

CON 1100: Contract Foundational Skills

Course Number: 1231

Length: 8 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Explore the numerous skills and competencies required for successful contracting specialist careers. In addition to understanding the acquisition process and general contracting principles, they must be adept at navigating and applying FAR regulations and guidance and developing comprehensive solicitations and contracts. In addition to technical skills, fundamental soft skills and professional skills such as ethics, team membership, communication, and documentation are critical to career development.

This course is one of four courses within the Contracting Certification Training Program, based upon specific competencies within the Contracting Training Model. The main objective of this program is to enable contracting specialists to be prepared for a career in the contracting profession.

CON 1100 aims to provide participants with both the government and industry perspective regarding key acquisition and contracting skills needed in the profession.

Intended Audience

This course is designed for entry-level contracting professionals, and is the first of four courses preparing participants for the Contracting Certification Exam.

Course Learning Objectives

- Explain the role of CON 1100 within the DAU Contracting Certification Training program
- Summarize the DoD contracting process
- Recognize general DoD contracting concepts
- Navigate the DoD contracting doctrine to arrive at an appropriate solution
- Recognize the parts of a solicitation and contract
- Define the ethical behavior expected of all contracting professionals and their organizations
- Explain how the collective acquisition team functions together to successfully accomplish the mission
- Recognize how communication and documentation impact overall contract management effectiveness
- Given a situation with lessons learned, apply acquisition life cycle principles to the management of current and future contracts

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

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- AI Prompts

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction
LUNCH	
AFTERNOON	Lesson 2: The Contracting Life Cycle

DAY TWO	
MORNING	Lesson 3: Contracting Principles
LUNCH	
AFTERNOON	Lesson 4: Understanding Regulations

DAY THREE	
MORNING	Lesson 4: Understanding Regulations, continued
LUNCH	
AFTERNOON	Lesson 4: Understanding Regulations, continued

DAY FOUR	
MORNING	Lesson 4: Understanding Regulations, continued
LUNCH	
AFTERNOON	Lesson 4: Understanding Regulations, continued

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DAY FIVE

MORNING	Lesson 4: Understanding Regulations, continued
LUNCH	
AFTERNOON	Lesson 4: Understanding Regulations, continued

DAY SIX

MORNING	Lesson 4: Understanding Regulations, continued
LUNCH	
AFTERNOON	Lesson 4: Understanding Regulations Exam

DAY SEVEN

MORNING	Lesson 5: Parts of a Solicitation and Contract
LUNCH	
AFTERNOON	Lesson 6: Guiding Principles

DAY EIGHT

MORNING	Lesson 7: Situational Assessment
LUNCH	
AFTERNOON	Final Exam

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, case study, action planning

Credits

CON 1100: Contract Foundational Skills

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 64

Professional Development Units (PDUs)

- Credits: 56

Continuous Learning Points (CLPs)

- Credits: 64

American Council on Education™ (ACE) Recommendation

August 2024 to September 2027: In the lower-division baccalaureate degree category, 4 semester hours in Procurement Management.

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Participants must achieve at least 80% (120 of 150 total points) on the following graded activities:

- Understanding Regulations (Lesson 4) Exam: 50 points
- Situational Assessment (Lesson 7) Graded Scenarios: 30 points
- Final Exam: 50 points
- Class Participation: 20 points

Follow-On Resources

- [CON 1200: Contract Pre-Award](#)
- [ACQ 315: Understanding Industry \(Business Acumen\)](#)
- [Ethics in Federal Contracting](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1231>



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