



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**FSC GROUP 69: TRAINING AIDS & DEVICES; INSTRUCTOR-LED TRAINING;  
COURSE DEVELOPMENT; TEST ADMINISTRATION  
CONTRACTING CURRICULUM CORE GS 1102  
FSC CLASSES: 6910 and 6930**

**SIN 27-400 INSTRUCTOR LED TRAINING  
SIN 27-500 COURSE DEVELOPMENT, TEST ADMINISTRATION**

**SI International, Inc.  
12012 Sunset Hills Road, 8<sup>th</sup> Floor  
Reston, VA 20190**

**Phone: 703-234-7000      Fax: 703-234-7510      [www.si-intl.com](http://www.si-intl.com)**

**Contract Number: GS-02F-0138S  
Modification PA-0003  
Period Covered by Contract: April 25, 2006 through April 24, 2011  
SI International is a Large Business.**

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



**Authorized GSA Federal Supply Schedule Pricelist  
GSA Schedule Contract**

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**INFORMATION FOR ORDERING ACTIVITIES**

**1a. Awarded Special Item Numbers (SINs):**

SIN 27-400	Instructor-Led Training	Pages 6 - 36
SIN 27-500	Course Development; Test Administration	Pages 37 - 57

- 1b. Pricing:** Prices and rates proposed are valid for all CONUS sites.
- 1c. Hourly Rates:** See page 37 for SI International labor category descriptions.
- 2. Maximum order:** \$1,000,000
- 3. Minimum order:** \$100
- 4. Geographic coverage (delivery area):** SI International will provide Domestic delivery only.
- 5. Point(s) of production (city, county, and State or foreign country):** Domestic only.
- 6. Discounts:** Prices shown are NET Prices; basic discounts have been deducted.
- 7. Quantity discount(s):** see price list
- 8. Prompt payment terms:** Net 30 days.
- 9a.** SI International, Inc. accepts the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
- 9b.** SI International, Inc. accepts the Government purchase cards for payment above the micro-purchase threshold for oral or written delivery orders.
- 10. Foreign items (list items by country of origin):** Not applicable.
- 11a. Time of delivery.** Negotiated on a task order basis.
- 11b. Expedited Delivery.** Not applicable.



**11c. Overnight and 2-day delivery.** Not applicable.

**11d. Urgent Requirements.** Will be negotiated on a task order basis.

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

**13a. Ordering Address:**

SI International, Inc.  
12012 Sunset Hills Rd., 8<sup>th</sup> Fl  
Reston, VA 20190

The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

Ms. Esther Burgess, Vice President, GSA Sales	703-234-7071
Mr. David Cornell, Director, Contracts	703-234-6901
Ms. Deborah Wolland	703-502-1500

SI International, Inc. also accepts orders electronically by fax at (703) 234-7510 or by e-mail at [gsa-advantage@si-intl.com](mailto:gsa-advantage@si-intl.com).

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

**14. SI International's payment information:**

***Mail/Lockbox:***

SI International, Inc.  
P.O. Box 932702  
Atlanta, Georgia 31193-2702

OR

***ACH/Wire Transfer:***

SI International, Inc.  
Acct # 2000014792771  
Routing # 051400549  
Wachovia Bank

In addition, bank account information for wire transfer payments will be shown on the invoice.

**15. Warranty provision:** SI International warrants that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

**16. Export packing charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:** Must provide account number and expiration date upon placement of order along with organization name and card billing address.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services:** Not applicable.
21. **List of service and distribution points:** Not applicable.
22. **List of participating dealers:** Not applicable.
23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.):** Not applicable.
25. **Data Universal Numbering Systems (DUNS) Number:** 014387489
26. **SI International, Inc. is registered in the Central Contractor Registration (CCR) database.**

## Supporting Windows XP Professional

3 days

This course is designed for those students who need the knowledge and skills necessary to provide the day-to-day support required in a Windows XP Professional environment. Students will learn all the new features of Windows XP Professional, as well as, how to configure, install, control the user environment, control file access, browse network resources; and troubleshoot a variety of workstation and user problems.

**Key Topics:**

- New Features of Windows XP
- The Desktop Image-Features
- Installing the Desktop Image
- Local User Accounts in Windows XP
- The XP client and Active Directory
- Configuring User Desktop Settings
- Configuring Operating System Settings
- Managing User Profiles
- Installing and configuring devices
- Providing personalized user environments
- Setting up a Windows XP Professional Workstation
- Operating within Domain Environments
- Hardware Support Issues
- Account Policies, User Rights policies
- Setting file permissions
- Internet Explorer Security Options
- File Encryption
- Understanding the Boot Process
- Registry Entries in relation to the Boot Process
- Using startup and Recovery Tools
- Power management
- Offline Files
- Remote Desktop and Remote Assistance
- Computer Management
- Driver Rollback
- Application Compatibility

**We're here to help!!****240-778-1200****888-743-3332****[www.si-intl.com](http://www.si-intl.com)**

## Windows 2003 Server and Active Directory

3 days

This course is designed for Windows 2000 and Active Directory network administrators seeking to upgrade to Windows Server 2003. The course provides an in-depth look at enhancements to Active Directory in the areas of AD administration, DNS, Group Policies, management utilities, IIS, and troubleshooting techniques. The course offers both information on the new features and hands-on workshop exercises demonstrating the new capabilities of Server 2003.

**Key topics:**

- Windows 2003 Server overview of new features
- Inter-domain name resolution enhancements
- Server Debug Logging
- Application partitions
- Domain Controller Promotion
- Replica from Media
- Forceful Domain Controller demotion
- Active Directory Versioning
- Replication Model
- How multi-valued replication is improved
- Global Catalog Improvements
- Universal Group Caching
- Enhanced administration
- Active Directory objects and architecture
- Inter-forest trust relationships
- Name suffix routing
- Authentication firewall
- Applications
- Application pools
- Reliability and availability
- Performance Manageability
- Security
- Terminal Service Enhancements
- Enterprise Support
- Enhanced client features
- Group Policy Overview
- New Group Policy Objects
- Software Restriction Policies
- Administering Group Policy Objects
- The Group Policy Management Console
- Volume Management
- Automated System Recovery
- DFS in Windows Server 2003
- Trustworthy Computing
- Secure Windows Initiative
- New and modified features
- Support Tools folder
- Automating managements tasks

**Audience:**

This course is intended for support professionals who are responsible for administering a Windows 2003 server.

## Supporting Windows 2000 Professional

3 days

This course is designed for those students who need the knowledge and skills necessary to provide the day-to-day administrative support required in a Windows 2000 environment. Students will learn all the new features of Windows 2000 including the Active Directory Service, DNS namespaces, DFS, EFS, enhanced Enterprise security and how to migrate from previous NT versions to Windows 2000. In addition students will learn how to configure, install, and control the user environment, control file access, browse network resources, create OU's, users and groups and troubleshoot a variety of system and user problems.

**Key topics:**

- Fundamentals of Windows 2000
- Implementing Windows 2000
- Configuring Windows 2000
- Installing Windows 2000 Active directory services
- Domains, Trusts, Trees and Forests
- Multi-master replication
- Upgrading a Windows NT 4.0 based network to Windows 2000
- Integrated administration with Microsoft Management Console (MCC)
- Distributed services of Windows 2000
- Windows 2000 file systems
- Managing file resources
- Creating and accessing shared resources
- Leveraging the Active Directory
- Active Directory architecture
- Security objects and accounts
- Domain security
- Windows 2000 client administration
- Establishing the Namespace
- Installing a DNS server
- Using Group Policy

**Audience:**

This course is intended for support professionals who will be responsible for administering a Windows 2000 system.

**Windows 2000 Server**

4 Days

This course is designed for those students who need the knowledge and skills necessary to provide the day-to-day administrative support required in a Windows 2000 environment. Students will learn all the new features of Windows 2000 including the Active Directory Service, DNS namespaces, Dfs, EFS, enhanced Enterprise security and how to migrate from previous NT versions to Windows 2000. In addition, students will learn how to how to configure, install, control the user environment, control file access, browse network resources; create OU's, users and groups, and troubleshoot a variety of system and user problems.

**Key Topics**

- Fundamentals of Windows 2000 architecture
- Active Directory services, Physical vs. Logical
- The Boot Process
- Installing a DNS Server
- Domains, Trusts, Trees and Forests
- Site planning, Multi-master replication, WAN performance
- Service Packs and Hot Fixes
- DLL Problems
- Integrated administration with Microsoft Management Console (MCC)
- Distributed services of Windows 2000
- The Registry
- Stop Screens
- Windows 2000 file systems, FAT, FAT32, and NTFSv5
- Controlling access to resources
- Creating and accessing shared resources
- Security objects and accounts
- Domain Security
- Group Policies
- Windows 2000 client administration
- Implementing Windows 2000
- Configuring Windows 2000
- Installing Windows 2000
- Troubleshooting tools and utilities

**Supporting Exchange Server**

3 days

This course provides the core foundation for supporting Microsoft Windows NT Exchange Server. The objective of this 4 day course is to provide the support professional with the skills necessary to support the day-to-day administrative tasks of managing the Exchange Servers and the clients who utilize the services of the networks. The course will include some theory to provide a picture of how things are organized, focus on day-to-day administrative tasks of the system administrator and solutions and tools to help the system administrator troubleshoot the many problems and issues they may encounter when working in a network environment.

**Key topics:**

- Overview of Microsoft Exchange Server
- Microsoft Exchange Messaging system Architecture
- Exchange Server Messaging Core Components
- Exchange Client Components
- System Monitoring tools
- Exchange software configuration
- Overview of MS Exchange Server tools
- The MS Exchange Administrator Program
- Managing sites, site options
- Introduction to the Site Configuration container
- Permissions
- Server services, Server properties
- Inter-Site Connectors
- Mailboxes, Distribution Lists, Managing Recipients
- Directory replication
- Public Folders
- Server operation and maintenance
- Startup/Shutdown sequence
- View and check messaging queues
- Troubleshooting tools and tasks

**Audience:**

This course is intended for support professionals who install, customize, configure, optimize, network, integrate, troubleshoot and support Exchange Server.

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**Customized Courses  
Available**

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# TCP/IP, PowerBuilder & Visual Basic

## Introduction to TCP/IP

3 days

This course provides the students with the basic concepts and terminology of TCP/IP networking implementation and the specifics of designing and implementing a TCP/IP network including subnet addressing concerns and guidelines.

### Key topics:

- TCP/IP protocols and network configuration
- Single protocols and stacks
- Subnets, Routers and Utilities
- Domain names and FTP Servers
- NetBIOS Support
- TCP/IP structure and analysis
- IP, UPD, TCP and Windows sockets
- DHCP, WINS
- Performance tuning
- SNMP
- Practical troubleshooting

### Audience:

Those students who need to expand their knowledge of TCP/IP implementation, supporting networks, & internet works using TCP/IP, and integrating Windows products in a TCP/IP environment.

## Basic PowerBuilder

3 days

This course provides the student with the basic skills & knowledge to effectively utilize the capabilities of PowerBuilder. Hands-on work-shops provide practical experience developing integrated applications using PowerBuilder's Windows interface and object-oriented programming.

### Key topics:

- PowerBuilder Overview
- Application Objects
- Creating user interface using Window painter
- Multiple Document Interface (MDI)
- Using the Powerscript language
- Scripts and data types
- Creating an executable file
- Creating menus
- The Database painter
- Creating and using DataWindow objects
- The Transaction object
- Row and column functions
- The Edit control with Sort and Find
- Working with transaction data
- Using SQL in PowerBuilder
- Distributing applications
- The Debugger
- The Structure painter & Library painter

### Audience:

This course is intended for application developers, designers, programmers, & analysts who want to build applications using PowerBuilder.

## Advanced PowerBuilder

3 days

This course provides the more experienced PowerBuilder developer with the in-depth skills and understanding to develop more advanced applications using PowerBuilder. Hands-on workshops provide practical experience in developing more sophisticated GUI applications using PowerBuilder.

### Key topics:

- Using and Changing initialization files
- Introduction to Data Pipelines
- Manipulating table definitions
- MDI Frames and Menu support
- PowerBuilder User objects and events
- Code optimization and hardware tuning
- Screen repainting
- Arrays, Loops, functions, and events
- General performance techniques
- Hardware tuning
- Application partitioning
- Dynamic libraries and optimization
- Maximizing objects and the project painter
- Dynamic Data Exchange (DDE)
- Object linking and embedding (OLE)
- Deploying applications
- The Drag and Drop object
- Communication between objects
- Library management

### Audience:

This course is intended for application developers, designers, programmers, and analysts who want to build applications using PowerBuilder.

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**Better Training through  
hands-on experience!**

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## Introduction to Visual Basic

3 days

This course introduces the student to the Visual Basic environment. It teaches the student the skills and knowledge required to fully utilize the features and capabilities of Visual Basic. Students learn how to design and develop Windows application using Visual Basic.

### Key topics:

- Overview of the Visual Basic environment
- Designing a user interface
- Creating and coding controls
- Menu and dialog boxes
- Components of Visual Basic programming language
- Using MsgBox to create simple dialog boxes
- Debugging
- Conditional statements and loops
- String functions and text-box properties
- Multiple forms
- File Controls
- Error handling and optimization
- Data types and procedures
- File Access and data control
- Print Form and Print methodology
- Multiple-Document Interface

### Audience:

This course was developed for software developers, analyst, programmers and technical users who want to build or integrate Windows based applications using Visual Basic.

## Advanced Visual Basic

2 days

This course covers additional features of Visual Basic such as control arrays, Object Linking and Embedding (OLE), Dynamic Link Libraries (DDL and Dynamic Data Exchange (DDE). This course will also prepare the student to setup an application for delivery, as well as, how to use Windows API to extend Visual Basics' capabilities.

### Key topics:

- Introduction to dynamic-link libraries (DDL)
- More on API functions
- Reading to and writing from INI files
- Sending Windows messages
- Control arrays
- Introduction to Dynamic Data Exchange (DDE)
- Implementing Dynamic Data Exchange
- Introduction to Object-Linking and Embedding (OLE)
- Programming OLE automation

### Audience:

This course is designed for programmers with a basic working knowledge of Visual Basic, as well as, experience developing Windows-based or DOS based applications.

# HTML, XML & Web Page Development

## Introduction to XML

2 days

This course provides the student with the knowledge and skills necessary to effectively utilize the Extensible Markup Language (XML). Hand-on workshops provide the practical experience necessary for the beginning student.

**Key topics:**

- What is XML? It's history and benefits.
- What do XML documents look like?
- Components of XML
- Documents - Well formed and valid
- Elements and attributes
- Entity references and comments
- Processing instructions
- CDATA sections
- Document type declarations
- Address Book Markup Language (ABML)
- Writing a DTD
- The Reminder Markup Language
- Overview of emerging XML technologies
- Xlink, Xpointer, XSL, DCD and Namespaces
- PGML, BML, CML, XQL, RDF, PatML, SMIL
- Tutorials, Tools and other Resources

**Audience:**

This course is designed for those web designers who have no experience using XML but do have experience using HTML.

## Introduction to HTML & Web Page Design

1 day

This course introduces the capabilities, history, and syntax of the Hypertext Markup Language for creating Web pages that can be viewed using any standard Web browser. Students will learn to author multimedia Web pages that include text, graphics, images, & video clips, as well as link to other pages on the World Wide Web.

**Key topics:**

- What is HTML
- Hypertext and Hypermedia
- Web browsers
- Uniform Resource Locators (URLs)
- HTML tags, structuring tags, and style tags
- List structures
- Horizontal rule tag
- Character entities
- Incorporating images, graphics, icons and hyperlinks
- HREF attributes using complete URLs
- Name references
- Form, input, and image tags
- HTML related URLs
- File types and extensions

**Audience:**

Beginning users who need to learn the skills and concepts necessary to begin using HTML in a working environment.

## Intermediate HTML & Web Page Design

1 day

This course provides an in-depth review of forms, image maps and cascading style sheets. In addition, it includes some tips and tricks to provide the students with real-world direction for dealing with scripting problems. It also suggests techniques for creating impressive effects on web pages.

**Key topics:**

- HTML forms
- Advanced form functions
- Image maps
- Cascading style sheets
- CSS color and background properties
- Reusing styles
- Advanced HTML tips and tricks for error handling
- Embedded fonts
- Multiple MAIL TO addresses
- Watermarks
- HTML validation
- Splash screens
- Deprecation

**Audience:**

Experienced web developers who need to learn the more advanced features of HTML.

## Advanced HTML & Web Page Design

1 day

This course presents the advanced features of the Hypertext Markup Language (HTML) for creating effective Web sites & documents for publication on the World Wide Web. Following the class, students will be able to incorporate advanced page layout & character formatting, tables, forms & transparent images onto Web pages. Students will also learn to test & validate HTML source code, be introduced to HTML authoring tools, & learn about Web site planning and design considerations.

**Key topics:**

- Evolution of HTML
- Netscape 1.1N and 2.0 extensions to HTML
- Internet Explorer 2.0 extensions to HTML
- Advanced page layout & text formatting
- HTML forms, tables, Form tag, Input tag, Text area tag, and Select tag
- Interface to search engines
- Testing, validation & source code validators
- Browser evaluation and usability testing
- Ongoing revisions to your site
- Web-site planning
- Interface styles
- Navigational approaches

**Audience:**

Experienced Web users who have completed the Introduction to HTML or who work daily on writing Web pages.

## Active Server Pages (ASP)

3 days

This course provides the student with the ASP development skills necessary to build dynamic websites. Through the use of classroom lecture and hands-on workshop exercises the students learn how to build and use Active Server Pages.

**Key topics:**

- Getting started with ASP
- Web server fundamentals
- Basic ASP techniques
- Storing data in ASP
- ASP control constructs
- Objects, properties, methods and events
- ASP request and response objects
- ASP applications and sessions
- Scripting techniques
- Scripting objects
- Using external components with ASP
- Data stores and ASP
- Using a Recordset
- Advanced data handling techniques
- Building web applications with ASP
- Introducing component services
- Building script components for ASP
- Introduction to XML
- Working with XML data in ASP

**Audience:**

Web developers who need to learn how to build and use Active Server Pages.



# JAVA, JAVAScript, FrontPage & SQL

## JAVA Programming

4 days

This course will present a detailed and comprehensive look into JAVA and will provide the necessary tools to begin programming in the JAVA language. The students will learn how to create "applets", perform two-way communication in WWW pages and standalone and client server applications and programs.

### Key topics:

- What is JAVA & setting up the environment
- Pre-built JAVA applets and HTML additions
- Applets vs. Applications
- Constructors, memory management, finalizers packages, importing, classes, subclassing and language syntax
- Interfaces, arguments, system properties
- JAVA API
- Introduction to graphics and audio support
- Forms and AWT
- Multi-threading support
- Security
- I/O Streams and network Programming

### Audience:

Those individuals who have a need to know the skills to program in the JAVA language.

## Advanced JAVA Programming

5 days

This course exposes the students to Advanced JAVA features such as JAVA beans, Servlet programming, JAVA database connectivity, Remote method invocation and Swing. Other major topics in this course include Network programming serialization, properties, security, collection classes and architecture.

### Key topics:

- The Collection Classes, Algorithms, Interfaces, HashMap, Binary search
- Optimization techniques, Vectors vs. Arrays
- Compiler optimization
- Hash Table Performance
- Advance I/O, Serialized issues, Writing I/O classes
- Threads, monitors, deadlock
- Java Beans, the Bean Box, Bean properties, Events, Version control
- Network programming, Internet addresses, URL sockets, Writing servers
- Remote Method Invocation (RMI), Building a RMI server
- Implementing a Server interface
- Compiling and running the code, Passing arguments
- Servlets, HTTP methods, Servlet classes, Servlet engines, Life Cycles
- JDBC, Relational databases, SQL, Transactions
- Security, Security managers

### Audience:

JAVA programmers who need to expand their knowledge and skills.

## Introduction to JAVASCRIPT

2 days

This course teaches the student how to use the basic features of JAVASCRIPT. It teaches the student how to alter the appearance or contents of a Web page based on the date or other user selections, perform dynamic page modifications without CGI scripts or conventional programming, and validate user input to forms.

### Key topics:

- What is JavaScript
- Hardware and software requirements
- Controlling the Document with JavaScript
- Adding JavaScripts to your pages
- Executing JavaScripts
- JavaScript basics
- The JavaScript object model
- Creating Scrolling Messages
- JavaScript on the Web

### Audience:

This 2-day course was developed especially for students with no Object Oriented Programming experience. Students should be familiar with HTML code and form creation, as well as, Windows 95 and/or Windows 3.1.

## Introduction to FrontPage

1 day

This course will teach the student how to layout Internet and Intranet Web pages using FrontPage 98. The student will also examine several strategies for building a site and the pros and cons of each approach

### Key topics:

- Orientation to the FrontPage environment
- Creating web pages from scratch
- Importing an HTML file and linking to it
- Inserting, sizing, aligning and linking images
- Inserting a table and adding text, pictures and links
- Creating a form from scratch that includes a scrolling text box, check box and radio button
- Using a wizard to create a frame
- Using a wizard to create a web page

### Audience:

Anyone who has the need to learn and develop the skills necessary to create web pages using FrontPage 98.

## Advanced FrontPage

1 day

This course teaches the student how to use the more advanced features of FrontPage, as well as, how to utilize some of the time savings features available.

### Key topics:

- Why use Templates
- Creating and Saving Templates
- Creating Forms
- Using the Form Wizard
- Complex Forms
- Web Bots
- Publishing your Web Site
- Servers with FrontPage extensions
- Servers without FrontPage extensions
- Time Saving Features
- Using Image Composer for Editing your Images

### Audience:

FrontPage users who need to expand their skills and knowledge.

## Introduction to SQL

2 days

This introductory course provides the student with skills necessary to design and write queries using the SQL language. Students will learn how to perform queries, use the WHERE clause, JOIN multiple tables, organize and summarize data, perform nested queries, use transaction control, as well as many other features of the SQL language.

### Key Topics:

- SQL Characteristics
- Data Retrieval Using SQL
- Relational Database Characteristics
- Structural Features of a Relational Database
- Creating a Database, Data Types
- Transact-SQL Data types
- Wildcards, Transactions
- Advanced Data Storage and Retrieval
- Functions and Data Manipulation
- Security, Data Dictionary and Windows Interface
- Entity Modification and Retrieval
- Ending an Interactive Session

### Audience:

Application programmers, system analysts and software engineers who have a need to SQL queries for a database language.

**Upgrading to Windows XP**

1 day

This course introduces the basic features of Windows XP. Tasks include exploring the new interface and changes to My Computer; using new file and folder features, the Search Companion, and the Control Panel; customizing the desktop; and using new Start menu and taskbar features. Students will also learn how to use the Help and Support Center, use tools for mobile computing, and use accounts and shut down.

- Explore new interface changes
- Explore changes to My Computer
- Use new file and folder features
- Use the Search Companion
- Use the Control Panel
- Customize the desktop
- Use new Start menu features
- Use new taskbar features
- Use the Help and Support Center
- Use tools for mobile computing
- Use accounts and shutting down

The following is a sample of topics discussed in the course: Exploring Windows XP, Opening My Computer, Using common file tasks, Using the Picture and Fax viewer, Searching for files and folders, Opening the Control Panel, Switching to classic Control Panel view, Using the Display Properties dialog box, Working with the Start Menu, Customizing the taskbar, Exploring Help and Support Center, Setting up for offline use, Using the Remote Desktop, Adding and Switching users, Shutting down with the Start menu.

**Windows XP Fundamentals**

1 day

This course covers working with the basic features of Windows XP. Tasks include learning the basics; exploring window features; using programs; working with views, toolbars, multimedia files, and multiple windows. Students will also learn how to organize files and folders, use the Search Companion, and use the desktop and Recycle Bin. Additionally, students will learn how to work with storage devices; use the Control Panel; use the Help and Support Center, and use accounts and shutdown. After they have finished the course, participants will be able to:

- Use basic Windows XP features
- Use programs
- Work with views and toolbars
- Organize files and folders
- Work with multimedia files
- Work with multiple windows
- Use the Search Companion
- Use the desktop and Recycle Bin
- Use the Control Panel
- Work with storage devices
- Use the Help and Support Center
- Use accounts and shutdown

The following is a sample of topics discussed in the course: Starting Windows XP, Working with windows sizes, Opening a program from the Start Menu, Using Views and Toolbars, Using the folders list, Customizing a folder, Switching between open windows, Searching for files and folders, Creating a folder on the desktop, Configuring the Recycle Bin, Viewing storage device properties, Opening the Control Panel, Adding and changing hardware, Using the Desktop Cleanup Wizard, Changing start menu settings, Customize the taskbar, Explore the Help and Support Center, Add users, Shutting down the Start menu.

**PC Basics**

1 day

This course introduces basic PC concepts under the Windows OS. After they have finished the course, participants will be able to:

- Hardware components of a PC
- Start-up and shut-down the computer
- Work with the desktop
- Format and copy disks
- Find files
- Navigate in Windows-based applications
- Switch between tasks in windows
- View and state the purpose of computer resources
- Work with the control panel and configure a printer

The following is a sample of topics discussed in the course: Working with computers, Using Start-up and Shut-down, The Desktop, Windows and Programs, Using My Computer, and Using Windows Explorer.

## Upgrading to Office XP: Word

1 day

This course introduces the skills necessary to upgrade to Word. Tasks include working with the Office Assistant, using new document features, Word checking tools, enhanced table features, new graphic features and new reviewing features. The course also provides an overview on how to use assorted new features, Word HTML features, macros and Online Help. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Utilize new document features
- Incorporate tables into documents using the new enhanced table features
- Access and use new graphic features, reviewing features
- Create HTML files
- Develop macros

The following is a sample of topics discussed in the course: Working with Word; Working with the Office Assistant; New document features such as switching document views, adding borders and shading to text, creating and inserting an AutoText entry; Setting AutoCorrect options; Using enhanced Table features; Using the Draw Table button; Inserting a clip art image; Inserting and formatting pictures; Enabling/Disabling change tracking options; Viewing the document map; Switching between documents; Saving files in HTML format.

## Upgrading to Office XP: PowerPoint

1 day

This course introduces the skills necessary to upgrade to PowerPoint. Tasks include working with the Office Assistant, using basic presentation skills, editing a presentation, using graphics and drawing objects, setting up a slide show, customizing presentations, working with masters, adding special effects. This course also provides an overview on how to expand a slide show, present to a wider audience, export outlines and presentation slides and use Online Help. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Enhance basic presentation skills
- Edit a presentation
- Incorporate graphics and drawing objects
- Create a slide show
- Customize presentations
- Create masters, templates
- Incorporate special effects

The following is a sample of topics discussed in the course: Working with PowerPoint; Creating a new presentation; Checking spelling as you type; Using the Clip Gallery; Using the Drawing toolbar; Setting slide transitions; Animating text and objects; Applying a color scheme; Customizing the slide background; Working with the notes master; Formatting the title master; Adding custom animation options; Creating a custom show; Sharing presentation ideas; Using the Pack and Go Wizard; Formatting a presentation for the Web; Exporting Notes and Handouts to Word; Saving a slide as a graphic.

## Upgrading to Office XP: Excel

1 day

This course introduces the skills necessary to upgrade to Excel. Tasks include getting started, working with the Office Assistant, using new file, formatting and worksheet features, using Excel HTML files and reviewing and sharing workbooks. Students will also learn how to import and export data, use new PivotTable, charting and graphic features, work with the data map and use Online Help. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Utilize new file features
- Use new worksheet and formatting features
- Work with formulas
- Create HTML files
- Share a workbook
- Import and export data
- Utilize new PivotTable, charting and graphics features

The following is a sample of topics discussed in the course: Working with Excel; Using the Office Assistant; Finding files based on criteria; Exploring new worksheet features; Using a template; Rotating text in a cell; Formatting dates; Using the AutoCorrect feature; Using the formula palette; Previewing a web page; Saving a worksheet as a web page; Using the reviewing toolbar; Using and saving shared workbooks; Importing data from other applications; Creating a PivotTable report; Using new chart enhancements; Creating charts - Chart Wizard; Working with drawing objects; Using the data map; Working with Online Help and Using the Help Answer Wizard.

## Upgrading to Office XP: Access

1 day

This course introduces the skills necessary to upgrade to Access. Tasks include getting started, working with the Office Assistant and tables, using advanced database features, editing tools, charts and ActiveX controls and replicating databases. Students will also how to use Access and the Internet, work with macros, export data to Excel and Word, create custom toolbars and use Online Help. After they have finished the course, participants will be able to:

- Use the Office Assistant
- Work with tables
- Use advanced database features
- Use editing tools, charts, and ActiveX controls
- Replicate databases
- Use Access and the Internet
- Work with macros
- Export data to Excel and Word
- Create custom toolbars

The following is a sample of topics discussed in the course: Using the Office Assistant; Linking data to a Access database; Selecting objects with the toolbar; Using the Table Analyzer Wizard; Using AutoFormat; Creating a chart; Adding data labels to a chart; Replicating a database; Working with hyperlinks; Opening the Macro design window; Exporting data to Excel and Word; Creating a custom toolbar; Working with Online Help and Using the Help Answer Wizard.

## Introduction to Word

1 day

This course introduces the skills necessary for the basic use of Word. These include working with the Office Assistant, basic document skills and text editing, check spelling and grammar, work with document views and print. After they have finished the course, participants will be able to:

- Work in the Word environment
- Use the Office Assistant to access help and other support functions
- Utilize basic document skills
- Edit text
- Check spelling and grammar
- Work with document views
- Print documents
- Utilize character, paragraph and document formatting
- Apply styles
- Set tabs and indent paragraphs
- Use numbers and bullets
- Work with Headers and Footers
- Use Section Breaks

The following is a sample of topics discussed in the course: Use menu commands; Use the Office Assistant; Move, delete, select and insert text; Drag and drop editing; Selecting grammar options; Switching document views; Print the current document; Format characters, paragraphs, and documents; Apply a style; Create a numbered or bulleted list; Create headers and footers; Insert a section break and Using Online Help.

## Using Word Efficiently

1 day

This course introduces the skills necessary to make everyday tasks in Word quicker and easier. These include how to insert dates and symbols, work with AutoFormat, tables and columns, edit tables, and apply borders and shading, how to insert graphics, work with drawing objects and use templates and wizards, manage Word preferences, manage files and use HTML features. After they have finished the course, participants will be able to:

- Insert dates and symbols
- Work with AutoFormat, AutoCorrect and AutoText
- Work with tables and columns
- Edit a table
- Incorporate drawing objects and graphics
- Use templates and wizards
- Utilize a custom dictionary
- Use Find and Replace
- Customize Word preferences
- Manage Files
- Use Outline View
- Save Word documents as HTML files

The following is a sample of topics discussed in the course: Inserting Date and Time; Setting AutoFormat and AutoCorrect options; Create and edit a Table; Adding Borders and Shading to text; Create a drawing object; Insert a clip art image; Creating columns; Selecting an existing template; Create an AutoText entry; Using Find and Replace options; Create a Custom Dictionary; Working in Outline View; Change font and page settings; Saving Files in HTML format and selecting Files views.

## Word: Working with Advanced Features & Long Documents

1 day

This course covers the advanced features and how to work with long documents in Word. These include using Mail Merge, sorting table data, use formulas in tables, import Excel worksheets, work with lists, use macros and forms, create a table of contents and an index, using bookmarks, footnotes and endnotes, track revisions, use comments and Microsoft graph and create master documents. After they have finished the course, participants will be able to:

- Use Mail Merge
- Merge mailing labels and catalogs
- Sort table data
- Use formulas in tables
- Import Excel Worksheets
- Work with lists
- Use forms and macros
- Format long documents
- Create a table of contents and index
- Use bookmarks, footnotes and endnotes
- Track revisions
- Use comments
- Create master documents
- Use Microsoft Graph

The following is a sample of topics discussed in the course: Working with Mail Merge; Create Mailing Labels; Designing a Table; Create a formula in a Table cell; Import an Excel Worksheet; Customize numbered/bulleted lists; Recording a macro; Creating a Form; Creating Section Headers and Footers; Using a Table of Contents and Index; Working with Bookmarks; Using Footnotes and Endnotes; Enable Revision Tracking; Inserting Comments; Using a Master Document and Working with Microsoft Graph.

**Introduction to  
WordPerfect**

1 day

This course introduces basic WordPerfect skills including creating, editing, printing, formatting, spell checking, and saving a document. Additional skills such as numbered & bulleted lists, and enhancing documents with headers and footers are also covered. After they have finished the course, participants will be able to:

- Open, close, save and rename documents
- Cut, copy and paste text within a document
- Use character and text formatting
- Use QuickWords, Format-As-You-Go and Spell-As-You-Go
- Use, understand and change fonts
- Align text, create custom tabs and use bulleted and numbered lists
- Use on-line and context sensitive Help

The following is a sample of topics discussed in the course: Exploring WordPerfect; Editing Basics with Character, Text, Paragraph, Page, and Document Formatting; Using Numbered and Bulleted Lists; Spell Checking; Using Find and Replace; Printing Documents; Using Online Help and the PerfectExpert.

**Intermediate  
WordPerfect**

1 day

This course covers intensive WordPerfect skills including advanced page formatting, graphics, watermarks, newspaper columns and many others. Additional skills such as borders and fills, and enhancing documents with headers and footers are also covered. After they have finished the course, participants will be able to:

- Use advanced page formatting and widow/orphan control
- Insert and resize graphics
- Insert and edit watermarks
- Create newspaper columns, borders and fills and styles
- Work with multiple documents
- Create tables
- Use Grammatik (grammar checker) and the thesaurus

The following is a sample of topics discussed in the course: Using advanced page formatting; Using graphics and watermarks; Working with columns; Using borders and fills; Using headers, footers and page numbers; Working with styles; Managing multiple documents; Working with tables; Working with advanced printing and Using Grammatik and the Thesaurus.

## Introduction to Excel

1 day

This course introduces the skills necessary for the productive development of workbooks. It includes tasks to explore Excel, use basic workbook skills, work with ranges, create simple formulas and copy and move data, use the Office Assistant, use page setup and print worksheets, format numbers, text and cells, work with columns and rows, and use automatic formatting & styles. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Use basic workbook skills
- Work with ranges
- Create simple formulas
- Copy and move data
- Print a workbook
- Use page setup
- Format numbers, text and cells
- Work with columns and rows
- Use automatic formatting and styles

The following topics are discussed in the course: Working with worksheets; Using the Office Assistant; Working with ranges; Using formulas; Copying, cutting and pasting data; Printing the current worksheet; Using Page Setup; Formatting numbers, text and cells; Selecting columns and rows; Applying an AutoFormat and Working with Online Help.

## Excel Database Management

1 day

This course introduces the skills necessary for adding database capabilities to a worksheet. This course also includes working with PivotTables, working with databases, the data form, using Auto Filter, import and export data and how to create and revise PivotTables. After they have finished the course, participants will be able to:

- Work with databases and the data form
- Use AutoFilter and advanced filters
- Import and export data
- Create/review PivotTables

The following is a sample of topics discussed in the course: Using a database; Creating a database; Viewing the data form; Editing data form records; Enable AutoFilter; Creating a criteria range; Using database functions; Importing data; Creating a PivotTable Report; and Exporting data to other applications.

## Excel: Working with Charts, Graphics, Files & Multiple Worksheets

1 day

This course introduces techniques for managing large or multiple worksheets and worksheet enhancements. It includes tasks such as using large worksheets, working with multiple worksheets, outlines, labels in formulas, how to manage worksheets, use HTML files, Paste special, range names, create and edit charts and drawing objects, use additional effects and objects, Auto shapes, manage data and files and customize Excel preferences. After they have finished the course, participants will be able to:

- Manage and work with multiple/large worksheets
- Work with outlines
- Use the Paste special feature
- Use range names
- Work with labels in formulas
- Create and edit charts
- Draw an object
- Incorporate additional effects and objects
- Use AutoShapes
- Customize Excel preferences
- Manage Files and Data
- Create HTML files from Excel data

The following topics are discussed in the course: Using multiple worksheets; Copying and moving data between worksheets; Expanding/collapsing an outline; Saving a worksheet as a web page; Working with paste special; Working with range names; Using labels in formulas; Using function arguments; Creating charts with the Chart Wizard; Editing charts; Working with drawing objects; Formatting graphics; Working with AutoShapes; Sorting in ascending/descending order; Setting view options and Changing workbook properties.

## Excel Advanced Functions

1 day

This course introduces the skills necessary for using the advanced functions of Excel 2000. Topics include working with data series, using advanced functions, scenarios, goal seeking, data tables and auditing tools, consolidating worksheets, work with views, use the Report Manager. Students will also learn how to utilize macros, customize toolbars and work with advanced graphing. After they have finished the course, participants will be able to:

- Work with data series
- Use advanced functions, scenarios, goal seeking, data tables and auditing tools
- Consolidate worksheets
- Solve problems
- Work with views
- Use the Report Manager
- Use , record and edit macros
- Use custom toolbars and buttons
- Modify charts
- Work with the data map

The following is a sample of topics discussed in the course: Using the Series command; Using lookup functions; Using the Scenario Manager; Using data tables; Displaying the Auditing toolbar; Consolidating worksheets; Using Solver; Using views; Working with the Report Manager; Defining macros; Recording a macro; Writing a new macro; Creating a custom toolbar; Using a macro button; Adding and removing gridlines; Using the data map and Printing the data map.

## Introduction to Access

1 day

This course introduces the basic skills necessary for using Access including working with the Office Assistant, create, edit and work with tables, find, filter and print data, create relationships, use simple queries, modifying query results, analyze tables, create basic forms and reports and use online help. After they have finished the course, participants will be able to:

- Design a basic relational database
- Use the Office Assistant to access help and other support functions
- Create, edit and work with tables
- Find, filter and print data
- Create relationships
- Use simple queries
- Modify query results
- Analyze tables
- Create basic forms and reports

The following is a sample of topics discussed in the course: Open an existing database; Using the Office Assistant; Create a new database; Designing tables; Adding records; Changing row height, column width or cell effects; Applying/removing a filter; Print table data; Create a relationship; Using the Simple Query Wizard; Adding criteria to a query; Analyzing a table; Using the Form Wizard; Using the Report Wizard, and Using the Help Answer Wizard.

## Access: Tables, Queries, Forms & Reports

1 day

This course introduces the more advanced features of tables, queries, forms and reports in Access including modifying tables, set field properties, use operators in queries, design advanced queries, create action queries, use the query wizards, work with advanced database features, manipulating controls, using Design View and designing advanced forms and reports. After they have finished the course, participants will be able to:

- Modify tables
- Set field properties
- Use operators in queries
- Design advanced queries
- Create action queries
- Create advanced queries and design Advanced Form and Report Designs using the design view
- Use editing tools

The following is a sample of topics discussed in the course: Inserting, deleting or changing a column in a table; Using field properties; Using comparison operators; Create a function query; Create a delete query; Using the Find Duplicates Query Wizard; Linking data to an Access table; Using and deleting controls; Using the toolbox; Using forms in Design View; Using reports in Design View, and Using AutoFormat.

## Access: Macros, Toolbars & Advanced Techniques

1 day

This course introduces the more advanced features of Access. Topics include charts, using subforms and subreports, other form techniques, ActiveX controls, work with indexes, replicate databases, create and use macros, work with switchboards, create custom toolbars and export data to Excel and Word. After they have finished the course, participants will be able to:

- Use charts
- Use subforms/subreports
- Use other form techniques
- Use ActiveX controls
- Work with indexes
- Replicate databases
- Use Access and the Internet
- Create and use macros and switchboards
- Create custom toolbars
- Export data to Excel and Word

The following is a sample of topics discussed in the course: Create a chart; Working with subforms/subreports; Create a form letter; Working with ActiveX controls; Create, view and delete an index; Replicating a database; Working with hyperlinks; Create, edit, save and run a Macro; Create a command button; Create a custom toolbar; Open and use a switchboard; Export data to an Excel workbook, and Create Word documents - Office Links.

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***SI International's information technology professionals can help you think through your database needs. We can assist you with difficult conversions and the creation of multi-user, relational databases using Microsoft Access.***

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## **Introduction to PowerPoint**

1 day

This course introduces the skills necessary to use PowerPoint. Topics include working with the Office Assistant, basic presentation skills, correct spelling and text errors, enhance presentation text, print, send and publish, formatting and editing text, using graphic images and tables, working with Slide Sorter view, using the Slide Master, work with drawing objects, use Slide Show view, edit multiple presentations and use Online Help. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Use basic presentation skills
- Correct spelling and text errors
- Enhance presentation text
- Print, send and publish
- Format and edit text
- Use graphic images and tables
- Use the Slide Sorter and Slide Show views
- Use the slide master
- Work with drawing objects
- Edit multiple presentations

The following is a sample of topics discussed in the course: Using the Office Assistant; Using the AutoContent Wizard; Finding and replacing text; Change font style and effect; Print a presentation; Send a presentation via e-mail; Publish a presentation on the web; Format bullets, numbers and text; Inserting clip art images; Move, copy, duplicate and delete slides in Slide Sorter View; Format the slide master; Using the Drawing toolbar; Running a slide show; View multiple presentations, and Working with Online Help.

## **PowerPoint: Creating Effective Presentations**

1 day

This course introduces the skills necessary to create effective presentations in PowerPoint. Topics include creating basic charts, customizing presentations, editing notes and handout masters, adding special effects, setup a slide show, present to a wider audience, customize toolbars, editing and importing charts, creating custom charts, organization charts, tables and export outlines and presentation slides. After they have finished the course, participants will be able to:

- Create basic, custom and organization charts
- Customize presentations
- Correct spelling and text errors
- Edit notes and handout masters
- Setup and Expand a slide show
- Present to a wider audience
- Customize toolbars
- Edit and import charts
- Use tables
- Export outlines and presentation slides

The following is a sample of topics discussed in the course: Using charts in presentations; Working with custom presentations; Working with the notes and handout masters; Adding custom animation options; Setting up a slide show; Create and delete a custom toolbar; Edit, format and insert a chart; Using organization charts; Inserting a Word table, and exporting notes and handouts to Word.

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***SI International: A Leader in Technical and Desktop Training.***

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## Introduction to Outlook

1 day

This course provides an introduction to Microsoft Outlook. Topics include working with the Office Assistant, using Outlook Messaging and managing messages, working with components, Office and Outlook messaging features, schedule with the calendar, manage contacts and work with tasks. Tasks also include using Journal, using Notes, and organizing Outlook items. After they have finished the course, participants will be able to:

- Use the Office Assistant to access help and other support functions
- Use Outlook messaging
- Manage messages
- Work with components and Office
- Use Outlook messaging features
- Schedule with the calendar
- Manage contacts
- Work with tasks
- Use the Journal and Notes
- Organize Outlook items

The following is a sample of topics discussed in the course: Starting Outlook; Using the Office Assistant; Using Outlook's e-mail features; Deleting, moving and saving a message; Creating an AutoSignature; Setting message tracking options; Scheduling an event, meeting or appointment; Adding a contact; Creating a recurring task; Adding, viewing, printing or deleting a journal entry; Creating, opening, printing or deleting a note, and Organizing Outlook items.

## Advanced Outlook

1 day

This course introduces the skills necessary for the advanced use of Outlook. Tasks include how to format Outlook message, create HTML messages, use the Address Book, working with the Rules Wizard, working offline, faxing and using the internet, work with folders and forms, customize the information viewer and the Outlook Bar, use other shortcut components and setting Outlook options. After they have finished this course, participants will be able to:

- Work with the Message window
- Format Outlook messages
- Create HTML messages
- Use the Address Book
- Work with the Rules Wizard
- Work Offline
- Work with files and applications
- Fax and use the internet
- Work with folders and forms
- Customize the information viewer
- Customize the Outlook Bar
- Use other shortcut components
- Set Outlook options

The following is a sample of topics discussed in the course: Changing the message importance level; Setting message options; Selecting a message format; Selecting a HTML message format; Working with the Address Book; Opening the Rules Wizard dialog box; Enabling offline use; Importing data to an Outlook folder; Creating and sending a fax; Scheduling a NetMeeting; Using folder properties; Setting Auto Archive properties; Adding a field to the information viewer; Hiding the Outlook bar; Using a folder shortcut; Customizing the Outlook Today page; Setting email, calendar, task, note, journal and general options, and Setting Mail Services/Internet options.

## Introduction to Microsoft Project

1 day

This course provides an overview of the features of Microsoft Project. Topics include learning how to work with tasks, views and outlines, adjust tasks, working with resources and calendars, adjust resources, assign costs and work with the critical path. After they have finished the course, participants will be able to:

- Create a project plan
- Work with, adjust, outline, move and delete tasks
- Work with views and calendars
- Assign, adjust and track resources
- Assign resources to tasks
- Assign and track costs
- Control how costs are accrued
- Track progress and actual dates
- Change task constraints
- Use the Office Assistant to access help and other support features

The following is a sample of topics discussed in the course: Managing a project; Entering, editing and filtering tasks; Inserting, deleting and moving a task; Outline, indent and outdent tasks; Working with and changing views; Using Resources; Using calendars; Viewing resource usage; Define costs, and Viewing the critical path.

## Advanced Microsoft Project

1 day

This course introduces the advanced features of Microsoft Project. Topics include working with the critical path, baselines, earned values and reports, customize project information, track the progress of a project, evaluate, distribute project data, work with multiple projects and resource pools, import and export data and work with graphics and web pages. After they have finished the course, participants will be able to:

- Customize Project information
- Filter, sort, group information
- Customize views, tables and outline codes
- Work with baselines
- Track your progress
- Evaluate and distribute Project data
- Finalize a project
- Work with multiple projects
- Import and export data
- Work with graphics and web pages

The following is a sample of topics discussed in the course: Set save and scheduling options; Using the AutoFilter feature; Creating a custom view; Working with baselines; Tracking progress; Creating a custom report; Printing a report; Marking tasks complete; Working with master projects; Using and creating resource pools; Importing and exporting data; Using graphics, and Saving a Project as an HTML file.

<b>Course Name</b>	<b>Course Length (Days)</b>	<b>Customer Site GSA Catalog Price with IFF</b>	<b>SI Site GSA Catalog Price with IFF</b>
Supporting Windows XP Professional	3	\$10,876.12	\$16,570.45
Windows 2003 Server & Active Directory	3	\$10,045.04	\$15,739.37
Supporting Windows 2000 Professional	3	\$10,045.04	\$15,739.37
Windows 2000 Server	4	\$12,538.31	\$20,130.75
Supporting Exchange Server	3	\$10,045.04	\$15,739.37
Introduction to TCP/IP	3	\$10,876.12	\$16,570.45
Basic PowerBuilder	3	\$10,045.04	\$15,739.37
Advanced PowerBuilder	3	\$10,045.04	\$15,739.37
Introduction to Visual Basic	3	\$10,876.12	\$16,570.45
Advanced Visual Basic	2	\$7,551.76	\$11,347.98
Introduction to XML	2	\$7,551.76	\$11,347.98
Introduction to HTML & Web Page Design	1	\$3,257.79	\$5,155.90
Intermediate HTML & Web Page Design	1	\$3,257.79	\$5,155.90
Advanced HTML & Web Page Development	1	\$3,257.79	\$5,155.90
Active Server Pages (ASP)	3	\$10,045.04	\$15,739.37
JAVA Programming	4	\$13,646.43	\$21,238.87
Advanced JAVA Programming	5	\$18,494.46	\$27,985.01
Introduction to JAVASCRIPT	2	\$7,551.76	\$11,347.98
Introduction to FrontPage	1	\$3,950.37	\$5,848.48
Advanced FrontPage	1	\$3,950.37	\$5,848.48
Introduction to SQL	2	\$7,551.76	\$11,347.98
Introduction to LINUX	2	\$6,859.18	\$10,655.40
Basic UNIX Workshop	2	\$6,859.18	\$10,655.40
Intermediate UNIX Workshop	2	\$6,859.18	\$10,655.40
Shell Scripting	3	\$9,352.46	\$15,046.79
UNIX System Administration	4	\$13,646.43	\$21,238.87
PERL Programming	4	\$12,538.31	\$20,130.75
Lotus Notes: System Administration I	4	\$10,322.06	\$17,914.50
Lotus Notes: System Administration II	3	\$8,382.85	\$14,077.18
Lotus Notes: Application Development I	3	\$8,382.85	\$14,077.18
Lotus Notes : Application Development II	4	\$10,322.06	\$17,914.50
Domino Messaging Administration	3	\$8,382.85	\$14,077.18
C Programming	4	\$13,646.43	\$21,238.87
C++ for Non C Programmers	4	\$13,646.43	\$21,238.87
C++ Programming	4	\$13,646.43	\$21,238.87
Advanced C++ Programming	4	\$12,538.31	\$20,130.75

<b>Course Name</b>	<b>Course Length (Days)</b>	<b>Customer Site GSA Catalog Price with IFF</b>	<b>SI Site GSA Catalog Price with IFF</b>
Programming in Visual C++	4	\$12,538.31	\$20,130.75
NetWare: User Orientation	1	\$5,058.49	\$6,956.60
NetWare : System Administration	3	\$10,876.12	\$16,570.45
NetWare: Advanced Administration	3	\$10,876.12	\$16,570.45
Netware: Installation and Configuration	2	\$7,551.76	\$11,347.98
Data Communication Technologies	3	\$10,045.04	\$15,739.37
Introduction to ORACLE	2	\$7,551.76	\$11,347.98
Introduction to ORACLE PL/SQL	2	\$7,551.76	\$11,347.98
ORACLE Reports	2	\$7,551.76	\$11,347.98
ORACLE Forms	3	\$10,045.04	\$15,739.37
A+ Certification	4	\$13,646.43	\$21,238.87
Introduction to Local Area Networks	1	\$4,504.43	\$6,402.54
PC Help Desk Support Specialist	3	\$8,382.85	\$14,077.18
Introduction to Crystal Reports	2	\$6,443.64	\$10,239.86
Advanced Crystal Reports	2	\$6,443.64	\$10,239.86
<b><u>IL Technical Training By-The-Day</u></b>			
IL Technical Training - 1 day	1	\$4,504.43	\$6,402.54
IL Technical Training - 2 day	2	\$6,443.64	\$10,239.86
IL Technical Training - 3 day	3	\$8,382.85	\$14,077.18
IL Technical Training - 4 day	4	\$10,322.06	\$17,914.50
IL Technical Training - 5 day	5	\$12,261.28	\$21,751.82
<b><u>End User Training By-the-Day</u></b>			
IL Technical Training - 1 day	1	\$1,059.42	\$2,957.53
IL Technical Training -2 day	2	\$1,544.23	\$5,340.45
IL Technical Training - 3 day	3	\$2,118.83	\$7,813.16
<b><u>Desktop Training</u></b>			
Upgrading to Windows XP	1	\$969.61	\$2,867.72
Windows XP Fundamentals	1	\$969.61	\$2,867.72
PC Basics	1	\$969.61	\$2,867.72
Upgrading to Office XP: Word	1	\$969.61	\$2,867.72
Upgrading to Office XP: PowerPoint	1	\$969.61	\$2,867.72
Upgrading to Office XP: Excel	1	\$969.61	\$2,867.72
Upgrading to Office XP: Access	1	\$969.61	\$2,867.72
Introduction to Word	1	\$969.61	\$2,867.72

Course Name	Course Length (Days)	Customer Site GSA Catalog Price with IFF	SI Site GSA Catalog Price with IFF
Using Word Efficiently	1	\$969.61	\$2,867.72
Word: Working with Advanced Features & Long Documents	1	\$969.61	\$2,867.72
Introduction to WordPerfect	1	\$969.61	\$2,867.72
Intermediate WordPerfect	1	\$969.61	\$2,867.72
Introduction to Excel	1	\$969.61	\$2,867.72
Excel Working with Charts, Graphics, Files & Multiple Worksheets	1	\$969.61	\$2,867.72
Excel Database Management	1	\$969.61	\$2,867.72
Excel Advanced Functions	1	\$969.61	\$2,867.72
Introduction to Access	1	\$969.61	\$2,867.72
Access Tables, Queries, Forms and Reports	1	\$969.61	\$2,867.72
Access Macros, Toolbars and Advanced Techniques	1	\$969.61	\$2,867.72
Introduction to PowerPoint	1	\$969.61	\$2,867.72
PowerPoint Creating Effective Presentations	1	\$969.61	\$2,867.72
Introduction to Outlook	1	\$969.61	\$2,867.72
Advanced Outlook	1	\$969.61	\$2,867.72
Introduction to Microsoft Project	1	\$969.61	\$2,867.72
Advanced Microsoft Project	1	\$969.61	\$2,867.72

Note: Prices include .75% Industrial Funding Fee

**Pricing Assumptions:**

- All classes - 12 Students/class
- All Instructors - Approved Subcontractors
- Desktop Books - PTS Library

**Volume discounts** are offered based on total aggregate sales in one calendar year from one federal ordering office as follows:

\$100,000	2%	\$1,000,000	5%
\$250,000	3%	\$1,500,000	6%
\$500,000	4%		