

**Class Overview**

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| **General Class Information**  *All fields must be completed and posted in UVaCollab and World Viewable in SIS no later than two weeks prior to registration.* | | | | | | | | |
| **Subject Area &**  **Catalog Number** | PROCUREMENT AND CONTRACT MANAGEMENT PC 4020 | **Class Title** | CONTRACT ADMINISTRATION--SPRING, 2016 | | | | |
| **Credit Type** | **Undergraduate**  **Graduate** | | **Credit**  **Noncredit** | | **Delivery Method** | **P (In-Person)**  **CI (Classroom/Internet)**  **WB (Web-Based)** | |
| **Re-licensure**  **Re-certification Points** |  | | | **Approval Date**  *(For internal use only)* | | |  | |

1. **Class Description (Use the SIS 400 characters from catalog description)**

COVERS THE TECHNICAL AND FUNDAMENTAL PROCEDURES BASIC TO CONTRACT ADMINISTRATION. WE WILL EXAMINE BOTH THEORY AND PRACTICE, EMPHASIZING ENFORCEMENT OF CONTRACT TERMS AND CONDITIONS, CONTRACT MODIFICATIONS , CHANGE ORDERS, DISPUTES AND APPEALS, FINANCIAL ANALYSIS, COST PRICING PRINCIPLES, AUDIT, CONTRACT AUTHORITY AND INTERPRETATION, PRODUCTION SURVEILLANCE, QUALITY ASSURANCE, AND TERMINATIONS.

1. **Learning Outcomes**

AT THE COMPLETION OF THIS COURSE YOU WILL UNDERSTAND WHAT BASIC FUNCTIONS ARE INCLUDED IN THE CONTRACT ADMINISTRATION PROCESS. IN ADDITION, YOU WILL KNOW AND BE ABLE TO APPLY CONTRACT ADMINISTRATION PRINCIPLES AS THEY RELATE TO SPECIFIED POST AWARD ACTIONS.

1. **Assessment Components**

EXAMS ARE FOUND UNDER THE TESTS AND QUIZZES TAB AT THE COURSE WEBSITE. THEY ARE NOT CUMULATIVE. THE FINAL WILL ONLY COVER MATERIAL WE HAVE DISCUSSED SINCE THE MID-TERM. ALL EXAMS ARE OPEN BOOK, I.E., YOU MAY USE ANY NOTES YOU HAVE TAKEN, THE FAR, THE THREADED DISCUSSIONS AND THE MODEL ANSWERS CONTAINED IN THE SELF ASSESSMENTS TO ASSIST YOU IN ANSWERING QUESTIONS. THE HONOR CODE APPLIES TO ALL EXAMS. THE HONOR CODE APPALIES TO ALL EXAMS. UNDER THE HONOR CODE, THE ANSWERS A STUDENT PROVIDES IN RESPONSE TO EXAM QUESTIONS MUST BE THE STUDENT'S OWN WORK AND NOT BE THE PRODUCT OF ANY UNAUTHORIZED ASSISTANCE OR COLLABORATION WITH ANY OTHER PERSON. SIMILARLY, THE HONOR CODE PROHIBITS STUDENTS FROM PROVIDING UNAUTHORIZED ASSISTANCE TO OTHER STUDENTS IN REGARD TO WORK COVERED BY THE HONOR CODE.

1. **Required Text (include ISBN, specific edition)**

YOU WILL NOT HAVE TO PURCHASE A TEXTBOOK FOR THIS COURSE. THE TEXT WE WILL USE IS THE FEDERAL ACQUISITION REGULATION (FAR), WHICH IS AVAILABLE ONLINE. THE ONLINE VERSION PREFERED ARE FOUND AT WWW.GSA.GOV OR FARSITE.HILL.AF.MIL.

1. **Required Additional Resources and Technical Components**

LECTURES FOR EACH LESSON ARE POSTED UNDER THE RESOURCES TAB AT THE CLASS WEBSITE. ALONG WITH THE LESSON'S READING ASSIGMENTS IN THE FAR.

1. **Other Class Expectations (for Classroom/Internet and Web-Based classes, specify any live (synchronous) meetings dates, times, delivery mode)**

I RECOGNIZE THAT YOU ARE ADULTS AND HAVE OTHER RESPONSIBILITIES. THEREFORE, I REALIZE THAT THE TIME THAT YOU CAN DEVOTE TO THIS COURSE MAY BE IMPACTED BY EVENTS BEYOND YOUR CONTROL. NEVERTHELESS, YOU WILL STILL BE EXPECTED TO MEET THE PARTICIPATION REQUIREMENTS (FORUMS AND SELF ASSIGNMENTS) FOR THE COURSE. FURTHER, YOU ARE EXPECTED TO TAKE THE EXAMS AT THE TIMES POSTED. THIS MEANS THAT YOUR COMPLETION OF THE FROUMS AND SELF ASSESSMENTS CANNOT FALL BEHIND THE TIMES SCHEDULED FOR EXAMS. IN THIS REGARD, EACH EXAM WILL BE POSTED FOR AT LEAST ONE WEEK.

EACH LESSON OF INSTRUCTION WILL CONTAIN LEARNING OBJECTIVES AND POSE QUESTIONS YOU SHOULD ANSWER TO INDICATE THAT YOU HAVE ACHIEVED THOSE LEARNING OBJECTIVES. I WILL FACILITATE THREADED DISCUSSIONS ON EACH LESSON. THE TREADED DISCUSSIONS (FORUMS) WILL BE POSTED FOR A WEEK. IT IS EXPECTED THAT YOU COMPLETE THE WEEKLY FORUMS ASSOCIATED WITH EACH LESSON, THAT WAY YOU WILL BE "ON TRACK" TO TAKE THE EXAMS. IN THIS REGARD, YOU ARE EXPECTED TO MEET THE GENERAL PARTICIPATION REQUIREMENTS FOR THIS COURSE. TO MEET YOUR PARTICIPATION REQUIREMENTS, YOU MUST MAKE A MINIMUM OF TWO SUBSTANTIVE POSTS FOR EACH FORUM TOPIC. BY SUBSTANTIVE, I MEAN SOMETHING THAT ADDS VALUE TO THE DISCUSSION AND CONSISTS OF SOMETHING MORE THAN "I AGREE" OR THAT MERELY REPEATS WHAT SOMEONE ELSE HAS ALREADY STATED.

THE COURSE WILL BE TAUGHT PRIMARILY THROUGH FORUMS. THESE CAN BE FOUND UNDER THE FORUMS TAB AT THE COURSE SITE. DURING EACH FORUM DISCUSSIONS, EVERYONE IS TO TREAT EVERYONE ELSE WITH COURTESY AND RESPECT. FOR THIS COURSE, THERE ARE NO DUMB IDEAS OR DUMB STATEMENTS.

AT THE END OF EACH UNIT YOU WILL FIND A SELF ASSESSMENT. THIS IS A TOOL FOR YOU TO USE TO SEE HOW WELL YOU HAVE GRASPED THE MATERIAL IN EACH UNIT. ONCE YOU HAVE COMPLETED AN ASSESSMENT, SEND ME YOUR ASSESSMENT QUESTION RESPONSES VIA THE MESSAGE FUNCTION IN THE COURSE. I WILL RESPOND BY SENDING YOU THE MODEL ANSWERS FOR EACH ASSESSMENT YOU SUBMIT. I WILL GRADE YOUR RESPONSES AND POST YOUR GRADE IN THE GRADEBOOK.