



## **24 Hours of Business – What Counts?**

This resource provides fields of study and brief descriptions of the types of subject areas you might typically see within the field that should or could be counted towards meeting Defense Acquisition Workforce education standards as they relate to business semester credit hours.

Although many accredited colleges and universities have common course titles such as *Cost Accounting* or *Business Law*, given the number and variety of courses available at institutions of higher education today and the growing number specialty areas, to provide a listing of sample course titles would be too limiting. Instead, when evaluating a workforce member or potential member's college transcript(s), the evaluator should consider any course that has an appropriate business application associated with it. When in doubt, review the course description itself. If the course addresses the subject matter in a business context or if you can reasonably apply the knowledge and skills being address in a business environment, then chance are, the course is acceptable at meeting the intent of the 10 USC Sec 1723 and Sec 1732.

### **Agencies/Components are responsible for evaluating and determining acceptable courses within the following guidelines:**

#### **Accounting**

Most courses in accounting count such as: managerial; principles of; cost; or account systems as well as courses in auditing.

#### **Business**

Most courses associated with business count.

#### **Contracting / Procurement / Purchasing**

Most courses in contracting, procurement, and purchasing count such as: that that address the administration and management of; principles of; the analysis of; pricing and cost analysis; negotiations/negotiating; types/trends of public and federal contracting; contract law; and purchasing.

#### **Economics**

Most courses in economics count such as micro; macro; and courses dealing with the global economy or the economy of third world nations.

#### **Finance**

Most courses in finance count such as those addressing the management of; principles of; analysis of; money and/or money management; banking; capital; planning; and those associated with investments.

## **Law**

Some courses in a law curriculum may count, such as; those that address the legal aspects of business; contract law; commercial law; legal environment of business; fraud; industrial espionage; and ethics in business.

## **Human Resource Management**

Most courses in the human resources field would count. Additionally some courses that deal with the training and development of your workforce (adult learners) as well as the methods, administration and management of training/development programs may count. These may be resident in education disciplines.

## **Industry / Industrial Management / Logistics**

Many courses in the field of industrial management count to include those associated with quality control; production; manufacturing; distribution; supply chain management; warehousing; property management; life cycle management; as well as courses dealing with different aspects of business operations.

## **Management Information Systems (Computer Sciences)**

Many courses associated with the management of information systems, computer science or information technology may count such as those that deal with business information systems and the application of systems in the business environment. Also courses that deal with knowledge management and/or the management and control of information would count. Course that teach data warehousing, mining or how networks and other technology innovations may count, if their focus is on how these technologies impact or serve the business environment. In other words, courses that teach the technical aspects of systems or how to build systems etc. would not count.

## **Marketing**

Most courses in marketing should count, such as those addressing: marketing principles/strategies; sales; consumer behavior; e-commerce; competitive intelligence; and international aspects of marketing.

## **Organization / Management / Leadership**

Most courses in organization, management and leadership should count, such as: the principles of; organizational behavior; total quality management/leadership; lean six sigma; course dealing in personnel and human resource management and/or administration; goal setting; team development; and team relationships. Some of these courses may be delivered under course designations other than management or business such as Psychology.

## **Program / Project Management**

Many courses in the field of program or project management count when they at least focus on cost, schedule and performance.

## **Public Administration**

Some courses in public administration would count especially those that are focused on management of people and resources.

## **Quantitative Methods**

Courses in quantitative methods structured with an emphasis on business would count. Courses that instruct on what to do with and how to use the results from quantitative methods would also count. Courses that deal solely on how to perform the mathematical calculations and mathematical theory would not count.

Contingent on the focus of the course or the transferability of the skill, some not so obvious courses that may be considered are those that deal with or develop the following:

- Speaking / Communication Skills
- Presentation Skills
- Business Writing Skills
- Political / Government Systems
- Management of Engineering or Technical Resources