

DEFM305

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 : DEFM305 **Title :** Acquisition Business Management

Length of Course : 8

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

Description

Course Description: Deals with common financial issues in acquisition that include cost estimating; earned value analysis; Planning, Programming, Budgeting and Execution (PPBE); congressional enactment; and budget preparation and execution. In this course, the student will prepare, justify, and defend budget exhibits and obligation/expenditure plans; formulate impact/reclama statements and reports; and develop and defend business aspects of the acquisition and PPBE cycle.

Course Scope:

This **DEFM 305 Acquisition Business Management** course will expose students to the program management process employed throughout the Department of Defense today. Program management history, along with the roles, responsibilities, and authority of a program manager, will be examined. Additionally, program management issues in a Joint environment will be reviewed. The bridge between program management and acquisition will be linked with a discussion on program management in defense acquisition. Students will assess the acquisition cycle from Initial Operational Capability to Full Operational Capability; with a focus on the DoD acquisition process, key personnel, and acquisition organizations. This course concludes with an in-depth examination of Joint war-fighting acquisition needs, the acquisition management framework, and the resource allocation process.

Objectives

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

LO-1 Describe the major legislation acts that affect contracting and acquisitions

LO-2 Describe several historical legislative acts that have institutionalized better business practices within the DoD acquisition community

LO-3 Describe the roles & responsibilities of the Executive Branch, Congress, and defense industry in Defense Acquisition and where defense acquisition authority is derived

LO-4 Define the role of the acquisition workforce in the military capability areas: DOTMLPF

LO-5 Define *Acquisitions Management* (within the DoD), and where management fits into the acquisition process

LO-6 Explain both the military and civilian *Acquisition Authority Chain* and why interoperability is important in the acquisition community

LO-7 Explain the concept of “Cost Estimating” within the acquisition community Explain the defense budget structure by appropriations title, force program, and component

LO-8 Explain important defense budget terms, such as Budget Authority, outlays, and obligations

LO-9 Define the concept of “Earned Value Analysis” within the acquisition community

LO-10 Describe both the 4 phases of the resource allocation process & the on/off-year cycle process

LO-11 Describe the overall PPBE process to include the DoD’s Planning, Programming, and Budgeting System (PPBS)

LO-12 Describe the Congressional defense budget process from the concurrent budget resolution through the defense authorizations and appropriations processes

LO-13 Describe the various types of procurement fraud and how to manage fraud

LO-14 Define the basic principles of ethics as it pertains to the acquisitions field

LO-15 Describe the major sources of procurement standards and garner an understanding of the Procurement Integrity Act

Outline

Week 1:

Topic

Discussion Board introduction, initial sign in, and course overview.

Learning Objectives

LO-5

Readings

None

Assignment

Discussion Board

Week 2:

Topic

Introduction to Acquisition Business Management

Learning Objectives

LO-1, 2, 3, 4, 5, 6

Readings

CH 1, 2 *Introduction to Defense Acquisition Management*

CH 1, 2 *Joint Program Management Handbook*

DoDD 5000.1 sections 1, 2, & 3

Assignment

Discussion Board

Week 3:

Topic

Cost Estimating

Learning Objectives

LO-7

Readings

CH 3, 4 *Introduction to Defense Acquisition Management*

CH 3 *Joint Program Management Handbook*

CH4 DoDD 5000.1

Assignment

Discussion Board

First Paper

Week 4:

Topic

Budget (exhibits/obligation/expenditures)

Learning Objectives

LO-8

Readings

CH 1, 2 *Defense Budget Primer*

Assignment

Discussion Board

Week 5:

Topic

Earned Value Analysis

Learning Objectives

LO-9

Readings

CH 6 *Introduction to Defense Acquisition Management*

CH 5 *Joint Program Management Handbook*

Assignment

Discussion Board

Second Paper

Week 6:

Topic

Planning, Programming, Budgeting, and Execution (PPBE)

Learning Objectives

LO-10, 11

Readings

CH 7 *Introduction to Defense Acquisition Management*

CH 6 *Joint Program Management Handbook*

CH 3, Defense Budget Primer

Assignment

Discussion Board

Week 7:

Topic

Program Management; Interagency; Fraud, Waste & Abuse (FWA), and Ethics

Learning Objectives

LO-12, 13, 14, 15

Readings

Lecture Notes

Assignment

Discussion Board

Week 8:

Topic

Final Paper

Learning Objectives

All Learning Objectives

Readings

Assignment

Final Paper

Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Various resources from the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.

Author: No Author Specified

Publication Info:

ISBN: N/A

Required Course Textbooks:

Introduction to Defense Acquisition Management (2010). Free download at:

<https://apps.dtic.mil/dtic/tr/fulltext/u2/a606328.pdf>

Joint Program Management Handbook Third Edition (2004). Free download at:

<http://www.acqnotes.com/Attachments/DAU%20Joint%20Program%20Management%20Handbook.pdf>

DOD 5000.01 Free download at:

<http://www.acqnotes.com/Attachments/DoD%20Directive%205000.01.pdf>

Also, included in course materials.

Required Readings:

See Course Outline

Additional Resources:

In the Course Materials folder there are additional course 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 arraignments 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.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)

- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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