Introduction via GS Connect	DBAS7515A		$ 9,633
MS Excel 2007: Introduction via GS Connect	SPRD7578A		$ 10,118
MS Powerpoint 2007: Introduction via GS Connect	PRESW7568A		$ 5,178
MS Project 2007: Indrotoduction via GS Connect	PROJ7590A		$ 11,400
MS Word: Introduction via GS Connect	WORD7568A		$ 5,178

Existing Non-IT Courses   **SIN: 874-4**
25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
HUMAN RESOURCES MANAGEMENT			
Adjudicating and Applying Veterans' Preference	STAF8007D002	1	3,790
Adjudicating and Applying Veterans' Preference via GS Connect	STAF7507A002	1	3,790
Adverse and Performance-Based Actions	LABR7100D002	4	11,790
Category-Based Rating and Selection: A Workshop	STAF8005D002	1	4,090
Consulting Skills for Human Resources Professionals	CDEV8005D002	3	10,795
Correcting Employee Conduct and Performance	LABR7012D002	2	7,590
CSRS Benefits Applications for HR Staff	BENE8100D002	4	11,790
Developing Performance Standards	LABR7007D002	1	4,090
EEO Counseling - Basic	EEOP7100D002	4	11,790
EEO for Federal Employees	EEOP7010D002	3	9,790
EEO for Supervisors and Managers	EEOP8101D002	2	7,590
EEO Update for EEO Counselors	EEOP9102D002	1	4,090
Employee Benefits for HR Staff - Basic	BENE7100D002	5	13,890
Employee Development - Introduction	CDEV7001D002	3	9,790
Employee Relations - Basic	LABR7000D002	4	11,790
Examining for Federal Wage System Jobs	STAF7200D002	2	7,590
Fair Labor Standards Act Workshop	CLAS7100D002	2	7,590
FERS Benefits Applications for HR Staff	BENE8101D002	4	11,790
Financial Literacy for Federal Employees	BENE7400D002	1	3,290
Financial Literacy for Federal Employees via GS Connect	BENE7500A002	1	3,290
Freedom of Information and Privacy Act Workshop	PMGT7000D002	3	10,795
Interviewing Techniques for Selection and Assessment	STAF8009D002	2	7,590
Human Resources Management for Administrative Personnel	PMGT8002D002	3	9,790
Human Resources Management for Supervisors and Managers	PMGT7100D002	5	13,890
Human Resources Management: Introduction	PMGT7001D002	3	9,790
Managing Attendance and Leave for Supervisors	PMGT7202D002	1	3,790
Developing Your Resume: A Workshop	CDEV7004D002	0.5	3,000
Instructor Training	CDEV9001D002	4	11,790
Introduction to Strategic Human Capital Management	PMGT7009D002	2	7,590
Job Analysis and KSA Examining	STAF8001D002	3	9,790
Labor Relations - Basic	LABR7001D002	4	11,790
Leading Change	MGMT7201D002	5	22,025
Managing and Measuring Performance	LABR7006D002	3	9,790
Managing a Special Emphasis Program	EEOP8114D002	3	9,790
Managing Training for Results	CDEV9002D002	3	9,790
Managing Workforce Diversity	EEOP7001D002	2	7,590
Mediating Employee Disputes	PMGT7003D002	4	11,790
Mid-Career Retirement Planning	BENE8102D002	2	5,890
Negotiating Labor Agreements	LABR9001D002	5	14,695
Pay Setting	STAF9000D002	3	9,790
Personal Success under Pay Banding	LABR7008D002	1	4,090
Planning and Conducting a RIF	STAF7015D002	4	11,790
Position Classification - Advanced	CLAS9000D002	4	12,795
Position Classification - Basic (5 Days)	CLAS7000D002	5	16,095

25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Position Classification - Basic (10 Days)	CLAS7000D002	10	26,795
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	7,590
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	7,590
Pre-Retirement Planning (1-day)	BENE7002D002	1	3,000
Pre-Retirement Planning (2-days)	BENE7102D002	2	5,890
Pre-Retirement Planning (CSRS Participants Only) (1 Day)	BENE7002D005	1	3,000
Pre-Retirement Planning (CSRS Participants Only) (2 days)	BENE7120D002	2	5,890
CSRS Retirement Planning via GS Connect	BENE7520A002	2	3,000
FERS Retirement Planning via GS Connect	BENE7510A002	2	3,000
Pre-Retirement Planning (FERS Participants Only) (1-day)	BENE7210D002	1	3,000
Pre-Retirement Planning (FERS Participants Only) (2-days)	BENE7110D002	2	5,890
Pre-Retirement Planning for Law Enforcement Officers and Firefighters	BENE7201D002	2	5,890
Principles of Classification	CLAS7900D002	5	16,095
Processing Personnel Actions	STAF7003D002	5	15,295
Qualifications Analysis Workshop	STAF7004D002	3	9,790
Roles and Responsibilities of the EEO Advisory Committee	EEOP8110D002	2	7,590
Introduction to National Security Personnel System	PMGT7014D002	2	7,590
The Role of the HR Specialist in Organizational Change	PMGT7312D002	2	12,995
Staffing and Placement - Basic	STAF7000D002	5	13,890
Staffing for Support Staff	STAF7001D002	3	9,790
Suitability Adjudication	STAF8101D002	3	9,790
Using HR Flexibilities	STAF8010D002	2	7,590
Workers Compensation and Disability Retirement	BENE8104D002	2	5,890
Workforce Analysis and Planning Workshop	PMGT7013D002	2	7,590

LEADERSHIP AND MANAGEMENT

Accountability All Around	SUPV7019D002	1	4,825
The Art of International Negotiation via GS Connect	MGMT9500A002	1	4,735
Coaching Skills for Today's Leaders	MGMT9002D002	1	4,825
Communicating Effectively across Cultures via GS Connect	COMM8500A002	1	4,735
Constructive Conflict Resolution	COMM7004D002	3	10,735
Decision Making and Problem Solving	MGMT8102D002	2	8,350
Developing Emotional Intelligence Skills via GS Connect	LEAD8500A002	2	14,850
Emotionally Intelligent Leaders	LEAD8007L002	2	15,575
Executive Survival Skills	EXEC9901L002	5	25,725
Facilitation Strategies for Leaders	LEAD8006L002	2	15,125
Facilitator Workshop	TDEV8120D002	4	13,400
Implementing an Enterprise Architecture	ENTR7001T002	3	14,900
Introduction to Enterprise Architecture	ENTR7000T002	3	12,900
Introduction to Management	MGMT7099D002	5	19,800
Introduction to Organizational Learning	LEAD8000L002	3	18,400

25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Introduction to Supervision	SUPV7001D002	5	15,295
Jump-Starting High-Performance Teams: the Fundamentals	TDEV7021D002	2	10,150
Leadership Essentials	MGMT7020D002	3	11,950
Leadership Skills for Non-Supervisors	ADMB7006D002	2	8,550
Leadership Skills for Non-Supervisors via GS Connect	ADMB7506A002	2	8,550
Leading Change	MGMT7201D002	5	22,025
Leading People	EXEC9902L002	5	25,725
Leading Teams and Groups	TDEV8200D002	3	14,950
Leading Teams and Groups via GS Connect	TDEV8500D002	3	13,925
Managing for Results	EXEC9903L002	5	27,725
Mentoring Skills	MGMT7006D002	1	4,825
Negotiating Techniques	MGMT9104D002	2	8,650
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	7,590
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	7,590
Preparing to Lead in the 21st Century	MGMT9020D002	2	7,625
Strategic Planning for Government Organizations	MGMT9200D002	3	12,250
Systems Thinking	LEAD8100L002	2	16,075
Managing a Virtual Workforce	MGMT9013D002	1	5,000
Writing ECQ Statements	EXEC9100L002	1	8,550

CONGRESSIONAL SEMINARS

Congressional Operations Workshop	CFPG9200L002	5	25,100

FINANCIAL MANAGEMENT / AUDITING

Accounting for Non-Accountants	ACCT7000D002	2	9,055
Activity-Based Costing	ACCT7100D002	2	9,055
Appropriations Law Seminar-- Advanced	FINC9100D002	3	11,935
Budget Analysis Workshop	BUDG8100D002	4	14,475
Budget Execution	BUDG7100D002	4	14,475
Budget Formulation	BUDG7101D002	4	14,475
Budget Justification and Presentation	BUDG7102D002	3	11,935
Clear Writing through Critical Thinking	WRIT7100D002	3	11,595
Decision Support: Building New Analytical Skills	FINC9120D002	3	11,935
Federal Accounting - Introduction	ACCT7001D002	4	14,475
Federal Accounting Standards	ACCT7102D002	3	11,935
Federal Appropriations Law	FINC7100D002	4	14,475
Federal Appropriations Law Update	FINC7200D002	1	5,490
Federal Budget Process	BUDG7103D002	2	9,055
Federal Budgeting - Introduction	BUDG7001D002	3	11,935
Federal Budgeting for Non-Budgeting Personnel	BUDG7000D002	3	11,935
Fundamentals of Federal Budgeting via GS Connect	BUDG7501A002	1	5,490
Financial Management - Introduction	FINC7000D002	3	11,935
Government Standard General Ledger	ACCT8100D002	2	9,055
Management's Responsibility for Internal Control (OMB Circular A-123)	AUDT8003G002	2	8,860
Performance Measurement and Budgeting	BUDG8101D002	3	11,935

Existing Non-IT Courses   **SIN: 874-4**
25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Planning, Programming, Budgeting and Execution Process	BUDG8000D002	3	11,935
Planning, Programming, Budgeting and Execution (PPBE), Dept. of the Army	BUDG8001D002	5	17,065
Reimbursable Agreements	FINC9110D002	2	9,055
Travel Regulations for Defense Agencies, JTR-Vol.2 (PCS/TDY)	FINC7210D002	4	14,475
Travel Regulations for Defense Agencies, JTR-Vol.2 (TDY Only)	FINC7310D002	2	9,055
Travel Regulations for Non-Defense Agencies, FTR (PCS/TDY)	FINC7103D002	4	14,475
Travel Regulations for Non-Defense Agencies, FTR (TDY Only)	FINC7203D002	2	9,055
Travel Regulations for Uniformed Personnel, JFTR-Vol.1 (TDY)	FINC7189D002	3	11,935
Working Capital Funds	FINC9000D002	3	11,935
Applying Impact Evaluation Methods to Audits	AUDT9021G002	2	8,860
Analysis Techniques for Auditors	AUDT7900G002	2	8,860
Assessing Controls in Performance Audits	AUDT8021D002	2	9,030
Assessing Financial-Related Activities and Controls	AUDT8811G002	4	13,715
Assessing the Reliability of Computer-Processed Data	AUDT8043G002	2	8,945
Auditing for Cost Savings and Performance Improvement (formerly Auditing Operations)	AUDT8027G002	3	11,525
Audit Evidence and Working Papers	AUDT7011G002	2	8,860
Following the Audit Trail in the e-Government World	AUDT9005G002	2	8,945
Auditing Performance Outcomes	AUDT9012G002	3	11,525
Auditing Performance: A Benchmarking Approach	AUDT8122G002	2	8,860
Auditing Outsourced Government Services	AUDT8235G002	2	8,860
Auditing the Reliability and Relevance of Performance Measures	AUDT9201G002	3	11,525
Auditor's Legal Toolkit	AUDT8103G002	1	4,725
Certified Government Auditing Professional Examination Review	AUDT9998G002	3	11,525
Compliance Auditing	AUDT8095G002	2	8,860
Computer Assisted Audit Tools/Techniques (CAATs) for Auditors	AUDT8800G002	1	4,885
Conducting Performance Audits	AUDT7002G002	3	11,525
Contract and Procurement Fraud	AUDT8036G002	2	8,860
Contract Auditing	AUDT8801G002	5	16,545
Creative Thinking for Auditors	AUDT8012G002	2	8,860
Developing and Presenting Audit Findings	AUDT7021G002	2	8,860
Developing Performance Audit Findings via GS Connect	AUDT8500A002	2	8,860
Effective Audit Supervision	AUDT9002G002	4	13,715
Ethical Decision Making for Auditors	AUDT9030G002	1	4,885
Governmental Auditing - Basic	AUDT7001G002	5	16,865
Government Auditing Overview	AUDT7005G002	1	4,865
Government Auditing Standards: Review and Update	AUDT7732G002	1	4,725
The Human Side of Auditing	AUDT7800G002	2	8,860
Information Systems Auditing	AUDT8025G002	3	11,635
Information Technology for Auditors	AUDT8024G002	2	8,945

Existing Non-IT Courses   **SIN: 874-4**
25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Interviewing Techniques for Auditors	AUDT7012G002	3	11,635
Making Your Case to Prosecute Fraud	AUDT8090G002	2	8,860
The Governmental Audit from Planning to Reporting	AUDT8032G002	4	13,715
Managing the Audit Engagement	AUDT9102G002	3	11,525
Negotiation and Conflict Resolution Skills for Auditors	AUDT9001G002	2	8,860
Planning and Managing Skills for Audit Leadership	AUDT9014G002	3	11,525
Planning Audit Assignments	AUDT8451G002	2	8,860
Practical Statistical Sampling for Auditors	AUDT8112G002	4	13,715
Presentation Skills for Auditors	AUDT8522G002	2	9,030
Prevention and Detection of Fraud	AUDT8002G002	3	11,525
Process Improvement Workshop	AUDT8026G002	4	13,715
Quick Response Auditing	AUDT8011G002	2	8,860
Reviewing Audit Reports	AUDT9502G002	2	8,860
Teambuilding for Audit Organizations	AUDT9049G002	3	11,525
Team-Developed Audit Reports	AUDT9601G002	5	16,545
Writing Audit Reports by Objectives	AUDT8511G002	3	11,525
Writing Value-Added Audit Reports	AUDT8521G002	3	11,525
Written Communication for Auditors	AUDT8611G002	3	11,635

ADMINISTRATIVE AND BUSINESS SKILLS

Administrative Officers Seminar	ADMB7000D002	3	10,745
Beat Burnout: Renew Your Enthusiasm	ADMB7001D002	1	4,285
Creative Problem Solving	ADMB7002D002	3	10,735
Creative Problem Solving via GS Connect	ADMB7502A002	3	10,736
Customer Service Excellence	ADMB7003D002	2	7,895
Leadership Skills for Non-Supervisors	ADMB7006D002	2	8,550
Managing Multiple Priorities	ADMB7007D002	1	4,495
Office Management	ADMB7009D002	3	10,735
Project Management for the Office Professional	ADMB7011D002	3	10,745
Time Management	ADMB7028D002	2	7,895
Winning Customer Service via GS Connect	COMM7510A002	1	3,490

COMMUNICATION SKILLS

Assertiveness Skills	COMM7001D002	2	7,150
Basic Communication Skills	COMM7000D002	5	15,745
Clear Writing through Critical Thinking	WRIT7100D002	3	11,595
Communicating for Results	COMM7003D002	2	7,150
Constructive Conflict Resolution	COMM7004D002	3	10,735
Dealing With the Media	ADMB7031D002	3	10,735
Editing for Impact	EDIT7100D002	2	7,150
Effective Communication with Customers	COMM8000D002	2	7,150
Effective Government Correspondence	WRIT7007D002	2	7,150
E-Mail Etiquette and Efficiency	COMM7150D002	1	4,286
Essentials of English	ENGL7000D002	5	15,745
Fundamentals of Writing	WRIT7010D002	3	11,295
Fundamentals of Writing via GS Connect	WRIT7501A002	3	11,295
Grammar and Usage Workshop	ENGL7001D002	3	11,295
Handling Difficult Conversations	COMM7122D002	2	7,150

25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Increasing Personal Effectiveness	COMM7027D002	2	9,545
Interpersonal Communications	COMM7006D002	2	7,150
Listening and Memory Development	COMM7007D002	2	7,150
Managing Other People's Writing	WRIT8000D002	3	10,735
Marketing Public Programs	COMM9002D002	2	7,495
Positive Approaches to Difficult People	COMM7009D002	2	7,150
Proofreading	EDIT7001D002	2	7,150
Report Writing	WRIT7020D002	3	10,735
Speaking with Confidence	COMM7010D002	3	10,735
Stress Management	COMM7117D002	2	7,150
Technical Writing	WRIT8100D002	3	10,735
Voice and Diction	COMM7012D002	5	16,150
Writing for Results via GS Connect	WRIT7500A002	2	7,150
Writing for Results	WRIT7110D002	2	7,150

PROGRAM AND MANAGEMENT ANALYSIS

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Basic Statistics	STAT7001D002	4	12,690
Business Analysis: Overview	PGMT7400D002	3	10,990
Cost-Benefit Analysis Workshop	PGMT8100G002	3	10,990
Data Collections and Analysis	PGMT7001D002	5	14,690
Earned Value Management	PROJ8297D002	2	9,245
Earned Value Management via GS Connect	PROJ8500A002	2	9,200
Introduction to Program Evaluation	PGMT7003D002	5	14,690
Introduction to the National Incident Management System (NIMS)	PUAP8500D002	1	3,090
Management Analysis: Advanced Applications	PGMT9000D002	4	12,690
Management Analysis: Data Gathering	PGMT8000D002	4	12,690
Management Analysis: Designing and Conducting a Study	PGMT8001D002	4	12,690
Management Analysis: Overview	PGMT7000D002	4	12,690
Management Analysis: Planning	PGMT7004D002	4	12,690
Preparing for the PMP Exam	PROJ8295D002	2	9,995
Project Communications Management	PROJ8294D002	2	9,245
Project Cost Management	PROJ8292D002	2	9,245
Project Management	PGMT7005D002	4	12,690
Project Management Fast Track – PMP Prep	PROJ8300D002	5	19,045
Project Management for the Office Professional	ADMB7011D002	3	10,745
Project Quality Management	PROJ8296D002	2	9,245
Project Risk Management	PROJ8293D002	2	9,245
Project Scope Management	PROJ8299D002	2	9,245
Project Time Management	PROJ8291D002	2	9,245
Terrorism Awareness and Survival	PUAP7100D002	0.5	2,500
Terrorism Awareness and Survival via GS Connect	PUAP7500D002	0.5	2,500

ACQUISITION

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Advanced Simplified Acquisition Process	ACQI9000D002	3	11,595
Comprehensive COTR Workshop	ACQI7523D002	5	15,595
Contract Administration - Basic	ACQI7500D002	5	15,595
Contracting Basics for Administrative Personnel	ACQI7502D002	3	11,595

Existing Non-IT Courses   **SIN: 874-4**
  25 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
Contracting Basics for COTRs	ACQI7503D002	3	11,595
COTR Refresher	ACQI7513D002	1	4,945
Government Contract Law	ACQI8505D002	5	15,995
Government-wide Commercial Purchase Card	ACQI7504D002	1	4,945
Government Contracting - Intro CON 100 SEE 874-8			
Performance-Based Statements of Work	ACQI8517D002	3	11,595
Performance-Based Service Acquisition	ACQI8002D002	2	8,990
Acquisition Planning CON 110 SEE 874-8			
Shaping Smart Business Arrangements (CON100 Equivalent)	ACQI7030D002	5	16,895
Simplified Acquisition Refresher	ACQI7516D002	3	11,595
Simplified Acquisition Procedures	ACQI7506D002	5	15,595

PERSONAL PROPERTY MANAGEMENT

Applications in Personal Property Accountability	PROP7110D002	5	14,995
Property Accountability: The Life Cycle	PROP7112D002	4	13,690
Property Management for Custodial Officers	PROP7103D002	2	8,990
Warehousing, Operations and Disposal	PROP7001D002	4	13,690

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
HUMAN RESOURCES MANAGEMENT			
Adjudicating and Applying Veterans' Preference	STAF8007D002	1	4,090
Adjudicating and Applying Veterans' Preference via GS Connect	STAF7507A002	1	4,090
Adverse and Performance-Based Actions	LABR7100D002	4	12,190
Category-Based Rating and Selection: A Workshop	STAF8005D002	1	4,390
Consulting Skills for Human Resources Professionals	CDEV8005D002	3	11,245
Correcting Employee Conduct and Performance	LABR7012D002	2	7,890
CSRS Benefits Applications for HR Staff	BENE8100D002	4	12,190
Developing Performance Standards	LABR7007D002	1	4,390
EEO Counseling - Basic	EEOP7100D002	4	12,190
EEO for Federal Employees	EEOP7010D002	3	10,190
EEO for Supervisors and Managers	EEOP8101D002	2	7,890
EEO Update for EEO Counselors	EEOP9102D002	1	4,390
Employee Benefits for HR Staff - Basic	BENE7100D002	5	14,245
Employee Development - Introduction	CDEV7001D002	3	10,190
Employee Relations - Basic	LABR7000D002	4	12,190
Examining for Federal Wage System Jobs	STAF7200D002	2	7,890
Fair Labor Standards Act Workshop	CLAS7100D002	2	7,890
FERS Benefits Applications for HR Staff	BENE8101D002	4	12,190
Financial Literacy for Federal Employees	BENE7400D002	1	3,590
Financial Literacy for Federal Employees via GS Connect	BENE7500A002	1	3,590
Freedom of Information and Privacy Act Workshop	PMGT7000D002	3	11,245
Interviewing Techniques for Selection and Assessment	STAF8009D002	2	7,890
Human Resources Management for Administrative Personnel	PMGT8002D002	3	10,190
Human Resources Management for Supervisors and Managers	PMGT7100D002	5	14,240
Human Resources Management: Introduction	PMGT7001D002	3	10,190
Managing Attendance and Leave for Supervisors	PMGT7202D002	1	4,090
Developing Your Resume: A Workshop	CDEV7004D002	0.5	3,000
Instructor Training	CDEV9001D002	4	12,190
Introduction to Strategic Human Capital Management	PMGT7009D002	2	7,890
Job Analysis and KSA Examining	STAF8001D002	3	10,190
Labor Relations - Basic	LABR7001D002	4	12,190
Leading Change	MGMT7201D002	5	25,300
Managing and Measuring Performance	LABR7006D002	3	10,190
Managing a Special Emphasis Program	EEOP8114D002	3	10,190
Managing Training for Results	CDEV9002D002	3	10,190
Managing Workforce Diversity	EEOP7001D002	2	7,890
Mediating Employee Disputes	PMGT7003D002	4	12,190
Mid-Career Retirement Planning	BENE8102D002	2	6,190
Negotiating Labor Agreements	LABR9001D002	5	15,195
Pay Setting	STAF9000D002	3	10,190
Personal Success under Pay Banding	LABR7008D002	1	4,390
Planning and Conducting a RIF	STAF7015D002	4	12,190
Position Classification - Advanced	CLAS9000D002	4	13,495

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
Position Classification - Basic (5 Days)	CLAS7000D002	5	16,595
Position Classification - Basic (10 Days)	CLAS7000D002	10	27,495
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	7,890
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	7,890
Pre-Retirement Planning (1-day)	BENE7002D002	1	3,000
Pre-Retirement Planning (2-days)	BENE7102D002	2	6,190
Pre-Retirement Planning (CSRS Participants Only) (1 Day)	BENE7002D005	1	3,000
Pre-Retirement Planning (CSRS Participants Only) (2 days)	BENE7120D002	2	6,190
CSRS Retirement Planning via GS Connect	BENE7520A002	2	3,000
FERS Retirement Planning via GS Connect	BENE7510A002	2	3,000
Pre-Retirement Planning (FERS Participants Only) (1-day)	BENE7210D002	1	3,000
Pre-Retirement Planning (FERS Participants Only) (2-days)	BENE7110D002	2	6,190
Pre-Retirement Planning for Law Enforcement Officers and Firefighters	BENE7201D002	2	6,190
Principles of Classification	CLAS7900D002	5	16,595
Processing Personnel Actions	STAF7003D002	5	15,695
Qualifications Analysis Workshop	STAF7004D002	3	10,190
Roles and Responsibilities of the EEO Advisory Committee	EEOP8110D002	2	7,890
Introduction to National Security Personnel System	PMGT7014D002	2	7,890
The Role of the HR Specialist in Organizational Change	PMGT7312D002	2	14,495
Staffing and Placement - Basic	STAF7000D002	5	14,240
Staffing for Support Staff	STAF7001D002	3	10,190
Suitability Adjudication	STAF8101D002	3	10,190
Using HR Flexibilities	STAF8010D002	2	7,890
Workers Compensation and Disability Retirement	BENE8104D002	2	6,190
Workforce Analysis and Planning Workshop	PMGT7013D002	2	7,890

LEADERSHIP AND MANAGEMENT

Accountability All Around	SUPV7019D002	1	5,725
The Art of International Negotiation via GS Connect	MGMT9500A002	1	5,025
Coaching Skills for Today's Leaders	MGMT9002D002	1	5,725
Communicating Effectively across Cultures via GS Connect	COMM8500A002	1	5,025
Constructive Conflict Resolution	COMM7004D002	3	11,235
Decision Making and Problem Solving	MGMT8102D002	2	9,650
Developing Emotional Intelligence Skills via GS Connect	LEAD8500A002	2	17,625
Emotionally Intelligent Leaders	LEAD8007L002	2	17,625
Executive Survival Skills	EXEC9901L002	5	28,575
Facilitation Strategies for Leaders	LEAD8006L002	2	16,250
Facilitator Workshop	TDEV8120D002	4	15,325
Implementing an Enterprise Architecture	ENTR7001T002	3	17,350

30 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
Introduction to Enterprise Architecture	ENTR7000T002	3	15,350
Introduction to Management	MGMT7099D002	5	22,450
Introduction to Organizational Learning	LEAD8000L002	3	20,850
Introduction to Supervision	SUPV7001D002	5	15,845
Jump-Starting High-Performance Teams: the Fundamentals	TDEV7021D002	2	11,450
Leadership Essentials	MGMT7020D002	3	13,700
Leadership Skills for Non-Supervisors	ADMB7006D002	2	9,825
Leadership Skills for Non-Supervisors via GS Connect	ADMB7506A002	2	9,825
Leading Change	MGMT7201D002	5	25,300
Leading People	EXEC9902L002	5	28,575
Leading Teams and Groups	TDEV8200D002	3	16,700
Leading Teams and Groups via GS Connect	TDEV8500D002	3	15,150
Managing for Results	EXEC9903L002	5	30,575
Mentoring Skills	MGMT7006D002	1	5,725
Negotiating Techniques	MGMT9104D002	2	9,950
Position Classification for Supervisors and Administrative Staff	CLAS8100D002	2	7,890
Position Management: Techniques to Improve Organizational Efficiency	CLAS7010D002	2	7,890
Preparing to Lead in the 21st Century	MGMT9020D002	2	8,950
Strategic Planning for Government Organizations	MGMT9200D002	3	14,000
Systems Thinking	LEAD8100L002	2	18,125
Managing a Virtual Workforce	MGMT9013D002	1	5,900
Writing ECQ Statements	EXEC9100L002	1	9,625

CONGRESSIONAL SEMINARS

Congressional Operations Workshop	CFPG9200L002	5	27,650

FINANCIAL MANAGEMENT / AUDITING

Accounting for Non-Accountants	ACCT7000D002	2	10,095
Activity-Based Costing	ACCT7100D002	2	10,095
Appropriations Law Seminar-- Advanced	FINC9100D002	3	13,305
Budget Analysis Workshop	BUDG8100D002	4	16,135
Budget Execution	BUDG7100D002	4	16,135
Budget Formulation	BUDG7101D002	4	16,135
Budget Justification and Presentation	BUDG7102D002	3	13,305
Clear Writing through Critical Thinking	WRIT7100D002	3	12,135
Decision Support: Building New Analytical Skills	FINC9120D002	3	13,305
Federal Accounting - Introduction	ACCT7001D002	4	16,135
Federal Accounting Standards	ACCT7102D002	3	13,305
Federal Appropriations Law	FINC7100D002	4	16,135
Federal Appropriations Law Update	FINC7200D002	1	6,120
Federal Budget Process	BUDG7103D002	2	10,095
Federal Budgeting - Introduction	BUDG7001D002	3	13,305
Federal Budgeting for Non-Budgeting Personnel	BUDG7000D002	3	13,305
Fundamentals of Federal Budgeting via GS Connect	BUDG7501A002	1	6,120
Financial Management - Introduction	FINC7000D002	3	13,305

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
Government Standard General Ledger	ACCT8100D002	2	10,095
Management's Responsibility for Internal Control (OMB Circular A-123)	AUDT8003G002	2	9,860
Performance Measurement and Budgeting	BUDG8101D002	3	13,305
Planning, Programming, Budgeting and Execution Process	BUDG8000D002	3	13,305
Planning, Programming, Budgeting and Execution (PPBE), Dept. of the Army	BUDG8001D002	5	19,025
Reimbursable Agreements	FINC9110D002	2	10,095
Travel Regulations for Defense Agencies, JTR-Vol.2 (PCS/TDY)	FINC7210D002	4	16,135
Travel Regulations for Defense Agencies, JTR-Vol.2 (TDY Only)	FINC7310D002	2	10,095
Travel Regulations for Non-Defense Agencies, FTR (PCS/TDY)	FINC7103D002	4	16,135
Travel Regulations for Non-Defense Agencies, FTR (TDY Only)	FINC7203D002	2	10,095
Travel Regulations for Uniformed Personnel, JFTR-Vol.1 (TDY)	FINC7189D002	3	13,305
Working Capital Funds	FINC9000D002	3	13,305
Applying Impact Evaluation Methods to Audits	AUDT9021G002	2	9,860
Analysis Techniques for Auditors	AUDT7900G002	2	9,860
Assessing Controls in Performance Audits	AUDT8021D002	2	10,045
Assessing Financial-Related Activities and Controls	AUDT8811G002	4	15,255
Assessing the Reliability of Computer-Processed Data	AUDT8043G002	2	9,950
Auditing for Cost Savings and Performance Improvement (formerly Auditing Operations)	AUDT8027G002	3	12,820
Audit Evidence and Working Papers	AUDT7011G002	2	9,860
Following the Audit Trail in the e-Government World	AUDT9005G002	2	9,950
Auditing Performance Outcomes	AUDT9012G002	3	12,820
Auditing Performance: A Benchmarking Approach	AUDT8122G002	2	9,860
Auditing Outsourced Government Services	AUDT8235G002	2	9,860
Auditing the Reliability and Relevance of Performance Measures	AUDT9201G002	3	12,820
Auditor's Legal Toolkit	AUDT8103G002	1	5,405
Certified Government Auditing Professional Examination Review	AUDT9998G002	3	12,820
Compliance Auditing	AUDT8095G002	2	9,860
Computer Assisted Audit Tools/Techniques (CAATs) for Auditors	AUDT8800G002	1	5,495
Conducting Performance Audits	AUDT7002G002	3	12,820
Contract and Procurement Fraud	AUDT8036G002	2	9,860
Contract Auditing	AUDT8801G002	5	18,405
Creative Thinking for Auditors	AUDT8012G002	2	9,860
Developing and Presenting Audit Findings	AUDT7021G002	2	9,860
Developing Performance Audit Findings via GS Connect	AUDT8500A002	2	9,860
Effective Audit Supervision	AUDT9002G002	4	15,255
Ethical Decision Making for Auditors	AUDT9030G002	1	5,495
Governmental Auditing - Basic	AUDT7001G002	5	18,760
Government Auditing Overview	AUDT7005G002	1	5,495

30 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
Government Auditing Standards: Review and Update	AUDT7732G002	1	5,545
The Human Side of Auditing	AUDT7800G002	2	9,860
Information Systems Auditing	AUDT8025G002	3	12,940
Information Technology for Auditors	AUDT8024G002	2	9,950
Interviewing Techniques for Auditors	AUDT7012G002	3	12,940
Making Your Case to Prosecute Fraud	AUDT8090G002	2	9,860
The Governmental Audit from Planning to Reporting	AUDT8032G002	4	15,255
Managing the Audit Engagement	AUDT9102G002	3	12,820
Negotiation and Conflict Resolution Skills for Auditors	AUDT9001G002	2	9,860
Planning and Managing Skills for Audit Leadership	AUDT9014G002	3	12,820
Planning Audit Assignments	AUDT8451G002	2	9,860
Practical Statistical Sampling for Auditors	AUDT8112G002	4	14,105
Presentation Skills for Auditors	AUDT8522G002	2	10,045
Prevention and Detection of Fraud	AUDT8002G002	3	12,820
Process Improvement Workshop	AUDT8026G002	4	15,255
Quick Response Auditing	AUDT8011G002	2	9,860
Reviewing Audit Reports	AUDT9502G002	2	9,860
Teambuilding for Audit Organizations	AUDT9049G002	3	12,820
Team-Developed Audit Reports	AUDT9601G002	5	18,405
Writing Audit Reports by Objectives	AUDT8511G002	3	12,820
Writing Value-Added Audit Reports	AUDT8521G002	3	12,820
Written Communication for Auditors	AUDT8611G002	3	12,940

ADMINISTRATIVE AND BUSINESS SKILLS

Administrative Officers Seminar	ADMB7000D002	3	11,245
Beat Burnout: Renew Your Enthusiasm	ADMB7001D002	1	4,485
Creative Problem Solving	ADMB7002D002	3	11,235
Creative Problem Solving via GS Connect	ADMB7502A002	3	11,235
Customer Service Excellence	ADMB7003D002	2	8,245
Leadership Skills for Non-Supervisors	ADMB7006D002	2	9,825
Managing Multiple Priorities	ADMB7007D002	1	4,695
Office Management	ADMB7009D002	3	11,235
Project Management for the Office Professional	ADMB7011D002	3	11,245
Time Management	ADMB7028D002	2	8,245
Winning Customer Service via GS Connect	COMM7510A002	1	3,990

COMMUNICATION SKILLS

Assertiveness Skills	COMM7001D002	2	7,485
Basic Communication Skills	COMM7000D002	5	16,495
Clear Writing through Critical Thinking	WRIT7100D002	3	12,135
Communicating for Results	COMM7003D002	2	7,485
Constructive Conflict Resolution	COMM7004D002	3	11,235
Dealing With the Media	ADMB7031D002	3	11,235
Editing for Impact	EDIT7100D002	2	7,485
Effective Communication with Customers	COMM8000D002	2	7,485
Effective Government Correspondence	WRIT7007D002	2	7,485
E-Mail Etiquette and Efficiency	COMM7150D002	1	4,485

30 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
Essentials of English	ENGL7000D002	5	16,495
Fundamentals of Writing	WRIT7010D002	3	11,795
Fundamentals of Writing via GS Connect	WRIT7501A002	3	11,795
Grammar and Usage Workshop	ENGL7001D002	3	11,795
Handling Difficult Conversations	COMM7122D002	2	7,485
Increasing Personal Effectiveness	COMM7027D002	2	11,395
Interpersonal Communications	COMM7006D002	2	7,485
Listening and Memory Development	COMM7007D002	2	7,485
Managing Other People's Writing	WRIT8000D002	3	11,235
Marketing Public Programs	COMM9002D002	2	7,845
Positive Approaches to Difficult People	COMM7009D002	2	7,485
Proofreading	EDIT7001D002	2	7,485
Report Writing	WRIT7020D002	3	11,235
Speaking with Confidence	COMM7010D002	3	11,235
Stress Management	COMM7117D002	2	7,485
Technical Writing	WRIT8100D002	3	11,235
Voice and Diction	COMM7012D002	5	17,225
Writing for Results via GS Connect	WRIT7500A002	2	7,485
Writing for Results	WRIT7110D002	2	7,485

PROGRAM AND MANAGEMENT ANALYSIS

Basic Statistics	STAT7001D002	4	14,390
Business Analysis: Overview	PGMT7400D002	3	12,490
Cost-Benefit Analysis Workshop	PGMT8100G002	3	12,490
Data Collections and Analysis	PGMT7001D002	5	16,690
Earned Value Management	PROJ8297D002	2	9,995
Earned Value Management via GS Connect	PROJ8500A002	2	11,000
Introduction to Program Evaluation	PGMT7003D002	5	16,690
Introduction to the National Incident Management System (NIMS)	PUAP8500D002	1	3,490
Management Analysis: Advanced Applications	PGMT9000D002	4	14,390
Management Analysis: Data Gathering	PGMT8000D002	4	14,390
Management Analysis: Designing and Conducting a Study	PGMT8001D002	4	14,390
Management Analysis: Overview	PGMT7000D002	4	14,390
Management Analysis: Planning	PGMT7004D002	4	14,390
Preparing for the PMP Exam	PROJ8295D002	2	10,995
Project Communications Management	PROJ8294D002	2	9,995
Project Cost Management	PROJ8292D002	2	9,995
Project Management	PGMT7005D002	4	14,390
Project Management Fast Track – PMP Prep	PROJ8300D002	5	20,345
Project Management for the Office Professional	ADMB7011D002	3	11,245
Project Quality Management	PROJ8296D002	2	9,995
Project Risk Management	PROJ8293D002	2	9,995
Project Scope Management	PROJ8299D002	2	9,995
Project Time Management	PROJ8291D002	2	9,995
Terrorism Awareness and Survival	PUAP7100D002	0.5	2,500
Terrorism Awareness and Survival via GS Connect	PUAP7500D002	0.5	2,500

Existing Non-IT Courses
30 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
ACQUISITION			
Advanced Simplified Acquisition Process	ACQI9000D002	3	13,595
Comprehensive COTR Workshop	ACQI7523D002	5	17,995
Contract Administration - Basic	ACQI7500D002	5	17,995
Contracting Basics for Administrative Personnel	ACQI7502D002	3	13,595
Contracting Basics for COTRs	ACQI7503D002	3	13,595
COTR Refresher	ACQI7513D002	1	5,595
Government Contract Law	ACQI8505D002	5	18,695
Government-wide Commercial Purchase Card	ACQI7504D002	1	5,595
Government Contracting - Intro CON 100 SEE 874-8			
Performance-Based Statements of Work	ACQI8517D002	3	13,595
Performance-Based Service Acquisition	ACQI8002D002	2	10,190
Acquisition Planning CON 110 SEE 874-8			
Shaping Smart Business Arrangements (CON100 Equivalent)	ACQI7030D002	5	18,995
Simplified Acquisition Refresher	ACQI7516D002	3	13,595
Simplified Acquisition Procedures	ACQI7506D002	5	17,995

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
PERSONAL PROPERTY MANAGEMENT			
Applications in Personal Property Accountability	PROP7110D002	5	16,695
Property Accountability: The Life Cycle	PROP71012D002	4	14,390
Property Management for Custodial Officers	PROP7103D002	2	10,190
Warehousing, Operations and Disposal	PROP7001D002	4	14,390

Existing Non-IT Courses

SIN: 874-8

15 Participants

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 15 (w/o Travel & Per Diem)
ACQUISITION			
Government Contracting - Introduction CON 100	ACQI7501D002	5	$ 11,395
Acquisition Planning CON 110	ACQI7505D002	5	$ 11,395

20 Participants   **SIN: 874-8**

COURSE TITLE	CODE	Std Length (TDs)	Contract Price for 20 (w/o Travel & Per Diem)
ACQUISITION			
Government Contracting - Introduction CON 100	ACQI7501D002	5	$ 12,535
Acquisition Planning CON 110	ACQI7505D002	5	$ 12,535

25 Participants   **SIN: 874-8**

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 25 (w/o Travel & Per Diem)
ACQUISITION			
Government Contracting - Introduction CON 100	ACQI7501D002	5	15,595
Acquisition Planning CON 110	ACQI7505D002	5	15,595

30 Participants   **SIN: 874-8**

COURSE TITLE	CODE	Std Length (TDs)	GSA Contract Price for 30 (w/o Travel & Per Diem)
ACQUISITION		**SIN: 874-8**	
Government Contracting - Introduction CON 100	ACQI7501D002	5	17,995
Acquisition Planning CON 110	ACQI7505D002	5	17,995