DCAA
DEFENSE CONTRACT AUDIT AGENCY

Course Catalog
FY 2018

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This catalog has five 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. Non-DCAA courses include a list of recommended non-DCAA training.

About DCAI

E-learning Courses

Resident Courses

Blended Courses

Non-DCAA Courses

About DCAI

The mission of the Defense Contract Audit Institute (DCAI) is to support the Agency's Strategic Plan by providing the knowledge and skills required to achieve the highest quality audits at each career milestone of every DCAA auditor, from entry to expert.

DCAI develops and delivers training for DCAA personnel from its location in Atlanta, Georgia. DCAI currently offers the following types of training:

e-Learning Courses – Includes interactive self- study courses and integrated multimedia courseware.
Resident Courses – Formal instructor-led courses conducted at DCAI.
Blended Courses -- Training combines methods (self-study, classroom and/or on-line parts) into a single credit event. CPE is only awarded upon completion of all parts.
Distance Learning – Intranet-based courses, instructor-led interactive.

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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.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. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding QAS program sponsors may be submitted to NASBA through its website: www.learningmarket.org.

DCAI is accredited by the Commission of the Council on Occupational Education. Students who register for or complete training courses at DCAI and have a grievance should discuss the issue with the Course Manager, Training Support Branch, Administrative Officer, and Chief Learning Officer. Grievances not settled by DCAI should be forwarded to Council on Occupational Education; 7840 Roswell Road, Building 300, Suite 325; Atlanta, GA 30350; 800.917.2081 or fax 770.396.3790. (COE ID# 270400) Website: www.council.org.

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 also permitted however can only be earned after the first full credit in a given learning activity in resident courses. Please note that not all state boards have adopted this rule. Some participants may not be able to use one-half credit increments.

DCAI continually updates course material to ensure that content remains current, accurate and complete in regard to DCAA policy, CAM, FAR, DFARS, CAS, GAGAS, and any other changes promulgated by an authoritative body.

DCAA employees and other DoD employees attend courses free of tuition charges. Employees of other federal agencies may attend resident courses for a tuition rate set annually by DCAA and paid by the sending agency. Tuition refunds to agencies outside of DoD will be made in cases of course cancellation or other circumstances beyond the control of the individual. Tuition refunds will be made to the paying agency, not to the individual in the event that a refund is required. Inquiries or complaints involving these DCAI sponsored training programs should be directed to the Chief Learning Officer, DCAI at:

10 Glenlake Parkway
South Tower, Suite 200
Atlanta, GA 30328
Phone: (571) 448-2009
E-mail: DCAI-Registrar@dcaa.mil

Note To Users Printing This Catalog:
The catalog is organized by type of training. Within each type, the course descriptions are provided in numerical order.

Non-DCAA Courses

DCAI coordinates with other government and non-government agencies for training not generally available to the DCAA regions 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 education and training courses for supervisors, managers, and executives are coordinated by DCAI. This includes OPM Management Development Centers, OPM Federal Executive Institute, and the Director's Developmental Program in Leadership (DDPL). Training courses offered by the Defense Acquisition University (DAU) are also coordinated by DCAI for registration. Local training courses offered by non-DCAA activities, such as the Graduate School (formerly USDA) and the Government Online Learning Center (GoLearn) are not centrally managed by DCAI. When taking courses not conducted or managed by DCAI, individuals should submit an SF182, Authorization, Agreement, and Certification of Training, through their normal approving authority.

Following is a partial list of non-DCAA courses previously used by DCAA. This list is not all- inclusive of sponsors or courses. Inclusion in this list does not imply Agency or government endorsement of the course, institution, or company providing training. DCAA employees should consult DCAI's Intranet site or contact DCAI or the training sponsor directly for additional information. The courses are listed in general categories, and are available to any employee requiring the training except as noted.

Administrative and General Office Skills

Training Sponsor	Available Courses
USA Learning (Formerly golearn.gov)	Administrative Assistance Skills
	Punctuating with Skill
	Writing Effective business Documents
	Developing Fundamental
	Critical Thinking Skills
	Basics of Learning
	USA Learning also has numerous courses in using desktop computers (e.g. Windows, MS Word, MS Excel, etc.)
The Graduate School	Administrative Officers Seminar
	Creative Problem Solving
	Office Management
	Managing Multiple Priorities
	Basic Communication Skills
	Fundamentals of Writing
	Proofreading

Auditing

Training Sponsor	Available Courses
The Graduate School	Auditing and general government service courses such as: Auditing Computer Networks Auditing in a Paperless Environment Contract and Procurement Fraud Prevention and Detection of Fraud
Defense Acquisition University 888.284.4906	ACQ 101, Fundamentals of Systems Acquisition Management EVM 101, Fundamentals of Earned Value Management

Information Technology

Training Sponsor	Available Courses
USA Learning	USA Learning has an extensive list of IT courses, including the entire SkillSoft IT Library, with courses in networking, security, etc. Many courses for IT certifications are available through USA Learning.
The Graduate School	Information Technology Online Network and Operating Systems Online Security Internet Courses
Computer Technology Industry Associations (CompTIA)*	A+ Certification Security+ Certification Network+ Certification
International Information Systems Security Certification Consortium ((ISC)2)*	Certified Information Systems Security Professional (CISSP) System Security Certified Practitioner (SSCP)
Information System Audit and Control Association (ISACA)*	Certified Information Security Manager (CISM) Certified Information Systems Auditor (CISA)
SANS Institute* * For more information contact Mark Frank at 703.767.1720	GIAC Security Essentials Certification (GSEC) GIAC Security Leadership Certification (GSLC) GIAC Security Expert (GSE) GIAC Information Security Fundamentals (GISF) GIAC Security Essentials Certification (GSEC) GIAC Security Leadership Certification (GSLC) GIAC Security Expert (GSE) GIAC Information Security Fundamentals (GISF)

Executive Education and Leadership Development Programs

Training Sponsor	Available Courses
Defense Senior Leader Development Program	This program is a competitive, limited opportunity (GS14/GS15) program designed to develop senior leaders for DoD. Applications are submitted in the summer for entry to the program early in the following calendar year. The two-year program includes attendance at one of the DoD senior professional military education schools.
Executive Leader Development Program	DoD program which provides exposure to the roles and missions of DoD. DCAA sends one person to this program annually, and applications are solicited in the Spring. Available to GS12 through GS14.
Defense Civilian Emerging Leader Program	This DoD program is for GS7 through GS12 auditors and human resources staff. Attendance is by application, and is limited each year. Applications are solicited in the Spring.
Center for Creative Leadership	Leadership at the Peak
OPM Management Development Centers 304.870.8008	Executive Development Seminar: Leading Change
OPM Federal Executive Institute 804.980.6200	Executive Communication Skills: Leading the Process of Change Leadership for a Democratic Society (Limited attendance by Agency nomination only)
Darden School of Business University of Virginia	Executive Education Leadership for Extraordinary Performance
Kellogg School of Management Northwestern University	Energizing People for Performance Reinventing Leadership: A Breakthrough Approach
Brookings Institute	Emerging Issues in Public Management Executive Leadership in a Changing Environment Problem Solving and Critical Thinking

Management Training

Training Sponsor	Available Courses
OPM Management Development Centers 304.870.8008	Seminar for New Managers Management Development Seminar

Other DOD Training

Training Sponsor	Available Courses
FM LMS iCompass	DoD LMS iCompass is the main site for obtaining the DoD FM Certification. The courses developed specifically for the FM certification program should be launched from this site. The site is used to establish the curriculum for the assigned certification level; record and document completion of the requirements; record supervisory approval; and obtain the approval for certification when all requirements are complete.
FM MyLearn	DoD myLearn is the gateway to professional opportunities. It contains a comprehensive DoD FM Learning catalog, with courses offered by the military departments, defense agencies, other federal sources, and some commercial entities. Employees may use this site to find courses to satisfy competencies for their certification levels. This site will be useful especially for non-511 employees to determine whether past training courses have been aligned with FM competencies.

Special Educational Opportunities

OPM has recently entered into agreements with the University of Maryland University College and Champlain College to provide discounted out-of-state tuition rates to federal employees and their dependents. Additional information about the program and links to register for courses can be found at http://www.opm.gov/blogs/Director/2015/4/20/A-New-Educational-Alliance/.

Human Resources

Human Resources University (HRU) is designed to address competency and skill gaps within the HR community and provides supervisors, managers, and executives with critical leadership competencies and HR technical knowledge to succeed. A user must register with the site to access the free online courses. To access, go to: https://hru.gov.

DCAI Course Listing

(Click course for full description)

AUD100 | New Hire Onboarding Week 1   (Live)
AUD101 | Basic Contract Auditing Skills   (Live)
AUD102 | Audit Applications   (Live)
AUD104 | Developing an Effective Audit Report   (Live)
AUD104S | Developing an Effective Audit Report for Supervisors   (Live)
AUD125 | Mandatory Annual Audit Requirements (MAARs)   (Live)
AUD210 | Incurred Cost   (Live)
AUD230 | Cost Accounting Standards   (Live)
AUD250 | Forward Pricing - 21000 Assignments   (Live)
AUD255 | Forward Pricing Rate Proposals   (Live)
AUD260 | Statistical Sampling - Part 1   (Live)
AUD261 | Statistical Sampling - Parts 2 & 3   (Live)
AUD270 | Regression Analysis - Part 1   (Live)
AUD271 | Regression Analysis - Parts 2 & 3   (Live)
AUD275 | Improvement Curves   (Live)
AUD320 | Audit Of Terminated Contracts   (Live)
AUD335 | Cost Impact Proposals   (Live)
CMP200 | Coaching Essentials   (Live)
CMP210 | Mentoring Essentials (Mentor)   (Live)
CMP210S | Mentoring Essentials (Mentee)   (Live)
COM111 | Briefing Techniques   (Live)
COM113 | Effective Writing for Supervisors   (Live)
COM120 | Conflict Management Through Difficult Conversations   (Live)
COM130 | Developing Trust for High Performing Teams   (Live)
COM150 | Interpersonal Relations   (Live)
LDR200 | Leading Self and Teams   (Live)
LDR201 | Decision Making for Leaders   (Live)
LDR202 | Operational Planning for Leaders   (Live)
LDR205 | Leadership and Team Productivity   (Live)
LDR209 | Problem Solving Leadership   (Live)
LDR210 | Super-Auditor to Super-Visor   (Live)
LDR302 | Emotional Intelligence   (Live)
LDR309 | Situational Leadership   (Live)
LDR408 | Forming a Strategic Vision   (Live)
MGT110 | Time Management   (Live)
MGT200 | Supervisor Cornerstone Course   (Live)
MGT211 | Auditor Interview and Interpersonal Reactions   (Live)
MGT214 | COGNOS/Impromptu Reports   (Live)
MGT220 | Work and Project Management   (Live)
MGT250 | Administration & Management of Audits   (Live)
MGT280 | Knowing Your Critical Thinking Style   (Live)
MGT300 | Managers Cornerstone Course   (Live)
1228 | Introduction to Database Query Tools   (e-learning)
1271 | Permanent Files   (e-learning)
1505 | CAS for the New Hire   (e-learning)
1570 | CAS - Administration and Coverage   (e-learning)
1571 | CAS 401, 402, and 405   (e-learning)
1572 | CAS 403, 410, 418 and 420   (e-learning)
1573 | CAS 404 and 409   (e-learning)

1574 | CAS 414 and 417   (e-learning)
1575 | CAS 406 - Cost Accounting Period   (e-learning)
1576 | CAS 408 and 415   (e-learning)
1577 | CAS 407 - Standard Costs for Direct Matl. & Labor   (e-learning)
1578 | CAS 416 - Accounting for Insurance Costs   (e-learning)
1579 | CAS 411 - Acct. for Acquisition Cost of Material   (e-learning)
1581 | CAS 412 and 413   (e-learning)
1601 | FAR Part 31, Specifically Allowable and Unallowable Costs   (e-learning)
1602 | FAR Part 31 - Allowable Costs with Restrictions (Nonemployee Related)   (e-learning)
1603 | FAR Part 31 - Allowable Costs with Restrictions (Employee)   (e-learning)
1650 | Leases   (e-learning)
2213 | Terminations: Criteria, Intro. & Gen. Audit Steps   (e-learning)
2214 | Terminations: Term. Proposals & Term. Inventory   (e-learning)
2215 | Terminations: Audit of Terminations Proposals   (e-learning)
2311 | Postaward Audit   (e-learning)
2421 | Equitable Adjustments and the Audit Approach   (e-learning)
2422 | Equitable Adj. Costs and the Eichleay Formula   (e-learning)
7051 | APPS for Professional Support Workforce   (e-learning)
7310 | Handling of Contractor Proprietary Data   (e-learning)
8611 | EEO for Supervisors   (e-learning)
8655 | Human Resources for Supervisors   (e-learning)
8675 | Basic Labor Relations Training for Supervisors   (e-learning)
9005 | Comp Time Off for Travel   (e-learning)
9310 | Auditor Testimony in BCA Proceedings   (e-learning)
AUD103E | Effective Grammar and Audit Report Formatting   (e-learning)
AUD126E | Briefing Contracts   (e-learning)
AUD190E | Orientation to DCAA   (e-learning)
AUD191E | Orientation to DCAA Contract Audits   (e-learning)
AUD192E | GAGAS   (e-learning)
CMP100E | Coaching Program Overview   (e-learning)
COM112E | Plain Language   (e-learning)
LDR100E | What it Takes to Lead   (e-learning)
LDR101E | Agile Leadership   (e-learning)
LDR102E | Public Service Motivation   (e-learning)
LDR408E | Forming a Strategic Vision   (e-learning)
MGT200E | Supervisor Cornerstone   (e-learning)
MGT205E | Leading Change   (e-learning)
OTS100E | ERP Familiarization   (e-learning)

No. AUD100, New Hire Onboarding Week 1

CPE: 4 Hours **Type:** Group-Live **Course Level:** Basic

Course Description: The purpose of this course is to introduce the new hire to DCAA, provide administrative resource information, and deliver a basic understanding of contract audit. This is Week One of the two-week New Hire Onboarding Course. All new hires will attend this course on their first day of employment with the Agency. Students will receive their laptops and CAC cards during this week of New Hire Onboarding. In addition, students will complete all human resource and mandatory online training requirements. Administrative employees will be dismissed at 11:00 am on Friday. Auditor employees will not be dismissed until 4:20 on Friday. The New Hire Onboarding course will continue for auditor employees on Monday. See course description for AUD100A-Week Two for second week course information.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All DCAA new hire employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	4.0 Hours

No. AUD101, Basic Contract Auditing Skills

CPE: 72 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	The purpose of the Basic Contract Audit Skills (BCAS) course is to prepare new hire auditors to perform basic audit tasks which are fundamental to contract auditing. BCAS is the second course a new hire will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week training course of basic concepts, techniques, and procedures of DCAA contract auditing. BCAS introduces the new hire auditors to Generally Accepted Government Auditing Standards (GAGAS), provides insight and promotes awareness of audit criteria requirements, concentrates on the need for effective communication with our stakeholders, and walks the new hires through the audit process beginning with the rule of engagements through issuance of the final audit report. The BCAS course teaches the new hire auditors the essence of critical thinking and auditor skepticism by engaging them in hands-on application exercises (many of which are group exercises, while others are individual research and writing exercises). The applications they learn in this class readily prepares them for the next Audit Applications class in the New Hire Continuum. The Agency expects new auditors to attend this course approximately 30 days after completion of AUD100A-New Hire Onboarding.
Prerequisite Course(s):	No. 7310, Handling of Contractor Proprietary Data No. ITA101, Insider Threat Awareness No. PA101, New Employee Privacy Act No. SEC101, Security Orientation No. AUD100A, Onboarding Week 2 No. POL197E, Independence
Other Prerequisites:	Attendees need a basic proficiency in Microsoft Windows and Office applications.
Target Audience:	New auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	72.0 Hours
DAWIA: Basic Contract Auditing Skills (L1)	0.0 Hours

No. AUD102, Audit Applications

CPE: 72 Hours | **Type:** Group-Live | **Course Level:** Basic

Course Description:	The purpose of this course is to prepare the new hire auditor the skills to apply basic audit methods to plan and conduct an Incurred Cost audit and a Forward Pricing audit. This course is the third course an auditor will take in the New Hire Continuum of courses (New Hire Onboarding, Basic Contract Audit Skills, Audit Applications, and focused training events). It is a 2-week contract auditing course which prepares the auditor to apply basic audit methods to plan and conduct an Incurred Cost audit and a Forward Pricing audit. Class discussions, practical exercises, and case studies are used to highlight problem areas and evaluate alternative courses of action. The Agency expects new auditors to attend this course approximately 8-10 weeks after completion of Basic Contract Audit Skills.

Prerequisite Course(s): No. AUD101, Basic Contract Auditing Skills

Other Prerequisites:

Target Audience: New hire auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	72.0 Hours
DAWIA: Audit Applications (L1)	0.0 Hours

No. AUD104, Developing an Effective Audit Report

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	The purpose of this course is to provide students with the tools to develop a clear and concise audit report that supports the audit opinion and allows the contracting officer to understand the findings and make an informed decision. Effectively communicating audit findings in an efficient manner is a critical skill for auditors at all levels and high-quality audit reports are an essential communication tool. By participating in this course, auditors at all levels will learn the components of an effective audit report and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to peers, supervisors, contracting officers, the contractor, executives and policy-level readers. Developing an Effective Audit Report is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the techniques learned throughout the course.

Prerequisite Course(s):   No. AUD103E, Effective Grammar and Audit Report Formatting

Other Prerequisites:

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	30.0 Hours
GAGAS: Communications	4.0 Hours

No. AUD104S, Developing an Effective Audit Report for Supervisors

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	The purpose of this course is to provide SUPERVISORS with the tools to develop a clear and concise audit report that supports the audit opinion and allows the contracting officer to understand the findings and make an informed decision. Effectively communicating audit findings in an efficient manner is a critical skill for auditors at all levels and high-quality audit reports are an essential communication tool. By participating in this course, auditors at all levels will learn the components of an effective audit report and how to organize reports that meet professional standards, elicit management action, and communicate crucial messages to peers, supervisors, contracting officers, the contractor, executives and policy-level readers. Developing an Effective Audit Report is a hands-on course that focuses on the organization and structure of audit reports, and includes case study activities for practicing the techniques learned throughout the course.
Prerequisite Course(s):	No. AUD103E, Effective Grammar and Audit Report Formatting
Other Prerequisites:	Attendees MUST be current GS-13 and above who supervise or review audit reports. Prior to attending the course, students should familiarize themselves with the components of the audit report.
Target Audience:	Supervisors

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	34.0 Hours

No. AUD125, Mandatory Annual Audit Requirements (MAARs)

CPE: 15 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	The purpose of this course is to provide auditors with basic knowledge of the Mandatory Annual Audit Requirements (MAARs). Course information includes the purpose and fundamentals of each MAAR, and guidance on proper audit techniques to perform and successfully complete the MAARs.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	Auditors with less than 3 years of Incurred Cost audit experience.

Subject Matter Area(s)	Hours
GAGAS: Accounting-Governmental	15.0 Hours

No. AUD210, Incurred Cost

CPE: 31 Hours   **Type:** Group-Live   **Course Level:** Intermediate

Course Description:

This course is focused on the incurred cost audit. The course covers:

- The overarching concepts related to performing an incurred cost assignment
- The risk assessment when planning an incurred cost audit
- The detailed working paper sections of an incurred cost audit
- Specific areas of costs
- Reporting the results

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	31.0 Hours

No. AUD230, Cost Accounting Standards

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Advanced

Course Description:	Live course (5 days) This course is designed to provide the field auditor the ability to apply the Cost Accounting Standards Board (CASB) rules, regulations, and standards most often encountered, including CAS-coverage, direct and indirect cost allocation, cost accounting practice changes, and cost impacts.
Prerequisite Course(s):	None
Other Prerequisites:	
Target Audience:	GS-11 and above auditors with at least two years of DCAA service.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	34.0 Hours

No. AUD250, Forward Pricing - 21000 Assignments

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Intermediate

Course Description:	This is a course designed to cover the following topics related to forward pricing proposal audits: (1) communication with contracting officers and contractors, (2) planning considerations completed during the risk assessment, (3) select topics related to auditing direct labor and direct materials, (4) issues to consider when auditing indirect rates as part of a 21000 audit, (5) details on auditing subcontracts including contractor requirements and audit tests performed, and (6) audit opinions and the effect reservations have on audit opinions. Overall, this course helps to clarify Agency expectations in various sections of a forward pricing proposal audit.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	34.0 Hours

No. AUD255, Forward Pricing Rate Proposals

CPE: 34 Hours   **Type:** Group-Live   **Course Level:**

Course Description:	The course will begin with an introduction to the FPRA process and an overview of the current environment and background. Auditors will learn how to plan for pre-submission work as well as how to coordinate with DCMA on the Cost Monitoring Plan. The course will provide guidance and exercises to prepare the auditor to evaluate proposed direct labor rates and indirect rates for compliance with FAR and CAS (if applicable). The course will also present guidance and exercises to enable the auditor to effectively evaluate proposed corporate, intermediate home office, and shared services allocations from other divisions. The course will conclude with guidance and exercises for evaluating contractor proposals for adequacy in accordance with the DFARS criteria and reporting audit results to meet the needs of the requester.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	Auditors who need guidance and training on performing a Forward Pricing Rate Proposal audit

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	34.0 Hours

No. AUD260, Statistical Sampling - Part 1

CPE: 0 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Live course (5 days) This course focuses on the application of statistical sampling computer assisted audit techniques. It blends live classroom instruction and virtual classroom instruction with performing a real-life statistical sample, as follows: Part 1 Classroom Session (40 Duty Hours) - A five day live classroom format focusing on fundamental statistical sampling principles and hands-on use of EZ-Quant's Statistical Sampling Module for data input and results evaluation. Part 2 Distance Learning Session (6 Duty Hours) - A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life statistical sampling application to use as a class case problem -- focusing on planning and, if applicable, selection or evaluation of the real-life statistical sampling application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 Field Application - The student's supervisor will monitor performance, review the statistical sampling application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process. Course credit requires satisfactory completion of all three parts. Failure to attend the scheduled Part 2 session negates the Part 1 completion. Course credit is awarded only upon the supervisor's certification of the statistical sampling application completion. Supervisor certification must occur within 120 days of Part 1 completion or CPE will not be awarded.
Prerequisite Course(s):	None
Other Prerequisites:	Completion of Part 1 is required for Part 2 attendance. Completion of the scheduled Part 2 is required or the student must repeat Part 1. For Parts 2 and 3, the student must have a real-life statistical sampling application for use as the course case study. For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps -- other than the finalizing the statistical sampling analysis plan itself -- and have this planning information available for use during this session.
Target Audience:	All auditors after their first 12 months as an auditor. (Supervisors and senior auditors are encouraged to take this course if they have not taken Statistical Sampling within the past 5 years.)

Subject Matter Area(s)	Hours
GAGAS: Statistics	0.0 Hours

No. AUD261, Statistical Sampling - Parts 2 & 3

CPE: 44 Hours   **Type:** Group-Internet Based   **Course Level:** Intermediate

Course Description:	Part 2 Distance Learning Session (6 Duty Hours) -- A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life statistical sampling to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 -- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.
Prerequisite Course(s):	No. AUD260, Statistical Sampling - Part 1
Other Prerequisites:	For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps.
Target Audience:	DCAA auditors

Subject Matter Area(s)	Hours
GAGAS: Statistics	44.0 Hours

No. AUD270, Regression Analysis - Part 1

CPE: 0 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:

Live course (5 days)
This course focuses on the application of simple linear regression and multiple regression computer assisted audit techniques. Students will be able to apply both simple and multiple regression analysis techniques in evaluating contractor forecasted and incurred indirect rate submissions. They will be able to identify common problems which occur in the field when regression analysis techniques are applied, understand the basic concepts of regression analysis and proper application of regression analysis. It blends live classroom instruction and virtual classroom instruction with performing a real-life regression analysis, as follows:

- Part 1 Classroom Session (40 Duty Hours) - A five day live course focusing on fundamentals of regression using EZ-Quant's Modules, data input and results interpretation and evaluation.

- Part 2 Distance Learning Session (6 Duty Hours) - A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application.

- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.

Prerequisite Course(s):   No. 1201, Audit Applications

Other Prerequisites:

Completion of Part 1 is required for Part 2 attendance.
Completion of the scheduled Part 2 is required or the student must repeat Part 1.
For Parts 2 and 3, the student must have a real-life regression application for use as the course case study.
For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps -- other than the finalizing the regression analysis plan itself -- and have this planning information available for use during this session.

Target Audience: DCAA auditors

Subject Matter Area(s)	Hours
GAGAS: Statistics	0.0 Hours

No. AUD271, Regression Analysis - Parts 2 & 3

CPE: 44 Hours   **Type:** Group-Internet Based   **Course Level:** Basic

Course Description:	Part 2 Distance Learning Session (6 Duty Hours) -- A one day virtual classroom session scheduled approximately 30 days after Part 1. It utilizes teleconferencing and online meeting software allowing the student to interact with the instructor and other students while remaining at his/her post of duty. This session requires the student to have a real-life regression application to use as a class case problem -- focusing on planning and, if applicable, evaluation of the real-life application. The student will receive constructive feedback from the other students and the instructor to consider in finalizing the application. Part 3 -- Part 3 Field Application (8 Duty Hours) - The student's supervisor will monitor performance, review the application, and certify (within 120 days of Part 1 completion) that the application was completed by the student and complied with Agency policy. DCAI will provide an automated certification process.
Prerequisite Course(s):	No. AUD270, Regression Analysis - Part 1
Other Prerequisites:	For Part 2, as a minimum, the student should complete the assignment's risk analysis and planning steps.
Target Audience:	DCAA auditors

Subject Matter Area(s)	Hours
GAGAS: Statistics	44.0 Hours

No. AUD275, Improvement Curves

CPE: 27.5 Hours　　　　　**Type:** Group-Live　　　　　**Course Level:** Intermediate

Course Description:	The course will focus on identifying situations and applying improvement curve techniques as an audit tool to evaluate cost/hours associated with repetitive tasks performed by contractors in producing supplies and/or services. The course will discuss improvement curve theory, data requirements, potential applications, and evaluation of results.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Statistics	27.5 Hours

No. AUD320, Audit Of Terminated Contracts

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Live course (5 days) The Audit of Terminated Contracts course is designed for auditors that have taken the three Termination CMTL Courses 2213, 2214 and 2215 as prerequisites within sixty days prior to attending this live course. (It is suggested that if you completed the prerequisites more than sixty days ago, a review of the CMTL contents will be beneficial as you prepare for the live course) Students will review the basic concepts, techniques, and procedures of performing DCAA termination audits. Class discussions, practical exercises, and group case studies are used for the student to develop techniques related to performing termination audits.
Prerequisite Course(s):	None
Other Prerequisites:	
Target Audience:	Open to all auditors who have completed the prerequisites.

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	34.0 Hours

No. AUD335, Cost Impact Proposals

CPE: 15 Hours   **Type:** Group-Live   **Course Level:** Intermediate

Course Description:	This course addresses the audit evaluation of cost impact proposals (DMIS Code 19500) resulting from changes in cost accounting practice or CAS noncompliances. Upon completion, the student will be able to evaluate a general dollar magnitude or detailed cost impact proposal using applicable regulations and Agency guidance.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	15.0 Hours

No. CMP200, Coaching Essentials

CPE: 21 Hours | **Type:** Group-Live | **Course Level:** Intermediate

Course Description:	The 3-day course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include feedback from a coaching practices inventory, a coaching skills practice, and avoiding coaching derailers.
Prerequisite Course(s):	No. CMP100E, Coaching Program Overview
Other Prerequisites:	1. Read DCAA Instruction 1430.5 2. Participate in a Coaching Q&A Skype Meeting. Contact DCAACoachingProgram@dcaa.mil to register 3. Complete LBA2 Assessment. A link to the assessment will be sent to you from the Ken Blanchard Companies 6 weeks prior to the class start date.
Target Audience:	All DCAA Coaches

Subject Matter Area(s)	Hours
GAGAS: Personal Development	21.0 Hours

No. CMP210, Mentoring Essentials (Mentor)

CPE: 21 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	The course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include Building and supporting effective personal and professional relationships, Providing objective guidance and feedback, facilitating reflective thinking, Setting goals for personal growth and learning, Taking ownership of personal growth and learning, Asking for and receiving feedback, and Reflecting on experiences and lessons learned for future application.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	21.0 Hours

No. CMP210S, Mentoring Essentials (Mentee)

CPE: 7 Hours   **Type:**   **Course Level:**

Course Description:	The course was designed using principles of adult learning. Instructional strategies such as small group activities, case study reviews, and role-play actively engage participants in the learning process. Topics for the training include Building and supporting effective personal and professional relationships, Providing objective guidance and feedback, facilitating reflective thinking, Setting goals for personal growth and learning, Taking ownership of personal growth and learning, Asking for and receiving feedback, and Reflecting on experiences and lessons learned for future application.

Prerequisite Course(s):   No. 1050, Onboarding Week 1

Other Prerequisites:

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Personal Development	7.0 Hours

No. COM111, Briefing Techniques

CPE: 34 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This is the former 6240 course.Provides the skills necessary to develop and present effective and persuasive information and decision briefings/presentations to contracting officers, contractor personnel, and Agency personnel on a variety of subject matters using a problem-solving model.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications	34.0 Hours

No. COM113, Effective Writing for Supervisors

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course is scheduled to be available in 2nd QTR FY 2017.Provides tips on how to write effective, meaningful products intended to direct, inform, persuade or inspire. It covers the three parts of communication: the sender, the message and the audience. For any communication to be successful, the audience must not only get the message, but must interpret the message in the way the sender intended.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. COM120, Conflict Management Through Difficult Conversations

CPE: 14 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course is scheduled to be available in November 2017. Provides the skills necessary to navigate intense and emotionally charged conversations to help resolve conflict and foster employee engagement and retention.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications	14.0 Hours

No. COM130, Developing Trust for High Performing Teams

CPE: 14 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Provides supervisors the skills necessary to build trust within a team and leverage the skills and talents of that team to achieve high performance.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	14.0 Hours

No. COM150, Interpersonal Relations

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	This course develops communication tools and techniques that facilitate improved interactions with individuals and groups both on and off the job. This course is designed to provide students with: (1) an increased awareness of the role of communication, (2) the importance of context, (3) an understanding of the communication process, and (4) improved interpersonal skills.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications	34.0 Hours

No. LDR200, Leading Self and Teams

CPE: 36 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course is designed for non-supervisors that have not been in a leadership position. The terminal learning objectives address leadership competencies at the Lead Self and Lead Teams/Projects level in accordance with the DoD Civilian Leadership Development Continuum and Framework. Attendees will learn the basic concepts, techniques, and procedures of leadership, employee motivation, communication, problem solving, team building, creating a positive work environment, personal development and related tasks in being properly prepared to function as a dependable member of the team.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA non-supervisory employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	36.0 Hours

No. LDR201, Decision Making for Leaders

CPE: 16 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course is scheduled to be available in December 2016. This course is designed to prepare future leaders to be able to make decisions in a systematic way by following best practice models and frameworks to minimize risk and uncertainty. At the end of the course, participants will have a sound understanding of the problem solving steps and tools, be able to distinguish root causes from symptoms to identify the right solution for the right problem, and think creatively and work towards creative solutions to problems.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	16.0 Hours

No. LDR202, Operational Planning for Leaders

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	Develops the fundamental concepts of operational planning to drive day-by-day and month-by-month results and performance as the means to build Agency capabilities. Learners will understand their role in the planning activities, comprehend linking operational plans to the Agency's Strategic Plan, and integrate the operational plan contents (objectives, activities to be delivered, tasks, quality standards, desired outcomes, resource requirements, implementation timelines, and the process for monitoring progress), as required.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR205, Leadership and Team Productivity

CPE: 15 Hours **Type:** Group Live **Course Level:** Basic

Course Description:	Provides leaders an understanding of the importance of building authentic relationships and displaying the elements of a cohesive team (trust, commitment, integrity, ethics, etc.). Learners will learn how to establish goals and create roles and responsibilities to optimize and motivate performance. The course examines effective leadership messaging and how to become an effective team member.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR209, Problem Solving Leadership

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course introduces the essence of what leaders exist to do – solve problems. Course topics will address finding solutions to problems through problem solving techniques. Participants will learn how to define a problem; examine the problem solving process; generate, evaluate and select alternative courses of action; discuss decision making tools; define a plan to implement solutions; and how to monitor and seek feedback. Problem solving leadership focuses on providing an organized approach to problem solving and decision making, regardless of the environment, where everyone is empowered to contribute creatively to solving the problem.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR210, Super-Auditor to Super-Visor

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	This course is scheduled to be available in November 2016. Provides non-supervisory personnel insight as to the duties and responsibilities, supervisory transition process, supervisory tasks (administrative, technical and personnel) performed; enablers for success, and misunderstandings (myths) associated with the Supervisory Auditor position in order to encourage greater applicant participation. Knowledge will be shared through guided discussions, exercises, and panel conversations.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA GS-12s and non-supervisory GS-13 employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR302, Emotional Intelligence

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Intermediate

Course Description:	Provides leaders an understanding of the role of emotional intelligence in effective leadership. The course will enhance the ability of leaders to sense, understand, and effectively apply the insight of emotions as a source of information and influence. Additionally, the course will increase self-awareness to know which emotions a person is feeling and why; recognize the links between feelings and what individuals think, do, and say; and distinguish how feelings affect performance and the ability to lead others effectively.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR309, Situational Leadership

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Intermediate

Course Description:	Describes to supervisors and managers the fundamental underpinning of situational leadership theory and examines why there is no single "best" leadership style. Attendees will learn that effective leadership is task-relevant and that the most successful leaders are those who adapt their leadership style across a broad range of varying maturity levels readily present within the average organization. The course teaches leaders to do more than just respond to predictable situations through memorized skill applications, it teachers leaders how to analyze, diagnose, think and apply leadership concepts effectively in any situation.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. LDR408, Forming a Strategic Vision

CPE: 16 Hours   **Type:** Group-Live   **Course Level:** Advanced

Course Description:	Designed to equip leaders with the necessary steps in the strategic planning process in order to create an agency vision, articulate the vision, and understand the link between vision and performance. Learners will understand how to objectively determine where changes are needed, when opportunities present themselves, how to establish operational milestones, understand methods to measure progress, establish processes to assess the external environment, and how to initiate positive organizational change.

Prerequisite Course(s):   No. LDR408E, Forming a Strategic Vision

Other Prerequisites: None

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	16.0 Hours

No. MGT110, Time Management

CPE: 15 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Provides employees the skills and knowledge to prioritize requirements to maximize productivity and configure Outlook to support work goals and objectives.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. MGT200, Supervisor Cornerstone Course

CPE: 34 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Provides supervisors with knowledge necessary to successfully manage work processes and lead in the DCAA environment. It is targeted for first-line supervisors with direct employee supervision and contact. It along with MGT200E Supervisor Cornerstone Course and MGT205E - Leading Change Course (E-Learning) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period.

Prerequisite Course(s):   No. MGT205E, Leading Change

Other Prerequisites:

Target Audience: DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
GAGAS: Personal Development	34.0 Hours

No. MGT211, Auditor Interview and Interpersonal Reactions

CPE: 34 Hours **Type:** Group-Live **Course Level:** Basic

Course Description:	Live course (5 days) You will learn to improve your ability to communicate with contractor, procurement, and DCAA personnel. Upon completion of this course, student will be able to: (1) Identify interpersonal challenges in the audit environment; (2) Develop a model of communication and discuss the various components; (3) Describe effective listening guidelines and barriers; (4) Recognize the difference between positive and negative manipulation; (5) Identify the four communication styles and discuss the characteristics of each style; (6) Identify a systematic approach for effective interviews; (7) Identify expressed and wanted behavior with respect to inclusion, control, and affection; (8) Explain and use the "cone system" of questioning; (9) Identify five types for managing conflict and develop a personal conflict management profile: (10) Discuss the importance of non-verbal behavior and identify non-verbal channels of communication; (11) Describe the purpose and process of constructive confrontation; (12) Identify negotiation techniques and common mistakes made in negotiations; and (13) Demonstrate understanding of course concepts through role-plays.
Prerequisite Course(s):	None
Other Prerequisites:	TKI (Thomas-Kilmann Conflict Mode Instrument) online and FIRO-B Profile instrument online (Complete 2 weeks prior to class start date)
Target Audience:	All 0511 series employees. Individuals should not enroll in this course during the same year they are enrolled in COM120, or COM150.

Subject Matter Area(s)	Hours
GAGAS: Communications	34.0 Hours

No. MGT214, COGNOS/Impromptu Reports

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	A COGNOS license is required to take this course. This course is designed for new supervisors and personnel to develop the skills necessary to utilize COGNOS Impromptu software.
Prerequisite Course(s):	None
Other Prerequisites:	COGNOS license is required
Target Audience:	DCAA auditors

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge and Applications	15.0 Hours

No. MGT220, Work and Project Management

CPE: 14 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Provides supervisors with the skills necessary to manage work and projects through determining scope, scheduling and sequencing milestones and assigning resources to accomplish mission requirements.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	14.0 Hours

No. MGT250, Administration & Management of Audits

CPE: 32 Hours   **Type:** Group-Live   **Course Level:** Basic

Course Description:	Provides supervisors with the skills necessary to establish the annual audit plan through forecasting and identifying the auditable dollar volume of work, the number of reviews to perform and how many hours (staffing) it will take to do the job. This course also provides skills to navigate the DMIS User Guide and apply best practice techniques to manage audits. The course is designed to be taken between the first 90 days from promotion/reassignment to a supervisor/manager.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Business Management and Organization	32.0 Hours

No. MGT280, Knowing Your Critical Thinking Style

CPE: 15 Hours   **Type:** Group Live   **Course Level:** Basic

Course Description:	Provides auditors with a seven-step problem solving model and the skills to create, evaluate and recommend courses of action in the decision making process.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	15.0 Hours

No. MGT300, Managers Cornerstone Course

CPE: 34 Hours   **Type:** Group Live   **Course Level:** Intermediate

Course Description:	Focus is on organizational level management (managing through subordinate supervisors) and leadership. Provides new managers the skills and knowledge to perform their duties at a high level in a diverse organization.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Managers; Supervisors selected for Manager positions

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	34.0 Hours

No. 1228, Introduction to Database Query Tools

CPE: 14 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Contractor's accounting information systems rely upon database technologies to record, store and report contract costs. The ability to retrieve and query contract costs is a basic auditor skill. This course is a self-paced workbook approach to gaining an understanding of relational database theory and learning potential audit applications of MS Access. While learning how to write MS Access queries, the auditor will learn to read and interpret the SQL (Structured Query Language) syntax used to query contractor's databases. The course includes practice datasets for each lesson. This is a prerequisite to attending Course 5657, Mining Relational Databases with MS Access/SQL. **Applications:** Students should have access to contractor's data and have future applicability for MS Access and SQL. We encourage immediate application in audit assignments. The rule "Use it or lose it" applies.
Prerequisite Course(s):	None
Other Prerequisites:	It is recommended that you have a basic understanding of relational databases and have used MS Access or a similar database tool.
Target Audience:	Beginner to Intermediate Level, Anyone who wants to learn MS Access and SQL (auditors, technical specialists, managers, administrative professionals).

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge and Applications	14.0 Hours

No. 1271, Permanent Files

CPE: 4 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to identify the basic skills needed in order to create or upgrade permanent files. The course discusses the purpose and uses for the permanent file, methods for working with contractors to access records, the difference between a permanent file and a current file, and the electronic Permanent File (ECPF) System.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New auditors or those needing a refresher

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	4.0 Hours

No. 1505, CAS for the New Hire

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Students should complete this course to partially satisfy the prerequisites for Course 1231, Intermediate Contract Auditing. This course gives an introduction to Cost Accounting Standards (CAS).

Prerequisite Course(s):	None

Other Prerequisites:	1150 Technical Indoctrination (no longer offered)

Target Audience:	New hires

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. 1570, CAS - Administration and Coverage

CPE: 7 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to recognize the provisions for administration of CAS and the general requirements for CAS coverage. CAS administration topics include: Basic CAS definitions; comparisons of CAS with FAR and GAAP; format of the standards; and contractor's responsibilities under Public Law 100-679. CAS coverage topics include: primary CAS exemption criteria; dollar thresholds for full and modified coverage; and effective and applicable dates.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	7.0 Hours
DAWIA: Alternate Track Requirement (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 1571, CAS 401, 402, and 405

CPE: 5.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of • CAS 401 - Consistency in Estimating, Accumulating, and Reporting Costs. • CAS 402 - Consistency in Allocating Costs Incurred for the Same Purpose. • CAS 405 - Accounting for Unallowable Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	5.5 Hours
DAWIA: Alternate Track Requirement (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 1572, CAS 403, 410, 418 and 420

CPE: 12 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of: • CAS 403 - Allocation of Home Office Expenses to Segments. • CAS 410 - Allocation of Business Unit General and Administrative Expenses to Final Cost Objectives. • CAS 418 - Allocation of Direct and Indirect Costs. • CAS 420 - Accounting for Independent Research and Development and Bid and Proposal Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	12.0 Hours
DAWIA: Alternate Track Requirement (L2)	0.0 Hours

No. 1573, CAS 404 and 409

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of: • CAS 404 - Capitalization of Tangible Assets. • CAS 409 - Depreciation of Tangible Capital Assets. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours

No. 1574, CAS 414 and 417

CPE: 8 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description:	You will learn to apply the concepts of CAS 414 and CAS 417, and understand the CASB-CMF. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson. • CAS 414 - Cost of Money as an Element of the Cost of Facilities Capital. • CAS 417 - Cost of Money as an Element of the Cost of Capital Assets Under Construction.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours

No. 1575, CAS 406 - Cost Accounting Period

CPE: 6 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of CAS 406, Cost Accounting Period. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.0 Hours

No. 1576, CAS 408 and 415

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of CAS 408, Accounting for Compensated Personal Absence, and CAS 415, Accounting for Deferred Compensation Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours

No. 1577, CAS 407 - Standard Costs for Direct Matl. & Labor

CPE: 3.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of CAS 407, Use of Standard Costs for Direct Material and Direct Labor. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	3.5 Hours

No. 1578, CAS 416 - Accounting for Insurance Costs

CPE: 5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of CAS 416 - Accounting for Insurance Costs. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	5.0 Hours

No. 1579, CAS 411 - Acct. for Acquisition Cost of Material

CPE: 6 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of CAS 411, Accounting for the Acquisition Cost of Material. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are in compliance with this standard. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.0 Hours

No. 1581, CAS 412 and 413

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to identify the fundamental requirements of: • CAS 412 - Cost Accounting Standard for Composition and Measurement of Pension Cost; • CAS 413 - Adjustment and Allocation of Pension Cost. This course provides information necessary to determine whether a contractor's policies, procedures, and practices are compliant with these standards. Exercises, examples, and review questions are used to help reinforce the key points throughout each lesson.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours

No. 1601, FAR Part 31, Specifically Allowable and Unallowable Costs

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to provide students with a fundamental knowledge of allowability, allocability, reasonableness, total cost and the types of contracts covered under FAR PART 31.2.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New auditors or those needing a refresher

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. 1602, FAR Part 31 - Allowable Costs with Restrictions (Nonemployee Related)

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to provide auditors with information on allowable and unallowable cost related to public relations, professional services, insurance and facilities. You will learn to about selected cost principles in FAR 31.2. In this course, you will learn which costs are allowable with restrictions that apply to nonemployee related costs and when those costs are allowable and unallowable. You will also learn how to apply the applicable cost principles in audits of commercial activities. Specific costs covered in the course are public relations, advertising, lobbying, political activity, consultant, professional activity, insurance, legal, cost of money, depreciation, gains and losses related to the sale of buildings and equipment, idle facilities, plant reconversion, special tooling and equipment, business combinations rental, IR&D, B&P, M&PE, patent, selling, economic planning, and taxes.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New auditors or those needing a refresher

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. 1603, FAR Part 31 - Allowable Costs with Restrictions (Employee)

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to provide auditors with information on allowable costs with restrictions for employees related to FAR Part 31. You will learn to about selected cost principles in FAR 31.2. In this course, you will learn which costs are allowable with restrictions that apply to labor costs and when those costs are allowable and unallowable. You will also learn how to apply the applicable cost principles in audits of commercial activities. Specific costs covered in the course are compensation for personal services; employee morale, health, welfare, food service, and dormitory costs and credits; recruitment costs; training and educational costs; pensions; travel; and relocation.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New auditors or those needing a refresher

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. 1650, Leases

CPE: 6.5 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description:	Course 1650, Leases, provides an overview of lease accounting GAAP and FAR requirements.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.5 Hours

No. 2213, Terminations: Criteria, Intro. & Gen. Audit Steps

CPE: 2.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course discusses FAR Part 49, definitions applicable to Terminations, an overall introduction to terminations and types of terminations as well as audit planning efforts necessary to perform an adequate review of a termination proposal.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.5 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 2214, Terminations: Term. Proposals & Term. Inventory

CPE: 6 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course provides the types of termination settlement proposals and the methods used to submit termination settlement proposals. It also covers the methods of evaluating termination inventory, regardless of the basis of the termination settlement proposal.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 2215, Terminations: Audit of Terminations Proposals

CPE: 7 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course discusses cost items in a termination proposal and audit procedures related to your audit for termination proposals submitted in three ways: •Fixed-price contracts using the inventory basis; •Fixed-price contracts using the total cost basis; •Cost-reimbursement contracts.
Prerequisite Course(s):	No. 2213, Terminations: Criteria, Intro. & Gen. Audit Steps No. 2214, Terminations: Term. Proposals & Term. Inventory
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	7.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 2311, Postaward Audit

CPE: 11.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn to develop and reinforce skills for planning and performing a postaward audit. This course provides a description and explanation of the law and leads the student through a postaward audit using integrated video clips.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	11.5 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 2421, Equitable Adjustments and the Audit Approach

CPE: 6 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	You will learn what equitable adjustments and claims are, and how to audit them. You will learn the difference between an equitable adjustment proposal and a delay claim; the four approaches to equitable adjustments; the differences between entitlement and quantum; the criteria for determining if a request is a claim; and the auditor's responsibilities in planning, performing, and documenting an audit of equitable adjustments. In addition, you will learn how to identify who is responsible for determining if a request is an equitable adjustment proposal or claim.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	6.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 2422, Equitable Adj. Costs and the Eichleay Formula

CPE: 8 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	In this course, you will be able to:1. Determine the impact contract modifications have on various costs including unabsorbed/extended overhead. 2.Describe the audit concerns and determine the acceptability of claimed/proposed equitable adjustment amounts for labor costs, material costs, bonding costs and profit and fee. 3.Define normal overhead expenses and unabsorbed overhead and the Eichleay formula. 4.Describe the Eichleay formula assumptions and compute adjustments as necessary. 5.Describe the audit approach to the Eichleay formula

Prerequisite Course(s):	No. 2421, Equitable Adjustments and the Audit Approach

Other Prerequisites:	None

Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	8.0 Hours
DAWIA: Audit Elective (L2)	0.0 Hours
DAWIA: Audit Elective (L3)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L2)	0.0 Hours
DAWIA: Audit Elective Alternate Track (L3)	0.0 Hours

No. 7051, APPS for Professional Support Workforce

CPE: 1.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	APPS for Professional Support Workforce will provide information on APPS working papers management, report editing and formatting, and electronic distribution. This course is specifically targeted for DCAA Professional Support Workforce.

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	DCAA Professional Support Workforce

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge and Applications	1.5 Hours

No. 7310, Handling of Contractor Proprietary Data

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to describe DCAA employee responsibilities for handling, safeguarding, and following appropriate reporting procedures related to contractor proprietary data. As DCAA employees, we are held by criminal statute to protect contractor proprietary data. The protection of contractor information is of vital importance to DCAA and the contractors. A public release of this information could seriously harm the contractor. Moreover, such a release could interfere with DCAA's ability to perform its mission. This course will provide you with information about contractor proprietary data and proper handling of that information.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	Mandatory for all new DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Business Law	1.0 Hours

No. 8611, EEO for Supervisors

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Upon successful completion of this course, the student will be able to understand Equal Employment Opportunity related issues commonly faced by supervisors, EEO laws and the complaints process. The student will be able to define sexual harassment and understand the supervisor's role in prevention. The student will be able to understand procedures and resources for providing reasonable accommodations.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	2.0 Hours

No. 8655, Human Resources for Supervisors

CPE: 5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Upon successful completion of this course, the student will be able to understand and comply with human resource policies and regulations. The course provides the supervisor with an understanding of the Merit System Principles, prohibited personnel practices, position classification, staffing and recruiting, employee development, performance management, disciplinary actions, leave, grievances, labor relations, employee records, emergencies and quality of work life programs.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	5.0 Hours

No. 8675, Basic Labor Relations Training for Supervisors

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course provides an overview of The Federal Service Labor-Management Relations Statute, 5 U.S.C. Chapter 71, which governs the labor-management relations program in the Federal government. The American Federation of Government Employees Council 162 is the union which represents bargaining unit employees at DCAA. Council 162 and DCAA completed negotiation of the first agency-wide collective bargaining agreement in 2013. The purpose of this course is to give supervisors and human resources professionals an understanding of labor relations as it relates to unions and collective bargaining. This training will give supervisors and human resources professionals an overview of labor relations including the parties various obligations, how to handle grievances, and when to involve union stewards.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	DCAA Supervisors/Managers

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	2.0 Hours

No. 9005, Comp Time Off for Travel

CPE: 0 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Upon successful completion of this course, the student will be able to understand and comply with policies and regulations related to time spent in travel status when such time is not otherwise compensable (also known as comp time off for travel).
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

No. 9310, Auditor Testimony in BCA Proceedings

CPE: 7.5 Hours　　　　　**Type:** Interactive Self-Study　　　　　**Course Level:** Basic

Course Description:	The student will learn to identify the skills needed to provide clear and concise testimony in legal proceedings and to prepare for pre-hearing conferences with the Contract Disputes Coordinator and Government attorneys. This course outlines fundamental requirements and responsibilities for auditors who will provide testimony before the ASBCA or other legal proceedings.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	7.5 Hours

No. AUD103E, Effective Grammar and Audit Report Formatting

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The Effective Grammar and Audit Report Formatting course provides examples of practical applications in punctuation use, sentence structure, paragraph structure and DCAA's audit report formatting procedures.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Communications	2.0 Hours

No. AUD126E, Briefing Contracts

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to provide auditors with the basic skills necessary to brief routine government contracts in the contract audit environment. The student will learn to apply the basic skills required to brief routine government contracts.
	The student will be able to:
	1. Recognize the sections of a contract Award document, SF 26
	2. Explain the fundamentals of a contract brief
	3. Prepare a contract brief

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours

No. AUD190E, Orientation to DCAA

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The purpose of this course is to provide new auditors with an overview of DCAA and DCAA's role in the federal procurement process. Upon completion, the student will be able to
	    1. describe DCAA's purpose, organization, and information resources,
	    2. describe and locate topics in DCAA's Contract Audit Manual; and
	    3. describe DCAA's role in the Federal procurement community

Prerequisite Course(s):	None

Other Prerequisites:	None

Target Audience:	Any DCAA employee who did not complete –AUD100 New Hire Onboarding

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge and Applications	1.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. AUD191E, Orientation to DCAA Contract Audits

CPE: 1 Hours **Type:** Interactive Self-Study **Course Level:** Basic

Course Description:	The Orientation to DCAA AUD191E Orientation to Contract Audits course is designed to introduce new auditors to government contracting audits, the federal procurement laws and regulations that govern them.

Prerequisite Course(s):	No. AUD190E, Orientation to DCAA

Other Prerequisites:	None

Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Specialized Knowledge and Applications	1.0 Hours
DAWIA: Alternate Track Requirement (L1)	0.0 Hours

No. AUD192E, GAGAS

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course is designed to provide auditors with a fundamental knowledge of GAGAS and their applicability to the auditing profession. In this course, students will learn the GAGAS foundation and ethical principles, the types of audits organizations may perform in accordance with GAGAS, the GAGAS general standards, and finally we will look at attestation engagements focusing on examination types.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours

No. CMP100E, Coaching Program Overview

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The Coaching Program has been approved for all employees. Employees hired since September 1, 2014, as well as employees moving into new positions, will be assigned a coach by their first-line supervisor (after coordination with the second line supervisor). See DCAAI 1430.5 for more information. Other employees may request a coach and supervisors may suggest coaching as coaching situations arise. This course is designed to introduce supervisors, coaches, and coachees to the DCAA Coaching Program. This learning activity will cover the benefits of the program, stakeholder roles and responsibilities, and administrative tasks associated with the program. CMP100E replaces CMP 100, 101 and 102.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. COM112E, Plain Language

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course is scheduled to be available in 2Q FY17. Provides employees the tools to communicate efficiently and effectively with others via: common, everyday words except for necessary technical terms; personal pronouns; active voice; logical organization; and an easy-to-read format, including bullets, tables and free use of white space.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications	1.0 Hours

No. LDR100E, What it Takes to Lead

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This E-Learning course is designed to help non-supervisors (leaders-to-be) get ready for new leadership challenges and responsibilities. This course will explore the key attributes that leaders are expected to demonstrate in their roles and explain why leadership is more than leading. Individuals will be introduced to the importance of goal setting, how to adapt to changing situations, identifying and analyzing problems, and how to motivate and develop subordinates.

Prerequisite Course(s):   None

Other Prerequisites: None

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. LDR101E, Agile Leadership

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This E-Learning course introduces non-supervisors to the leadership qualities of adaptability and agility. This course will address the need for leaders to get out of their comfort zone as a way of adapting to change and being flexible under the influence of rapidly changing external conditions. Lessons will address the need for self-awareness, openness to new ideas, adaptation to situations, evaluating alternative perspectives and the ability to anticipate and respond to rapidly changing strategies.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. LDR102E, Public Service Motivation

CPE: 0.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This E-Learning course introduces non-supervisors to the attributes of public service. It will explain why individuals have a desire to serve the public and link their personal actions with the overall public interest. Topics will address how to harness the positive effects of public service motivation to enhance employee and organizational performance, the attraction to public policy making, commitment to the public interest, and the strategies leaders should adopt to incorporate public service values across all levels of the organization's management system.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	0.5 Hours

No. LDR408E, Forming a Strategic Vision

CPE: 0 Hours | **Type:** Interactive Self-Study | **Course Level:** Advanced

Course Description:	The purpose of this course is to provide you with the background knowledge necessary to understand and apply a strategic mindset to form a strategic vision as part of a broader leadership philosophy. In this course, students will gain knowledge to successfully explain an organization's strategic vision and implementation plan.
Prerequisite Course(s):	None
Other Prerequisites:	
Target Audience:	GS-14 and GS-15 DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	0.0 Hours

No. MGT200E, Supervisor Cornerstone

CPE: 16 Hours   **Type:**   **Course Level:**

Course Description: Provides supervisors with the knowledge necessary to successfully manage work processes and lead in the DCAA Environment. It is a web-based course with lessons that focus on supervising employees and is required for all supervisors. It along with MGT200, Supervisor Cornerstone Course (Resident) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period.
Supervisors are required to complete this course as refresher training every three years.
It is available to all DCAA employees as a self-development tool. Applicants have 120 days from the date of enrollment to complete. There are five examinations (one at the end of each module). An applicant has to pass with a 70% or above.

Prerequisite Course(s): None

Other Prerequisites:

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Administrative Practice	5.0 Hours
GAGAS: Behavioral Ethics	3.0 Hours
GAGAS: Business Law	1.0 Hours
GAGAS: Business Management and Organization	2.0 Hours
GAGAS: Communications	1.0 Hours
GAGAS: Personnel/HR	3.0 Hours
GAGAS: Social Environment of Business	1.0 Hours

No. MGT205E, Leading Change

CPE: 1.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	MGT205E, Leading Change serves to introduce the student to the important elements of change to meet organizational goals and adapt to a continuously changing environment. Change is no longer an option; unrelenting change is the status quo. When we transform the way we operate, we also change the business processes and functions to better support our stakeholders- improving both effectiveness and efficiency. This course introduces supervisors, managers, and leaders to basic change concepts and tools helpful when leading any organizational change initiative. The student will learn fundamental change management concepts, the basic process for managing change, and how to overcome challenges in dealing with resistance to change.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	1.5 Hours

No. OTS100E, ERP Familiarization

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course is designed to provide auditors with basic knowledge on the ERP systems required to identify and document the source of the contractor's data pertaining to government contracts.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.0 Hours

No. 9005, Comp Time Off for Travel

CPE: 0 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	Upon successful completion of this course, the student will be able to understand and comply with policies and regulations related to time spent in travel status when such time is not otherwise compensable (also known as comp time off for travel).
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

No. 9022, Independence Training

CPE: 0 Hours   **Type:** Interactive self-study   **Course Level:** Basic

Course Description:	The training provides 1. a general overview of the Government Auditing Standards (GAS) Independence Standards; 2. clarification on the auditor's responsibility as it relates to external technical specialists (e.g. industrial engineers), nonaudit services, family employment issues, and financial interests; and 3. a clear understanding of the process that auditors should follow when questions arise about auditor independence or on signing the independence form. Examples are used throughout the training to help reinforce the key points.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

No. 9310, Auditor Testimony in BCA Proceedings

CPE: 7.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The student will learn to identify the skills needed to provide clear and concise testimony in legal proceedings and to prepare for pre-hearing conferences with the Contract Disputes Coordinator and Government attorneys. This course outlines fundamental requirements and responsibilities for auditors who will provide testimony before the ASBCA or other legal proceedings.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All auditors

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	7.5 Hours

No. AUD126E, Briefing Contracts

CPE: 2 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:

The purpose of this course is to provide auditors with the basic skills necessary to brief routine government contracts in the contract audit environment. The student will learn to apply the basic skills required to brief routine government contracts.

The student will be able to:

1. Recognize the sections of a contract Award document, SF 26
2. Explain the fundamentals of a contract brief
3. Prepare a contract brief

Prerequisite Course(s): None

Other Prerequisites:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	2.0 Hours

No. CMP100E, Coaching Program Overview

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	The Coaching Program has been approved for all employees. Employees hired since September 1, 2014, as well as employees moving into new positions, will be assigned a coach by their first-line supervisor (after coordination with the second line supervisor). See DCAAI 1430.5 for more information. Other employees may request a coach and supervisors may suggest coaching as coaching situations arise. This course is designed to introduce supervisors, coaches, and coachees to the DCAA Coaching Program. This learning activity will cover the benefits of the program, stakeholder roles and responsibilities, and administrative tasks associated with the program. CMP100E replaces CMP 100, 101 and 102.

Prerequisite Course(s):   None

Other Prerequisites:

Target Audience: All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. COM112E, Plain Language

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This course is scheduled to be available in 2Q FY17. Provides employees the tools to communicate efficiently and effectively with others via: common, everyday words except for necessary technical terms; personal pronouns; active voice; logical organization; and an easy-to-read format, including bullets, tables and free use of white space.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Communications	1.0 Hours

No. LDR100E, What it Takes to Lead

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description: This E-Learning course is designed to help non-supervisors (leaders-to-be) get ready for new leadership challenges and responsibilities. This course will explore the key attributes that leaders are expected to demonstrate in their roles and explain why leadership is more than leading. Individuals will be introduced to the importance of goal setting, how to adapt to changing situations, identifying and analyzing problems, and how to motivate and develop subordinates.

Prerequisite Course(s): None

Other Prerequisites: None

Target Audience: New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. LDR101E, Agile Leadership

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This E-Learning course introduces non-supervisors to the leadership qualities of adaptability and agility. This course will address the need for leaders to get out of their comfort zone as a way of adapting to change and being flexible under the influence of rapidly changing external conditions. Lessons will address the need for self-awareness, openness to new ideas, adaptation to situations, evaluating alternative perspectives and the ability to anticipate and respond to rapidly changing strategies.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	New hires; DCAA employees

Subject Matter Area(s)	Hours
GAGAS: Personal Development	1.0 Hours

No. LDR102E, Public Service Motivation

CPE: 0.5 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description:	This E-Learning course introduces non-supervisors to the attributes of public service. It will explain why individuals have a desire to serve the public and link their personal actions with the overall public interest. Topics will address how to harness the positive effects of public service motivation to enhance employee and organizational performance, the attraction to public policy making, commitment to the public interest, and the strategies leaders should adopt to incorporate public service values across all levels of the organization's management system.
Prerequisite Course(s):	None
Other Prerequisites:	None
Target Audience:	All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Behavioral Ethics	0.5 Hours

No. MGT200E, Supervisor Cornerstone

CPE: 16 Hours   **Type:**   **Course Level:**

Course Description:

Provides supervisors with the knowledge necessary to successfully manage work processes and lead in the DCAA Environment. It is a web-based course with lessons that focus on supervising employees and is required for all supervisors. It along with MGT200, Supervisor Cornerstone Course (Resident) must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period.

Supervisors are required to complete this course as refresher training every three years.

It is available to all DCAA employees as a self-development tool. Applicants have 120 days from the date of enrollment to complete. There are five examinations (one at the end of each module). An applicant has to pass with a 70% or above.

Prerequisite Course(s): None

Other Prerequisites:

Target Audience:

Subject Matter Area(s)	Hours
GAGAS: Administrative Practice	5.0 Hours
GAGAS: Behavioral Ethics	3.0 Hours
GAGAS: Business Law	1.0 Hours
GAGAS: Business Management and Organization	2.0 Hours
GAGAS: Communications	1.0 Hours
GAGAS: Personnel/HR	3.0 Hours
GAGAS: Social Environment of Business	1.0 Hours

No. MGT205E, Leading Change

CPE: 1.5 Hours　　　　　　**Type:** Interactive Self-Study　　　　**Course Level:** Basic

Course Description:	MGT205E, Leading Change serves to introduce the student to the important elements of change to meet organizational goals and adapt to a continuously changing environment. Change is no longer an option; unrelenting change is the status quo. When we transform the way we operate, we also change the business processes and functions to better support our stakeholders- improving both effectiveness and efficiency. This course introduces supervisors, managers, and leaders to basic change concepts and tools helpful when leading any organizational change initiative. The student will learn fundamental change management concepts, the basic process for managing change, and how to overcome challenges in dealing with resistance to change.
Prerequisite Course(s):	None
Other Prerequisites:	
Target Audience:	DCAA Supervisors; GS-12s selected for a supervisory position

Subject Matter Area(s)	Hours
GAGAS: Personnel/HR	1.5 Hours

No. OTS100E, ERP Familiarization

CPE: 1 Hours   **Type:** Interactive Self-Study   **Course Level:** Basic

Course Description: This course is designed to provide auditors with basic knowledge on the ERP systems required to identify and document the source of the contractor's data pertaining to government contracts.

Prerequisite Course(s): None

Other Prerequisites:

Target Audience: All DCAA Employees

Subject Matter Area(s)	Hours
GAGAS: Auditing-Governmental	1.0 Hours