

# **Defense Contract Audit Agency**

## **Catalog of Courses**

### **FY 2005**

**(By The Defense Contract Audit Institute)**

This catalog has six sections. The "About DCAI" section provides basic information about the Defense Contract Audit Institute (DCAI). The remaining sections provide listings and descriptions of each DCAA course except the Technical Specialist Workshops. Course descriptions for them will be incorporated upon finalization of the workshop schedule. Non-DCAA courses include a list of recommended non-DCAA training.

**About DCAI**

**CMTL Courses**

**Resident Courses**

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**Technical Specialist Workshops**

**Non-DCAA Courses**

## About DCAI

The mission of the Defense Contract Audit Institute (DCAI) is to provide the knowledge and skills training necessary for auditors to attain the competency level required to perform the highest quality audits possible for its customers and assist the Agency in meeting its overall strategic plan.

DCAI develops and delivers training for DCAA personnel from its location on the University of Memphis South Campus in Memphis, Tennessee. DCAI currently offers the following types of training:

- **CMTL Courses** – Computer Managed Training Library (CMTL) include interactive self-study courses and integrated multimedia courseware.
- **Resident Courses** – Formal instructor-led courses conducted at DCAI.
- **Seminars** – Formal instructor-led one and two day courses conducted at various DCAA locations.

DCAI is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).



DCAI is registered with the National Association of State Boards of Accountancy (NASBA) as a Quality Assurance Service (QAS) sponsor of continuing professional education. Participating state boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the Quality Assurance Service, 150 Fourth Avenue North, Nashville, TN, 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).



DCAI is accredited by the Commission of the Council on Occupational Education. Students who register for and/or complete training courses at DCAI and have a grievance should discuss the issue with the instructor, Chief of the Training Branch, and Manager, DCAI. Grievances not settled by DCAI should be forwarded to Council on Occupational Education; 41 Perimeter Center East, NE, Suite 640; Atlanta, GA 30346; 800.917.2081 or fax 770.396.3790. (COE ID# 270400)



## About DCAI continued

Sponsored learning activities are measured by program length, with one 50-minute period equal to one CPE credit. One-half CPE credit increments (equal to 25 minutes) are permitted after the first credit has been earned in a given learning activity. Please note that not all state boards have adopted this rule. Some participants may not be able to use one-half credit increments.

Additional information regarding DCAI's administrative policies such as complaint and refund and/or available training can be obtained from DCAI's Intranet site (DCAA personnel only) or by contacting DCAI directly:

Address: 4075 Park Ave., Memphis, TN 38111

Phone: (901) 325-6100, E-mail: DCAA-DCAI@dcaa.mil, FAX: (901) 325-6350

***Note To Users Printing This Catalog:***

*The catalog is organized by type of training. Within each type, the course descriptions are provided in course number order. (09/01/2004)*

## Non-DCAA Courses

DCAI coordinates with other government and non-government agencies for training not generally available to the DCAA regions and/or that must be centrally managed. This includes training at government facilities that use "shared facility agreements" such as the Office of Personnel Management.

Most non-DCAA supervisory, managerial, and executive level education and training courses are coordinated by DCAI. This includes OPM Management Development Centers, OPM Federal Executive Institute and the Director's Fellowship Program in Management. Training courses offered by the Defense Acquisition University (DAU) are also coordinated by DCAI for registration. Local training courses offered by non-DCAI activities, such as the Graduate School, USDA, are not centrally managed by DCAI.

Following is the current list of non-DCAA courses recommended by DCAI. This list is not all inclusive of sponsors or courses. DCAA employees should consult DCAI's Intranet site or contact [DCAI](#) directly for additional information. All others should contact the training sponsor directly.

Training Sponsor	Recommended Courses
Brookings Institution 800.925.5730 <a href="http://www.brook.edu">www.brook.edu</a>	Emerging Issues in Public Management Executive Leadership in a Changing Environment Benchmarking Innovative Practices in American Business
OPM Management Development Centers 304.870.8008 <a href="http://www.leadership.opm.gov">www.leadership.opm.gov</a>	Seminar For New Managers Executive Development Seminar: Leading Change Management Development Seminar
Central Michigan University/ Defense Contract Audit Institute 901.325.6109 Email: DCAA-DCAI@dcaa.mil	Director's Fellowship Program in Management
Graduate School, USDA 888.744.4723 <a href="http://www.grad.usda.gov">www.grad.usda.gov</a>	Introduction to Supervision Assessing the Reliability of Computer Processes Data Auditing Computer Networks Auditing in a Paperless Environment Contract and Procurement Fraud Integrating the Internet into the Audit Process Prevention and Detection of Fraud
Defense Acquisition University 888.284.4906 <a href="http://www.dau.mil">www.dau.mil</a>	FIN 250, Earned Value Management BCF 102, Fundamentals of Earned Value Management
OPM Federal Executive Institute 804.980.6200 <a href="http://www.leadership.opm.gov">www.leadership.opm.gov</a>	Leadership for A Democratic Society