

APPENDIX A

Guidance on Meeting the Business Course Requirements for the
Contract Specialist (GS-1102) Qualification Standard

Below are types of courses that generally satisfy the Qualification Standard requirement for 24-semester hours (or equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Additional information about accreditation can be found on: ope.ed.gov/accreditation.

The following is based on guidance provided by the Defense Acquisition University to the defense workforce and lists subject areas identified by the American Council on Education for each of the business disciplines listed above. Although not an exhaustive list, this guidance should be used by civilian agencies to determine if certain courses provide enough business instruction to count toward the 24-semester hour business requirement. ACMs should work with their human resources departments to ensure a consistent interpretation of which types of courses should count toward the requirement.

<i>BUSINESS/MANAGEMENT DISCIPLINE</i>	<i>AMERICAN COUNCIL ON EDUCATION SUBJECT AREA</i>
Accounting	Cost Accounting Standards
Business Finance	Business Communications Business and Personnel Business Statistics Cost Analysis Financial Cost Management Financial Planning and Analysis Inventory Management Resource Planning Risk Analysis
Contracts	Acquisition Contracting Acquisition Management Business Communications in Contracting Writing Business Contract Law Contract Administration Contract Law Contract Management Contract Pricing and Negotiation Contracting Management Cost & Price Analysis Government Contracting

<i>BUSINESS/MANAGEMENT DISCIPLINE</i>	<i>AMERICAN COUNCIL ON EDUCATION SUBJECT AREA</i>
Economics	Government Contract Law Procurement Procurement and Contracting Procurement Management Cost and Price Analysis Cost Analysis Economic Analysis Economic Principles and Decision Making Economics and Financial Management Economics
Industrial Management	Automated Systems in Logistics Management Civil Engineering Management Environmental Management Engineering and Analysis Logistics Management Logistics and Materiel Management Manufacturing Management Materiel Acquisition Process & Support Systems Property Disposal Management Supply Management Systems Engineering Technology Warehousing Operations
Law	Commercial or Business Contracts Contract Law
Organization & Management	Business Administration Advanced Management (Math) Business Business Management Business and Personnel Management Computer Programming Computer Programming & Systems Development Computer Sciences, Data Processing Data Entry and Automated Systems Input General Management Human Resource Development Leadership and Group Decision Process

<i>BUSINESS/MANAGEMENT DISCIPLINE</i>	<i>AMERICAN COUNCIL ON EDUCATION SUBJECT AREA</i>
	Management Science Management & Leadership Managerial Analysis Manpower Management Materiel Management Methods of Adult Education Organizational Behavior Personnel Administration Principles of Management Quality and Reliability Assurance Research and Development Management Strategic Management Survey of Program Operations
Purchasing	Basic Purchasing
Quantitative Methods	Business Statistics Computer Science Decision Risk Analysis Operations Research Probability Statistics Quantitative Analysis Statistics