

## **MASTER OF SCIENCE IN ADMINISTRATION**

### **Acquisition and Contract Administration Specialization**

#### **Mission Statement**

*The Departments participating in the MSA program ensure that graduates, in their full diversity, achieve mastery of the skill sets that will enable them not only to perform the professional work tasks in their respective fields competently but also to assume roles as strategic team members who can apply innovative planning and problem solving to further the goals of their organizations.*

#### **Student Learning Outcomes**

Students with a MSA in Acquisition and Contract Administration should be able to do the following:

#### **Content**

- Use federal government cost and pricing policies and procedures to prepare or evaluate and analyze cost proposed and cost incurred in the area of Federal Government Contracts.
- Apply components and methodologies of Defense Acquisition to planning and evaluating Department of Defense contracts.
- Integrate intermediate level aspects of the federal acquisition process ranging from initiating the acquisition process through protests and claims.
- Describe history of the federal acquisition system and changes in this system over the past 50 years.
- Describe current structure of the Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
- Apply public and not-for-profit budgeting processes found in existing public and not-for-profit organizations to generate improvements to these budgeting processes, employing appropriate performance measures for these organizational processes.
- Create linkages between performance measures and the budgeting decision-making process.
- Describe alternative governance structures in the politico-economic system in the United States including market processes, polyarchy and the regulatory process.
- Describe and compare neoclassical market structure approaches and institutional economics approaches to the analysis of the privatization and contracting-out movement in the United States.
- Integrate successful fundamental business principles as part of an interdisciplinary solution set to address organizational issues in government and non-profit organizations.
- Identify evaluation strategies for use in administrative settings.

## **Critical Thinking**

- Prepare or evaluate and analyze cost proposals and costs incurred in Federal Government Contracts using government cost and pricing policies and procedures.
- Apply technical meanings and usages ascribed to components of governmental cost and price analysis in federal contracting as defined by the Defense Contract Auditing Agency (DCAA) to projects.
- Analyze contract agreements and related pricing arrangements to mitigate and apportion risk, and analysis of factors for contract award based on acquisition history, market data, purchase requests, requirement documents, statement of work, and non-cost factors, including review of non-cost factors used in prior or comparable acquisitions.
- Develop appropriate performance measures for organizational processes and the linkage between performance measures and the budgeting decision-making process.
- Apply neoclassical market structure models and institutional economics models in the analysis of the current privatization and contracting out movement in the United States and compare the differing outcomes of the two analyses.
- Evaluate contracting actions from the original identification of need to the final contract close out procedures.
- Apply fundamentals of economics, financial management, marketing management, organizational behavior, and general management to enrich the administrative decision processes in governmental and non-profit settings.
- Analyze situations for evaluation design, questions, and strategies.

## **Communication**

- Communicate effectively with citizens, organizational peers, subordinates, superordinates and, service providers and service consumers.
- Develop contract provisions providing for effective federal government oversight of private sector contractors.
- Use emerging technology effectively.
- Communicate with colleagues and constituents using current business and management terminology.
- Communicate results, policy, and procedures with colleagues and constituents.

## **Integrity/Values/Ethics**

- Apply the minimalist and maximalist approaches to administrative ethics.
- Identify ethical requirements embedded in federal government contract arrangements.
- Evaluate DoD senior leadership vision for the acquisition community.
- Determine the function of values in administrative institutions.
- Define the roles of the administrative contracting officer, the DCMA and the Defense Contracting Audit Agency (DCAA).
- Evaluate the Disclosure Statement and its applicability in federal contracting.
- Explain and analyze the issues relating to management ethics and social responsibility.
- Describe and assess the processes of individual and group decision making, illustrating when each should be used in the context of Organization Learning.
- Apply ethical standards to evaluation processes and procedures.

## **Project Management**

- Apply planning, adoption, implementation and evaluation techniques for public and not-for-profit contracting policies and projects.
- Develop effective budgeting systems, processes and techniques.
- Develop effective financial management structures and processes for organizational and project success.
- Identify criteria in developing an acquisition strategy and identification of all issues related to developing the applicable requirements documents for an acquisition.
- Diagnose the effectiveness of a work team and prescribe ways for increasing group effectiveness within the context of Organization Learning.
- Structure evaluation processes for efficient and effective project completion.

## **Assessment of Student Learning Outcomes**

Students demonstrate knowledge, skills, and abilities throughout their academic preparation, culminating in a variety of capstone experiences where they synthesize program learning outcomes to showcase their experiences and knowledge. Students plan capstone experiences with advice, support and direction from their academic advisor. Each specialization includes a capstone experience that might include a showcase, research project, policy review, field experience, internship, or other like experience.

## **Job Prospects for MSA in Acquisition and Contract Administration Graduates**

Contract Specialist  
Contracting Officer  
Industrial Property Specialist  
Program Management Intern

Cost Analyst  
Financial Management Analyst  
Budget Analyst

*Find out more about MSA in Acquisition and Contract Administration at UWF:*

<http://uwf.edu/msaprogram/msa-acq.cfm>