

**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** | PC 4010-701- Fall 2013 | **Class Title** | Procurement & Contracting |
| **Credit Type** | **[x]  Credit***[x] Undergraduate**[ ] Graduate***[ ]  Noncredit** | **Delivery Method** | **[ ] P (In-Person)****[ ] CI (Classroom/Internet)****[x] WB (Web-Based)** |

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

An introduction to government procurement and contracting processes. We explore fundamental principles and techniques in detail. Although the emphasis is on government procurements, students will also gain an understanding of procurement methods and subcontracting in the private sector. Course materials: 1) Federal Acquisition and Contract Management textbook by Emmett E. Hearn Associates, ISBN 978-0-9615450-8-6 (7th Edition, Copyright 2011); and 2) the Federal Acquisition Regulations (online).

1. **Learning Outcomes**

Learning Outcomes

This survey course encompasses the entire contracting process from receipt of a purchase request through contract closeout--and challenges that arises throughout the process. Students use the Federal Acquisition Regulation (FAR) to understand the rules needed to make sound business decisions. Students who successfully complete this course will be able to:

1. Understand the contract business environment and act as business advisors

2. Understand the essentials of acquisition planning including analysis of contracting requirements and planning for competition and source selection

3. Know the fundamentals of contract formation including the drafting of solicitations, evaluation of quotes and offers, and awarding of contracts

4. Understand the fundamentals of contract administration including planning for successful contract administration, monitoring contract quality, administering payments, as well as modifications, terminations and closing out the contracts.

1. **Assessment Components**

Reading assignments, Weekly Class Participation Questions, Midterm, and Final

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

(1) Emmett E. Hearn (2011) Federal Acquisition and Contract Management (Seventh edition).

ISBN-978-0-9615450-8-6. Hearn Associates publishers. (Buy/Rent from Any Source: e.g. Amazon.com,

or directly via Publisher: Hearn Associates (email go.emruth@sbcglobal.net)

(2) Federal Acquisition Regulation (FAR) - online:

https://www.acquisition.gov/far/index.html

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

Login/Password Help: scpshelpdesk@virginia.edu

UVaCollab: collab-support@virginia.edu

BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu

or http://support.blackboardcollaborate.com

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

Midterm and Final Review via BbCollaborate Elluminate. Date and Time TBD.