

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

NEW COURSE PROPOSAL

PROGRAM AREA BUSINESS & ECONOMICS

1. Catalog Description of the Course. *[Include the course prefix, number, full title, and units. Provide a course narrative including prerequisites and corequisites. If any of the following apply, include in the description: Repeatability (May be repeated to a maximum of ___ units); time distribution (Lecture ___ hours, laboratory ___ hours); non-traditional grading system (Graded CR/NC, ABC/NC). Follow accepted catalog format.]*

MGT 428 Contract Management (3 units)

Three hours per week.

Prerequisite: MGT 307 or equivalent

Explores the study of procurement planning, negotiation, and contract administration, including the determination of need, basic contract law, methods of procurement and fundamentals of management techniques. Topics include procurement organizations, acquisition planning, source selection, pricing, types of contracts, negotiating techniques, structuring incentives, the terms and conditions of contracts, and managing contract progress.

2. Mode of Instruction.

	Units	Hours per Unit	Benchmark Enrollment
Lecture	3	1	15
Seminar	_____	_____	_____
Laboratory	_____	_____	_____
Activity	_____	_____	_____

3. Justification and Learning Objectives for the Course. (Indicate whether required or elective, and whether it meets University Writing, and/or Language requirements) *[Use as much space as necessary]*

This is a required course for the Certificate in Program Management for Public Organizations. An understanding of the role of the contracting process within the government acquisition environment is essential for program managers in public organizations. The course will use cases and in-class exercises to illustrate methods of contracting and identifying problems and solutions to the contracting process including the financial, legal, technical, and managerial constraints in the process. This course will address the need to provide civilian employees in public organizations with the knowledge, skills, and abilities to manage the contracting administration process effectively. It will also prepare students to formulate and execute acquisition policies, strategies, plans and procedures.

Learning Objectives:

Students who successfully complete this course will be able to:

- describe the fundamentals of acquisition and contracting within public organizations
- apply the principles of contract management to the acquisition process
- formulate and execute acquisition policies, strategies, plans and procedures
- identify, conceptualize, and develop solutions for successful acquisition

4. Is this a General Education Course YES NO

If Yes, indicate GE category:

A (English Language, Communication, Critical Thinking)	
B (Life Sciences)	
C (Fine Arts, Literature, Languages & Cultures)	
D (Social Perspectives)	
E (Human Psychological and Physiological Perspectives)	

5. Course Content in Outline Form. *[Be as brief as possible, but use as much space as necessary]*

1. Procurement organizations

2. Acquisition planning and proposal development
3. Source selection
4. Pricing
5. Types of contracts
6. Negotiating techniques
7. Structuring incentives, the terms and conditions of contracts
8. Contract administration
9. Managing contract progress
10. Legal management
11. Financial management
12. Total quality management
13. Cost and schedule control
14. Contract termination
15. Dispute situations

6. References. *[Provide 3 - 5 references on which this course is based and/or support it.]*

1. Arnava, Donald P., Ruberry, William J. Government Contract Guidebook, Federal Publications, Inc.
2. Hearn, Emmett E., Federal Acquisition and Contract Management, Hearn Associates, 1996.
3. Defense Contract Management, United States General Accounting Office
4. Introduction to Defense Acquisition Management, (5th Edition), 2001. Defense Acquisition University Press, Fort Belvoir, Virginia.

7. List Faculty Qualified to Teach This Course.

8. Frequency.

- a. Projected semesters to be offered: Fall 1 Spring Summer

9. New Resources Required.

- a. Computer (data processing), audio visual, broadcasting needs, other equipment
- b. Library needs
- c. Facility/space needs

10. Consultation.

Attach consultation sheet from all program areas, Library, and others (if necessary)

11. If this new course will alter any degree, credential, certificate, or minor in your program, attach a program modification.

Proposer of Course

Date

Approvals

Program Coordinator Date

GE Committee Chair Date
(If applicable)

Curriculum Committee Chair Date

Dean Date

Effective Semester: _____

**California State University Channel Islands
New Course Proposal Consultation Sheet**

1. Course prefix, number, title, and units: MGT 428 Contract Management (3 units)

2. Program Area: Business & Economics

Recommend Approval

Program Area/Unit	Program/Unit Coordinator	YES	NO (attach objections)	Date
Art				
Business & Economics				
Education				
ESRM				
Humanities				
Liberal Studies				
Mathematics & CS				
Sciences				
Library*				
Information Technology*				

* If needed