

# Federal Government Contract Management

## Certificate Program

### Spring 2021 Syllabus

#### Course Objective

To introduce the student to federal government contracting by providing a foundational understanding of government procurement processes, applicable contract law, and opportunities for small or minority-owned businesses.

#### Contact Information

Instructors: The course is taught by an experienced government contract professional. The course manager and lead instructor is Dr. April Bennett.

Email: arbennett@okcu.edu

#### Course Information

Meeting Place: Online

Duration: February 8, 2021 – March 27, 2022

On-Line Access: Online access to the material and final course exam is available thru Oklahoma City University's Desire to Learn (D2L) - <https://ocunonline.okcu.edu/>

#### Required Texts

- Management Concepts, Federal Acquisition: Key Issues and Guidance, Paula B. Compton, ISBN 978-1-56726-248-3
- West Publishing Company, Government Contracts in a Nutshell, 6<sup>th</sup> Edition, Steven W. Feldman, ISBN 978-1-63459-444-8
- American Management Association, The Small-Business Guide to Government Contracts, Steven J. Koprince, ISBN 978-0-8144-3972-2

**Course Description** – This course consists of four modules, taught asynchronous online. The modules are described below:

*Fundamentals of Government Contracting* - Introduction to government contracting, providing information needed to understand procurement from acquisition planning through contract closeout. This course will give you additional basic insight into the requirements to become a Program Manager and covers acquisition team roles and responsibilities.

*Federal Acquisition Life Cycle* – Gain an in-depth understanding of the four phases of the federal government acquisition life cycle: planning, solicitation, evaluation and award, and post-award administration.

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*Small and Minority Owned Businesses and Government Contracting* – Learn the importance of small and minority-owned businesses in government. You will gain the understanding of how to form a small or minority business, become familiar with the SBA, DOD and other government agency requirements for forming and operating a small or minority business to secure government contracts.

*Federal Acquisition Regulation (FAR) Analysis* – Provides a detailed explanation and analysis of several FAR standards and tests applied to contracting decisions. Students will also gain an understanding of the Department of Defense's Federal Acquisition Regulation Supplement (DFARS) and the FAA's Acquisition Management System (AMS). This session introduces the legal foundations and source of law relevant to the procurement process. You'll get an analysis of issues that may develop during the various phases of a contract, including subcontracting considerations, protests, inspection and acceptance, fraud and contract termination.

**Course Completion:** Upon achieving a passing grade on the final exam, students will receive a Federal Government Contracting certificate from OCU. Students who do not take the final exam will receive an Incomplete for the class and will not be issued a Certificate. Students who do not pass the final exam will receive an "F" or fail for the class and will not be issued a certificate of completion. Students have up to one year to make up or retake the final exam and change the grade.

**Pass/Fail:** All students are graded on a Pass/Fail system with a score of 61% or greater on the final exam required to pass. Any student requesting a *letter* grade must notify the Lead Instructor on or before the first day of class.

**Participation:** With asynchronous learning, students are given the autonomy to learn at their own pace. There will be no required meeting times and dates. However, students are responsible for remaining current with assignments and course readings. Though formal meeting dates will not be scheduled, students are encouraged to reach out to the instructor for assistance in any area of learning or assignment clarification. In the event a student cannot submit an assignment by the due date, notification must be given to the instructor as soon as possible.

Assignments will not be accepted 3 days after the due date unless there are extenuating circumstances and/or the instructor has been provided notification.

**Note:** Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the lead instructor as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

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### Schedule

#### Session 1 (February 8)

- I. The OCU Federal Government Contract Management Certificate Program
  - a. Introduction
- II. Fundamentals of Government Contracting, Part 1

#### Session 2 (February 16)

- I. Fundamentals of Government Contracting, Part 2

#### Session 3 (February 24)

- I. Federal Acquisition Life Cycle, Part 1

#### Session 4 (March 4)

- I. Federal Acquisition Life Cycle, Part 2

#### Session 5 (March 12)

- I. Federal Acquisition Regulation (FAR) Analysis, Part 1

#### Session 8 (March 20)

- I. Federal Acquisition Regulation (FAR) Analysis, Part 2
- II. Review

#### Session 9 (Available at 1:00 pm on March 8); closes 6:30 pm on Saturday, March 16, .....ONLINE

- I. Close of OCU Federal Government Contract Management Certificate program
- II. Final Exam – Completed online thru OCU's Desire to Learn (D2L) platform