

Commercial Price List

Effective January 1, 2024

Course Name	Course Length	Commercial Price (CPL) - Up to 12 Students In-House/Onsite Course Prices (Private Courses)	Commercial Price (CPL) - 13 to 20 Students - In-House/Onsite Course Prices (Private Courses)	Commercial Price (CPL) - 21 to 25 Students - In-House/Onsite Course Prices (Private Courses)	Commercial Price (CPL) - 26 to 35 Students - In-House/Onsite Course Prices (Private Courses)	Commercial Price (CPL) - Public Open Enrollment Courses)
Microsoft Office Courses						
Microsoft Access: An Introduction	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Microsoft Excel: Level One	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Microsoft Excel: Level Two	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Microsoft Excel: Level Three	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Microsoft PowerPoint: An Introduction:	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00

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Microsoft Word: An Overview	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Microsoft Outlook	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Leadership Development						
Coaching for Success: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Conflict Management and Resolution	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Leadership Skills for Federal Employees	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00

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Leadership Training for Non-Supervisors	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$1015.00
Leading People Through Change: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Teambuilding for Federal Employees	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Teamwork Skills for Non-Supervisors	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Introduction to Supervision	5 days	\$14,195.00	\$15,695.00	\$16,795.00	\$17,995.00	\$1,515.00
Women and Leadership: Thriving in the Workplace	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00

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Administrative						
Ability to Arrange Meetings and Events	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Administrative Professionals' Day Seminar	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Administrative Support Staff Seminar	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Career Development						
Federal Resume Writing and Interviewing Skills	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00

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Writing Knowledge, Skills, and Abilities for Promotion	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Equal Opportunity						
Black Women's Seminar	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Federal Women's Seminar	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Retirement						
Pre-Retirement and Benefits Planning	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00

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Written Communication						
Correspondence and Memo Writing Workshop	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Critical Thinking for Clear Writing: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Effective Writing Workshop	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00
Effective Writing Workshop: Level Two	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00
Federal Writing Boot Camp	4 days	\$12,695.00	\$13,895.00	\$14,995.00	\$15,995.00	\$1,600.00

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Introduction to Technical Writing	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Plain Language Writing for Federal Employees	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Report Writing	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Editing Skills for Federal Employees	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
English, Grammar, and Usage						
Proofreading Skills for Federal Employees	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00

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English Essentials: A Comprehensive Review	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Grammar Skills Workshop	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
English Essentials: Expand Your Vocabulary	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
English Essentials: GPO Style Manual Review	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Oral Communication						
Ability to Communicate Orally	1 day	\$5195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00

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Interpersonal Communication Skills	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Oral Presentation and Briefing Skills: Communicate with Confidence	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$910.00
Communication Skills: Speaking to an Audience	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$910.00
Contracting and Acquisition						
COR Workshop	5 days	\$14,195.00	\$15,690.00	\$16,795.00	\$17,995.00	\$1,515.00
Introduction to Federal Contracting and Procurement	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,180.00

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Simplified Acquisition Procedures	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Writing Statements of Work	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Federal Human Resources						
Federal Human Resources: An Overview	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,285.00
Federal Staffing and Placement	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Processing Personnel Actions	4 days	\$12,695.00	\$13,895.00	\$14,995.00	\$15,995.00	\$1,675.00

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EEO in the Federal Government	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Federal Employee Relations: An introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Federal HRM for Managers and Supervisors	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Federal Pay Setting: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00
Job Analysis	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00
Position Management	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00

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Qualifications Analysis	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Position Classification	4 days	\$12,695.00	\$13,895.00	\$14,995.00	\$15,995.00	\$1,620.00
Veterans Preference in Federal Employment	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Performance Management	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00
Federal Budget and Financial Management						
The Federal Budget Process: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00

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Federal Appropriations Law: An Introduction	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Federal Financial Process: An Overview	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Budget Execution	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Budget Formulation: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$920.00
Federal Budgeting: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$940.00

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Analytical Skills						
Management and Program Analysis: An Introduction	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Management and Program Analysis: Beyond the Basics	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Management and Program Analysis: Data Collection and Analysis	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Ability to Research, Analyze, and Solve Problems	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Critical and Analytical Thinking Skills for Office Personnel	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00

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Basic Statistics	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,255.00
Data Analysis Using Microsoft Excel	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Management and Program Analysis: Cost Benefit Analysis	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Management and Program Analysis: Quantitative and Qualitative Analysis	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$995.00
Professional Development						
Customer Service Skills for Federal Employees	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00

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The Administrative Officer	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,310.00
Dealing with Difficult People	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Managing Your Priorities and Workload	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Stress Management for Federal Employees	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Time Management	1 day	\$5,195.00	\$6,895.00	\$7,195.00	\$7,625.00	\$540.00
Federal Travel: An Overview	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$920.00

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Your Federal Career: A Roadmap to Success	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$920.00
Project Management						
Project Management for Team Members	2 days	\$7,660.00	\$10,195.00	\$10,395.00	\$10,395.00	\$975.00
Project Management	3 days	\$10,250.00	\$11,950.00	\$12,890.00	\$13,960.00	\$1,310.00