

Course	PROC 5000 Procurement and Acquisitions Management
Term	Spring 1 2008
Instructor	Name: Norman R. Wallis Phone: 703-379-7717 Email: nwallis@comcast.net
Catalog Description	This course is an overview of acquisitions and materials management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.
Prerequisites	There is no prerequisite course for PROC 5000.
Course Level Learning Outcomes	<ul style="list-style-type: none"> • The student will be able to know and understand the important terminology, facts, concepts, principles, and theories used in the field of Procurement and Acquisition Management. These will consist of the mandatory topics taught in the pre-requisite, advanced core courses, and integrative capstone course. • The student will be able to analyze the core concepts and principles of Purchasing as the foundation for Supply Management and understand, demonstrate, and evaluate the value of Supply Management to the organization; and to compare and contrast the procurement and acquisition principles and practices of commercial/industrial firms. • The student will be able to understand analyze, critique, and apply research-oriented approaches, case studies, and the use of situational analyses as appropriate in the study of procurement and acquisition management situations. • The student must be able to demonstrate the ability to properly write, prepare and submit a logically organized writing project. This writing effort must demonstrate the ability to communicate, in writing, at the graduate level.
Materials	World Class Supply Management; Burt, Dobler, Starling, (Seventh Edition), copyright 2003; McGraw-Hill, ISBN: 0-07-229070-6 Supplemental materials in the form of instructor provided notes, handouts, and recommended periodicals such as the National Contract Management Journal, may also be used.

	<p>Additionally, the following are examples of procurement and acquisitions related websites that will provide opportunities for student outside reading and research:</p> <p>National Contract Management Association: http://www.ncmahq.org/ Institute for Supply Management: http://www.napm.org/ Defense Acquisition University: http://www.dau.mil/</p>
Grading	<p>Final grades will be based on the examinations, written class project, oral presentation, and participation in class discussions, weighted as follows:</p> <p>Midterm Examination: 30% Written Class Project: 40% Oral Presentation: 20% Class Participation: 10%</p>
Activities	<p>During the course, the following activities will take place:</p> <p>Graded Material consisting of a Midterm Examination to be administered during the 5th week of class.</p> <p>A comprehensive Class Project consisting of a 10-15 page paper reporting on a specific and previously approved topic relating to purchasing, procurement, or other, acquisition related topic.</p> <p>An oral presentation of the above project will be presented to the class. These will be scheduled beginning on week 7.</p> <p>Throughout the term, vigorous discussion of contemporary issues in acquisition will take place. Additionally, case studies and analyses will be assigned and discussed during class. The cases are provided and/or referenced in the weekly schedule, below, and are printed on the student CD.</p>
Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive.</p>

	<p>Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>
Course Policies	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.</p> <p>In line with the university’s policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action.</p>
Weekly Schedule	<p>Week 1: Introduction and course overview. Discussion of the case method and student written project and oral presentation. Read and be prepared to discuss chapters 1-4 - The Foundation. In-class discussion of selected cases (Privileged Fly, Sen. Foghorn).</p> <p>Week 2: Read and be prepared to discuss chapters 5-7. In-class discussion of selected cases (Randal, Placido) and contemporary issues in the acquisition field.</p> <p>Week 3: Read and be prepared to discuss chapters 10-11. Skim 12-13 - The Requirements Process. In-class discussion of selected cases (Gotham City) and contemporary issues in the acquisition field.</p> <p>Week 4: Lecture and discussion of Strategic Sources, Pricing. Read and be prepared to discuss chapters 14-15, skim chapters 17-18. In-class discussion of selected cases (Springfield) and contemporary issues in the acquisition field.</p>

	<p>Week 5: Lecture and discussion of Contract Types, Negotiation vs. Sealed Bidding, Negotiation Principles. Read and be prepared to discuss chapters 19-20. In-class discussion of selected cases (Ruhling). Mid-term exam covering all previous material.</p> <p>Week 6: Lecture and discussion of Contract Administration (Relationship Management). Read and be prepared to discuss chapters 21-22. In-class discussion of selected cases (Hardy) and contemporary issues in the acquisition field.</p> <p>Week 7: Lecture and discussion of Ethics, and General Management Responsibilities related to purchasing/acquisition. Read and be prepared to discuss chapters 23. In-class discussion of contemporary issues in the acquisition field. Student oral presentations begin.</p> <p>Week 8: Lecture and discussion of Institutional and Government Purchasing. Read and be prepared to discuss chapter 25-26. In-class discussion of selected cases and contemporary issues in the acquisition field. Continue oral presentations.</p> <p>Week 9: Automated Purchasing and Management Issues. Read chapter 9 and conduct independent research prior to class to identify a minimum of one automated purchasing system currently in use either in the public or private sector and be prepared to discuss in class. Complete oral presentations; turn in project and all other outstanding written assignments.</p>
Additional Information	<p>Instructor-provided materials, primarily in the form of paper slide presentations and outside articles, should be regarded as additional “text” for the course, and may contain material not included in the textbook. Students are responsible for knowledge of their content.</p>