

Nationwide Schedule of Classes

September 1, 2016 – March 31, 2017

BUSINESS ANALYSIS

COMMUNICATION
AND PROFESSIONAL
SKILLS

FEDERAL
ACQUISITION AND
CONTRACTING

FEDERAL FINANCIAL
MANAGEMENT

FEDERAL HUMAN
RESOURCES
MANAGEMENT

GOVERNMENT
AUDIT TRAINING
INSTITUTE

GRANTS
MANAGEMENT

INFORMATION
TECHNOLOGY

LEADERSHIP AND
MANAGEMENT


PERSONAL PROPERTY
MANAGEMENT

PROGRAM AND
MANAGEMENT
ANALYSIS

PROJECT
MANAGEMENT

SECURITY

CERTIFICATE OF
ACCOMPLISHMENT
PROGRAMS


Graduate School USA
graduateschool.edu ■ 888.744.GRAD



Schedule
Contract GS-10-F0228P

We now offer over 250 open enrollment courses on
our Professional Services Schedule, SIN C874.

Visit graduateschool.edu/gsa for more information.



Expand your skills with a

Certificate of Accomplishment

We believe that long-term learning and acquisition of both broad and specialized skills benefit individual careers and organizational missions. Our government-centered **Certificate of Accomplishment Programs** provide extensive training and deep knowledge in specialties relevant to federal professionals at all stages of their careers.

Business Analysis

**Federal Human
Resources
Management**

**Master Certificate
in Federal Financial
Management**

Grants Management

**Team Leader
Certificate**

**Supervisor
Certificate**

**Manager
Certificate**

**Personal Property
Management**

**Program and
Management Analysis**

**Project
Management**

Visit graduateschool.edu/certificates for more information.

Build the skills you need this year.

Graduate School USA is dedicated to improving the performance of individuals and organizations through public sector education, development, and training. We have been meeting the professional development needs of government employees and organizations for more than nine decades. Our comprehensive Government Training and Professional Development portfolio provides a broad range of products and services built to address specific government competencies and respond to changing needs and requirements.

Our capabilities include:

- ▶ Hundreds of courses designed specifically for federal government careers and talent development needs — delivered at our locations nationwide or on-site at any agency location
- ▶ Certificate programs that help federal employees advance in their careers and contribute to mission-critical agency initiatives
- ▶ A resource pool of instructor-practitioners and subject matter experts
- ▶ Leadership development programs that can be tailored to agency workforce goals
- ▶ Curriculum design, development, and customization for in-class, online, or blended delivery
- ▶ Ability to manage the full life cycle of training programs and centers in the U.S. and abroad

Training for Achievement

Every day you're faced with challenges and opportunities: to keep up with an expanding workload; to collaborate with others to get things done; and to align activities and results with strategic objectives.

We know the critical work of government, and our mission is to help support your performance in this complex environment. Whether it's the fine tuning of must-have soft skills or the strengthening of in-demand technical skills required to excel, GSUSA specializes in training that powers job performance and increases career potential.

We offer:

- ▶ Expert instructors who know government and the challenges you face each day.
- ▶ Relevant content designed with you in mind and updated as the Federal environment changes.
- ▶ Nationwide locations to serve you, and classrooms that bring you and your peers together to network and share your experiences.

For the most up-to-date session schedule information, please visit graduateschool.edu; session details are subject to change and additional sessions are added to our schedule as classes fill. Register today to guarantee your seat.

Table of Contents

BUSINESS ANALYSIS	3
COMMUNICATION AND PROFESSIONAL SKILLS	4-8
FEDERAL ACQUISITION AND CONTRACTING	9-11
FEDERAL FINANCIAL MANAGEMENT	12-18
FEDERAL HUMAN RESOURCES MANAGEMENT	19-29
GOVERNMENT AUDIT TRAINING INSTITUTE	30-33
GRANTS MANAGEMENT	34
INFORMATION TECHNOLOGY	35-36
LEADERSHIP AND MANAGEMENT	37-40
PERSONAL PROPERTY MANAGEMENT	41
PROGRAM AND MANAGEMENT ANALYSIS	42-43
PROJECT MANAGEMENT	44-45
SECURITY	46



Schedule
Contract GS-10F-0228P

We now offer over 250 open enrollment courses on our Professional Services Schedule, SIN C874.

Visit graduateschool.edu/gsa for more information.

Course Title	Course Code	Days	Credits	Tuition
Business Analysis: Overview	PGMT7400D	3	1.8 CEU	\$1,199
9/20/16 - 9/22/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
Business Analysis Planning Workshop	PGMT8321D	2	1.2 CEU	\$1,079
3/01/17 - 3/02/17	Washington, DC			
Eliciting and Communicating Business Requirements	PGMT8322D	2	1.2 CEU	\$1,129
3/22/17 - 3/23/17	Washington, DC			



Many of our classes are Guaranteed-to-Go.

We are constantly adding new classes, making it easier for you to schedule and register for training through the fiscal year.

GUARANTEED-TO-GO CLASSES

Review the classes and register with confidence
at graduateschool.edu/gtog.

Course Title	Course Code	Days	Credits	Tuition
<u>Administrative Officers Workshop</u>	<u>ADMB7000D</u>	3	1.8 CEU	\$979
9/14/16 - 9/16/16	Washington, DC			
10/19/16 - 10/21/16	Denver, CO			
10/25/16 - 10/27/16	Washington, DC			
11/01/16 - 11/03/16	Washington, DC			
1/10/17 - 1/12/17	Washington, DC			
2/14/17 - 2/16/17	San Diego, CA			
2/28/17 - 3/02/17	Washington, DC			
<u>Managing Multiple Priorities</u>	<u>ADMB7007D</u>	1	0.6 CEU	\$449
9/15/16 - 9/15/16	Washington, DC			
10/06/16 - 10/06/16	Washington, DC			
11/03/16 - 11/03/16	Washington, DC			
12/01/16 - 12/01/16	Washington, DC			
1/12/17 - 1/12/17	Washington, DC			
2/02/17 - 2/02/17	Washington, DC			
3/02/17 - 3/02/17	Washington, DC			
<u>Office Management</u>	<u>ADMB7009D</u>	3	1.8 CEU	\$899
9/14/16 - 9/16/16	Washington, DC			
<u>Time Management</u>	<u>ADMB7028D</u>	2	1.2 CEU	\$749
9/22/16 - 9/23/16	Washington, DC			
2/09/17 - 2/10/17	Washington, DC			
3/09/17 - 3/10/17	Washington, DC			
<u>Speaking with Clarity</u>	<u>COMM7033D</u>	5	3 CEU	\$1,399
3/20/17 - 3/24/17	Washington, DC			
<u>Speaking with Confidence</u>	<u>COMM7010D</u>	3	1.8 CEU	\$899
10/04/16 - 10/06/16	Washington, DC			
1/18/17 - 1/20/17	Washington, DC			
<u>Briefing Techniques</u>	<u>COMM7002D</u>	3	1.8 CEU	\$999
9/20/16 - 9/22/16	Washington, DC			
10/05/16 - 10/07/16	Washington, DC			
10/18/16 - 10/20/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			
3/14/17 - 3/16/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Listening and Memory Development</u>	<u>COMM7007D</u>	2	1.2 CEU	\$649
9/29/16 - 9/30/16	Washington, DC			
11/30/16 - 12/01/16	Washington, DC			
3/14/17 - 3/15/17	Washington, DC			
<u>Interpersonal Communications</u>	<u>COMM7006D</u>	2	1.2 CEU	\$749
9/22/16 - 9/23/16	Washington, DC			
10/04/16 - 10/05/16	Washington, DC			
10/26/16 - 10/27/16	Washington, DC			
1/11/17 - 1/12/17	Washington, DC			
3/22/17 - 3/23/17	Washington, DC			
<u>Positive Approaches to Difficult People</u>	<u>COMM7009D</u>	2	1.2 CEU	\$649
10/04/16 - 10/05/16	Washington, DC			
12/13/16 - 12/14/16	Washington, DC			
<u>Increasing Personal Effectiveness</u>	<u>COMM7027D</u>	2	1.2 CEU	\$799
9/15/16 - 9/16/16	Washington, DC			
11/15/16 - 11/16/16	Washington, DC			
3/01/17 - 3/02/17	Washington, DC			
<u>Grammar for Professionals</u>	<u>ENGL7005D</u>	3	1.8 CEU	\$999
9/20/16 - 9/22/16	Washington, DC			
10/19/16 - 10/21/16	Washington, DC			
12/07/16 - 12/09/16	Washington, DC			
1/11/17 - 1/13/17	Washington, DC			
3/15/17 - 3/17/17	Washington, DC			
<u>Assertiveness Skills</u>	<u>COMM7001D</u>	2	1.2 CEU	\$649
9/08/16 - 9/09/16	Washington, DC			
10/05/16 - 10/06/16	Washington, DC			
2/15/17 - 2/16/17	Washington, DC			
<u>Effective Communication with Customers</u>	<u>COMM8000D</u>	2	1.2 CEU	\$649
9/29/16 - 9/30/16	Washington, DC			
10/04/16 - 10/05/16	Washington, DC			
11/07/16 - 11/08/16	Washington, DC			
2/06/17 - 2/07/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Customer Service Excellence</u>	<u>ADMB7003D</u>	2	1.2 CEU	\$679
9/27/16 - 9/28/16	Washington, DC			
10/06/16 - 10/07/16	Washington, DC			
11/09/16 - 11/10/16	Washington, DC			
2/08/17 - 2/09/17	Washington, DC			
<u>Constructive Conflict Resolution</u>	<u>COMM7004D</u>	3	1.8 CEU	\$899
10/26/16 - 10/28/16	Washington, DC			
1/11/17 - 1/13/17	Washington, DC			
3/15/17 - 3/17/17	Washington, DC			
<u>Communicating for Results</u>	<u>COMM7003D</u>	2	1.2 CEU	\$649
9/22/16 - 9/23/16	Washington, DC			
10/05/16 - 10/06/16	Washington, DC			
1/11/17 - 1/12/17	Washington, DC			
3/15/17 - 3/16/17	Washington, DC			
<u>Communication Skills</u>	<u>COMM7005D</u>	5	3 CEU	\$1,399
9/12/16 - 9/16/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
3/13/17 - 3/17/17	Washington, DC			
<u>Fundamentals of Writing</u>	<u>WRIT7010D</u>	3	1.8 CEU	\$999
9/20/16 - 9/22/16	Washington, DC			
11/02/16 - 11/04/16	Washington, DC			
12/07/16 - 12/09/16	Washington, DC			
2/22/17 - 2/24/17	Washington, DC			
3/22/17 - 3/24/17	Washington, DC			
<u>Writing for Results</u>	<u>WRIT7110D</u>	2	1.2 CEU	\$799
9/22/16 - 9/23/16	Washington, DC			
10/03/16 - 10/04/16	Washington, DC			
10/31/16 - 11/01/16	Washington, DC			
3/20/17 - 3/21/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
Clear Writing through Critical Thinking	WRIT7100D	3	1.8 CEU	\$999
9/14/16 - 9/16/16	Washington, DC			
10/05/16 - 10/07/16	Washington, DC			
11/02/16 - 11/04/16	Washington, DC			
11/30/16 - 12/02/16	Washington, DC			
2/01/17 - 2/03/17	Washington, DC			
3/22/17 - 3/24/17	Washington, DC			
Editing for Impact	EDIT7100D	2	1.2 CEU	\$649
11/03/16 - 11/04/16	Washington, DC			
3/09/17 - 3/10/17	Washington, DC			
Proofreading	EDIT7001D	2	1.2 CEU	\$699
9/22/16 - 9/23/16	Washington, DC			
11/01/16 - 11/02/16	Washington, DC			
3/07/17 - 3/08/17	Washington, DC			
Government Email Writing	WRIT7041D	1	0.6 CEU	\$349
9/27/16 - 9/27/16	Washington, DC			
10/05/16 - 10/05/16	Washington, DC			
12/07/16 - 12/07/16	Washington, DC			
Executive Writing	WRIT9001D	2	1.2 CEU	\$799
9/22/16 - 9/23/16	Washington, DC			
Report Writing	WRIT7020D	3	1.8 CEU	\$899
3/29/17 - 3/31/17	Washington, DC			
Writing Government Technical Documents	WRIT8244D	3	1.8 CEU	\$749
9/14/16 - 9/16/16	Washington, DC			
10/12/16 - 10/14/16	Washington, DC			
12/07/16 - 12/09/16	Washington, DC			
3/01/17 - 3/03/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
Effective Government Correspondence	WRIT7007D	2	1.2 CEU	\$699
9/20/16 - 9/21/16	Washington, DC			
10/17/16 - 10/18/16	Washington, DC			
12/05/16 - 12/06/16	Washington, DC			
3/13/17 - 3/14/17	Washington, DC			

On-Site Training: What's in it for Your Organization?



- ▶ **Cost-effectiveness.** By bringing GSUSA courses to your location, you:
 - Eliminate travel costs for staff
 - Save with pricing levels based on number of participants
 - Qualify for government discounts through the use of GSA Federal Supply Schedule 874
- ▶ **Increased Employee Productivity.** An employee who has to travel for a three-day class is essentially unavailable for five days. Maximize employee training time and workplace productivity with on-site learning.
- ▶ **Training at your own pace, on your own schedule.** Choose the best time for training based on organizational needs and employee workloads and schedules.
- ▶ **Established courses or tailored content.** Request an off-the-shelf course, or let us build training that incorporates examples and content specific to your agency.

Bringing Graduate School USA courses to your location is easy.
Just tell us what you need, and let our team do the rest!

Course Title	Course Code	Days	Credits	Tuition
<u>Comprehensive COR Workshop</u>	<u>ACQI7523D</u>	5	40 CPE	\$1,349
9/12/16 - 9/16/16	Philadelphia, PA			
9/12/16 - 9/16/16	Washington, DC			
9/12/16 - 9/16/16	Virginia Beach, VA			
9/26/16 - 9/30/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
1/09/17 - 1/13/17	Washington, DC			
2/06/17 - 2/10/17	Washington, DC			
3/13/17 - 3/17/17	Washington, DC			
<u>Contracting Officer's Representative Course</u>	<u>ACQI7222D</u>	5	40 CPE	\$1,279
9/19/16 - 9/23/16	Washington, DC			
10/17/16 - 10/21/16	Washington, DC			
12/05/16 - 12/09/16	Washington, DC			
1/23/17 - 1/27/17	Washington, DC			
2/13/17 - 2/17/17	Washington, DC			
2/27/17 - 3/03/17	Las Vegas, NV			
3/13/17 - 3/17/17	Washington, DC			
<u>Contracting Basics for CORs</u>	<u>ACQI7503D</u>	3	24 CPE	\$879
9/06/16 - 9/08/16	San Diego, CA			
9/27/16 - 9/29/16	Seattle, WA			
9/27/16 - 9/29/16	Washington, DC			
11/01/16 - 11/03/16	Washington, DC			
2/14/17 - 2/16/17	Washington, DC			
<u>Advanced COR Workshop</u>	<u>ACQI9008D</u>	5	40 CPE	\$1,249
9/26/16 - 9/30/16	Washington, DC			
1/09/17 - 1/13/17	Washington, DC			
<u>COR Refresher</u>	<u>ACQI7513D</u>	1	8 CPE	\$549
9/15/16 - 9/15/16	Washington, DC			
11/17/16 - 11/17/16	Washington, DC			
2/23/17 - 2/23/17	Washington, DC			
3/09/17 - 3/09/17	Atlanta, GA			

Course Title	Course Code	Days	Credits	Tuition
<u>Introduction to Government Contracting</u>	<u>ACQI7501D</u>	5	40 CPE	\$1,249
9/12/16 - 9/16/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
2/13/17 - 2/17/17	Washington, DC			
<u>Contracting Basics for Administrative Personnel</u>	<u>ACQI7502D</u>	3	24 CPE	\$879
9/13/16 - 9/15/16	Washington, DC			
11/29/16 - 12/01/16	Washington, DC			
3/07/17 - 3/09/17	Washington, DC			
<u>Simplified Acquisition Procedures</u>	<u>ACQI7506D</u>	5	40 CPE	\$1,249
9/12/16 - 9/16/16	Washington, DC			
10/03/16 - 10/07/16	San Diego, CA			
12/12/16 - 12/16/16	Washington, DC			
3/13/17 - 3/17/17	Washington, DC			
<u>Basic Contract Administration</u>	<u>ACQI7500D</u>	5	40 CPE	\$1,249
9/26/16 - 9/30/16	Washington, DC			
12/12/16 - 12/16/16	Washington, DC			
<u>Introduction to the FAR</u>	<u>ACQI7010D</u>	3	24 CPE	\$1,049
9/13/16 - 9/15/16	Washington, DC			
2/21/17 - 2/23/17	Washington, DC			
<u>Performance-Based Statements of Work</u>	<u>ACQI8517D</u>	3	24 CPE	\$879
9/27/16 - 9/29/16	Washington, DC			
10/25/16 - 10/27/16	Washington, DC			
3/14/17 - 3/16/17	Washington, DC			



Schedule
Contract GS-10F-0228P

We now offer over 250 open enrollment courses on our Professional Services Schedule, SIN C874. Visit graduateschool.edu/gsa for more information.

September 1, 2016 - March 31, 2017

<http://www.graduateschool.edu/acquisition>

Course Title	Course Code	Days	Credits	Tuition
<u>Government Contract Law</u>	<u>ACQI8505D</u>	5	40 CPE	\$1,249
9/12/16 - 9/16/16	Washington, DC			
11/28/16 - 12/02/16	Washington, DC			
<u>Federal Contracting: Ethics Compliance and Enforcement</u>	<u>ACQI7023D</u>	2	16 CPE	\$699
3/07/17 - 3/08/17	Washington, DC			
<u>COR Essentials</u>	<u>ACQI7028D</u>	1	8 CPE	\$549
9/01/16 - 9/01/16	Atlanta, GA			
12/08/16 - 12/08/16	Washington, DC			
2/23/17 - 2/23/17	Washington, DC			
<u>Consulting Skills for Contracting Professionals</u>	<u>ACQI8210D</u>	3	24 CPE	\$1,049
9/13/16 - 9/15/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			



Many of our classes
are Guaranteed-to-Go.

We are constantly adding
new classes, making it
easier for you to schedule
and register for training
through the fiscal year.

GUARANTEED-TO-GO CLASSES

Review the classes and register with confidence at graduateschool.edu/gtog.

Course Title	Course Code	Days	Credits	Tuition
<u>Intermediate Federal Accounting</u>	<u>ACCT8003D</u>	4	32 CPE	\$1,049
9/06/16 - 9/09/16	Washington, DC			
1/24/17 - 1/27/17	Washington, DC			
<u>Introduction to Federal Accounting</u>	<u>ACCT7001D</u>	4	32 CPE	\$1,199
9/13/16 - 9/16/16	Washington, DC			
9/13/16 - 9/16/16	Denver, CO			
9/27/16 - 9/30/16	Washington, DC			
10/04/16 - 10/07/16	Denver, CO			
12/05/16 - 12/08/16	Washington, DC			
1/09/17 - 1/12/17	Washington, DC			
2/06/17 - 2/09/17	Washington, DC			
3/13/17 - 3/16/17	New Orleans, LA			
3/28/17 - 3/31/17	Virginia Beach, VA			
<u>Advanced Appropriations Law</u>	<u>FINC9100D</u>	3	24 CPE	\$949
12/06/16 - 12/08/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
3/28/17 - 3/30/17	Washington, DC			
<u>Federal Appropriations Law</u>	<u>FINC7100D</u>	4	32 CPE	\$999
9/06/16 - 9/09/16	Washington, DC			
9/27/16 - 9/30/16	Washington, DC			
10/04/16 - 10/07/16	San Francisco, CA			
10/17/16 - 10/20/16	Washington, DC			
11/15/16 - 11/18/16	Washington, DC			
12/13/16 - 12/16/16	Washington, DC			
1/24/17 - 1/27/17	San Diego, CA			
1/24/17 - 1/27/17	Washington, DC			
2/06/17 - 2/09/17	Washington, DC			
2/14/17 - 2/17/17	Phoenix, AZ			
2/28/17 - 3/03/17	Washington, DC			
3/07/17 - 3/10/17	Las Vegas, NV			
3/14/17 - 3/17/17	New Orleans, LA			
3/21/17 - 3/24/17	Huntsville, AL			
3/28/17 - 3/31/17	Washington, DC			

September 1, 2016 - March 31, 2017

<http://www.graduateschool.edu/financial>

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Appropriations Law Update</u>	<u>FINC7200D</u>	1	8 CPE	\$499
10/21/16 - 10/21/16	Washington, DC			
2/09/17 - 2/09/17	Washington, DC			
<u>Appropriations Law for Reimbursements, Revolving Funds, and User Fees</u>	<u>FINC9115D</u>	2	16 CPE	\$729
9/13/16 - 9/14/16	Atlanta, GA			
11/15/16 - 11/16/16	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
<u>Managing Under Budgetary Constraints</u>	<u>FINC8141D</u>	1	8 CPE	\$449
9/08/16 - 9/08/16	Washington, DC			
10/06/16 - 10/06/16	Washington, DC			
2/16/17 - 2/16/17	Washington, DC			
<u>Federal Audit and Review</u>	<u>BUDG8215D</u>	2	16 CPE	\$799
9/07/16 - 9/08/16	Washington, DC			
10/04/16 - 10/05/16	Washington, DC			
<u>Budget Execution</u>	<u>BUDG7100D</u>	4	32 CPE	\$1,199
9/06/16 - 9/09/16	Huntsville, AL			
9/20/16 - 9/23/16	Washington, DC			
<u>Budget Execution</u>	<u>BUDG7100D</u>	3	24 CPE	\$899
11/01/16 - 11/03/16	Washington, DC			
11/15/16 - 11/17/16	San Antonio, TX			
12/13/16 - 12/15/16	Washington, DC			
1/24/17 - 1/26/17	Washington, DC			
2/21/17 - 2/23/17	Washington, DC			
3/14/17 - 3/16/17	Washington, DC			



Schedule
Contract GS-10F-0228P

We now offer over 250 open enrollment courses
on our Professional Services Schedule, SIN C874.

Visit graduateschool.edu/gsa for more information.

Course Title	Course Code	Days	Credits	Tuition
<u>Budget Formulation</u>	<u>BUDG7101D</u>	4	32 CPE	\$1,199
9/13/16 - 9/16/16	Washington, DC			
10/04/16 - 10/07/16	Washington, DC			
11/15/16 - 11/18/16	Washington, DC			
12/13/16 - 12/16/16	Washington, DC			
1/10/17 - 1/13/17	Washington, DC			
2/21/17 - 2/24/17	Washington, DC			
3/14/17 - 3/17/17	Washington, DC			
<u>Budget Justification and Presentation</u>	<u>BUDG7102D</u>	3	24 CPE	\$899
9/20/16 - 9/22/16	Washington, DC			
10/11/16 - 10/13/16	Washington, DC			
12/13/16 - 12/15/16	Washington, DC			
2/28/17 - 3/02/17	Washington, DC			
<u>Congressional Budget Process</u>	<u>BUDG8175D</u>	3	24 CPE	\$999
9/20/16 - 9/22/16	Washington, DC			
10/12/16 - 10/14/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
2/28/17 - 3/02/17	Washington, DC			
3/07/17 - 3/09/17	Huntsville, AL			
<u>Defense Working Capital Funds</u>	<u>FINC9000D</u>	3	24 CPE	\$849
9/27/16 - 9/29/16	Washington, DC			
11/01/16 - 11/03/16	Washington, DC			
<u>Non-Defense Working Capital Funds</u>	<u>FINC9250D</u>	3	24 CPE	\$749
10/25/16 - 10/27/16	Washington, DC			
1/31/17 - 2/02/17	Washington, DC			
<u>Federal Budget Process</u>	<u>BUDG7103D</u>	2	16 CPE	\$729
10/04/16 - 10/05/16	Washington, DC			
12/13/16 - 12/14/16	Washington, DC			
2/14/17 - 2/15/17	Washington, DC			
<u>Federal Budget Analysis</u>	<u>BUDG8150D</u>	3	24 CPE	\$899
9/20/16 - 9/22/16	Washington, DC			
10/04/16 - 10/06/16	Washington, DC			
11/01/16 - 11/03/16	Washington, DC			
1/24/17 - 1/26/17	Washington, DC			
3/21/17 - 3/23/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Budgeting for Non-Budgeting Personnel</u>	<u>BUDG7000D</u>	3	1.8 CEU	\$899
9/27/16 - 9/29/16	Washington, DC			
10/18/16 - 10/20/16	Washington, DC			
11/29/16 - 12/01/16	Washington, DC			
1/17/17 - 1/19/17	Washington, DC			
3/14/17 - 3/16/17	Washington, DC			
<u>Introduction to Federal Budgeting</u>	<u>BUDG7001D</u>	3	24 CPE	\$1,049
9/06/16 - 9/08/16	Washington, DC			
9/13/16 - 9/15/16	Dallas, TX			
10/25/16 - 10/27/16	Washington, DC			
11/08/16 - 11/10/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
1/24/17 - 1/26/17	Washington, DC			
2/07/17 - 2/09/17	San Antonio, TX			
2/21/17 - 2/23/17	Washington, DC			
2/28/17 - 3/02/17	New Orleans, LA			
3/14/17 - 3/16/17	Baltimore, MD			
3/21/17 - 3/23/17	Washington, DC			
3/28/17 - 3/30/17	San Diego, CA			
<u>Planning, Budgeting and Performance Measurement</u>	<u>BUDG8180D</u>	3	24 CPE	\$899
9/27/16 - 9/29/16	Washington, DC			
10/25/16 - 10/27/16	Washington, DC			
12/13/16 - 12/15/16	Washington, DC			
1/31/17 - 2/02/17	Washington, DC			
3/07/17 - 3/09/17	San Francisco, CA			
<u>Planning, Programming, Budgeting and Execution (PPBE)</u>	<u>BUDG8000D</u>	3	24 CPE	\$899
9/20/16 - 9/22/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
3/28/17 - 3/30/17	Washington, DC			
10/24/16 - 10/28/16	Washington, DC			
12/05/16 - 12/09/16	Washington, DC			
2/06/17 - 2/10/17	Honolulu, HI			

Course Title	Course Code	Days	Credits	Tuition
<u>Public Sector Financial Systems & Policies</u>	<u>BUDG8005D</u>	3	24 CPE	\$899
12/06/16 - 12/08/16	Washington, DC			
3/07/17 - 3/09/17	Washington, DC			
<u>Conducting Quality Analysis for Decision Support</u>	<u>FINC9150D</u>	3	24 CPE	\$899
1/24/17 - 1/26/17	Washington, DC			
<u>Decision Support: Building New Analytical Skills</u>	<u>FINC8120D</u>	3	24 CPE	\$999
9/27/16 - 9/29/16	Washington, DC			
10/04/16 - 10/06/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
2/21/17 - 2/23/17	Washington, DC			

On-Site Training: What's in it for Your Organization?

- ▶ Cost-effectiveness
- ▶ Increased employee productivity
- ▶ Training at your own pace, on your own schedule
- ▶ Established courses or tailored content

Visit graduateschool.edu/onsite or email onsite@graduateschool.edu.



Course Title	Course Code	Days	Credits	Tuition
<u>Introduction to Financial Management</u>	<u>FINC7000D</u>	3	24 CPE	\$999
9/06/16 - 9/08/16	Washington, DC			
9/20/16 - 9/22/16	New Orleans, LA			
10/18/16 - 10/20/16	Washington, DC			
11/01/16 - 11/03/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
1/10/17 - 1/12/17	Washington, DC			
1/24/17 - 1/26/17	Jacksonville, FL			
2/07/17 - 2/09/17	Virginia Beach, VA			
2/14/17 - 2/16/17	San Diego, CA			
2/21/17 - 2/23/17	Washington, DC			
3/07/17 - 3/09/17	Albuquerque, NM			
3/14/17 - 3/16/17	Washington, DC			
3/21/17 - 3/23/17	Denver, CO			
<u>Enhanced Defense Financial Management Training Course (EDFMTTC)</u>	<u>FINC7060D</u>	5	40 CPE	\$1,199
9/12/16 - 9/16/16	Huntsville, AL			
2/06/17 - 2/10/17	Washington, DC			
3/06/17 - 3/10/17	Huntsville, AL			
<u>Travel Regulations for Defense Agencies, JTR (TDY Only)</u>	<u>FINC7215D</u>	2	16 CPE	\$799
9/19/16 - 9/21/16	Honolulu, HI			
9/19/16 - 9/21/16	San Diego, CA			
<u>Travel Regulations for Defense Agencies, JTR (TDY Only)</u>	<u>FINC7215D</u>	3	24 CPE	\$1,049
12/06/16 - 12/08/16	Washington, DC			
2/21/17 - 2/23/17	San Francisco, CA			
3/21/17 - 3/23/17	San Antonio, TX			
<u>Travel Regulations for Defense Agencies, JTR (PCS Only)</u>	<u>FINC8230D</u>	2	16 CPE	\$799
9/22/16 - 9/23/16	Honolulu, HI			
9/22/16 - 9/23/16	San Diego, CA			
<u>Travel Regulations for Defense Agencies, JTR (PCS Only)</u>	<u>FINC8230D</u>	3	24 CPE	\$1,049
12/13/16 - 12/15/16	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Travel Regulations for Defense Agencies, JTR (TDY and PCS)</u>	<u>FINC8231D</u>	5	40 CPE	\$1,199
9/19/16 - 9/23/16	Honolulu, HI			
9/19/16 - 9/23/16	San Diego, CA			
1/23/17 - 1/27/17	Washington, DC			
3/27/17 - 3/31/17	Denver, CO			
<u>Travel Regulations for Non-Defense Agencies, FTR (TDY Only)</u>	<u>FINC7213D</u>	3	24 CPE	\$999
9/12/16 - 9/14/16	Virginia Beach, VA			
11/01/16 - 11/03/16	Washington, DC			
2/28/17 - 3/02/17	Washington, DC			
3/14/17 - 3/16/17	Washington, DC			
<u>Travel Regulations for Non-Defense Agencies, FTR (PCS Only)</u>	<u>FINC7104D</u>	2	16 CPE	\$749
9/15/16 - 9/16/16	Virginia Beach, VA			
<u>Travel Regulations for Non-Defense Agencies, FTR (PCS Only)</u>	<u>FINC7104D</u>	3	24 CPE	\$999
10/05/16 - 10/07/16	Washington, DC			
1/10/17 - 1/12/17	Washington, DC			
2/07/17 - 2/09/17	Denver, CO			
3/21/17 - 3/23/17	Jacksonville, FL			
<u>Travel Regulations for Non-Defense Agencies, FTR (TDY and PCS)</u>	<u>FINC8232D</u>	5	40 CPE	\$1,199
9/12/16 - 9/16/16	Virginia Beach, VA			
1/23/17 - 1/27/17	Washington, DC			



Schedule
Contract GS-10F-0228P

**We now offer over 250 open enrollment courses
on our Professional Services Schedule, SIN C874.**

Visit graduateschool.edu/gsa for more information.

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Human Resources Management for Supervisors and Managers</u>	<u>PMGT7102D</u>	5	3 CEU	\$1,499
9/12/16 - 9/16/16	Washington, DC			
9/19/16 - 9/23/16	Dallas, TX			
12/05/16 - 12/09/16	Washington, DC			
1/23/17 - 1/27/17	Las Vegas, NV			
2/13/17 - 2/17/17	Washington, DC			
3/06/17 - 3/10/17	San Antonio, TX			
<u>Strategic Human Capital Management</u>	<u>PMGT7015D</u>	2	1.2 CEU	\$849
9/28/16 - 9/29/16	Washington, DC			
11/17/16 - 11/18/16	Washington, DC			
1/31/17 - 2/01/17	Washington, DC			
2/23/17 - 2/24/17	San Antonio, TX			
3/02/17 - 3/03/17	Washington, DC			
<u>Using HR Analytics</u>	<u>STAF8016D</u>	2	1.2 CEU	\$699
9/07/16 - 9/08/16	Washington, DC			
9/13/16 - 9/14/16	San Francisco, CA			
10/19/16 - 10/20/16	Philadelphia, PA			
10/25/16 - 10/26/16	Washington, DC			
11/17/16 - 11/18/16	Dallas, TX			
1/31/17 - 2/01/17	Washington, DC			
3/02/17 - 3/03/17	Las Vegas, NV			



Many of our classes
are **Guaranteed-to-Go.**

We are constantly adding new classes,
making it easier for you to schedule
and register for training through the
fiscal year.

Visit graduateschool.edu/gtog.

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Human Resources Management</u>	<u>PMGT7011D</u>	3	1.8 CEU	\$1,149
9/20/16 - 9/22/16	Chicago, IL			
9/21/16 - 9/23/16	Washington, DC			
10/12/16 - 10/14/16	Washington, DC			
11/07/16 - 11/09/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
1/18/17 - 1/20/17	Washington, DC			
2/22/17 - 2/24/17	Washington, DC			
3/01/17 - 3/03/17	Las Vegas, NV			
3/29/17 - 3/31/17	Washington, DC			
<u>Internal Consulting Skills for Federal HR Professionals</u>	<u>CDEV8005D</u>	3	1.8 CEU	\$999
9/27/16 - 9/29/16	Denver, CO			
10/12/16 - 10/14/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			
<u>Federal Human Resources Management for Administrative Personnel</u>	<u>PMGT8007D</u>	3	1.8 CEU	\$999
9/07/16 - 9/09/16	Virginia Beach, VA			
11/14/16 - 11/16/16	Washington, DC			
1/18/17 - 1/20/17	Washington, DC			
3/15/17 - 3/17/17	Washington, DC			
<u>Freedom of Information and Privacy Acts</u>	<u>PMGT7000D</u>	3	1.8 CEU	\$1,099
9/07/16 - 9/09/16	Washington, DC			
9/19/16 - 9/21/16	San Francisco, CA			
11/28/16 - 11/30/16	Washington, DC			
1/25/17 - 1/27/17	Washington, DC			
2/27/17 - 3/01/17	Las Vegas, NV			
3/27/17 - 3/29/17	Washington, DC			
<u>Family and Medical Leave Act for Supervisors and Managers</u>	<u>PMGT7510D</u>	2	1.2 CEU	\$749
9/19/16 - 9/20/16	Washington, DC			
12/05/16 - 12/06/16	Washington, DC			
2/27/17 - 2/28/17	San Francisco, CA			
3/14/17 - 3/15/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Staffing and Placement</u>	<u>STAF7009D</u>	5	3 CEU	\$1,549
9/12/16 - 9/16/16	Virginia Beach, VA			
9/26/16 - 9/30/16	Washington, DC			
10/03/16 - 10/07/16	San Antonio, TX			
10/17/16 - 10/21/16	Washington, DC			
10/24/16 - 10/28/16	Chicago, IL			
10/31/16 - 11/04/16	San Diego, CA			
10/31/16 - 11/04/16	Denver, CO			
11/14/16 - 11/18/16	Washington, DC			
12/05/16 - 12/09/16	Atlanta, GA			
12/12/16 - 12/16/16	Washington, DC			
1/09/17 - 1/13/17	Washington, DC			
1/30/17 - 2/03/17	Jacksonville, FL			
1/30/17 - 2/03/17	Washington, DC			
2/06/17 - 2/10/17	New Orleans, LA			
2/13/17 - 2/17/17	Washington, DC			
2/27/17 - 3/03/17	Washington, DC			
3/06/17 - 3/10/17	Las Vegas, NV			
3/13/17 - 3/17/17	Baltimore, MD			
3/20/17 - 3/24/17	Washington, DC			
<u>Federal Workforce Analysis and Planning</u>	<u>PMGT7013D</u>	2	1.2 CEU	\$849
9/19/16 - 9/20/16	Washington, DC			
9/20/16 - 9/21/16	San Diego, CA			
10/27/16 - 10/28/16	Washington, DC			
2/02/17 - 2/03/17	Washington, DC			
3/30/17 - 3/31/17	Virginia Beach, VA			
<u>Recruitment Strategies Using Social Media</u>	<u>STAF7516D</u>	2	1.2 CEU	\$789
10/27/16 - 10/28/16	Washington, DC			
11/15/16 - 11/16/16	Washington, DC			
3/01/17 - 3/02/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Qualifications Analysis</u>	<u>STAF7023D</u>	3	1.8 CEU	\$1,099
9/13/16 - 9/15/16	Washington, DC			
9/20/16 - 9/22/16	Atlanta, GA			
10/12/16 - 10/14/16	Washington, DC			
10/26/16 - 10/28/16	Dallas, TX			
11/02/16 - 11/04/16	Virginia Beach, VA			
11/16/16 - 11/18/16	Washington, DC			
1/18/17 - 1/20/17	Washington, DC			
2/22/17 - 2/24/17	Washington, DC			
3/15/17 - 3/17/17	San Francisco, CA			
3/22/17 - 3/24/17	Washington, DC			
<u>Job Analysis and Assessment Development</u>	<u>STAF8001D</u>	3	1.8 CEU	\$999
9/06/16 - 9/08/16	Las Vegas, NV			
9/19/16 - 9/21/16	Washington, DC			
10/18/16 - 10/20/16	Seattle, WA			
10/31/16 - 11/02/16	Washington, DC			
1/24/17 - 1/26/17	Washington, DC			
2/28/17 - 3/02/17	Washington, DC			
3/14/17 - 3/16/17	San Diego, CA			
3/28/17 - 3/30/17	Washington, DC			
<u>Examining for Federal Wage System Jobs</u>	<u>STAF7200D</u>	2	1.2 CEU	\$699
2/27/17 - 2/28/17	Washington, DC			
<u>Adjudicating and Applying Veterans' Preference</u>	<u>STAF8007D</u>	1	0.6 CEU	\$549
9/22/16 - 9/22/16	Washington, DC			
11/30/16 - 11/30/16	Washington, DC			
2/24/17 - 2/24/17	San Diego, CA			
3/03/17 - 3/03/17	Washington, DC			
<u>Suitability Adjudication</u>	<u>STAF8101D</u>	3	1.8 CEU	\$1,199
9/07/16 - 9/09/16	Washington, DC			
9/13/16 - 9/15/16	Las Vegas, NV			
10/12/16 - 10/14/16	Seattle, WA			
11/01/16 - 11/03/16	Washington, DC			
1/30/17 - 2/01/17	Washington, DC			
3/01/17 - 3/03/17	Atlanta, GA			

Course Title	Course Code	Days	Credits	Tuition
<u>Advanced Suitability Adjudication</u>	<u>STAF9101D</u>	2	1.2 CEU	\$799
2/02/17 - 2/03/17	Washington, DC			
<u>Interviewing Techniques</u>	<u>STAF8012D</u>	2	1.2 CEU	\$699
11/03/16 - 11/04/16	San Francisco, CA			
3/02/17 - 3/03/17	Washington, DC			
<u>Processing Federal Personnel Actions</u>	<u>STAF7010D</u>	5	3 CEU	\$1,699
9/12/16 - 9/16/16	Dallas, TX			
9/19/16 - 9/23/16	Chicago, IL			
9/26/16 - 9/30/16	Washington, DC			
10/03/16 - 10/07/16	Washington, DC			
10/17/16 - 10/21/16	San Diego, CA			
10/24/16 - 10/28/16	San Antonio, TX			
10/31/16 - 11/04/16	Washington, DC			
11/14/16 - 11/18/16	Atlanta, GA			
11/28/16 - 12/02/16	Washington, DC			
1/23/17 - 1/27/17	Washington, DC			
2/13/17 - 2/17/17	Washington, DC			
3/06/17 - 3/10/17	Washington, DC			
3/27/17 - 3/31/17	San Diego, CA			
<u>Calculating Service Computation Dates</u>	<u>STAF7602D</u>	1	0.6 CEU	\$499
9/22/16 - 9/22/16	Washington, DC			
11/29/16 - 11/29/16	Washington, DC			
2/23/17 - 2/23/17	San Diego, CA			
3/02/17 - 3/02/17	Washington, DC			
<u>Staffing for Support Staff</u>	<u>STAF7001D</u>	3	1.8 CEU	\$999
9/07/16 - 9/09/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
1/31/17 - 2/02/17	Washington, DC			
3/01/17 - 3/03/17	San Francisco, CA			
<u>Planning and Conducting a RIF</u>	<u>STAF7015D</u>	4	2.4 CEU	\$1,199
2/28/17 - 3/03/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Classification Refresher</u>	<u>CLAS7004D</u>	3	1.8 CEU	\$899
9/20/16 - 9/21/16	Washington, DC			
10/25/16 - 10/27/16	Washington, DC			
3/01/17 - 3/03/17	San Diego, CA			
<u>Position Classification</u>	<u>CLAS7003D</u>	10	6 CEU	\$2,579
9/12/16 - 9/23/16	Virginia Beach, VA			
9/19/16 - 9/30/16	Washington, DC			
10/17/16 - 10/28/16	Washington, DC			
11/21/16 - 12/02/16	Washington, DC			
2/06/17 - 2/17/17	Washington, DC			
2/27/17 - 3/10/17	Las Vegas, NV			
3/13/17 - 3/24/17	Washington, DC			
<u>Principles of Classification</u>	<u>CLAS7900D</u>	5	3 CEU	\$1,499
9/19/16 - 9/23/16	Washington, DC			
9/26/16 - 9/30/16	Chicago, IL			
11/28/16 - 12/02/16	Washington, DC			
2/06/17 - 2/10/17	Washington, DC			
3/06/17 - 3/10/17	Seattle, WA			
<u>Advanced Position Classification</u>	<u>CLAS9001D</u>	4	2.4 CEU	\$1,199
9/27/16 - 9/30/16	Atlanta, GA			
11/07/16 - 11/10/16	Washington, DC			
3/07/17 - 3/10/17	Washington, DC			
11/08/16 - 11/09/16	Washington, DC			
<u>Position Classification for Non-Classifiers</u>	<u>CLAS8102D</u>	2	1.2 CEU	\$749
2/07/17 - 2/08/17	San Francisco, CA			
3/28/17 - 3/29/17	Washington, DC			
<u>Writing Federal Position Descriptions</u>	<u>CLAS7910D</u>	2	1.2 CEU	\$789
9/22/16 - 9/23/16	Washington, DC			
10/03/16 - 10/04/16	Washington, DC			
11/17/16 - 11/18/16	Washington, DC			
2/09/17 - 2/10/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Position Management</u>	<u>CLAS7012D</u>	2	1.2 CEU	\$849
9/08/16 - 9/09/16	Washington, DC			
9/27/16 - 9/28/16	San Francisco, CA			
11/15/16 - 11/16/16	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
<u>Fair Labor Standards Act</u>	<u>CLAS7101D</u>	2	1.2 CEU	\$789
9/13/16 - 9/14/16	Atlanta, GA			
10/31/16 - 11/01/16	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
3/21/17 - 3/22/17	Seattle, WA			
<u>Federal Pay Setting</u>	<u>STAF9002D</u>	3	1.8 CEU	\$1,199
9/13/16 - 9/15/16	Philadelphia, PA			
9/20/16 - 9/22/16	Washington, DC			
10/25/16 - 10/27/16	Washington, DC			
11/29/16 - 12/01/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			
2/14/17 - 2/16/17	San Diego, CA			
3/07/17 - 3/09/17	Washington, DC			
3/21/17 - 3/23/17	Atlanta, GA			
<u>Federal Employee Relations</u>	<u>LABR7009D</u>	4	2.4 CEU	\$1,349
9/12/16 - 9/15/16	New Orleans, LA			
9/19/16 - 9/22/16	Washington, DC			
9/20/16 - 9/23/16	Seattle, WA			
<u>Basic Labor Relations</u>	<u>LABR7020D</u>	2	1.2 CEU	\$749
9/12/16 - 9/13/16	Washington, DC			
9/19/16 - 9/20/16	Atlanta, GA			
10/17/16 - 10/18/16	Dallas, TX			
11/14/16 - 11/15/16	Washington, DC			
12/05/16 - 12/06/16	San Diego, CA			
1/23/17 - 1/24/17	Washington, DC			
2/06/17 - 2/07/17	Las Vegas, NV			
3/06/17 - 3/07/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Labor Relations for Practitioners</u>	<u>LABR7021D</u>	3	1.8 CEU	\$899
9/14/16 - 9/16/16	Washington, DC			
9/21/16 - 9/23/16	Atlanta, GA			
10/19/16 - 10/21/16	Dallas, TX			
11/16/16 - 11/18/16	Washington, DC			
12/07/16 - 12/09/16	San Diego, CA			
1/25/17 - 1/27/17	Washington, DC			
2/08/17 - 2/10/17	Las Vegas, NV			
3/08/17 - 3/10/17	Washington, DC			
<u>Employee Conduct and Performance</u>	<u>LABR7011D</u>	2	1.2 CEU	\$749
9/08/16 - 9/09/16	Washington, DC			
11/01/16 - 11/02/16	Washington, DC			
1/31/17 - 2/01/17	Washington, DC			
3/07/17 - 3/08/17	Las Vegas, NV			
<u>Adverse and Performance-Based Actions</u>	<u>LABR7100D</u>	4	2.4 CEU	\$1,199
9/20/16 - 9/23/16	San Francisco, CA			
10/03/16 - 10/06/16	Washington, DC			
11/01/16 - 11/04/16	Washington, DC			
1/09/17 - 1/12/17	Washington, DC			
2/28/17 - 3/03/17	Washington, DC			
3/07/17 - 3/10/17	San Antonio, TX			
<u>Federal Performance Management</u>	<u>LABR7013D</u>	3	1.8 CEU	\$999
9/19/16 - 9/21/16	Washington, DC			
10/18/16 - 10/20/16	San Antonio, TX			
11/07/16 - 11/09/16	Washington, DC			
12/05/16 - 12/07/16	Washington, DC			
3/21/17 - 3/23/17	Washington, DC			
<u>Negotiating Federal Labor Agreements</u>	<u>LABR9001D</u>	5	3 CEU	\$1,399
9/26/16 - 9/30/16	Washington, DC			
3/27/17 - 3/31/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Employee Benefits</u>	<u>BENE7104D</u>	5	3 CEU	\$1,499
9/19/16 - 9/23/16	Washington, DC			
10/17/16 - 10/21/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
2/13/17 - 2/17/17	Washington, DC			
3/13/17 - 3/17/17	San Diego, CA			
3/20/17 - 3/24/17	Washington, DC			
<u>CSRS and FERS Retirement and Benefits</u>	<u>BENE8201D</u>	4	2.4 CEU	\$1,299
10/04/16 - 10/07/16	Washington, DC			
2/21/17 - 2/24/17	Washington, DC			
<u>Workers Compensation and Disability Retirement</u>	<u>BENE8104D</u>	2	1.2 CEU	\$749
12/01/16 - 12/02/16	Washington, DC			
3/13/17 - 3/14/17	Washington, DC			
<u>EEO in the Federal Sector</u>	<u>EEOP7012D</u>	3	1.8 CEU	\$1,099
9/19/16 - 9/21/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
11/28/16 - 11/30/16	Washington, DC			
1/17/17 - 1/19/17	Washington, DC			
3/01/17 - 3/03/17	Washington, DC			
<u>EEO for Supervisors and Managers</u>	<u>EEOP8101D</u>	2	1.2 CEU	\$749
9/26/16 - 9/27/16	Washington, DC			
12/01/16 - 12/02/16	Washington, DC			
3/29/17 - 3/30/17	Washington, DC			
<u>Federal EEO Counseling</u>	<u>EEOP7101D</u>	4	2.4 CEU	\$1,199
9/20/16 - 9/23/16	Washington, DC			
12/06/16 - 12/09/16	Washington, DC			
3/14/17 - 3/17/17	Washington, DC			
<u>Special Emphasis Program Management</u>	<u>EEOP8115D</u>	3	1.8 CEU	\$999
11/08/16 - 11/10/16	Washington, DC			
<u>Roles and Responsibilities of EEO/Diversity Committee</u>	<u>EEOP8110D</u>	2	1.2 CEU	\$699
9/27/16 - 9/28/16	Las Vegas, NV			
10/04/16 - 10/05/16	Washington, DC			
3/15/17 - 3/16/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Federal Employee Development</u>	<u>CDEV7007D</u>	3	1.8 CEU	\$1,099
9/20/16 - 9/22/16	Washington, DC			
10/25/16 - 10/27/16	Washington, DC			
2/21/17 - 2/23/17	Washington, DC			
<u>Mid-Career Retirement Planning (FERS Only Participants)</u>	<u>BENE8120D</u>	2	1.2 CEU	\$549
9/28/16 - 9/29/16	Washington, DC			
11/02/16 - 11/03/16	Washington, DC			
2/16/17 - 2/17/17	Washington, DC			
3/20/17 - 3/21/17	San Francisco, CA			
<u>Pre-Retirement Planning</u>	<u>BENE7102D</u>	2	1.2 CEU	\$549
10/13/16 - 10/14/16	Washington, DC			
2/23/17 - 2/24/17	Washington, DC			
<u>Pre-Retirement Planning (CSRS Participants Only)</u>	<u>BENE7120D</u>	2	1.2 CEU	\$549
9/20/16 - 9/21/16	Atlanta, GA			
11/28/16 - 11/29/16	Washington, DC			
2/21/17 - 2/22/17	Washington, DC			
3/16/17 - 3/17/17	San Francisco, CA			
3/22/17 - 3/23/17	Las Vegas, NV			
<u>Pre-Retirement Planning (FERS Participants Only)</u>	<u>BENE7110D</u>	2	1.2 CEU	\$549
9/26/16 - 9/27/16	Washington, DC			
10/19/16 - 10/20/16	Washington, DC			
11/29/16 - 11/30/16	Washington, DC			
1/24/17 - 1/25/17	Washington, DC			
2/21/17 - 2/22/17	Atlanta, GA			
2/23/17 - 2/24/17	Washington, DC			
2/27/17 - 2/28/17	San Diego, CA			
3/02/17 - 3/03/17	Honolulu, HI			
3/14/17 - 3/15/17	San Francisco, CA			
3/20/17 - 3/21/17	Las Vegas, NV			
3/21/17 - 3/22/17	Washington, DC			
3/23/17 - 3/24/17	Jacksonville, FL			
3/28/17 - 3/29/17	New Orleans, LA			

Course Title	Course Code	Days	Credits	Tuition
Pre-Retirement Planning for Law Enforcement and Firefighters	BENE7201D	2	1.2 CEU	\$549
9/22/16 - 9/23/16	Atlanta, GA			
10/27/16 - 10/28/16	Washington, DC			
3/21/17 - 3/22/17	San Diego, CA			
3/28/17 - 3/29/17	Las Vegas, NV			
9/27/16 - 9/28/16	Washington, DC			
9/07/16 - 9/09/16	Washington, DC			
3/14/17 - 3/17/17	Washington, DC			
9/29/16 - 9/30/16	Washington, DC			



Many of our classes are Guaranteed-to-Go.

We are constantly adding new classes, making it easier for you to schedule and register for training through the fiscal year.

GUARANTEED-TO-GO CLASSES

Review the classes and register with confidence
at graduateschool.edu/gtog.

Course Title	Course Code	Days	Credits	Tuition
<u>Audit Evidence and Documentation</u>	<u>AUDT7011G</u>	2	16 CPE	\$699
9/14/16 - 9/15/16	Washington, DC			
11/30/16 - 12/01/16	Washington, DC			
2/01/17 - 2/02/17	Washington, DC			
<u>Basic Governmental Auditing</u>	<u>AUDT7001G</u>	5	40 CPE	\$1,349
9/12/16 - 9/16/16	Washington, DC			
10/03/16 - 10/07/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
1/09/17 - 1/13/17	Washington, DC			
1/30/17 - 2/03/17	San Antonio, TX			
2/27/17 - 3/03/17	San Diego, CA			
3/13/17 - 3/17/17	Washington, DC			
<u>Conducting Performance Audits</u>	<u>AUDT7002G</u>	3	24 CPE	\$899
3/28/17 - 3/30/17	Washington, DC			
<u>Developing and Presenting Audit Findings</u>	<u>AUDT7021G</u>	2	16 CPE	\$699
9/21/16 - 9/22/16	Washington, DC			
1/18/17 - 1/19/17	Washington, DC			
<u>Interviewing Techniques for Auditors</u>	<u>AUDT7012G</u>	3	24 CPE	\$899
9/20/16 - 9/22/16	Washington, DC			
10/11/16 - 10/13/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
3/07/17 - 3/09/17	Washington, DC			
<u>Written Communication for Auditors</u>	<u>AUDT8611G</u>	3	24 CPE	\$899
9/13/16 - 9/15/16	Washington, DC			
3/07/17 - 3/09/17	Washington, DC			
<u>Assessing Controls in Performance Audits</u>	<u>AUDT8021G</u>	2	16 CPE	\$699
3/15/17 - 3/16/17	San Diego, CA			
<u>Assessing Financial-Related Activities and Controls</u>	<u>AUDT8811G</u>	4	32 CPE	\$1,049
9/20/16 - 9/23/16	Washington, DC			
2/21/17 - 2/24/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Assessing the Reliability of Computer-Processed Data</u>	<u>AUDT8043G</u>	2	16 CPE	\$699
9/27/16 - 9/28/16	Washington, DC			
10/19/16 - 10/20/16	Washington, DC			
3/21/17 - 3/22/17	Washington, DC			
<u>Auditing Grants</u>	<u>AUDT7407G</u>	3	24 CPE	\$879
9/13/16 - 9/15/16	Washington, DC			
1/24/17 - 1/26/17	San Francisco, CA			
<u>Auditing Outsourced Government Services</u>	<u>AUDT8235G</u>	2	16 CPE	\$699
9/07/16 - 9/08/16	Washington, DC			
<u>Contract Auditing</u>	<u>AUDT8801G</u>	5	40 CPE	\$1,249
9/12/16 - 9/16/16	Washington, DC			
<u>Intermediate Performance Auditing</u>	<u>AUDT8046G</u>	3	24 CPE	\$949
12/06/16 - 12/08/16	Dallas, TX			
2/07/17 - 2/09/17	Washington, DC			
<u>Making Your Case to Prosecute Fraud</u>	<u>AUDT8090G</u>	2	16 CPE	\$829
9/13/16 - 9/14/16	Washington, DC			
<u>Planning Audit Assignments</u>	<u>AUDT8451G</u>	2	16 CPE	\$649
9/14/16 - 9/15/16	Washington, DC			
<u>Quick Response Auditing</u>	<u>AUDT8011G</u>	2	16 CPE	\$699
9/28/16 - 9/29/16	Washington, DC			
1/26/17 - 1/27/17	Atlanta, GA			
<u>Using Metrics to Assess Performance</u>	<u>AUDT8027G</u>	3	24 CPE	\$899
10/18/16 - 10/20/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
<u>Auditing Performance Outcomes</u>	<u>AUDT9012G</u>	2	16 CPE	\$699
9/07/16 - 9/08/16	Washington, DC			
<u>Contract and Procurement Fraud</u>	<u>AUDT8036G</u>	2	16 CPE	\$699
9/27/16 - 9/28/16	Washington, DC			
3/07/17 - 3/08/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Effective Audit Supervision</u>	<u>AUDT9002G</u>	4	32 CPE	\$1,099
12/05/16 - 12/08/16	Washington, DC			
2/13/17 - 2/16/17	San Diego, CA			
2/21/17 - 2/24/17	Atlanta, GA			
<u>Managing the Audit Engagement</u>	<u>AUDT9102G</u>	3	24 CPE	\$899
9/27/16 - 9/29/16	Atlanta, GA			
<u>Practical Statistical Sampling for Auditors</u>	<u>AUDT8112G</u>	4	32 CPE	\$1,099
9/27/16 - 9/30/16	Washington, DC			
3/27/17 - 3/30/17	Washington, DC			
<u>Reviewing Other People's Report Writing</u>	<u>AUDT9502G</u>	2	16 CPE	\$699
1/31/17 - 2/01/17	Washington, DC			
<u>Skills for Leading and Managing Audit Projects</u>	<u>AUDT9109G</u>	3	24 CPE	\$999
9/13/16 - 9/15/16	Washington, DC			
10/18/16 - 10/20/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			
2/28/17 - 3/02/17	Dallas, TX			
<u>Analysis Techniques for Auditors</u>	<u>AUDT7900G</u>	2	16 CPE	\$699
3/01/17 - 3/02/17	Washington, DC			
<u>Army Managers' Internal Control Administrators' Course</u>	<u>AUDT9015G</u>	2	16 CPE	\$649
1/17/17 - 1/18/17	San Antonio, TX			
3/29/17 - 3/30/17	San Diego, CA			
<u>Creative Thinking for Auditors</u>	<u>AUDT8012G</u>	2	16 CPE	\$699
9/20/16 - 9/21/16	Washington, DC			
12/07/16 - 12/08/16	Washington, DC			
<u>Government Auditing for Non-Auditors</u>	<u>AUDT7005G</u>	1	8 CPE	\$499
12/08/16 - 12/08/16	Washington, DC			
<u>Government Auditing Standards: Review and Update</u>	<u>AUDT7732G</u>	1	8 CPE	\$499
9/01/16 - 9/01/16	Washington, DC			
3/30/17 - 3/30/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Information Systems Auditing</u>	<u>AUDT8029G</u>	3	24 CPE	\$699

9/13/16 - 9/15/16	Washington, DC
10/04/16 - 10/06/16	Washington, DC
11/15/16 - 11/17/16	Washington, DC
3/07/17 - 3/09/17	Washington, DC

<u>Management's Responsibility for Internal Control (OMB Circular A-123)</u>	<u>AUDT8003G</u>	2	16 CPE	\$699
--	------------------	---	--------	-------

9/20/16 - 9/21/16	Washington, DC
11/16/16 - 11/17/16	Washington, DC
1/11/17 - 1/12/17	Washington, DC
3/22/17 - 3/23/17	Washington, DC

<u>Prevention and Detection of Fraud</u>	<u>AUDT8002G</u>	3	24 CPE	\$899
--	------------------	---	--------	-------

9/20/16 - 9/22/16	Washington, DC
10/18/16 - 10/20/16	Washington, DC
2/28/17 - 3/02/17	Washington, DC



Schedule
Contract GS-10F-0228P

We now offer over 250 open enrollment courses on our Professional Services Schedule, SIN C874.

Visit graduateschool.edu/gsa for more information.

Course Title	Course Code	Days	Credits	Tuition
<u>Introduction to Grants Management</u>	<u>PGMT7101D</u>	4	2.4 CEU	\$1,499
9/13/16 - 9/16/16	Washington, DC			
3/07/17 - 3/10/17	Washington, DC			
<u>Grants Performance Management</u>	<u>PGMT8101D</u>	4	2.4 CEU	\$1,499
9/20/16 - 9/23/16	Washington, DC			
2/28/17 - 3/03/17	Washington, DC			
<u>The Effective Grants Manager</u>	<u>PGMT8201D</u>	3	1.8 CEU	\$1,149
9/27/16 - 9/29/16	Washington, DC			
1/10/17 - 1/12/17	Washington, DC			

Earn a credential that demonstrates your commitment and expands your options.

Certificate of Accomplishment

Graduate School USA believes that long-term learning and the acquisition of both broad and specialized skills benefit individuals and organizations. Our government-centered certificate of accomplishment programs provide extensive training and deep knowledge in areas relevant to federal professionals at all stages of their careers.

Designed around proven content and mapped to federal competencies, these programs feature targeted knowledge sets. Courses use an integrated approach that facilitates skill mastery, incorporating dynamic activities that challenge participants and introduce them to real-world career situations.

Business Analysis
Grants Management
Human Resources Management (3 Levels)
Leadership, Supervision, and Management (3 Levels)
Master Certificate in Federal Financial Management
Personal Property Management
Program and Management Analysis
Project Management



Complete a Certificate of Accomplishment Program and:
Meet Your Target

An expanded knowledge base gives you the expertise to help your organization achieve its goals.

September 1, 2016 - March 31, 2017

<http://www.graduateschool.edu/it>

Course Title	Course Code	Days	Credits	Tuition
<u>Microsoft Access 2010: Introduction</u>	<u>DBAS7135T</u>	2	1.2 CEU	\$739
9/20/16 - 9/21/16	Washington, DC			
10/04/16 - 10/05/16	Washington, DC			
11/01/16 - 11/02/16	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
<u>Microsoft Access 2010: Intermediate</u>	<u>DBAS8135T</u>	2	1.2 CEU	\$699
9/22/16 - 9/23/16	Washington, DC			
10/06/16 - 10/07/16	Washington, DC			
11/03/16 - 11/04/16	Washington, DC			
2/09/17 - 2/10/17	Washington, DC			
<u>Microsoft Excel 2010: Introduction</u>	<u>SPRD7988T</u>	3	1.8 CEU	\$999
9/12/16 - 9/14/16	Washington, DC			
10/10/16 - 10/12/16	Washington, DC			
12/05/16 - 12/07/16	Washington, DC			
2/13/17 - 2/15/17	Washington, DC			
<u>Microsoft Excel 2010: Intermediate</u>	<u>SPRD8988T</u>	2	1.2 CEU	\$799
9/15/16 - 9/16/16	Washington, DC			
10/13/16 - 10/14/16	Washington, DC			
12/08/16 - 12/09/16	Washington, DC			
2/16/17 - 2/17/17	Washington, DC			
<u>Microsoft Excel 2010: Advanced</u>	<u>SPRD9972T</u>	3	1.8 CEU	\$939
11/15/16 - 11/17/16	Washington, DC			
3/06/17 - 3/08/17	Washington, DC			
<u>Microsoft PowerPoint 2010: Introduction</u>	<u>PRES7969T</u>	1	0.6 CEU	\$499
10/17/16 - 10/17/16	Washington, DC			
2/28/17 - 2/28/17	Washington, DC			
<u>Microsoft Project 2010</u>	<u>PROJ7991T</u>	3	1.8 CEU	\$1,099
10/25/16 - 10/27/16	Washington, DC			
3/28/17 - 3/30/17	Washington, DC			
<u>Microsoft Word 2010: Introduction</u>	<u>WORD7990T</u>	1	0.6 CEU	\$449
9/26/16 - 9/26/16	Washington, DC			
10/25/16 - 10/25/16	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
Microsoft Word 2010: Intermediate	WORD8989T	1	0.6 CEU	\$499

9/27/16 - 9/27/16 Washington, DC

10/26/16 - 10/26/16 Washington, DC

[Capital Portfolio Planning, Implementing, Maintenance and Management](#)

[PROJ7998T](#)

3

1.8 CEU

\$1,199

10/25/16 - 10/27/16 Washington, DC

Earn a credential that demonstrates your commitment and expands your options.

Certificate of Accomplishment

Graduate School USA believes that long-term learning and the acquisition of both broad and specialized skills benefit individuals and organizations. Our government-centered certificate of accomplishment programs provide extensive training and deep knowledge in areas relevant to federal professionals at all stages of their careers.

Designed around proven content and mapped to federal competencies, these programs feature targeted knowledge sets. Courses use an integrated approach that facilitates skill mastery, incorporating dynamic activities that challenge participants and introduce them to real-world career situations.

Complete a Certificate of Accomplishment Program and:



Expand Your Knowledge

A full program of courses increases your skills in your area of expertise.

Course Title	Course Code	Days	Credits	Tuition
<u>Leadership Skills for Non-Supervisors</u>	<u>ADMB7006D</u>	2	1.2 CEU	\$799
9/14/16 - 9/15/16	Las Vegas, NV			
9/15/16 - 9/16/16	Washington, DC			
9/20/16 - 9/21/16	Dallas, TX			
9/27/16 - 9/28/16	Washington, DC			
10/04/16 - 10/05/16	Washington, DC			
10/11/16 - 10/12/16	Washington, DC			
10/18/16 - 10/19/16	Washington, DC			
10/25/16 - 10/26/16	Atlanta, GA			
11/01/16 - 11/02/16	Washington, DC			
11/15/16 - 11/16/16	Washington, DC			
12/06/16 - 12/07/16	Washington, DC			
1/10/17 - 1/11/17	Washington, DC			
1/24/17 - 1/25/17	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
2/22/17 - 2/23/17	New Orleans, LA			
3/07/17 - 3/08/17	Jacksonville, FL			
3/14/17 - 3/15/17	Washington, DC			
3/21/17 - 3/22/17	San Francisco, CA			
3/28/17 - 3/29/17	Washington, DC			
<u>Preparing to Lead in the 21st Century</u>	<u>MGMT9020D</u>	2	1.2 CEU	\$799
9/13/16 - 9/14/16	Seattle, WA			
3/01/17 - 3/02/17	Washington, DC			
<u>Introduction to Supervision</u>	<u>SUPV7001D</u>	5	3 CEU	\$1,499
9/12/16 - 9/16/16	Chicago, IL			
9/19/16 - 9/23/16	Washington, DC			
9/26/16 - 9/30/16	San Diego, CA			
10/24/16 - 10/28/16	Washington, DC			
11/14/16 - 11/18/16	Washington, DC			
12/05/16 - 12/09/16	Washington, DC			
1/23/17 - 1/27/17	Washington, DC			
2/06/17 - 2/10/17	Washington, DC			
3/06/17 - 3/10/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
Introduction to Management	MGMT7099D	5	3 CEU	\$1,399
9/12/16 - 9/16/16	Washington, DC			
10/31/16 - 11/04/16	Washington, DC			
12/12/16 - 12/16/16	Washington, DC			
3/13/17 - 3/17/17	Washington, DC			
Leadership Essentials	MGMT7020D	3	1.8 CEU	\$1,079
9/13/16 - 9/15/16	Las Vegas, NV			
9/20/16 - 9/22/16	Washington, DC			
9/27/16 - 9/29/16	Virginia Beach, VA			
12/13/16 - 12/15/16	Washington, DC			
1/10/17 - 1/12/17	Washington, DC			
2/28/17 - 3/02/17	Washington, DC			
The Leadership Challenge	LEAD8010L	2	1.2 CEU	\$1,149
9/15/16 - 9/16/16	Washington, DC			
2/27/17 - 2/28/17	Washington, DC			
Leading Change	MGMT7201D	5	3 CEU	\$1,699
9/12/16 - 9/16/16	Washington, DC			
Leadership Communication	MGMT8112D	2	1.2 CEU	\$799
12/01/16 - 12/02/16	Washington, DC			
Facilitator Workshop	TDEV8120D	4	2.4 CEU	\$1,149
9/13/16 - 9/16/16	Washington, DC			
3/07/17 - 3/10/17	Washington, DC			
Emotionally Intelligent Leaders	LEAD8007L	2	1.2 CEU	\$899
9/19/16 - 9/20/16	Washington, DC			
1/26/17 - 1/27/17	Washington, DC			
Coaching Skills for Today's Leaders	MGMT9002D	1	0.6 CEU	\$549
9/20/16 - 9/20/16	Washington, DC			
10/27/16 - 10/27/16	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Strategic Planning for Government Organizations</u>	<u>MGMT9200D</u>	3	1.8 CEU	\$979
9/20/16 - 9/22/16	Huntsville, AL			
1/25/17 - 1/27/17	Washington, DC			
3/07/17 - 3/09/17	Albuquerque, NM			
<u>Managing Employee Trust</u>	<u>SUPV7089D</u>	1	0.6 CEU	\$449
9/01/16 - 9/01/16	Washington, DC			
11/15/16 - 11/15/16	Washington, DC			
12/08/16 - 12/08/16	Washington, DC			
2/07/17 - 2/07/17	Washington, DC			
<u>Jump Starting High-Performing Teams: The Fundamentals</u>	<u>TDEV7021D</u>	2	1.2 CEU	\$799
10/04/16 - 10/05/16	Washington, DC			
11/15/16 - 11/16/16	Washington, DC			
2/07/17 - 2/08/17	Washington, DC			
3/08/17 - 3/09/17	Denver, CO			
<u>Leading Teams and Groups</u>	<u>TDEV8200D</u>	3	1.8 CEU	\$1,079
9/27/16 - 9/29/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
1/24/17 - 1/26/17	Washington, DC			
2/08/17 - 2/10/17	Atlanta, GA			
2/14/17 - 2/16/17	Washington, DC			
3/07/17 - 3/09/17	Denver, CO			
3/15/17 - 3/17/17	Washington, DC			
<u>Telework: A Manager's Perspective</u>	<u>MGMT9021D</u>	4	0.4 CEU	\$299
11/15/16 - 11/15/16	Washington, DC			
<u>Negotiating Techniques</u>	<u>MGMT9104D</u>	2	1.2 CEU	\$699
9/22/16 - 9/23/16	Washington, DC			
10/13/16 - 10/14/16	Washington, DC			
1/23/17 - 1/24/17	Washington, DC			
3/09/17 - 3/10/17	Washington, DC			
<u>Executive Survival Skills</u>	<u>EXEC9911L</u>	3	1.8 CEU	\$1,699
9/28/16 - 9/30/16	Washington, DC			
11/30/16 - 12/02/16	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Leading People</u>	<u>EXEC9912L</u>	3	1.8 CEU	\$1,699
11/02/16 - 11/04/16	Washington, DC			
2/27/17 - 3/01/17	Washington, DC			
<u>Managing for Results</u>	<u>EXEC9913L</u>	3	1.8 CEU	\$1,699
9/12/16 - 9/14/16	Washington, DC			
11/16/16 - 11/18/16	Washington, DC			
3/06/17 - 3/08/17	Washington, DC			
<u>Washington Executive Seminar</u>	<u>EXEC9904L</u>	10	6 CEU	\$3,799
2/06/17 - 2/17/17	Washington, DC			

On-Site Training: What's in it for Your Organization?



- ▶ **Cost-effectiveness.** By bringing GSUSA courses to your location, you:
 - Eliminate travel costs for staff
 - Save with pricing levels based on number of participants
 - Qualify for government discounts through the use of GSA Federal Supply Schedule 874
- ▶ **Increased Employee Productivity.** An employee who has to travel for a three-day class is essentially unavailable for five days. Maximize employee training time and workplace productivity with on-site learning.
- ▶ **Training at your own pace, on your own schedule.** Choose the best time for training based on organizational needs and employee workloads and schedules.
- ▶ **Established courses or tailored content.** Request an off-the-shelf course, or let us build training that incorporates examples and content specific to your agency.

Course Title	Course Code	Days	Credits	Tuition
Applications in Personal Property Accountability	PROP7210D	4	2.4 CEU	\$1,099
9/13/16 - 9/16/16	Washington, DC			
1/17/17 - 1/20/17	Washington, DC			
Property Accountability: The Life Cycle	PROP7112D	4	2.4 CEU	\$1,099
9/20/16 - 9/23/16	Washington, DC			
Property Management for Custodial Officers	PROP7103D	2	1.2 CEU	\$699
9/13/16 - 9/14/16	Washington, DC			
1/18/17 - 1/19/17	Washington, DC			
Warehousing, Operations and Disposal	PROP7001D	4	2.4 CEU	\$1,099
1/24/17 - 1/27/17	Washington, DC			



**Many of our classes
are Guaranteed-to-Go.**

**We are constantly adding new
classes, making it easier for you
to schedule and register for
training through the fiscal year.**

Visit graduateschool.edu/gtog.

Course Title	Course Code	Days	Credits	Tuition
<u>Cost-Benefit Analysis Workshop</u>	<u>PGMT8100D</u>	3	1.8 CEU	\$949
9/13/16 - 9/15/16	Baltimore, MD			
10/04/16 - 10/06/16	Washington, DC			
12/06/16 - 12/08/16	Washington, DC			
2/07/17 - 2/09/17	Washington, DC			
<u>Data Collection and Analysis</u>	<u>PGMT7001D</u>	5	3 CEU	\$1,349
9/12/16 - 9/16/16	Washington, DC			
10/03/16 - 10/07/16	Atlanta, GA			
10/17/16 - 10/21/16	Washington, DC			
12/05/16 - 12/09/16	Washington, DC			
1/30/17 - 2/03/17	Washington, DC			
3/06/17 - 3/10/17	Washington, DC			
<u>Introduction to Program Evaluation</u>	<u>PGMT7003D</u>	5	3 CEU	\$1,309
9/12/16 - 9/16/16	Washington, DC			
10/31/16 - 11/04/16	Washington, DC			
2/27/17 - 3/03/17	Washington, DC			
<u>Introduction to Statistics</u>	<u>STAT7100D</u>	4	2.4 CEU	\$1,199
9/20/16 - 9/23/16	Washington, DC			
12/06/16 - 12/09/16	Washington, DC			
1/31/17 - 2/03/17	Washington, DC			
3/14/17 - 3/17/17	Washington, DC			
<u>Management Analysis: Overview</u>	<u>PGMT7000D</u>	4	2.4 CEU	\$1,299
9/13/16 - 9/16/16	Denver, CO			
9/19/16 - 9/22/16	Washington, DC			
9/27/16 - 9/30/16	Washington, DC			
11/15/16 - 11/18/16	Washington, DC			
12/06/16 - 12/09/16	Washington, DC			
1/17/17 - 1/20/17	Washington, DC			
3/07/17 - 3/10/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
<u>Management Analysis: Data Gathering</u>	<u>PGMT8000D</u>	4	2.4 CEU	\$1,199
9/13/16 - 9/16/16	Washington, DC			
11/15/16 - 11/18/16	Washington, DC			
<u>Management Analysis: Planning</u>	<u>PGMT7004D</u>	4	2.4 CEU	\$1,259
2/28/17 - 3/03/17	Washington, DC			
<u>Management Analysis: Designing and Conducting a Study</u>	<u>PGMT8001D</u>	4	2.4 CEU	\$1,149
9/13/16 - 9/16/16	Washington, DC			
10/04/16 - 10/07/16	Washington, DC			
11/29/16 - 12/02/16	Washington, DC			
1/31/17 - 2/03/17	Washington, DC			
2/28/17 - 3/03/17	Washington, DC			
<u>Management Analysis: Advanced Applications</u>	<u>PGMT9000D</u>	4	2.4 CEU	\$1,149
9/13/16 - 9/16/16	Washington, DC			
2/21/17 - 2/24/17	Washington, DC			

Complete a Certificate of Accomplishment Program and:



Meet Your Target

An expanded knowledge base gives you the expertise to help your organization achieve its goals.



Expand Your Knowledge

A full program of courses increases your skills in your area of expertise.



Generate New Ideas

Completion of a challenging sequence of courses in a specific field could spur new ideas that benefit your agency.

Course Title	Course Code	Days	Credits	Tuition
Project Management	PGMT7005D	4	2.4 CEU	\$1,449
9/12/16 - 9/15/16	Washington, DC			
9/20/16 - 9/23/16	Baltimore, MD			
9/20/16 - 9/23/16	Seattle, WA			
9/27/16 - 9/30/16	Washington, DC			
10/04/16 - 10/07/16	Washington, DC			
10/25/16 - 10/28/16	Washington, DC			
11/01/16 - 11/04/16	Washington, DC			
11/15/16 - 11/18/16	Washington, DC			
11/29/16 - 12/02/16	Washington, DC			
12/13/16 - 12/16/16	Washington, DC			
1/17/17 - 1/20/17	Washington, DC			
1/31/17 - 2/03/17	Albuquerque, NM			
2/07/17 - 2/10/17	Honolulu, HI			
2/14/17 - 2/17/17	Denver, CO			
2/21/17 - 2/24/17	Washington, DC			
3/07/17 - 3/10/17	Washington, DC			
3/21/17 - 3/24/17	Las Vegas, NV			
Project Management for IT: Application and Integration	PROJ7602T	4	2.4 CEU	\$1,699
9/19/16 - 9/22/16	Washington, DC			
10/17/16 - 10/20/16	Washington, DC			
3/13/17 - 3/16/17	Washington, DC			
Project Management for the Office Professional	ADMB7011D	3	1.8 CEU	\$1,049
9/21/16 - 9/23/16	Washington, DC			
11/15/16 - 11/17/16	Washington, DC			
2/01/17 - 2/03/17	Washington, DC			
Managing a Project with Your Team	PROJ8202D	2	1.4 CEU	\$1,099
11/30/16 - 12/01/16	Washington, DC			
Planning and Managing Agile Projects	PROJ7994T	3	1.8 CEU	\$1,099
10/11/16 - 10/13/16	Washington, DC			
Project Communications Management	PROJ8294D	2	1.4 CEU	\$1,149
10/04/16 - 10/05/16	Washington, DC			
1/24/17 - 1/25/17	Washington, DC			

Course Title	Course Code	Days	Credits	Tuition
Project Cost Management	PROJ8292D	2	1.4 CEU	\$1,149
1/11/17 - 1/12/17	Washington, DC			
Project Quality Management	PROJ8296D	2	1.4 CEU	\$1,149
1/18/17 - 1/19/17	Washington, DC			
3/01/17 - 3/02/17	Washington, DC			
Project Risk Management	PROJ8293D	2	1.4 CEU	\$1,149
11/08/16 - 11/09/16	Washington, DC			
Project Scope Management	PROJ8299D	2	1.4 CEU	\$1,149
2/15/17 - 2/16/17	Washington, DC			
Project Time Management	PROJ8291D	2	1.4 CEU	\$1,149
10/04/16 - 10/05/16	Washington, DC			
Project Management Fast Track	PROJ8300D	5	3.5 CEU	\$2,149
2/27/17 - 3/03/17	Washington, DC			



Schedule
Contract GS-10F-0228P

We now offer over 250 open enrollment courses on our Professional Services Schedule, SIN C874.

Visit graduateschool.edu/gsa for more information.

Course Title	Course Code	Days	Credits	Tuition
Building a Better Security Program	SRTY8201D	2	1.2 CEU	\$649
3/28/17 - 3/29/17	Washington, DC			
Counterintelligence for the Security Professional	SRTY7201D	2	1.2 CEU	\$699
11/03/16 - 11/04/16	Washington, DC			
Physical Security and the Protection of Classified Materials	SRTY7222D	2	1.2 CEU	\$699
3/30/17 - 3/31/17	Washington, DC			
Understanding NISPOM Requirements	SRTY7225D	5	3 CEU	\$949
9/12/16 - 9/16/16	Washington, DC			




Many of our classes are Guaranteed-to-Go.

We are constantly adding new classes, making it easier for you to schedule and register for training through the fiscal year.

GUARANTEED-TO-GO CLASSES

Review the classes and register with confidence
at graduateschool.edu/gtog.

Online Federal Human Resources Management Certificate of Accomplishment

A woman with long brown hair, wearing a grey blazer over a light blue button-down shirt, is sitting at a desk and looking down at a laptop. She has a slight smile on her face. The background is a blurred office environment with large windows.

We now offer our **Level 1 Certificate of Accomplishment in Human Resources Management** entirely online. Maximize your budget and your time by building the skills and competencies needed for success in your chosen profession.

For information, visit
graduateschool.edu/certificates.



On-Site Training: What's in it for Your Organization?

- ▶ ***Cost-effectiveness.*** Eliminate travel costs for staff and save with pricing levels based on number of participants.
- ▶ ***Training at your own pace, on your own schedule.*** Choose the best time for training based on organizational needs, workloads, and schedules.
- ▶ ***Increased Employee Productivity.*** Maximize employee training time and workplace productivity with on-site learning.
- ▶ ***Established courses or tailored content.*** Select an off-the-shelf course, or let us build training that is specific to your agency.



Contact us today to learn more or to request a quote! Visit graduateschool.edu/onsite or email onsite@graduateschool.edu.



600 Maryland Avenue SW
Washington, DC 20024-2520

Key code: GRAD5020

Electronic Service Requested

Non-profit
Organization
U.S. Postage
PAID
Permit Number 4297
Suburban, MD

Schedule, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice.



**Many of our classes
are Guaranteed-to-Go.**

We are constantly adding new classes,
making it easier for you to schedule
and register for training through the
fiscal year.

GUARANTEED-TO-GO CLASSES

Review the classes and register with confidence
at graduateschool.edu/gtog.