

SERVICE: COURSE DEVELOPMENT AND TEST ADMINISTRATION

Title	Course Development And Test Administration
Description	<p>Course Development</p> <p>BIMS, Inc. offers customized classroom training course development in the areas of:</p> <ul style="list-style-type: none"> • Business Process Reengineering (BPR) • Systems Development Life Cycle (SDLC) Methodologies • System Analysis and Design Methods such as Structured Analysis and Design and Object Oriented Analysis and Design • Business Writing <p>BIMS, Inc. develops courses from a student's perspective. Course material can include training manuals, slide presentations, desk aids, case studies and tests.</p> <p>Test Administration</p> <p>BIMS, Inc. offers a complete range of test development and administration services such as test:</p> <ul style="list-style-type: none"> • development, • administration, • proctoring, • scoring, and • reporting.
Cost	<p>\$165.00 per hour</p> <p>*Effective Date: 6/1/2005. This price does not include travel outside the Baltimore, MD or District of Columbia area. This does not include any offsite facility charge.</p>
Labor Description	<p>Training Specialist: Develops, implements, and maintains complex course material. Course material can consist of course manuals, handouts, desk-aids, slide presentation, course summary reports, and course certificates. Conducts research necessary to keeping training material current. Prepares training catalogs and arranges for training facilities. Serves as a lead instructor. Conducts formal classroom courses, workshops, and seminars. Develops, implements, and maintains testing material.</p> <p>Education/Experience: Bachelor's degree and 2 years of training experience. Two years of training experience may be substituted for each year of degree-level education.</p>