COURSE SYLLABUS

CON1100: Contract Foundational Skills (Self-Paced)

This course provides an overview of the federal acquisition process, introduces the Federal Acquisition Regulation (FAR) and agency supplements, and teaches how to research and interpret these regulations. Participants gain a broad understanding of the contracting lifecycle from planning through closeout, while also learning foundational professional skills (such as communication, ethics, and teamwork) that are critical for success in any contracting role.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/con1100-contract-foundational-skills-self-paced



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Course Outline

Overview of Federal Acquisition

- Laws, regulations, and the purpose of the Federal Acquisition System
- Introduction to procurement ethics and integrity

Contracting Lifecycle Stages

- Orientation to the pre-award, award, and post-award phases of contracting
- Emphasis on how each phase interrelates

Regulatory Framework (FAR)

- Structure of the FAR and agency supplements
- How to locate, read, and interpret regulations and guidance relevant to solicitations and contracts

Solicitation and Contract Structure

- Understanding the Uniform Contract Format and the key sections of solicitations/contracts
- Basic elements such as Statements of Work (SOW), Performance Work Statements (PWS), clauses, and provisions

Acquisition Team Roles & Soft Skills

- Roles of contracting officers, contract specialists, CORs, and program officials
- Fundamentals of communication, documentation, and ethical conduct in the contracting profession