

**Newman Consulting Services, LLC  
DLIR/WDD 2015-01, ETF #05  
Training Matrix**

\* The prices approved by STATE for services performed pursuant to RFP DLIR/WDD 2015-01 shall be fifty-percent (50%) of the cost of the ETF Assistance listed in the "Total Tuition" column, tax inclusive; However the maximum payment for each unit of service that the STATE will pay shall not exceed \$250; if applicable, tax inclusive. The employer shall pay the other fifty percent (50%) of the cost of ETF assistance, tax inclusive, listed in the "Total STATE Tuition" column and any excess balance that exceeds the assistance directly to CONTRACTOR.

Training Activity		Duration in Hours	Duration in Weeks	Course Schedule	TUITION PRICE			Certification offered? Yes/No
Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Computer Related	<b>Keyboarding/Typing Keyboarding</b>	8 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$360	5% = \$18.00 = \$342.00	\$342.00 + GE tax = \$16.12 = \$358.12	Certificate of Completion is Offered
Computer Related	<b>Microsoft Word (2007, 2010 or 2013)</b>	6 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$360	5% = \$18.00 = \$342.00	\$342.00 + GE tax = \$16.12 = \$358.12	Certificate of Completion is Offered
Computer Related	<b>Microsoft Excel (2007, 2010 or 2013)</b>	6 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$360	5% = \$18.00 = \$342.00	\$342.00 + GE tax = \$16.12 = \$358.12	Certificate of Completion is Offered
Computer Related	<b>Microsoft PowerPoint (2007, 2010 or 2013)</b>	6 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$360	5% = \$18.00 = \$342.00	\$342.00 + GE tax = \$16.12 = \$358.12	Certificate of Completion is Offered
Computer Related	<b>Basic Computer Applications</b>	6 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$251	10% = \$25.00 = \$226.00	\$226.00 + GE tax = \$10.65 = \$236.65	No (Certificate of Completion is Offered)
Soft Skills Training	<b>Attitude Skills for Workplace Success</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Soft Skills Training	<b>Delivering First-Class Customer Service</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Soft Skills Training	<b>Desk Organization &amp; Time Management</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Business / Managerial	<b>Business Writing and Email Etiquette</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Business / Managerial	<b>ICD-10 and Maximizing Reimbursements</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$249	n/a	\$249.00 + G.E. Tax = \$11.73 = \$260.73	Certificate of Completion is Offered
Health Industry Training	<b>HIPAA Compliance for the Medical Practice</b>	2 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$99	5% = \$4.95 (\$94.05)	\$94.05+ GE tax = \$4.43 = \$98.48	Certificate of Completion is Offered
Health Industry Training	<b>Medicare/Medicaid Compliance for the Medical Practice</b>	2 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$99	5% = \$4.95 (\$94.05)	\$94.05+ GE tax = \$4.43 = \$98.48	Certificate of Completion is Offered
Health Industry Training	<b>OHSA Compliance for the Medical Practice</b>	2 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$99	5% = \$4.95 (\$94.05)	\$94.05+ GE tax = \$4.43 = \$98.48	Certificate of Completion is Offered
Health Industry Training	<b>Mental Health First Aid</b>	8 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$200.00	N/A	\$200.00 + GE tax = \$9.42 = \$209.42	Yes (National Certification)
Computer Related	<b>Microsoft Office 365 End User Training</b>	6 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$360	5% = \$18.00 = \$342.00	\$342.00 + GE tax = \$16.12 = \$358.12	Certificate of Completion is Offered
Business / Managerial	<b>Taking Your Business to the Next Level</b>	12 hours	6 weeks	Classes available morning, afternoon and evening based on need.	\$895	5% = \$44.75 = \$850.25	\$850.25 + GE tax = \$40.06 = \$890.31	Certificate of Completion is Offered

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Business / Managerial	<b>Taking Your Business from Chaos to Control</b>	12 hours	6 weeks	Classes available morning, afternoon and evening based on need.	\$895	5% = \$44.75 = \$850.25	\$850.25 + GE tax = \$40.06 = \$890.31	Certificate of Completion is Offered
Business / Managerial	<b>Successful Websites for Small Businesses</b>	4 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$250	N/A	\$250.00 + GE tax = \$11.78 = \$261.78	None
Business / Managerial	<b>SEO (Search Engine Optimization) for Small Businesses</b>	4 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$250	N/A	\$250.00 + GE tax = \$11.78 = \$261.78	None
Business / Managerial	<b>Cost Efficient Social Media Guidelines for Small Businesses</b>	4 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$250	N/A	\$250.00 + GE tax = \$11.78 = \$261.78	None
Business / Managerial	<b>Business Writing and Email Etiquette</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Business / Managerial	<b>Leveraging LinkedIn for Business Success</b>	4 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$249		\$249.00 + G.E. Tax = \$11.73 = \$260.73 = \$179.06	Certificate of Completion is Offered
Language	<b>Basic English Grammar in the Workplace</b>	15 hours	10 weeks	Classes available morning, afternoon and evening based on need.	\$395	5% = \$19.75 (\$375.25)	\$375.25 + GE Tax = \$17.68 = \$392.93	Certificate of Completion is Offered

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Program Area	Course Title				Tuition Price	State Discount Rate (%) & Cost per unit	Total STATE Tuition and, if applicable, including tax*	
Soft Skills Training	<b>Desk Organization &amp; Time Management</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Soft Skills Training	<b>Conflict Resolution &amp; Resolving Differences.</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Soft Skills Training	<b>Teamwork and Team Building</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$366.50	Certificate of Completion is Offered
Soft Skills Training	<b>Employee Development Training</b>	8	M-F	Classes available morning, afternoon and evening based on need.	\$366.50		3	Certificate of Completion is Offered
Soft Skills Training	<b>Professionalism in the Workplace</b>	3 hours	Less than one week	Classes available morning, afternoon and evening based on need.	\$180	5% = \$9.00 = \$171.00	\$171.00 + G.E. Tax = \$8.06 = \$179.06	Certificate of Completion is Offered
Soft Skills Training	<b>Employee Development Training</b>	6	M-F	Classes available morning, afternoon and evening based on need.	\$240		\$240.00 + G.E. Tax = \$11.31 = \$251.31 = \$179.06	Certificate of Completion is Offered
Health Industry Training	<b>Strategic Planning for the Medical Practice</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered

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Health Industry Training	<b>Revenue Management and Statistics</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered
Health Industry Training	<b>Improving Office Efficinecy and Employee Performance</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered
Health Industry Training	<b>Getting the Most Out of Your Practice Management System</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered
Health Industry Training	<b>Keys to Physician Productivity</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered
Health Industry Training	<b>Top Strategies for Hiring, Training and Successfully Managing Employees</b>	4 hours	M-F	Classes available morning, afternoon and evening based on need.	\$495		\$495 + GE Tax = \$23.33 = \$518.33	Certificate of Completion is Offered