PC 5010: Procurement & Contracting Principles and Administration
Class Overview
Summer Semester 2015
Online Course, 12 Sessions
May 18th –August 7th

General Class Information:

Instructor Name and Contact Information:

- Instructor: Dr. John R. McCarthy, Ph.D.
- Primary E-mail Address: jrm4um@virginia.edu
- Secondary E-mail Address: jrmccarthyusnr@yahoo.com
- Primary Phone Number: (912) 604-6224

Subject Area and Catalog Number:

- Subject Area: *Procurement and Contracting*
- Catalog Number: *PC 5010*

Year and Term:

- Summer 2015

Class Title:

- Procurement and Contracting Principles and Administration

Level:

- Graduate

Credit Type:

- 3 Graduate Credits

Class Description:

- This course is designed to cover the practical technical, business, and contractual issues that the government deals with in establishing and managing a federal contract.

Required Text:

Procurement & Contracting
Principles & Administration
PC 5010
Dr. Mary Ann Wangemann
University of Virginia

Note: The textbook is available from the author. Please mail a check for $50 to Dr. Mary Ann Wangemann; 44203 Chatham Way, Ashburn, VA 20147. Include the course number and return address.

Assessment Components:

- Individual and team *"In Class"* participation (online discussion questions, case analyses, communication in individual and team forums)
- Timely responses to team, individual student and instructor inquiries and course discussion questions
- Individual and team written deliverables
- Course Project: Students will select a product or service that they will be *'procuring'* on behalf of the government and will write 4 individual papers, each approximately 5 double-spaced pages long where the student will take the materials that have been covered up to that point in the course and describe how they would apply those concepts to their particular procurement.
- End of course student survey

Delivery Mode Expectations:

- PC 5010 will be delivered as web-based (online/asynchronous) instruction. S*ynchronous* sessions (live/webcam) will be announced by the instructor as required. Class will be "in session" on Monday's which is when new material for the week will be rolled out. Students will however, be expected to be in the course several hours per week in order to work on course deliverables and meet required deliverable deadlines as well as to interact with the instructor and other students as the course dictates. *Course runs from Monday, December 18th until Friday August 7th.*

Required Technical Resources and Technical Components:

- Computer, good internet access (broadband recommended); access to landline phone or cell phone and a web camera for potential live web-based collaboration. Computer should be outfitted with Microsoft Office suite of applications; Microsoft Word at a minimum. All papers and written deliverables for a grade will be submitted to the instructor as Word attachments. Must have a UVA e-mail address to be able to access PC 5010 in UVACollab.

Technical Specifications- Computer Hardware:

Minimum Operating System:

- Windows 7 SP1 (Professional preferred)
- Mac OS X 10.8 or 10.9
  - Minimum Processor Speed: Equivalent to an Intel Core 2 Duo (1.5 GHz)
  - Minimum RAM: 4 GB
  - Minimum Hard Disk Space: 150 GB of free hard disk space (after all programs are loaded)
  - Networking Capability: Wireless networking (802.11g or n) and an Ethernet port
  - Strongly Recommended Accessories:
- An Ethernet cable (Even if you will primarily use wireless, a wired connection is faster and more reliable for video-streaming, live online meetings and large file uploads and downloads.)
- A power surge protector
- CD/DVD drive and/or "thumb" or flash drive(s), plus a backup storage mechanism

Technical Support Contacts:

- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: collab-support@virginia.edu
- BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu or http://support.blackboardcollaborate.com

End-of-Class Evaluations:

- Students are expected to complete the online end-of-class evaluation. As the semester comes to a close, students will receive an email with instructions for completing this. Student feedback will be very valuable to the school, the instructor, and future students. We ask that all students please complete these evaluations in a timely manner. Please be assured that the information you submit online will be anonymous and kept confidential. For further policies and statements about student rights and responsibilities, please see U.Va Website (http://www.scps.virginia.edu/audience/students)