

FEDERAL ACQUISITION INSTITUTE

24 Hours of Business Clarification

This resource provides fields of study and brief descriptions of the types of subject areas that might be seen within the Contracting Career Field or could be counted towards meeting the Federal Acquisition Certification education standards as they relate to business semester credit hours.

Although many accredited colleges and universities have common course titles such as *Cost Accounting* or *Business Law*, given the number and variety of courses available at institutions of higher education today and the growing number specialty areas, to provide a listing of sample course titles would be too limiting. Instead, when evaluating an individual's college transcript(s), the evaluator should consider any course that has an appropriate business application associated with it. When in doubt, review the course description itself. If the course addresses the subject matter in a business context or if you can reasonably apply the knowledge and skills being addressed in a business environment, then chances are the course is acceptable at meeting the intent of 10 USC Sec 1723 and Sec 1732.

Agencies are responsible for evaluating and terming acceptable courses using the following guidelines:

Accounting

Most courses in accounting may be used. Examples include: managerial, principles of, cost or accounting systems, auditing.

Business

Most courses delivered by a college or university's business department may be used. Most business courses associated with business and sponsored or delivered by a college or university's department other than a business department may be used.

Contracting/Procurement/Purchasing

Most courses in contracting, procurement, and purchasing may be used. Examples include courses that address the administration and management of, principles of, the analysis of, pricing and cost analyses, negotiations/negotiating, types/trends of public Federal contracting, contract law, and purchasing.

Economics

Most courses in economics may be used including micro, macro, and courses dealing with the global economy or the economy of third world nations.

Finance

Most courses in finance may be used such as those addressing the management of, principles of, analysis of, money and/or money management, banking, capital, planning, and those associated with investments.

Law

Most courses offered by the business department of a college or university may be used. Some courses in a law school curriculum may be used including those that address the legal aspects of business, contract law, and commercial law, legal environment of business, fraud, industrial espionage, and ethics in business.

Human Resource Management

Most courses in the human resources field may be used including those that cover personnel and human resource management and/or administration. Additionally, some courses that cover employee training and development as well as the methods, administration and management of training/development programs may count.

Industry/Industrial Management/Logistics

Many courses in the field of industrial management may be used including those associated with quality control, production, manufacturing, distribution, supply chain management, warehousing, property management, life cycle management and topics on the different aspects of business operations.

Management Information Systems (Computer Sciences)

Many courses associated with the management of information systems, computer science or information technology may be used including those that cover business information systems and the application of systems in the business environment. Also courses that deal with knowledge management and/or the management and control of information may be used. Courses that cover data warehousing, mining, or how networks and other technology innovations may be used if their focus is on how these technologies impact or serve the business environment. Courses that focus on the technical aspects of systems or how to build systems may not be used.

Marketing

Most courses in marketing may be used including those addressing marketing principles or strategies, sales, consumer behavior, e-commerce, competitive intelligence, and international aspects of marketing.

Organization/Management/Leadership

Most courses in organization, management and leadership may be used including principals of, organizational behavior, total quality management or leadership, lean six sigma, goal setting, team development, and team relationships. Some of these courses may be offered by a college or university through a department other than the business department.

Program/Project Management

Many courses in program or project management may be used. In particular, those that focus on cost, schedule and performance.

Public Administration

Some courses in public administration may be used, especially those that are focused on management of people and resources.

Quantitative Methods

Courses in quantitative methods structured with an emphasis on business may be used. Courses that instruct on what to do with and how to use the results from quantitative methods may also be used. Courses that focused solely on how to perform the mathematical calculations and mathematical theory may not be used.

Contingent on the focus of the course, the content, or the transferability of the skill, some courses offered by academic departments other than the business department may be considered. Examples include speaking/communication skills, presentation skills, business writing skills, political/government systems, and management of engineering or technical resources.