

Contracting DAWIA/FAC-C Certification Preparation Course

Course Number: 1235

Length: 5 days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Prepare for the closed book Contracting Certification exam through relevant content review, discussions, practice quizzes, and a post-assessment which emulates the Contracting Certification exam itself.

Intended Audience

This course is not required for obtaining DAWIA or FAC-C certification; however, completion of the course is highly encouraged for all individuals preparing to take the Contracting Certification Exam.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2010
- Internet required for instructor computer

Course Learning Objectives

- Distinguish skills and roles within contracting life cycle phases
- Determine appropriate communication and documentation
- Describe standards of conduct
- Explain situational assessment and team dynamics
- Summarize contract principles
- Determine how to plan solicitations
- Describe how to request offers
- Discuss how to plan sales and prepare offers
- Recognize how to perform price or cost analysis
- Explain how to plan negotiations
- Select source
- Manage disagreements
- Administer contracts
- Ensure quality
- Manage changes
- Manage subcontracts and closeout contracts
- Determine your level of preparedness for the Contracting Certification exam

Course Additional Features

- Producer Support
- Technical Support Team

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- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

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

Course Schedule

DAY ONE	
MORNING	Pre-Assessment
	Lesson 1: Skills and Roles
LUNCH	
AFTERNOON	Lesson 1, continued
	Lesson 2: Communication and Documentation
	Lesson 3: Standards of Conduct

DAY TWO	
MORNING	Lesson 3, continued
	Lesson 4: Situational Assessment and Team Dynamics
	Lesson 5: Contract Principles
LUNCH	
AFTERNOON	Lesson 5, continued
	Lesson 6: Plan Solicitation

DAY THREE	
MORNING	Lesson 7: Request Offers
	Lesson 8: Plan Sales and Prepare Offer

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LUNCH	
AFTERNOON	Lesson 9: Price or Cost Analysis
	Lesson 10: Plan Negotiations
	Lesson 11: Select Source

DAY FOUR	
MORNING	Lesson 11, continued
	Lesson 12: Manage Disagreements
LUNCH	
AFTERNOON	Lesson 13: Administer Contracts
	Lesson 14: Ensure Quality

DAY FIVE	
MORNING	Lesson 14, continued
	Lesson 15: Manage Changes
	Lesson 16: Manage Subcontracts and Closeout Contracts
	Lesson 17: Test Preparation for Contracting Certification
LUNCH	
AFTERNOON	Lesson 17, continued
	Post-Assessment

Learning Methods

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

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Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 40

Professional Development Units (PDUs)

- Credits: 35

Continuous Learning Points (CLPs)

- Credits: 40

Prerequisites

There are no mandatory prerequisites for this course.

Suggested

- CON 1100: Contract Foundational Skills
- CON 1200: Contract Pre-Award
- CON 1300: Contract Award
- CON 1400: Contract Post-Award

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.

A pre-assessment must be completed in addition to a post-assessment. There is not a grade assigned to either assessment.

Follow-On Resources

- [Advanced Source Selection](#)
- [Contract Administration](#)
- [Performance-Based Service Acquisition](#)
- [Contracting with Small Business Concerns](#)

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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/1235>



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