

DEFM200

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : DEFM200 **Title :** Fundamentals of Contracting and Acquisition

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course provides an in-depth examination of federal acquisition practices, policies and procedures, to acquaint managers and non-contracting personnel with the acquisition process and compliance issues. Contracting and acquisition fundamentals reviews contract planning, contract execution, and contract management as part of the acquisition process. They will learn basic mission support planning strategies, how to research the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS); additionally, students will learn how effective market research and socioeconomic programs support the FAR and DFARS acquisition planning process as well as its implementation. They will examine the process, problems and issues of solicitation and contract award. Instruction will also include: benefits of early industry involvement in shaping requirements; basic procedures for acquisition of commercial and noncommercial requirements; basic competitive acquisitions; awards processing; management of contract award protests; contractor performance metrics; contract changes procedures; disputes; and close out procedures of completed contracts. This course is designed for personnel new to the contracting career field or non-contracting personnel who play a role in the acquisition process.

Course Scope:

This course is divided into eight weeks and is organized to give students a broad context in which to study the fundamentals of contracts and acquisition. A major component of this course is the research paper, which will analyze selected aspects and /or best practices and/or advances in contracts and acquisitions. The course will address the what needs to be done successfully in contracts and acquisitions in order for success in the short term as well as in the long term.

Objectives

After successfully completing this course, students will fulfill the following **Learning Objectives (LO):**

1. Explain the acquisition cycle and process.
2. Describe the goals of the federal acquisition process.

3. Explain quality assurance and contract compliance issues.
 4. Explain contract modifications, terminations, and claims.
 5. Explain ethics standards expected of government and contractor personnel.
 6. Explain acquisition planning and contract formation.
 7. Explain contract requirements and types of contracts.
 8. Explain negotiated and sealed bid contracts.
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Outline

Week 1:

Learning Objectives

LO-1

Reading(s)

Lessons Week 1

Assignment(s)

Submissions:

- Introductions
- Forum 1

Week 2:

Learning Objectives

LO-2

Reading(s)

Lessons Week 2

Assignment(s)

Submissions:

- Forum 2
- Assignment 1

Week 3:

Learning Objectives

LO-3

Reading(s)

Lessons Week 3

Assignment(s)

Submissions:

- Forum 3
- Assignment 2

Week 4:

Learning Objectives

LO-4

Reading(s)

Lessons Week 4

Assignment(s)

Submissions:

- Forum 4
- Assignment 3

Week 5:

Learning Objectives

LO-5

Reading(s)

Lessons Week 5

Assignment(s)

Submissions:

- Forum 5

Week 6:

Learning Objectives

LO-6

Reading(s)

Lessons Week 6

Assignment(s)

Submissions:

- Forum 6
- Assignment 4

Week 7:

Learning Objectives

LO-7

Reading(s)

Lessons Week 7

Assignment(s)

Submissions:

- Forum 7
- Assignment 5

Week 8:

Learning Objectives

LO-1 to 8

Reading(s)

Lessons Week 8

Assignment(s)

Submissions:

- Forum 8
 - Assignment 6
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Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Dynamic Supply Chain Alignment: A New Business Model for Peak Performance in Enterprise Supply Chains Across All Geographies - e-book available in the APUS Online Library

Author: Gattorna, John

Publication Info:

ISBN: 9780566088223

Book Title: Contract Management Body of Knowledge, 5th Edition

Author: NCMA

Publication Info: NCMA

ISBN: 9780982838570

Book Title: Until further notice, required hard copy books and kits will ship without any action needed from students. Your shipping address on file must be current - <https://apus.libanswers.com/coursematerials/faq/238652>

Author:

Publication Info:

ISBN: HC NOTE

Additional Resources:

In the Course Materials folder there are PowerPoint presentations, leadership articles, and up to date APA handouts.

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
The OWL at Purdue	http://owl.english.purdue.edu/
APA Style Homepage	http://www.apastyle.org/index.aspx

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- [Tutor.com](http://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under

each assignment.

- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arrangements have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.
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University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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