MS Management Sciences

Business Analysis
Personal Property Management
Program and Management Analysis
Project Management
Federal Acquisition and Contracting

SCHEDULE OF CLASSES

October 2017 - December 2018

Real-World Training
For Real-World Challenges

Graduate School USA

graduateschool.edu/ms 888.744.GRAD

Management is not just a skill. It's a science. In today's federal climate, the necessity to make sound and principled business decisions is paramount. At Graduate School USA, our Management Sciences curriculum responds to the growing need to train professionals in collecting and using data, designing studies, and evaluating specific programs administered by government agencies.

Designed for individuals at all levels of experience, the curriculum addresses skills from basic to advanced, and prepares individuals and organizations to solve problems and make decisions with proven techniques that lead to mission success.

Graduate School USA equips you to solve real-world management issues with proven solutions, based on practical applications and delivered by instructors with real-world government experience.

Learn the tools to precision management with Graduate School USA!

Graduate School USA

Be a key contributor in your organization with well-developed analytic and management skills.

Graduate School USA offers training designed to help you develop and expand your abilities, with a focus on:

- Business Analysis
- Personal Property Management
- Program and Management Analysis
- Project Management
- Federal Acquisition and Contracting

The Business Analysis curriculum includes courses designed to help participants acquire practical skills to carry out the entire business analysis process including eliciting, analyzing, communicating, and validating requirements for changes to business processes, policies, and information systems.

The Personal Property Management curriculum reviews the entire life cycle of property—from acquisition to storage to utilization to disposal—and the application of relevant policies and regulations. Courses cover the duties of property custodians and the methods for developing an audit trail for personal property.

Program and Management Analysis courses respond to the growing need to train analysts, technicians, and assistants in collecting and using data; designing studies; and evaluating specific programs administered by government.

Project Management courses train managers and specialists in project management processes and techniques. Our extensive curriculum addresses the skills that should be applied to the entire range of projects in areas that have come under greater scrutiny by oversight agencies and Congress.

The Federal Acquisition and Contracting curriculum helps individuals develop the skills necessary to minimize risks, maximize competition, maintain integrity, and assure delivery of products and services according to contract terms and conditions.

Graduate School USA
Real-World Training For Real-World Challenges

On-site Training

What's in it for you:

Cost Savings

As your organization's training needs increase, so does the need to minimize the cost associated with it. By bringing Graduate School USA's courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs like employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Save with pricing levels based on number of participants.

Convenience

- Choose the best time to learn based on your employees' workloads and schedules.
- Benefit from courses scheduled to fit your needs.
- Experience turn-key delivery—pick the training, time, and place, and we handle the rest.

Relevance

- Our courses are modularized, which allows for on-demand training engagements.

Specialized Client Services

- Get assistance with site selection, scheduling, marketing, and more.

Delivery Format

- Select from a variety of formats, including instructor-led classroom sessions or a variety of distance education options.

Visit graduateschool.edu/onsite for more information.

Acquisition, Analysis and Management Training

Graduate School USA

Real-World Training For Real-World Challenges

Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.

Schedules, 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.

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.
We can provide customized support to your agency to help you meet your annual training requirements. Visit graduateschool.edu/gsa.

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Business Analysis
Certificate of Accomplishment

The business analyst understands business problems and opportunities in the context of requirements, and recommends solutions that enable an organization to achieve its goals. Graduate School USA's Certificate of Accomplishment in Business Analysis helps participants acquire practical skills to carry out the entire business analysis process, which includes eliciting, analyzing, communicating, and validating requirements for changes to business processes, policies, and information systems.

Four courses are required to complete the certificate program. They appear below in recommended order.

Required Courses:

Course Name	Course Number	CEUs	CDU
Business Analysis: Overview	PGMT7400D	1.8 CEU,	18 CDU
Business Analysis Planning Workshop	PGMT8321D	1.2 CEU,	12 CDU
Eliciting and Communicating Business Requirements	PGMT8322D	1.2 CEU,	12 CDU
Requirements Analysis, Solution Assessment, and Validation	PGMT8323D	1.2 CEU,	12 CDU

IIBA Endorsed Education Provider

Graduate School USA is an Endorsed Education Provider of the International Institute of Business Analysis (www.theiiba.org) and offers training that provides Continuing Development Units (CDUs).

You may apply for this program online. For more information about this or other certificates, please contact the certificate advisor at (202) 314-3314 or certificates@graduateschool.edu.

Program and Management Analysis Certificate of Accomplishment

This program covers key concepts and skills required by the successful management/program analyst. The courses are government-oriented, job-related, practical and hands-on; they are taught by instructors with many years of high-level government experience.

Prerequisites: 2 courses

Course Name	Course Number	CEU
Introduction to Statistics	STAT7100D	2.4 CEU
Management Analysis: Overview	PGMT7000D	2.4 CEU

Required: Complete 5 Courses

Management Analysis: Designing and Conducting a Study	PGMT8001D	2.4 CEU
Management Analysis: Data Gathering	PGMT8000D	2.4 CEU
OR		
Data Collection and Analysis	PGMT7001D	3.0 CEU
Cost-Benefit Analysis Workshop	PGMT8100D	1.8 CEU
Project Management	PGMT7005D	2.4 CEU
Management Analysis: Advanced Applications (Capstone Course)	PGMT9000D	2.4 CEU

Electives: Complete 3 Courses

Federal Budgeting for Non-Budgeting Personnel	BUDG7000D	1.8 CEU
OR		
Introduction to Federal Budgeting	BUDG7001D	24 CPE
Interpersonal Communications	COMM7006D	1.2 CEU
Introduction to Program Evaluation	PGMT7003D	3.0 CEU
OR		
Management's Responsibility for Internal Controls (OMB Circular A-123)	AUDT8003G	16 CPE
Jump-Starting High Performing Teams: The Fundamentals	TDEV7021D	1.2 CEU
Management Analysis: Planning	PGMT7004D	2.4 CEU
Intermediate Decision Support Analytics	FINC9150D	24 CPE
Decision Support Analytics	FINC8120D	24 CPE

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Personal Property Management Certificate of Accomplishment

Graduate School USA's Certificate of Accomplishment in Personal Property Management covers life-cycle federal property management, allowing the participant to see the whole process instead of isolated procedures.

Designed for staff in logistics, supply, acquisition, inventory management, and property utilization and disposal positions, this program provides a solid foundation of knowledge and skills, including team-based approaches for personal property management. Participants receive a solid foundation in the planning, control, use, and disposal of an organization's assets and understand how the property management function interacts with users, acquisition and finance.

Required Courses: (complete 4 courses)

Course Title	Course Code	Credits
Applications in Personal Property Accountability	PROP7210D	2.4 CEU
Property Accountability: The Life Cycle	PROP7112D	2.4 CEU
Property Management for Custodial Officers	PROP7103D	1.2 CEU
Warehousing, Operations and Disposal	PROP7001D	2.4 CEU

Elective Courses: (complete 3 courses):

Program and Management Analysis Courses (select one)

Course Title	Course Code	Credits
Introduction to Financial Management	FINC7000D	24 CPE
Introduction to Statistics	STAT7100D	2.4 CEU
Management Analysis: Overview	PGMT7000D	2.4 CEU
Project Management	PGMT7005D	2.4 CEU

Writing Skills Courses (select one)

Course Title	Course Code	Credits
Clear Writing Through Critical Thinking	WRIT7100D	1.8 CEU
Essentials of English	ENGL7000D	3.0 CEU
Fundamentals of Writing	WRIT7010D	1.8 CEU

Acquisition Courses (select one)

Course Title	Course Code	Credits
Comprehensive COTR Workshop	ACQI7523D	40 CPE
Contracting Basics for COTRs	ACQI7503D	24 CPE
Introduction to Government Contracting	ACQI7501D	40 CPE
Simplified Acquisition Procedures	ACQI7506D	40 CPE

You may apply for this program online. For more information about this or other certificates, please contact the certificate advisor at (202) 314-3314 or certificates@graduateschool.edu.

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GSA Schedule

Contract GS-10F-0228P

Professional Services Schedule, SIN C874

Graduate School USA is an approved contract holder to offer training and consulting services under Professional Services Schedule, SIN C874. We can provide customized support to your agency to help you meet your annual training requirements.

874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

874-1 Integrated Consulting Services: Management or Strategy Consulting, Facilitation and Related Decision Support, Survey Services, Advisory and Assistance Services in Accordance with FAR 37.203

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Federal Acquisition and Contracting

graduateschool.edu/ms

Advanced COR Workshop

ACQI9008D   **5 Days**   **40 CPE**   **$1249**

Contracting officer's representatives (CORs) play a critical role in ensuring that acquisitions are planned, executed and monitored to support their organization's mission critical functions. Learn how to apply key technical and general business competencies, and aligned skills identified by the Federal Acquisition Institute (FAI) to successfully perform your assignments. Apply key project management tools and techniques necessary to track acquisition progress and help ensure successful acquisition outcomes.

LEARNING OUTCOMES

• Plan acquisitions
• Conduct market research
• Define the government's needs
• Conduct pre-and post-award communications
• Evaluate technical proposals and participate in negotiations
• Effectively manage contracts and measure performance
• Describe the federal procurement standards of conduct

WHO SHOULD ATTEND?

Level II and III CORs who need to maintain and enhance their proficiencies and satisfy the FAC-COR requirement of 40 hours of training every two years, and others involved in the acquisition process including project and program managers

SESSION SCHEDULE	LOCATION
12/11/17 - 12/15/17	Washington, DC
1/22/18 - 1/26/18	Washington, DC
3/19/18 - 3/23/18	Washington, DC
5/07/18 - 5/11/18	Washington, DC
7/09/18 - 7/13/18	Washington, DC
7/16/18 - 7/20/18	San Francisco, CA
8/13/18 - 8/17/18	Seattle, WA
9/24/18 - 9/28/18	Washington, DC
12/03/18 - 12/07/18	Washington, DC

Basic Contract Administration

ACQI7500D   5 Days   40 CPE $1249

You have just signed a contract, but the process does not end there. In fact, it is really just beginning. This course, which complies with the Contract Specialist (CS) Training Blueprint published by the Federal Acquisition Institute, provides guidance needed to ensure that the contract is managed correctly. You identify issues that require action by contracting personnel to ensure that the government receives what it pays for.

LEARNING OUTCOMES

- Plan the administration of a contract
- Conduct a post-award orientation
- Monitor a contractor's performance
- Resolve problems that may arise
- Apply remedies under the contract
- Prepare contract modifications
- Process a dispute, claim or termination
- Authorize payments under a contract
- Close out a completed contract

WHO SHOULD ATTEND?

Recommended for all with full-time contract management duties; Others may want to take Comprehensive COR Workshop (ACQI7523D) or Contracting Basics for CORs (ACQI7503D).

Auditors may want to take Auditing Outsourced Government Services (AUDT8235G).

SESSION SCHEDULE	LOCATION
11/13/17 - 11/17/17	Washington, DC
1/22/18 - 1/26/18	Washington, DC
5/14/18 - 5/18/18	Washington, DC
7/16/18 - 7/20/18	Washington, DC
9/17/18 - 9/21/18	Washington, DC
12/10/18 - 12/14/18	Washington, DC

On-site Training
What's in it for you:

Cost Savings

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- Save with pricing levels based on number of participants.

Convenience

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- Benefit from courses scheduled to fit your needs.
- Experience turn-key delivery—pick the training, time, and place, and we handle the rest.

Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

Visit graduateschoolusa/onsite for more information.

Comprehensive COR Workshop

ACQI7523D   **5 Days**   **40 CPE**   **$1,349**

This comprehensive course provides the competencies needed to serve as an effective representative of the contracting officer. It covers the federal acquisition process from requirements determination through contract closeout. The course meets the FAC-COR Program training requirements for Level II certification.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

This course is part of the Certificate of Accomplishment in Project Management and the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Explain the role of the COR and the limits on the CORs responsibility and authority
- Prepare a COR work plan
- Monitor and track contractor performance
- Recommend remedies for inadequate contractor performance
- Provide technical support for contract modifications
- Perform contract closeout duties
- Apply key aspects of the standards of conduct, ethics and integrity

WHO SHOULD ATTEND?

Individuals who need to meet the FAC-COR Level II certification training requirements

Those seeking Level I certification should consider taking Contracting Basics for CORs (ACQI7503D) or COR Essentials (ACQI7028D).

Individuals who need to satisfy their FAC-COR continuing education requirements (40 hours of training every two years) may want to take Advanced COR Workshop (ACQI9008D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
10/30/17 - 11/03/17	Washington, DC
12/04/17 - 12/08/17	Washington, DC
1/08/18 - 1/12/18	Washington, DC
2/26/18 - 3/02/18	Washington, DC
3/12/18 - 3/16/18	Washington, DC
4/23/18 - 4/27/18	Washington, DC
4/30/18 - 5/04/18	Atlanta, GA
5/21/18 - 5/25/18	Washington, DC
6/11/18 - 6/15/18	Washington, DC
6/25/18 - 6/29/18	San Antonio, TX
7/16/18 - 7/20/18	Washington, DC
7/23/18 - 7/27/18	Dallas, TX
7/30/18 - 8/03/18	Virginia Beach, VA
8/06/18 - 8/10/18	San Francisco, CA
8/13/18 - 8/17/18	Washington, DC
9/10/18 - 9/14/18	San Diego, CA
9/24/18 - 9/28/18	Washington, DC
10/22/18 - 10/26/18	Washington, DC
12/10/18 - 12/14/18	Washington, DC

GSA Schedule
Contract GS-10F-0228P

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Consulting Skills for Contracting Professionals

ACQI8210D   **3 Days**   **24 CPE**   **$1049**

This course gives contracting professionals tried and true tools and techniques that, when effectively applied, will greatly enhance their performance. This course enhances the partnership of contracting professionals and program managers by giving contracting professionals the ability to help program managers define acquisition problems that need solving, provide guidance to help program managers conduct market research, assist in the development of a statement of work, including developing a quality set of requirements that include meaningful performance measures and technical evaluation criteria, and after award, ensure that the contractor is successfully meeting the terms of the contract to satisfy the agency's mission.

While this course focuses on the acquisitions environment, it is not a course about the technical aspects of contracting. Instead, it is a course that adds consulting skills to the technical skills that contracting professional have acquired through technical training and experience.

LEARNING OUTCOMES

- Define the roles and skills needed by Contract Specialists performing as internal consultants
- Describe the principles of planning, conducting and evaluating feedback meetings with program managers
- Explain the most effective methods of obtaining information and conducting market research
- Use consulting skills to work with a program manager to develop clear, precise, and complete descriptions of need
- Explain the causes of program manager resistance and how to deal effectively with resistance
- Identify strategies for administering the contract and evaluating the acquisition

WHO SHOULD ATTEND?

Contract Specialists and other acquisition personnel who need to work with managers and program managers to manage acquisitions so that their agency can both save money and meet the agency's mission

SESSION SCHEDULE	LOCATION
4/03/18 - 4/05/18	Washington, DC
5/01/18 - 5/03/18	Washington, DC
7/31/18 - 8/02/18	Washington, DC
8/07/18 - 8/09/18	Washington, DC

Contracting Basics for Administrative Personnel

ACQI7502D   **3 Days**   **24 CPE**   **$879**

Contribute to your organization's contracting success by learning the fundamentals of government contracting, from translating complex terminology and defining the acquisition process to recognizing potential conflicts of interest and interpreting key provisions of the Federal Acquisition Regulation (FAR).

LEARNING OUTCOMES

- Describe the purpose of the Federal Acquisition System
- Identify the three phases of the acquisition process
- Accurately use common acquisition terms and concepts

WHO SHOULD ATTEND?

Program and technical staff, administrative assistants, office managers or anyone who needs to learn the fundamentals of government contracting

SESSION SCHEDULE	LOCATION
11/07/17 - 11/09/17	Washington, DC
2/27/18 - 3/01/18	Washington, DC
5/01/18 - 5/03/18	Washington, DC
6/19/18 - 6/21/18	San Antonio, TX
8/28/18 - 8/30/18	Washington, DC
9/11/18 - 9/13/18	San Diego, CA
11/27/18 - 11/29/18	Washington, DC

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Contracting Basics for CORs

ACQI7503D   **3 Days**   **24 CPE**   **$879**

Federal managers have become increasingly aware of the importance of proper contract administration in ensuring the maximum return on their contract dollars. The contracting officer's representative (COR) plays a critical role in affecting the outcome of the contract administration process. This course provides the training required for FAC-COR Level I certification.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Explain the role of the COR, including limits on COR responsibility and authority
- Monitor contractor performance and recommend corrective action for inadequate performance
- Recommend changes and provide technical support to the contracting officer for contract modifications
- Process contractor invoices
- Perform contract closeout
- Understand the standards of conduct and the ethics and integrity restrictions that apply to contracting personnel

WHO SHOULD ATTEND?

This course is designed for newly assigned or about to be assigned Level I CORs who desire more in-depth training than is provided in COR Essentials (ACQI7028D). Others who are involved government acquisitions, especially project officers and task managers, would also benefit. Personnel involved with contracts of moderate or high complexity and needing FAC-COR Level II certification should take Contracting Officer's Representative Course (ACQI7222D) or Comprehensive COR Workshop (ACQI7523D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
10/31/17 - 11/02/17	Washington, DC
1/23/18 - 1/25/18	Washington, DC
4/03/18 - 4/05/18	Austin, TX
5/01/18 - 5/03/18	Washington, DC
6/12/18 - 6/14/18	Albuquerque, NM
7/17/18 - 7/19/18	Washington, DC
8/21/18 - 8/23/18	Dallas, TX
9/11/18 - 9/13/18	Washington, DC
11/28/18 - 11/30/18	Washington, DC

GSA Schedule
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Contracting Officer's Representative Course

ACQI7222D   **5 Days**   **40 CPE**   **$1279**

This course is specifically designed for Contracting Officer Representatives (CORs) who are responsible for assuring that contractors are performing the technical portion of the contract. Acquire the breadth of knowledge required to perform the COR role, including knowledge related to roles and responsibilities, as well as fundamentals of contracting regulations; types, phases, and other elements of contracts; awareness of ethical, legal, and cultural factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

This course is equivalent to the Defense Acquisition University (DAU) course COR222 from which materials are adapted. This course is recommended by Federal Acquisition Institute (FAI) as one of the certification requirements for the Contracting Officer's Representative certification (FAC-COR).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

LEARNING OUTCOMES

- Recognize the duties, limitations and authority of the COR
- Identify key laws and regulations that address fraud, waste and abuse and ethical considerations in federal contracting
- Recognize COR responsibilities in acquisition mission support planning
- Recognize the COR responsibilities in the contract award process
- Recognize the COR's role in tracking contract expenditures
- Recognize the COR's role in tracking the contract schedule
- Identify when proposed changes under the contract are needed so that the best interests of the government are protected
- Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract
- Identify the COR's participation in contract closeout
- Describe the COR's role in inspecting and accepting goods and services
- Identify major requirements for timely invoice review and payments
- Describe the administrative duties of the COR as outlined in the delegation letter
- Pinpoint the unique characteristics of a construction contract
- Know the unique characteristics of contracts in major systems and R&D acquisitions

- Identify control and disposition requirements for government furnished or leased assets
- Recognize ethical, cultural, and contractual issues faced by the COR in a contingency environment
- Given a contract action, identify the delegated technical functions for which the COR is responsible

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage their time and increase their professional and personal effectiveness

SESSION SCHEDULE	LOCATION
12/04/17 - 12/08/17	Washington, DC
2/12/18 - 2/16/18	Washington, DC
3/12/18 - 3/16/18	Washington, DC
4/02/18 - 4/06/18	Virginia Beach, VA
4/16/18 - 4/20/18	Washington, DC
5/07/18 - 5/11/18	Washington, DC
5/14/18 - 5/18/18	Chicago, IL
5/21/18 - 5/25/18	New Orleans, LA
6/11/18 - 6/15/18	Washington, DC
6/25/18 - 6/29/18	San Antonio, TX
7/09/18 - 7/13/18	Denver, CO
7/16/18 - 7/20/18	Washington, DC
7/23/18 - 7/27/18	Seattle, WA
8/06/18 - 8/10/18	San Diego, CA
8/13/18 - 8/17/18	Washington, DC
8/20/18 - 8/24/18	Dallas, TX
8/27/18 - 8/31/18	Huntsville, AL
9/10/18 - 9/14/18	Atlanta, GA
9/17/18 - 9/21/18	Washington, DC
9/24/18 - 9/28/18	San Francisco, CA
10/15/18 - 10/19/18	Washington, DC
12/03/18 - 12/07/18	Washington, DC

COR Essentials

ACQI7028D   **1 Day**   **8 CPE**   **$549**

This course is designed to provide the training required for FAC-COR Level 1 certification. You will gain the knowledge and skills needed to perform as a newly appointed COR. Understand COR roles and responsibilities as well as fundamental contract rules and regulations. Emphasis is placed on functions where the COR plays a key role, including monitoring contractor performance, performing inspections, and contract closeout. To reinforce learning, group and individual exercises are used along with a post-test.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

LEARNING OUTCOMES

- Explain the roles, responsibilities and authorities of a COR in each phase of the acquisition process
- Understand the key laws and regulations that govern the acquisition process
- Use appropriate methods to monitor contractor performance
- Understand the steps involved in contract closeout
- Describe the standards of conduct and personal conflicts of interest

WHO SHOULD ATTEND?

Newly assigned or about to be assigned Level 1 CORs

New CORs seeking more in-depth training should consider taking Contracting Basics for CORs ACQI7503D.

Personnel involved with contracts of moderate or high complexity who need FAC-COR Level II certification should take Contracting Officer's Representative Course (ACQI7222D) or Comprehensive COR Workshop (ACQI7523D).

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE	LOCATION
11/01/17 - 11/01/17	Washington, DC
2/21/18 - 2/21/18	Washington, DC
5/02/18 - 5/02/18	Washington, DC
6/07/18 - 6/07/18	San Francisco, CA
8/08/18 - 8/08/18	Washington, DC
9/06/18 - 9/06/18	Denver, CO
10/31/18 - 10/31/18	Washington, DC

COR Refresher

ACQI7513D   **1 Day**   **8 CPE**   **$549**

Refresh your knowledge of the post-award phase of the federal acquisition process in this one-day course. Review key information needed by the contracting officer's representative (COR), project officer, or task manager to ensure successful contract administration. Update your knowledge by learning about regulatory changes to the acquisition process.

LEARNING OUTCOMES

- Monitor contractor performance
- Assist the contracting officer in interpreting contracts
- Identify conflicts of interest and more
- Perform inspections
- Identify unauthorized commitments
- Close out a contract

WHO SHOULD ATTEND?

CORs, especially at level I who need to refresh their knowledge and meet continuous learning requirements

Those needing additional training to satisfy FAC-COR requirements should consider Comprehensive COR Workshop (ACQI7523D) or Advanced COR Workshop (ACQI9008D).

SESSION SCHEDULE	LOCATION
11/02/17 - 11/02/17	Washington, DC
2/22/18 - 2/22/18	Washington, DC
5/03/18 - 5/03/18	Washington, DC
6/06/18 - 6/06/18	San Francisco, CA
8/09/18 - 8/09/18	Washington, DC
9/05/18 - 9/05/18	Denver, CO
11/01/18 - 11/01/18	Washington, DC

Federal Contracting: Ethics Compliance and Enforcement

ACQI7023D   **2 Days**   **16 CPE**   **$699**

Procurement fraud scandals have prompted a tightening as well as an expansion of the regulatory requirements concerning ethics and standards of conduct. Both government contracting personnel and industry personnel need to understand what is expected of them with respect to procurement integrity and conflicts of interest, including the FAR provisions on contractor ethics. This course explains the key procurement ethics laws and regulations, as well as the role of key government entities involved in overseeing and enforcing those laws and regulations. It includes the text of selected regulations and guidance as well as references to public and private sector sources of information.

LEARNING OUTCOMES

- Recognize and apply the principles of ethical behavior in Federal procurement
- Describe administrative debarment and suspension procedures and the administrative tools available to the Contracting Officer for ensuring contractor responsibility
- Differentiate between a personal and an organizational conflict of interest
- Identify and explain the requirements of the Procurement Integrity Act
- Explain the whistleblower (qui tam) provisions of the civil False Claims Act
- Describe the FAR rule regarding the contractor business ethics compliance program and mandatory disclosure requirements
- Explain the roles of the Office of Government Ethics, inspectors general, ethics officials, and corporate compliance and ethics officers

WHO SHOULD ATTEND?

All individuals who want to learn practical skills to manage and gain control over their workloads, increase their efficiency, set goals, prioritize tasks and overcome procrastination

SESSION SCHEDULE   LOCATION

1/10/18 - 1/11/18	Washington, DC
4/25/18 - 4/26/18	Washington, DC
8/22/18 - 8/23/18	Washington, DC

Government Contract Law

ACQI8505D   **5 Days**   **40 CPE**   **$1249**

Discover the unique laws of federal contracts that are derived from statutes, regulations and the decisions of administrative and judicial forums. Learn the sources of the current laws and, more important, how contract laws can be expected to be applied to common contracting situations. Become informed about contracting issues and know when to call on legal counsel to avoid or mitigate potentially serious risks in acquisition and contracting activities.

LEARNING OUTCOMES

- Explain laws and regulations which are the framework of government contracting
- Identify the legal requirements of sealed bidding and negotiation in the contract award process
- Define from a legal perspective: types of contracts, subcontracting, contract administration and performance
- Explain legal remedies for bidders and contractors and the role of the Government Accountability Office (GAO) and the U.S. Court of Federal Claims

WHO SHOULD ATTEND?

All acquisition personnel as well as program and project personnel involved with government contracts

SESSION SCHEDULE   LOCATION

1/08/18 - 1/12/18	Washington, DC
4/23/18 - 4/27/18	Washington, DC
7/16/18 - 7/20/18	Washington, DC
8/13/18 - 8/17/18	Dallas, TX
9/10/18 - 9/14/18	Washington, DC
11/26/18 - 11/30/18	Washington, DC

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Governmentwide Commercial Purchase Card

ACQI7504D   **1 Day**   **8 CPE**   **Contract Only**

Government Accountability Office (GAO and other audit organizations frequently cite lack of user training in the improper use of the governmentwide commercial purchase card. Learn the rules and regulations of the purchase card program and avoid losing this convenient and efficient micro-purchasing method. Explore spending limits and authorized transactions, and become more secure in knowing how to apply the principles of integrity and ethics to protect yourself from personal liability.

LEARNING OUTCOMES

- Use the purchase card properly when making agency purchases
- Recognize the pitfalls involved in making purchase card purchases
- Answer frequently asked questions concerning the use of the purchase card
- Follow appropriate procedures and regulations when using the purchase card
- Recognize improper use of the purchase card

WHO SHOULD ATTEND?

Federal employees who need to make purchases using the governmentwide commercial purchase card

SESSION SCHEDULE

Available by Contract Only

Introduction to the FAR

ACQI7010D   **3 Days**   **24 CPE**   **$1,049**

Receive a basic understanding of the Federal Acquisition Regulation (FAR) and agency supplements as a complete regulatory system. A framework of the design of the FAR is developed throughout the course to emphasize how to use the regulation in the ordinary course of daily contracting and program functions.

Receive a copy of the FAR and learn how to use it as well as how to keep up-to-date on all FAR changes. Complexity is made understandable in this course. The FAR is used for hands-on problem-solving exercises which emphasize critical analytical thinking to achieve the best business decisions based on the correct regulatory application.

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LEARNING OUTCOMES

- Gain a basic understanding of the FAR and its agency supplements as a body of knowledge system
- Learn the structure and interrelationships of the FAR Parts and how to use this understanding to solve acquisition problems
- Learn the salient points of all 53 Parts of the FAR
- Use the FAR for critical analysis

WHO SHOULD ATTEND?

Personnel of any organization that utilizes the FAR, including: contracting officers, contract specialists, contracting officer's representatives (CORs), general counsel, agency program officials, federal contractors and subcontractors, program managers, and technical and logistical personnel

SESSION SCHEDULE	LOCATION
2/13/18 - 2/15/18	Washington, DC
5/08/18 - 5/10/18	Washington, DC
7/24/18 - 7/26/18	Denver, CO
8/21/18 - 8/23/18	Washington, DC
9/18/18 - 9/20/18	San Diego, CA

Introduction to Government Contracting

ACQI7501D   **5 Days**   **40 CPE**   **$1249**

Explore the highly complex federal acquisition process, including the functions of pre-solicitation, solicitation and award, and post-award administration; the roles of the legislative, executive and judicial branches in federal acquisition; and standards of conduct for members of the acquisition team. Learn to minimize risks, maximize competition, maintain integrity and assure delivery according to the contract terms and conditions.

This course is equivalent to Defense Acquisition University (DAU) course CON100, Shaping Smart Business Arrangements.

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

It is also part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Identify both the past and present acquisition environment to be able to understand the evolution of contracting so that smart business decisions can be made by an informed workforce
- Identify the various mission areas of the military departments and defense agencies and the contracting support that these mission areas require so that you will be able to support the development of business strategies
- Identify the benefits and principles of building and sustaining successful teams so that you will be able to use business knowledge, analysis, and strategies efficiently as an active participant on the Acquisition Team
- Identify a business solution based upon application of the six-step problem solving model and four other decision making tools
- Describe the eleven principles of leadership and the leadership actions necessary to implement sound business decisions for contracting
- Correctly identify information contained in the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS)
- Identify the critical need for all parties involved in procurement business to reflect the highest standards of integrity and ethical behavior

- Determine the relationship between the financial and acquisition communities and how fundamental financial principles and requirements are important factors to consider so that you will be able to develop a smart business arrangement
- Identify basic laws and legal processes that govern federal contracting so that smart business decisions can be made by an informed workforce
- Recognize how e-business initiatives facilitate the efficiency of the acquisition process
- Understand the requirements of market research in identifying the best business arrangement to meet mission requirements
- Determine the appropriate business alternative so the customer's need is met considering the customer's definition of value
- Know the best business advice to provide to the Acquisition Team to best address the customers' concerns and mission needs when considering the contracting process
- Recognize the interaction and interdependence of the contractor, the government, and the taxpayer while efficiently managing taxpayers' dollars and developing smart business arrangements
- Know various career opportunities available for contracting professionals

WHO SHOULD ATTEND?

Anyone working in acquisition-related fields

Note: This course includes a Post-Test. Participants must attain a score of 80 percent or higher on the Post-Test to receive a course completion certificate.

SESSION SCHEDULE

SESSION SCHEDULE	LOCATION
11/13/17 - 11/17/17	Washington, DC
1/29/18 - 2/02/18	Washington, DC
4/02/18 - 4/06/18	Washington, DC
5/14/18 - 5/18/18	Dallas, TX
6/04/18 - 6/08/18	Washington, DC
7/16/18 - 7/20/18	San Diego, CA
8/06/18 - 8/10/18	Washington, DC
8/27/18 - 8/31/18	Denver, CO
9/10/18 - 9/14/18	Washington, DC
11/05/18 - 11/09/18	Washington, DC

Performance-Based Acquisition

ACQI8002D   **2 Days**   **16 CPE**   **Contract Only**

Performance-based acquisition (PBA) is a proven method for obtaining better contractor performance, improved mission achievement, greater customer satisfaction and cost savings. Gain a broad overview of the essential concepts and tasks associated with conducting a successful performance-based acquisition to become a more valuable member of the acquisition team.

LEARNING OUTCOMES

- Explain the legal and regulatory framework for performance-based acquisition
- Describe the current performance-based acquisition environment
- Describe the "Seven Steps to Performance-Based Service Acquisition" process
- Identify essential elements associated with each of the seven steps to ensure effective application of performance-based methods
- Apply the performance-based acquisition process to acquisitions
- Identify challenges and opportunities for agencies in effectively implementing performance-based methods

WHO SHOULD ATTEND?

All members of multi-functional, performance-based acquisition teams, including but not limited to the contracting officer/contract specialist, program/project manager, contracting officer's representative (COR) and any other personnel involved in, or who might be called on to participate in, an agency PBA team

SESSION SCHEDULE

Available by Contract Only

Performance-Based Statements of Work

ACQI8517D   **3 Days**   **24 CPE**   **$879**

Avoid project failures, substandard services, delays in delivery and contract disputes by writing performance-based statements of work with effective quality assurance surveillance plans. A must for program and project personnel as well as contractors and auditors who need training in identifying inadequacies in statements of work. Learn a step-by-step method for writing effective task descriptions, performance standards, quality assurance surveillance plans and more.

LEARNING OUTCOMES

- Discuss performance-based acquisition for services
- Explain how to manage risks
- Summarize the Seven Steps to Service Acquisition Process
- Conduct a requirements analysis
- Develop a performance requirements summary
- Complete and critique a performance work statement
- Explain the importance of quality assurance

WHO SHOULD ATTEND?

Anyone responsible for writing or reviewing statements of work or quality assurance surveillance plans for service contracts

SESSION SCHEDULE	LOCATION
12/05/17 - 12/07/17	Washington, DC
3/13/18 - 3/15/18	Washington, DC
5/15/18 - 5/17/18	Washington, DC
7/24/18 - 7/26/18	Washington, DC
8/21/18 - 8/23/18	San Francisco, CA
9/18/18 - 9/20/18	Washington, DC
12/04/18 - 12/06/18	Washington, DC

Simplified Acquisition Procedures

ACQI7506D   **5 Days**   **40 CPE**   **$1249**

Learn the basics of simplified acquisition procedures, necessary for those involved in making some of the millions of purchases of essential products and services required by federal agencies. Learn how to perform better by using the latest electronic enhancements in the acquisition process. Learn about GSA schedules and other sources of supply that will make your job easier.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Clearly state customer requirements
- Locate sources of supply
- Solicit for competition
- Receive and evaluate quotations
- Prepare appropriate documents
- Use appropriate purchasing methods
- Make contract awards
- Ensure contract performance complies with requirements

WHO SHOULD ATTEND?

All federal employees making purchases of products and services within the simplified acquisition thresholds as well as other purchases from required sources of supply and existing contracts, such as GSA Schedules

SESSION SCHEDULE	LOCATION
11/13/17 - 11/17/17	Washington, DC
2/26/18 - 3/02/18	Washington, DC
4/23/18 - 4/27/18	Washington, DC
6/04/18 - 6/08/18	Washington, DC
7/16/18 - 7/20/18	Seattle, WA
8/06/18 - 8/10/18	Washington, DC
9/10/18 - 9/14/18	Washington, DC
9/17/18 - 9/21/18	San Francisco, CA
11/26/18 - 11/30/18	Washington, DC

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Business Analysis

Business Analysis Planning Workshop

PGMT8321D   **2 Days**   **1.2 CEU**   **$1,079**

Develop the skills used by business analysts to effectively plan and monitor a complete business analysis project, including shaping the business analysis approach and conducting stakeholder analysis. This workshop complies with version 2.0 of the Guide to the Business Analysis Body of Knowledge (BABOK®) and is part of the Certificate of Accomplishment in Business Analysis.

LEARNING OUTCOMES
- Explain the tasks necessary to develop and monitor an overarching business analysis plan
- Assess current business capabilities to meet business needs and achieve strategic goals
- Define business solutions and justify the investment necessary to deliver the solutions

WHO SHOULD ATTEND?

Business analysts, project and program managers, and others who need to plan and monitor business analysis efforts and identify business improvement opportunities within the enterprise framework; Participants should be familiar with business analysis principles as taught in Business Analysis: Overview (PGMT7400D).

SESSION SCHEDULE	LOCATION
10/04/17 - 10/05/17	Washington, DC
3/07/18 - 3/08/18	Washington, DC
6/13/18 - 6/14/18	Washington, DC
8/08/18 - 8/09/18	Washington, DC
10/03/18 - 10/04/18	San Francisco, CA

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Business Analysis: Overview

PGMT7400D   **3 Days**   **1.8 CEU**   **$1,199**

Using the Guide to the Business Analysis Body of Knowledge (BABOK®), you develop a firm foundation in the principles and practices of business analysis - the critical process of identifying business improvement needs and developing projects to satisfy those needs.

The business analyst serves a critical role as the bridge between organizational stakeholders and solution providers, including contractors, to identify business process improvement opportunities, gather and analyze business requirements, and communicate and assist in implementing the solution package.

This workshop complies with version 2.0 of the Guide to the Business Analysis Body of Knowledge (BABOK®), and is part of the Certificate of Accomplishment in Business Analysis.

LEARNING OUTCOMES
- Describe the BABOK®
- Identify the value of business analysis in today's challenging environment
- Identify the key responsibilities of a business analyst
- Apply the business analysis process

WHO SHOULD ATTEND?
Business, program and management analysts, program and project managers, and other professionals who want to learn how to identify business improvement projects, gather and analyze requirements, and communicate and guide the solution implementation process

SESSION SCHEDULE   LOCATION
10/31/17 - 11/02/17	Washington, DC
4/10/18 - 4/12/18	Washington, DC
6/19/18 - 6/21/18	Washington, DC
8/21/18 - 8/23/18	Washington, DC
9/18/18 - 9/20/18	Washington, DC
10/30/18 - 11/01/18	Washington, DC

Eliciting and Communicating Business Requirements

PGMT8322D   **2 Days**   **1.2 CEU**   **$1,129**

Develop the critical skills necessary to elicit, analyze and manage project requirements. Learn how to effectively prepare a requirements package and communicate it to stakeholders.

This workshop complies with version 2.0 of the Guide to the Business Analysis Body of Knowledge (BABOK®) and is part of the Certificate of Accomplishment in Business Analysis.

LEARNING OUTCOMES
- Elicit and document stakeholder requirements
- Analyze and organize requirements within the solution scope
- Prepare a requirements package and present it to stakeholders

WHO SHOULD ATTEND?
Business analysts, project and program managers and others who need to elicit, analyze, organize and present project requirements; Participants should be familiar with business analysis principles as taught in Business Analysis: Overview (PGMT7400D).

SESSION SCHEDULE   LOCATION
3/14/18 - 3/15/18	Washington, DC
6/20/18 - 6/21/18	Washington, DC
9/05/18 - 9/06/18	Washington, DC

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Cost-Benefit Analysis Workshop

PGMT8100D   **3 Days**   **1.8 CEU**   **$949**

Receive a solid foundation in the planning framework for cost-benefit studies, including cost types and behaviors, present-value concept, cost-effectiveness versus cost-benefit, internal rate of return, OMB Circular A-94 and more. Cover the fundamentals to perform basic cost-benefit studies and understand complex studies.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Quickly create clear, concise messages that get results
- Create clear, concise messages that get results
- Use best practices of government and business email writing to avoid pitfalls
- Analyze the purpose, reader, and context of each email message you send
- Create an effective subject line
- Create effective subject lines
- Use appropriate greetings and professional sign-offs
- Write clear, well-organized explanations and instructions
- Write compelling messages that persuade readers to act
- Provide easy response options to ensure action
- Use a positive, professional voice in every email you send

WHO SHOULD ATTEND?

While there is no grade restriction, this course is designed for mid-level managers, analysts and staff members who have had no previous training in cost-benefit analysis.

SESSION SCHEDULE	LOCATION
11/07/17 - 11/09/17	Washington, DC
2/13/18 - 2/15/18	Washington, DC
4/17/18 - 4/19/18	Washington, DC
5/15/18 - 5/17/18	San Francisco, CA
6/12/18 - 6/14/18	Washington, DC
7/17/18 - 7/19/18	Washington, DC
7/24/18 - 7/26/18	Chicago, IL
8/07/18 - 8/09/18	Washington, DC
8/14/18 - 8/16/18	Virginia Beach, VA
8/21/18 - 8/23/18	Dallas, TX
9/11/18 - 9/13/18	San Diego, CA
9/18/18 - 9/20/18	Denver, CO
9/25/18 - 9/27/18	Washington, DC
11/06/18 - 11/08/18	Washington, DC

Data Collection and Analysis

PGMT7001D   **5 Days**   **3 CEU**   **$1,349**

Learn how to collect and analyze data for a management study or audit. Discover how the data shape the results and reliability of the management study or audit.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

• Design a research study
• Select a sampling procedure
• Develop effective survey tools and instruments
• Apply statistical analysis to data

WHO SHOULD ATTEND?

Anyone who is responsible for collecting and analyzing data, such as management, program and systems analysts, will benefit from this course

SESSION SCHEDULE	LOCATION
10/30/17 - 11/03/17	Washington, DC
12/04/17 - 12/08/17	Washington, DC
2/05/18 - 2/09/18	Washington, DC
3/12/18 - 3/16/18	Washington, DC
5/14/18 - 5/18/18	Washington, DC
6/04/18 - 6/08/18	Dallas, TX
6/11/18 - 6/15/18	Washington, DC
6/18/18 - 6/22/18	Atlanta, GA
7/09/18 - 7/13/18	Washington, DC
7/16/18 - 7/20/18	San Diego, CA
7/23/18 - 7/27/18	Virginia Beach, VA
8/06/18 - 8/10/18	Washington, DC
8/13/18 - 8/17/18	Baltimore, MD
8/27/18 - 8/31/18	Seattle, WA
9/10/18 - 9/14/18	Washington, DC
9/17/18 - 9/21/18	San Francisco, CA
10/15/18 - 10/19/18	Washington, DC
12/03/18 - 12/07/18	Washington, DC

Introduction to Program Evaluation

PGMT7003D   **5 Days**   **3 CEU**   **$1,309**

Evaluation identifies, discovers, generates and displays information about an organization's program effectiveness. The information shows what the organization produces, how those products affect society and how much the effect is worth. Budget hearings before Congress, as well as OMB, often require information generated by evaluations. Legislation commonly requires formal evaluation of some type as a condition for a program's existence or funding. Learn to describe programs, identify information useful in evaluation, collect reliable data and analyze it effectively.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

• Identify and apply critical elements of the evaluation process
• Identify the phases of research design
• Evaluate the strengths and weaknesses of different data-gathering techniques
• Interpret statistical data
• Identify costs and benefits of a program

WHO SHOULD ATTEND?

Employees who are new to the field of program evaluation or those who need to review the basics of program evaluation

SESSION SCHEDULE	LOCATION
11/13/17 - 11/17/17	Washington, DC
3/12/18 - 3/16/18	Washington, DC
4/23/18 - 4/27/18	Washington, DC
5/21/18 - 5/25/18	Washington, DC
7/23/18 - 7/27/18	Washington, DC
8/20/18 - 8/24/18	San Diego, CA
9/17/18 - 9/21/18	Washington, DC
10/29/18 - 11/02/18	Washington, DC

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Introduction to Statistics

STAT7100D   **4 Days**   **2.4 CEU**   **$1199**

Today's federal employees require a basic understanding of statistics in order to properly analyze information, recognize important trends, and recommend or evaluate appropriate actions. The course begins with a refresher on essential arithmetic operations and algebraic notations used in basic statistical calculations and formulas. The course then covers both descriptive and inferential statistics for quantitative and categorical data. The emphasis throughout the course is on understanding the concepts underlying the statistical formulas and understanding which formula to use in a given analytic situation. Each formula is presented with examples and then practice is provided in calculating and interpreting the formula. The course manual serves as a reference for all statistical concepts and formulas for use on the job.

LEARNING OUTCOMES

- Calculate measures of the average and variation in quantitative data
- Construct a scatter diagram and compute a correlation coefficient
- Calculate a regression equation and use it to predict a dependent variable
- Differentiate between a population and a sample
- Draw a random sample with an acceptable minimal sample size
- Array data and do initial calculations
- Use proportions and percents to describe variation in categorical data
- Calculate z scores and use them to identify probabilities under the normal distribution
- Determine statistical significance and test hypotheses for means and proportions
- Calculate the chi square value for frequency data
- Compare two sample means and two sample proportions

WHO SHOULD ATTEND?

Government employees and contractors who need to understand or perform basic statistical calculations and interpretations at work, including individuals who need a refresher course and those who have never taken a course in statistics

SESSION SCHEDULE	LOCATION
10/24/17 - 10/27/17	Washington, DC
12/05/17 - 12/08/17	Washington, DC
2/06/18 - 2/09/18	Washington, DC
3/13/18 - 3/16/18	Washington, DC
5/08/18 - 5/11/18	Washington, DC
6/12/18 - 6/15/18	Washington, DC
6/19/18 - 6/22/18	San Diego, CA
7/10/18 - 7/13/18	Atlanta, GA
7/31/18 - 8/03/18	Washington, DC
8/07/18 - 8/10/18	San Francisco, CA
8/21/18 - 8/24/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC
9/18/18 - 9/21/18	Virginia Beach, VA
9/25/18 - 9/28/18	Washington, DC
10/30/18 - 11/02/18	Washington, DC
12/11/18 - 12/14/18	Washington, DC

Management Analysis: Advanced Applications

PGMT9000D   **4 Days**   **2.4 CEU**   **$1149**

Learn to apply and synthesize information, concepts, rules and principles to reach a higher level of management analysis comprehension and performance in this hands-on workshop. Guided by highly experienced instructors, review and apply management analysis tools and techniques in a structured environment to arrive at approaches or solutions to organizational issues or problems.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Take loosely defined problems or concepts and turn them into project plans
- Identify stakeholders and their roles in analyses and/or projects
- Create a clear and shared vision for projects
- Develop a measurement system that provides "early warning signs" for problems
- Accomplish project goals effectively and efficiently
- End your project and capture the lessons you have learned

WHO SHOULD ATTEND?

Program and management analysts, auditors and project/program managers who have a solid understanding of management analysis or project management fundamentals will benefit from this course.

You should complete the other courses required for the Certificate of Accomplishment in Program and Management Analysis before taking this capstone course or have at least one year of supervisory experience in program management, project management or management analysis.

SESSION SCHEDULE   LOCATION

2/13/18 - 2/16/18	Washington, DC
5/08/18 - 5/11/18	Washington, DC
7/17/18 - 7/20/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC
12/04/18 - 12/07/18	Washington, DC
12/04/18 - 12/07/18	Washington, DC

Management Analysis: Data Gathering

PGMT8000D   **4 Days**   **2.4 CEU**   **$1,199**

Get the knowledge and skills you need to produce thoroughly researched, useful management studies. Receive an overview and examples of the most frequently used data-collection tools, and identify those specific situations that are amenable to those tools and approaches. Learn about the most commonly used techniques to analyze the collected data.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Construct and use a causal model
- Deduce hypotheses from a causal model
- See the relevance and importance of correlation
- Develop viable operational definitions
- Conduct physical area inspections and layout analyses
- Perform work distribution charts and work samplings
- Construct process flowcharts
- Interview and develop effective questionnaires

WHO SHOULD ATTEND?

Program and management analysts, auditors and others who want to improve their ability to produce thoroughly researched, useful management studies or who want to learn interviewing skills and how to design questionnaires and flowchart presentations; Participants should be familiar with management analysis principles as taught in Management Analysis: Overview (PGMT7000D).

SESSION SCHEDULE   LOCATION

11/28/17 - 12/01/17	Washington, DC
4/03/18 - 4/06/18	Washington, DC
7/17/18 - 7/20/18	Washington, DC
8/14/18 - 8/17/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC
11/27/18 - 11/30/18	Washington, DC

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Management Analysis: Designing and Conducting a Study

PGMT8001D   **4 Days**   **2.4 CEU**   **$1,149**

Master the basics of designing and conducting a study. Discover the steps you need to proceed with confidence, including effective preparation techniques, well-founded research design methodologies, successful presentation tips.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Define management analysis and the role of the management analyst
- Identify and analyze a problem using the process of problem analysis
- Present an effective study proposal
- Describe and apply the techniques of model building in data analysis
- Define, organize and present a set of alternative solutions to problems

WHO SHOULD ATTEND?

Program and management analysts, auditors and other professionals who want to improve their ability to produce thoroughly researched, useful management studies

SESSION SCHEDULE   LOCATION

SESSION SCHEDULE	LOCATION
10/24/17 - 10/27/17	Washington, DC
12/04/17 - 12/07/17	Washington, DC
12/05/17 - 12/08/17	Washington, DC
2/13/18 - 2/16/18	Washington, DC
4/03/18 - 4/06/18	Washington, DC
5/15/18 - 5/18/18	Washington, DC
6/19/18 - 6/22/18	Washington, DC
7/24/18 - 7/27/18	Washington, DC
8/14/18 - 8/17/18	Washington, DC
8/28/18 - 8/31/18	San Diego, CA
9/18/18 - 9/21/18	Washington, DC
10/23/18 - 10/26/18	Washington, DC

Management Analysis: Overview

PGMT7000D   **4 Days**   **2.4 CEU**   **$1,299**

Receive a solid foundation in management analysis techniques. Provide more effective assistance when working closely with experienced management analysts. Become acquainted with the process of analysis and various data-gathering methods, so that you can work independently on parts of studies or complete an elementary study with minimum supervision.

This course is part of the Certificates of Accomplishment in Program and Management Analysis, Personal Property Management, Human Resources Management.

LEARNING OUTCOMES

- Describe the role of the management analyst
- Develop a basic study plan
- Identify and describe issues or problems
- Collect data employing the appropriate data collection methods
- Interpret simple descriptive statistics for data analysis
- Explain the fundamentals of developing a study report and presenting a briefing

WHO SHOULD ATTEND?

Management technicians, supervisors, assistants, new program/management analysts, and those who anticipate doing elementary management analyses but have no formal training; This course also helps prepare those who have the potential for management analysis positions but do not currently possess the required technical knowledge.

SESSION SCHEDULE	LOCATION
11/14/17 - 11/17/17	Washington, DC
12/12/17 - 12/15/17	Washington, DC
1/23/18 - 1/26/18	Washington, DC
3/06/18 - 3/09/18	Washington, DC
4/03/18 - 4/06/18	San Antonio, TX
4/17/18 - 4/20/18	Washington, DC
5/08/18 - 5/11/18	Washington, DC
5/15/18 - 5/18/18	Austin, TX
5/22/18 - 5/25/18	Atlanta, GA
6/05/18 - 6/08/18	Phoenix, AZ
6/05/18 - 6/08/18	Chicago, IL
6/12/18 - 6/15/18	Washington, DC
6/19/18 - 6/22/18	San Diego, CA
6/26/18 - 6/29/18	Washington, DC
7/10/18 - 7/13/18	Washington, DC
7/17/18 - 7/20/18	Virginia Beach, VA
7/17/18 - 7/20/18	Dallas, TX
7/24/18 - 7/27/18	Washington, DC
7/31/18 - 8/03/18	San Francisco, CA
8/07/18 - 8/10/18	Washington, DC
8/21/18 - 8/24/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC
9/18/18 - 9/21/18	Seattle, WA
9/25/18 - 9/28/18	Las Vegas, NV
9/25/18 - 9/28/18	Washington, DC
11/06/18 - 11/09/18	Washington, DC
12/11/18 - 12/14/18	Washington, DC

Management Analysis: Planning

PGMT7004D   4 Days   2.4 CEU $1,259

Learn the fundamentals of planning and preparing a valuable management analysis study for your organization. Explore topics such as planning a system using the functional analysis systems technique, using decision trees to organize data, developing a thorough study proposal and applying the weighted ranking technique in decision making.

This course is part of the Certificate of Accomplishment in Program and Management Analysis.

LEARNING OUTCOMES

- Explain the management perspective
- Analyze and/or assist with the organizational restructuring of your agency
- Understand and use the functional analysis systems technique, ordinal ranking and weighted ranking
- Construct a causal model via back-step analysis
- Plan a project via one of the following methods: milestone chart, Gantt chart or precedent diagram
- Use decision trees to organize data for recommendations
- Develop a viable study proposal

WHO SHOULD ATTEND?

Program and management analysts, technicians and assistants, and others who need to learn the fundamentals of planning and preparing a management analysis study for an organization; Participants should be familiar with management analysis principles as taught in Management Analysis: Overview (PGMT7000D).

SESSION SCHEDULE	LOCATION
11/28/17 - 12/01/17	Washington, DC
3/20/18 - 3/23/18	Washington, DC
6/05/18 - 6/08/18	Washington, DC
8/21/18 - 8/24/18	Washington, DC
11/27/18 - 11/30/18	Washington, DC

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graduateschool.edu/ms

Project Management

PGMT7005D   **4 Days**   **2.4 CEU**   **$1,499**

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. Whether managing an office move, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success.

Note: This course is aligned with the PMBOK® Guide-5th Edition, which covers all related best practices. In compliance with the Project Management Institute, Inc. (PMI®) standards effective January 1, 2013, this course provides measurable learning outcomes. Testing will occur during the session to assess student attainment of the learning outcomes. Individual test results are for the use of the student and Graduate School USA only.

This course is part of the Certificates of Accomplishment in Program and Management Analysis, Personal Property Management, Human Resources Management and Project Management.

PMBOK® Guide and PMI® are registered marks of Project Management Institute, Inc.

LEARNING OUTCOMES

- Demonstrate use of basic project management concepts and terminology related to PMBOK® Guide best practices
- Apply the Road Map to Good Project Management when initiating, planning, executing, controlling, and closing a project
- Describe the most important tools and techniques needed to plan, schedule, and control projects
- Lead the project team to execute the project plan
- Control project execution by monitoring performance versus plan, and taking corrective action
- Control project execution by monitoring performance verses plan, and taking corrective action
- Effectively close a project and formally terminate all activities
- Describe the value of project management software

WHO SHOULD ATTEND?

Project managers, team leaders, team members and other professionals who want to learn how to complete projects on time and within budget, and meet quality standards

Project Management Online Course

PGMT7015A   16 Weeks   2.4 CEU $1245

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements, and overcome potential obstacles. Whether you are managing an office move, implementing a new accounting system or launching a special initiative, this course gives you the crucial skills for success. Participants spend four to five hours per week completing independent study assignments under the guidance of a seasoned project management professional.

Note: This course is aligned with the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®) Guide-5th Edition, which covers all related best practices.

Enroll anytime in this online course. All materials included. Instructor-based study. Self-paced; take up to 16 weeks to complete.

This course is part of the Certificate of Accomplishment in Program and Management Analysis, Personal Property Management, Human Resources Management Level III and Project Management.

LEARNING OUTCOMES

- Demonstrate an understanding of basic project management definitions and concepts
- Explain how projects fit within organizations and how they are chosen for funding
- Create the Project Management Plan to document how the project management processes will be conducted throughout the project
- Plan the major elements of a project such as scope, time, cost, quality, human resources and risk
- Lead the project team to execute the project plan
- Control project execution by monitoring performance versus plan, and taking corrective actions
- Close a project and formally terminate all activities

WHO SHOULD ATTEND?

Project managers, team leaders, team members, and other professionals who want to learn how to complete projects on time and within budget and meet quality standards; Participants who prefer a classroom version of the course should register for Project Management PGMT7005D.

SESSION SCHEDULE

You have 16 weeks to complete the course.

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Project Management for IT: Application and Integration

PROJ7602T **4 Days** **24 CEU** **$1699**

Learn a practical, standard approach to managing project implementations of IT initiatives. Discuss project management knowledge areas, specific activities performed by a project manager under each area, and the tools and techniques to be applied in specific management situations. Gain hands-on experience through a case study involving practical examples of project planning concepts, scope and resource management, cost and schedule development, risk and change management, and the use of earned-value analysis for project control.

This course is part of the Certificate of Accomplishment in Project Management.

LEARNING OUTCOMES

- Perform project initiating processes, including: needs identification; defining concept of operation; and specifying high-level goals, objectives, funding and program/project management authority
- Establish a planning phase detailing a project plan for the life of an IT project
- Construct an implementation design and development activity for the creation of an IT project product
- Test and evaluate an implementation at component and system levels
- Manage and maintain IT project baselines
- Transition and close IT project products into use within an organization

WHO SHOULD ATTEND?

IT directors and managers, project managers and team leaders, programmers/analysts, systems analysts, project office staff members; Attendees should have worked on a program or project or have participated in the procurement process for an IT initiative.

SESSION SCHEDULE   LOCATION

10/03/17 - 10/06/17 .... Washington, DC
4/10/18 - 4/13 /18 .... Washington, DC
6/19 /18 - 6/22 /18 .... Washington, DC
9/18 /18 - 9/21 /18 .... Washington, DC
10/16 /18 - 10/19 /18 .... Washington, DC

Project Management for the Office Professional

ADMB7011D **3 Days** **1.8 CEU** **$1049**

Project management is more than just getting things done; it involves careful planning, establishing authority and building teamwork. Gain the respect and confidence necessary for assuming more responsible roles in your organization. Prepare to stay on track and in control.

LEARNING OUTCOMES

- Define the different roles of the project team members
- Provide critical support to a major project by performing key functions
- Gain control over project schedules and budgets through proper tracking
- Participate fully in the various aspects of project management

WHO SHOULD ATTEND?

Office professionals who seek a basic understanding of project management techniques or who want to sharpen their project management skills, as well as support and administrative personnel periodically assigned to project work teams or who head small projects; For more comprehensive coverage of project management principles, see Project Management (PGMT7005D or PGMT7015A). Auditors may want to take Planning Audit Assignments (AUDT8451G).

SESSION SCHEDULE   LOCATION

11/14/17 - 11/16/17 .... Washington, DC
4/3/18 - 4/5/18 .... Washington, DC
5/15/18 - 5/17/18 .... Washington, DC
6/12/18 - 6/14/18 .... Washington, DC
7/10/18 - 7/12/18 .... Washington, DC
8/7/18 - 8/9/18 .... Washington, DC
9/25/18 9/27/18 .... Washington, DC
11/13/18 - 11/15/18 .... Washington, DC

Managing a Project with Your Team

PROJ8202D   **2 Days**   **1.4 CEU**   **$1099**

According to the Project Management Institute, the only skills more important to project managers than communicating effectively are negotiation and conflict resolution. These skills can make the difference between a project that fails amid acrimony and a project that succeeds and builds positive relationships within the team and across the organization. Learn proven techniques to help you acquire the necessary project resources, build consensus on project scope and requirements, and create clear understanding of the duties of team members and contractors. Note: This course is aligned with the PMBOK® Guide-5th Edition, which covers all related best practices..

This course is part of the Certificate of Accomplishment in Project Management. PMBOK® Guide is a registered mark of Project Management Institute, Inc.

LEARNING OUTCOMES

- Facilitate development of high-performing project teams that are cohesive and clear on their goals
- Apply proven techniques for negotiating internal and external resources and achieving consensus on project goals and requirements

WHO SHOULD ATTEND?

Project managers, team members, and others who want to apply best practices to implement project communications and project human resources management

SESSION SCHEDULE   LOCATION

12/13/17 - 12/14/17	Washington, DC
6/13/18 - 6/14 /18	Washington, DC
12/12 /18 - 12/13 /18	Washington, DC

Preparing for the PMP Exam

PROJ9195D   **5 Days**   **3.5 CEU**   **$1,995**

This course is intended to prepare project managers and experienced project team members to take and pass the Project Management Professional (PMP®) Certification Exam offered by the Project Management Institute (PMI®). This course has been updated to include the new test taking standards, changes to existing test items, and new exam content. You will develop a comprehensive personal study plan. All participants will receive a copy of the industry standard PMBOK® Guide-5th Edition along with their exam prep courseware.

Project Management Professional, PMBOK® Guide-5th Edition and PMI® are registered marks of Project Management Institute, Inc.

LEARNING OUTCOMES

- Demonstrate a clear understanding of the PMP Certification Exam registration requirements and process

WHO SHOULD ATTEND?
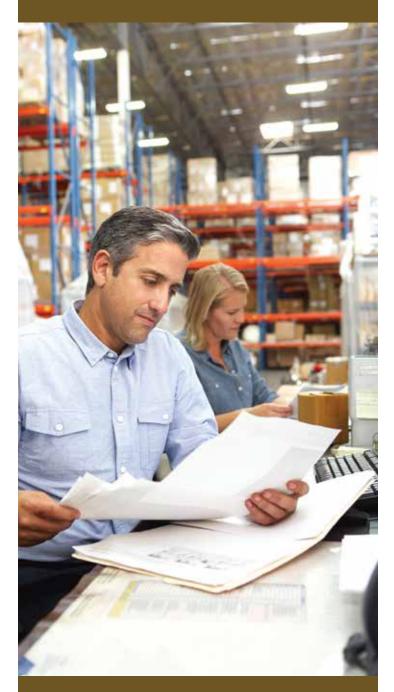
Anyone who has at least three years of experience working on projects and wants to master the project management industry standards required to pass the PMP® exam

SESSION SCHEDULE   LOCATION

11/27/17 - 12/01/17	Washington, DC
1/29/18 - 2/02/18	Washington, DC
3/05/18 - 3/09/18	Washington, DC
5/14/18 - 5/18/18	Washington, DC
7/09/18 - 7/13/18	Washington, DC
8/13/18 - 8/17/18	Washington, DC
9/17/18 - 9/21/18	Washington, DC

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Personal Property Management

Applications in Personal Property Accountability

PROP7210D **4 Days** **2.4 CEU** **$1099**

Explore the team-based approaches to problem solving and decision making in the management of personal property. Work with expert instructors and share your experiences with other participants in realistic simulations, while reviewing essential information required of all property managers. Apply the skills and knowledge learned from previous courses in realistic case studies. Work on your own property management issues. Learn to create action plans for accomplishing management functions and discover invaluable problem-solving skills.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES
- Demonstrate problem-solving techniques and the application of policy to respond to real-world problems and practical exercises
- Perform the skills learned in the course to use in the workplace in the area of your personal property working environment
- State the important content procedures and regulations for personal property managers
- Identify information and the skills in team-based approaches to personal property management
- Demonstrate information in team-based approaches to applicable situations

WHO SHOULD ATTEND?
Those who want to learn and apply team-based management skills and those who want to learn and apply management techniques in personal property to their own work environment

SESSION SCHEDULE   LOCATION
2/27/18 - 3/02/18	Washington, DC
6/05/18 - 6/08/18	Washington, DC
8/07/18 - 8/10/18	Washington, DC
9/11/18 - 9/14/18	Washington, DC

Planning, Managing and Controlling a Personal Property Inventory

PROP7013D **3 Days** **1.8 CEU** **$899**

Explore the basic principles and concepts of the personal property management life cycle including property acquisition, receipt, control, reutilization and disposal. Discuss and apply the principles of project management to plan a personal property inventory. Develop cost, schedule, quality, stakeholder and communications plans resulting in inventories being completed on time, on cost and on mission.

LEARNING OUTCOMES

- Explain the principals of federal personal property
- Describe the basic elements of project management
- Apply the principles of project management to a personal property inventory
- Define the scope of an inventory
- Create a plan for conducting the property inventory including time and resource estimates
- Conduct a property inventory
- Manage the property inventory by monitoring performance and making necessary adjustments
- Apply "lessons learned" to future property inventories

WHO SHOULD ATTEND?

All those involved in the acquisition and management of personal property who need to learn how to apply the principles of project management when conducting physical inventories to improve the effectiveness of their personal property's performance

SESSION SCHEDULE   LOCATION

1/23/18 - 1/25/18 .... Washington, DC
4/24/18 - 4/26/18 .... Washington, DC
8/14/18 - 8/16/18 .... Washington, DC

Property Accountability: The Life Cycle

PROP7112D **4 Days** **2.4 CEU** **$1099**

Learn how to apply laws and regulations to realistic problems in life-cycle management. Focus on acquisition; accountability, including inventory management, redistribution and reconciliation; and disposal of property. Develop effective team-based skills for managing and leading life-cycle property management operations.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Select life-cycle management to personal property
- Describe factors for determining the need for equipment
- State supply sources and the acquisition process
- Discuss specific responsibilities of property managers in the accountability phase
- Discuss the inventory management functions of the accountability phase
- Summarize situations that require disposal of property
- Explain the methods, time frames and responsibilities for disposal

WHO SHOULD ATTEND?

Managers of personal property and facilities; administrators of property provided to contractors; those who need to apply law to real problems in life-cycle management; those responsible for all or part of life-cycle management; and those needing to know about the acquisition process, accountability and the disposal process

SESSION SCHEDULE   LOCATION

2/06/18 - 2/09/18 .... Washington, DC
5/01/18 - 5/04/18 .... Washington, DC
7/17/18 - 7/20/18 .... Washington, DC
9/25/18 - 9/28/18 .... Washington, DC

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Property Management for Custodial Officers

PROP7103D   **2 Days**   **1.2 CEU**   **$699**

Gain a comprehensive overview of the day-to-day management of personal property. Lectures, discussions and class exercises cover the administrative and regulatory aspects of a property management program, terminology and the processes of determination of need, acquisition, accountability, inventory, control and disposal at the user level. Discussions center on the working environment and communications among the custodial officer, the accountable officer and the resource managers.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Identify the stakeholders in personal property and their relationship with key laws, rules and regulations
- Describe the key functions of department and agency property management officials including custodial officers
- Define key property management terms
- Explain the key activities and their relationship within the property management life cycle
- Explain the documentation flow and the procedures necessary to develop an audit trail
- Describe investment recovery through effective asset management

WHO SHOULD ATTEND?

All designated or soon-to-be-designated property custodians; personnel at the user level, collateral property managers or property custodial officers; anyone seeking a basic procedure course on personal property management responsibilities; and those who need to be able to coordinate, keep records, maintain inventory, and serve as a conduit between program and property functions

SESSION SCHEDULE   LOCATION

1/17/18 - 1/18/18	Washington, DC
5/30/18 - 5/31/18	Washington, DC
7/11/18 - 7/12/18	Washington, DC
9/12/18 - 9/13/18	Washington, DC

Warehousing, Operations and Disposal

PROP7001D   **4 Days**   **2.4 CEU**   **$1,099**

Learn about basic storage and warehousing of materials, supplies, furnishings and equipment used in federal agencies. Become proficient as a warehousing manager and as a member of the property management team for the life-cycle management of personal property. Receive valuable information on the complex responsibility of warehousing, inventory management and the disposal process.

This course is part of the Certificate of Accomplishment in Personal Property Management.

LEARNING OUTCOMES

- Describe accountability in the receiving process
- Explain how to receive hazardous materials
- Differentiate among the various aspects of warehousing, including utilization of space, locator systems and materials handling equipment (MHE)
- Define storage management, including types of storage, space requirements, floor plans and layout, and storage aids and accessories
- Summarize the importance of security in inventory management

WHO SHOULD ATTEND?

Anyone concerned with receipt, storage and shipping operations; those involved in warehouse safety practices and regulations, and security; those who need to know about the interface of inventory management and storage; those concerned with the use of materials handling equipment; those who need to know how to implement a space utilization design, and a storage locator and retrieval system

SESSION SCHEDULE   LOCATION

11/14/17 - 11/17/17	Washington, DC
1/30/18 - 2/02/18	Washington, DC
5/15/18 - 5/18/18	Washington, DC
7/31/18 - 8/03/18	Washington, DC
9/18/18 - 9/21/18	Washington, DC

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GSA Schedule
Contract GS-10F-0228P

Professional Services Schedule, SIN C874

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874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

874-1 Integrated Consulting Services: Management or Strategy Consulting, Facilitation and Related Decision Support, Survey Services, Advisory and Assistance Services in Accordance with FAR 37.203

Graduate School USA
Real-World Training For Real-World Challenges

What's in it for Your Organization?

Understanding your organization's goals and training your staff to achieve them is our number one mission. That's why we can bring our HR courses right to your doorstep.

These courses can help build the full complement of skills federal employees need to perform their jobs with excellence, whether they hold entry-level positions or have years of government experience.

Cost Savings

As your organization's training needs increase, so does the need to minimize the costs associated with it. By bringing Graduate School USA courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs such as employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Save with pricing levels based on number of participants.

Convenience

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- Experience turn-key delivery. You pick the training, time, and place, and we handle the rest.

Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

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GSA Schedule
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