COURSE SYLLABUS

Federal Acquisition Certificate Program

Sharpen your understanding of business, finance, and budgeting as a federal contracts or COR professional. Learn key competencies to communicate and collaborate effectively with financial and budget personnel.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/certificate-of-accomplishment-in-business-competencies-for-the-federal-acquisition-professional



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Course Outline

This package includes these courses

- Basic Contract Administration Course (24 Hours)
- Federal Appropriations Law for Acquisition Professionals Course (16 Hours)
- Performance Work Statements Course (24 Hours)
- Federal Budgeting for Non-Budgeting Personnel Course (24 Hours)
- Introduction to Financial Management Course (24 Hours)
- Planning, Programming, Budgeting and Execution (PPBE) Course (24 Hours)
- AI for Federal Acquisition & Contracting Course (4 hours)

Attend the AI for Federal Acquisition & Contracting class for free as part of this certificate. Choose your date after you register for the program.

AI for Federal Acquisition & Contracting Course

Basic Contract Administration Course

This comprehensive course guides contracting professionals through post-award oversight responsibilities in accordance with FAR and acquisition policies. Through structured exercises, participants learn how to ensure delivery of goods and services, apply modifications, and implement closeout procedures.

- Plan the administration of a contract.
- Conduct a post-award orientation.
- Monitor a contractor's performance.
- Resolve problems that may arise.
- Apply remedies under the contract.
- Prepare contract modifications.

- Process a dispute, claim or termination.
- Authorize payments under a contract.
- Close out a completed contract.

Federal Appropriations Law for Acquisition Professionals Course

Designed for acquisition staff who obligate federal dollars, this course teaches how to apply principles of purpose, time, and amount to award contracts and manage spending authority. Real-world decision cases are used to highlight Antideficiency Act risks and legal compliance standards.

- Assess propriety of administrative decisions.
- Comply with Federal Acquisition Regulation (FAR). Apply Comptroller General Decisions.
- Assist in the obligation and payment of funds.
- Properly make scope and severability decisions impacting fiscal year usage.
- Avoid Antideficiency Act violations.

Performance Work Statements Course

This foundational acquisition course teaches writing structured performance work statements with clear task descriptions, standards, and evaluation methods. Participants learn a step-by-step method to create PWS documents and quality assurance plans that reduce risk and support effective vendor performance.

- Discuss performance-based acquisition for services
- Explain how to manage risks
- Summarize the Seven Steps to Service Acquisition Process
- Conduct a requirements analysis
- Develop a performance requirements summary
- Complete and critique a performance work statement
- Explain the importance of quality assurance

Federal Budgeting for Non-Budgeting Personnel Course

Learn the essentials of federal budgeting, from key terminology to constructing and justifying operating budgets. This course provides practical exercises to help participants estimate costs and assist in budget preparation confidently.

- Understanding the purpose and phases of the federal budget cycle.
- Learning key budget terms and classifications.
- Constructing and justifying an operating budget.
- Estimating personnel, travel, and contract costs.
- Exploring the Anti-Deficiency Act and mid-year budget reviews.

Introduction to Financial Management Course

Learn the key concepts, laws, and procedures that underpin effective financial management in the federal government. This course covers budgeting, accounting, and internal controls to help you align financial systems with performance goals.

- Understanding financial management roles and federal budgeting processes.
- Linking financial information to performance measurement and management.

- Applying basic principles of federal accounting and financial reporting.
- Exploring the purpose and structure of internal controls and financial systems.
- Adhering to government-wide policies for cash and debt management.

Planning, Programming, Budgeting and Execution (PPBE) Course

Designed for budget analysts and acquisition personnel, this course details how strategic planning, program development, and execution operate within DoD PPBE. Participants learn about key decision timelines, document flows, and stakeholder roles from planning through execution.

- Describe the relationship between strategic planning, needs determination, PPBE, and the acquisition processes.
- Summarize the purpose of PPBE.
- Distinguish between the planning, programming, budgeting, and execution phases of the PPBE process.
- Explain the roles of key officials and organizations involved in the PPBE process.
- List the key products and documents generated and used within the PPBE process.
- Participate more effectively in the PPBE and budget development processes.
- Discuss the basic elements of DA budget performance and execution.

AI for Federal Acquisition & Contracting Course

This practical, skills-focused course prepares federal acquisition professionals to use artificial intelligence responsibly and effectively throughout the procurement lifecycle. It emphasizes real-world application, compliance with federal policy, and protection of sensitive information while using AI to support drafting, requirements development, and market research.

- Define artificial intelligence and distinguish between key AI technologies relevant to acquisition work.
- Identify responsible AI use practices for the federal acquisition environment, including PII and CUI safeguards and agency policy compliance.
- Use AI to draft and refine Performance Work Statements (PWSs) and Statements of Work (SOWs) that align with FAR requirements.
- Generate and validate acquisition requirements documents using AI-assisted prompting techniques.
- Conduct AI-assisted market research to support acquisition planning and vendor identification.
- Apply a structured prompt engineering approach to produce consistent, high-quality acquisition outputs.
- Evaluate AI-generated content for accuracy, compliance, and suitability before incorporating it into official procurement documents.