DAU Course Requirements Document - FY14

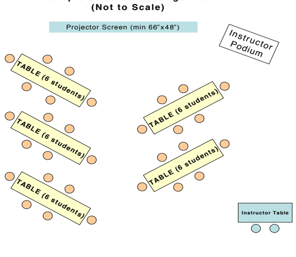
(as of 10 Apr 2014)

NOTE: All DAU classrooms at the main campuses and training site locations are equipped with video and IT hardware and software based on the following minimum standards listed below. Host installations for DAU course offerings are expected to meet the video and IT requirements below, unless waived by the course manager:

- Desktop computers rated at speed of 2.5 GHz; 2GB RAM and laptops at 2 GHz; 2 GB RAM.
- **DAU has migrated to Microsoft Office 2010 and it is desired that host installations have Microsoft Office 2010.**
- Projection capability with minimum of 3,000 lumens. Inputs and outputs must be able to accept video and network data.
- DVD playback capability.
- Room Setup #1: Viewgraph/Overhead Projector, DVD/Monitor, Easel/Flip Chart, Whiteboard/Blackboard, Screen. **Internet access on the instructor computer is required.**
- Min of three computers (with Internet access) in or near vicinity of classroom to accommodate End-of-Course Survey.

Important: Local customer sites are responsible for ensuring their facilities (classrooms and breakout rooms) adequately accommodate the number of students projected to be trained in any course/offering they are sponsoring/hosting. Below are several recommended workgroup set-ups based on typical class sizes:

Example Classroom Configuration (Not to Scale)



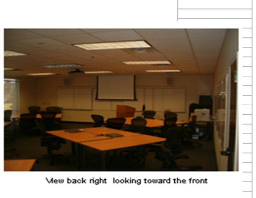
DAU Standard Classroom Configuration (cont)

View from front to down the left side to rear of classroom

View from front to the right side

DAU Standard Classroom Configuration

View back left looking toward the front


View back right looking toward the front

Course	Title	Assignment Specific/ Certification	Resident Course	Local Course	Computers	Internet Access	PCs Required (Resident/ Optimal)	PCs Required (Local/ Minimum)	Additional Software	Breakout Rooms and Additional Requirements	Notes	BB/ATLAS Interface Course	Reservation Close Setting # of Days prior to the class start date that ATRRS/TAS stop accepting reservations.	Type Length	Class Start and End Times (Classroom Only)	Contact Hours (Based on CEUs)	Target Min Size	Course Design Min	Max Size	Instructor Loading
ACQ 100	Systems Acquisition Management Fundamentals for DoD Workforce	Assignment Specific										N/A	N/A	DL - 60 days	[redacted]	TBD	1	N/A	500	N/A
ACQ 101	Fundamentals of Systems Acquisition Management	Certification										N/A	N/A	DL - 60 days		25 Hrs	1	N/A	500	N/A
ACQ 120	Fundamentals of International Acquisition	Certification										N/A	N/A	DL - 60 days		21 Hrs	1	N/A	150	N/A
ACQ 130	Fundamentals of Technology Security/ Transfer	Certification										N/A	N/A	DL - 60 days		12 Hrs	1	N/A	150	N/A
ACQ 201A	Intermediate Systems Acquisition, Part A	Certification										N/A	N/A	DL - 60 days		25 Hrs	1	N/A	300	N/A
ACQ 201B	Intermediate Systems Acquisition, Part B	Certification	X	X	YES		One computer per 6 person workgroup w/Office Suite installed. One computer for instructor use and slide projection. One networked printer.	One computer for instructor use w/Office suite installed; networked for slide projection.			Classroom to seat all students at tables in groups of six, each group requires an easel with butcher paper and access to white boards. Also room requires a podium and instructor work table, there must also be a PC with MS Office Suite (internet capable desired; not required) to be used with a projector capable of presenting PowerPoint charts onto a screen that the whole class can view. PC must have CD capability. Additional (up to one per workgroup) PCs with MS Office Suite and internet capability, linked to a local printer, is desired, but not required. Students should have access to PCs with internet capability at the conclusion of the course to access student evaluation/ feedback web-links.	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 2:30 pm	34 Hrs	24	15	36	2
ACQ 230	International Acquisition Integration	Certification	X	X	YES	YES	1 per student	1 per student	Required MS Office suite; Internet	**Four** breakout rooms are needed for the duration of the class. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be **4** separate rooms from the classroom.	5 tables of 6 students each preferred	Yes	TBD	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -5:00 pm	TBD	20	20	30	2
ACQ 265	Mission Focused Services Acquisition	Assignment Specific	X	X	YES	YES	1 computer per student.	1 computer per student.	Standard load plus explorer applets (JAVA, Flash, etc.); Automated Requirements roadmap Tool (ARRT)		Classroom to seat all students at tables in groups of six, each group requires an easel with butcher paper and access to white boards. Also room requires a podium and instructor work table, there must also be a PC to be used with a projector capable of presenting PowerPoint charts onto a screen that the whole class can view. PC must have CD capability.	Yes	0-day prior to the class start date.	CR - 4 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	23 Hrs	24	15	30	2
ACQ 315	Business Acumen	Assignment Specific	X	X	YES	YES	6 laptops (one per team)	6 laptops (one per team)	Standard load plus explorer applets (JAVA, Flash, etc.); Regis Business Simulation Software (Planned, still pending)		Classroom to seat all students at tables in groups of six, each group requires an easel with butcher paper and access to white boards. Also room requires a podium and instructor work table, there must also be a PC with MS Office Suite (internet capable desired; not required) to be used with a projector capable of presenting PowerPoint charts onto a screen that the whole class can view. PC must have CD capability. Additional (up to one per workgroup) PCs with MS Office Suite and internet capability, linked to a local printer, is desired, but not required.	Yes	0-day prior to the class start date.	CR - 5 days (4.5 days)	TBD	TBD	24	18	30	3 FY15 change to 2
ACQ 370	Acquisition Law	Assignment Specific	X	X	Yes	Yes	Required: 25 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: 5 (1 per workgroup for students plus 1 for the instructor). All PCs must have Internet access. 1 network printer desired.			Computer projector, room setup #1, setup to seat students in 5 or 6 groups.	Yes	5-days prior to the class start date.	CR - 5 days (4.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	29 Hrs	18	18	24	1
ACQ 401	Senior Acquisition Course	Assignment Specific										No	0-day prior to the class start date.	CR - 10 months	[redacted]	80 Hrs	ICAF Delivered	ICAF Delivered	ICAF Delivered	ICAF Delivered
ACQ 404	Systems Acquisition Management Course for General/Flag Officers	Assignment Specific	X	X	Yes	Yes	6 per class.	6 per class	Required: MS Office suite; Internet Access	One breakout room is needed for the duration of class for pre-staging and set up. A large classroom equipped with a partition will not be sufficient to serve as a breakout room. The breakout room must be a separate room from the classroom itself to provide privacy needed by the GO/SES who are attending this course.	Quotas to be managed at 40 to allow for last minute cancellations and target audience of 24.	No	0-day prior to the class start date.	CR - 5 days	First Day Start 7:45 am Daily 8:00 am - 5:00 pm Final Day 8:00 am - 3:00 pm	41 Hrs	24	18	40	4
ACQ 405	Executive Refresher Course	Assignment Specific	X	X	YES	YES	1 per student	1 per student	Required: MS Office suite; Internet Access	Four breakout rooms each with seven docking stations for the duration of the course. Additional 1/2 day is needed on the Friday before the class start date for setup. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom.	Quotas to be managed at 28 to allow for last minute cancellations and target audience of 24. (Space is available for up to 28 students.)	Yes	11-days prior to the class start date.	CR - 9 days (8.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	74 Hrs	18	18	28	4
ACQ 450	Leading in the Acquisition Environment	Assignment Specific	X	X	YES	YES	6 (one for instructor tied to overhead and one each for five workgroups at table)	6 (one for instructor tied to overhead and one each for five workgroups at table)	Standard load plus explorer applets (JAVA, Flash, etc.)	Four breakout rooms or one vacant classroom close by. A large classroom equipped with a partition can also be used as breakout rooms. The breakout rooms are needed on Wednesday and Friday. Main classroom needs to have four walls with space for posting 30 or so charts.	1. The Aspiring Thinker's Guide to Critical Thinking by Dr. Linda Elder and Dr. Richard Paul (30; 1 per student) 2. Temperaments Booklets, Rutlege (30; 1 Per Student) 3. DDI 360 Instruments (30; 1 Per Student)	Yes	21-days prior to the class start date.	CR - 4 days (3.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	31 Hrs	18	18	30	2
ACQ 451	Integrated Acquisition for Decision Makers	Assignment Specific	X	X	YES	YES	1 per student plus 1 for the instructor tied to overhead projector	1 per student plus 1 for the instructor tied to overhead projector	Required: Standard load plus explorer applets (JAVA, Flash, etc.); Internet Access	A screen for projection; an audio speaker system with enough volume for the classroom size. Two breakout rooms with capacity for 15 people in each room are needed for Wednesday. A large classroom equipped with a partition can also be used as breakout rooms.	Required per student: Memory Jogger II	Yes	7-days prior to the class start date.	CR - 4 days (3.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	25 Hrs	18	18	30	2
ACQ 452	Forging Stakeholder Relationships	Assignment Specific	X	X	YES	YES	11 (one per instructor tied to overhead, two each for five workgroups at table)	11 (one per instructor tied to overhead, two each for five workgroups at table)	Standard load plus explorer applets (JAVA, Flash, etc.)			Yes	5-days prior to the class start date.	CR - 3 days	Daily 8:00 am - 4:30 pm Final Day 8:00 am - 2:00 pm	25 Hrs	16	16	30	2
ACQ 453	Leader as Coach	Assignment Specific	X				6 (one for instructor tied to overhead and one each for five workgroups at table)	6 (one for instructor tied to overhead, one each for five workgroups at table)		Optional if available, 2 Breakout Rooms with no special provisions - allows for enhanced participant coaching conversations (pairs)		Yes	15-days prior to the class start date.	CR - 3 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 5:00 pm	31 Hrs	16	16	24	2
BCF 103	Fundamentals of Business Financial Management	Certification										N/A	N/A	DL - 60 days	[redacted]	26 Hrs	1	N/A	200	N/A
BCF 106	Fundamentals of Cost Analysis	Certification										N/A	N/A	DL - 60 days		37 Hrs	1	N/A	100	N/A
BCF 107	Applied Cost Analysis	Certification	X	X	YES	NO	1 per student; 1 for instructor	1 per student; 1 for instructor	Required: MS Office Suite	No breakout rooms required; but if available, one room for every 4 students on Thursday. Classroom can be divided to accommodate 2 groups.		No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	30 Hrs	18	12	24	2
BCF 204	Intermediate Cost Analysis	Certification	**Note: Due to ACEIT and COSTAT Licensing Agreements, this Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**		YES	NO	1 per student; 1 for instructor	**This Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**	Required: MS Office Suite; ACEIT (and COSTAT)	One breakout room for every 5 students on Friday of Week 1 and Tuesday, Wednesday and Thursday of Week 2. A minimum of 4 breakout rooms is needed regardless of class size.	Classroom configuration should be in workgroups	No	0-day prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	67 Hrs	18	15	30	2
BCF 205	Contractor Business Strategies	Certification	X	X	YES	YES	8 for class max size of 28 (1 per group of 4 students (7 groups + 1 for the instructors) 7 for class max size of 30 (1 per group of 5 students (6 groups + 1 for the instructors) Instructor computer need to have slide projection capability. One networked printer.	8 for class max size of 28 (1 per group of 4 students (7 groups + 1 for the instructors) 7 for class max size of 30 (1 per group of 5 students (6 groups + 1 for the instructors) Instructor computer need to have slide projection capability. One networked printer.	Required: MS Office Suite		Classroom configuration should be in workgroups. Class max size of 28: 7 tables to seat 4 students per table. Class max size of 30: 6 tables to seat 5 students per table. Each group and instructor requires an easel with butcher paper. One computer per table for students to use for case studies. Room requires an instructor work table with PC (or laptop) connected to a projector capable of presenting PowerPoint charts onto a screen visible to all students.	No	0-day prior to the class start date.	CR - 4 days (3.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	30 Hrs	20	16	28 (Temporary set at 30)	2
BCF 206	Cost Risk Analysis	Certification	**Note: Due to Palisades Decision tools Licensing Agreements, this Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**		YES	NO	1 per student	**This Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**	Required: MS Office Suite; Palisade's Decision Tools Suite	None if classroom tables can be arranged for group discussions.	Computers must be available for groups of 4-5 students. The DAU furnished software will be provided to the site at least 30 days prior and must be installed by the site.	No	0-day prior to the class start date.	CR - 4 days (3.5 Days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	22 Hrs	16	12	24 (Temporary set at 30)	2
BCF 209	Acquisition Report Course for Major Defense Acquisition Programs (MDAP) and Major Acquisition Information Systems (MAIS)	Assignment Specific	X	X	YES	YES	1 per student (28 PCs) & 2 for instructors Note: if max class size of 30 approved; then 32 PCs are required (1 per student; 2 for instructors) CAC Reader and related software needs to be loaded on instructor machine (nice to have for student machines).	1 per student (28 PCs) & 2 for instructors Note: if max class size of 30 approved; then 32 PCs are required (1 per student; 2 for instructors) CAC Reader and related software needs to be loaded on instructor machine (nice to have for student machines).	Required: MS Office Suite; calculator; DAMIR replaced CARS	Instructor computer (hooked to projector) to be set up in front center of room so instructor can face students while demonstrating on screen behind. Room must be set up in group format with tables to accommodate 5-6 students. Five tables with capacity for six students. Max size of 30 (with prior approval).	Need ability to load files (e.g., PowerPoint slides) to the hard drive of instructor computer.	No	0-day prior to the class start date.	CR - 5 days (4.5 days)	Daily 8:00 am - 4:00 pm Final Day 8:00 am - 4:00 pm	26 Hrs	18	N/A (Contractor Delivered)	28	1
BCF 215	Operating and Support Cost Analysis	Certification	X	X	YES	YES	15 (1 per 2 students)	12 (1 per 2 students)		One breakout room per 6 students. Need rooms Thursday (all day) and Friday a.m. The classroom can serve as 2 breakout room.		No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	30 Hrs	24	15	36	1.5
BCF 220	Acquisition Business Management Concepts	Certification										N/A	N/A	DL - 60 days	[redacted]	27 Hrs	1	N/A	200	N/A
BCF 225	Acquisition Business Management Application	Certification	X	X	YES	YES	1 per student and 1 for instructor. Computer must be equipped with a mouse. An interactive pad that function like a mouse will not satisfy this requirement.	1 per student and 1 for instructor. Computer must be equipped with a mouse. An interactive pad that function like a mouse will not satisfy this requirement.	Required: MS Office Suite	Instructor and student computers must have MS Office Suite, CD-drive capability; share drive capability, and Internet access. Instructor computer must be connected to a projector capable of presenting PowerPoint charts on to a screen visible to the entire class. Student and instructor computers must be linked to a local printer (minimum one printer, two printers preferred due to heavy student use during several exercises). Instructor computer to be set up in front of room so instructor can face students while demonstrating on screen. Room must be set up in group format with tables to accommodate 5-6 students. Five tables with capacity for six students (for computer exercises) and seven students (for non-computer exercises) is required to accommodate class max size of 28. Otherwise, class must be limited to 24 students. Each workgroup (five) will have an easel with butcher paper and markers (whiteboard easels are acceptable).	Classroom configuration should be in workgroups	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 a.m. - 5:00 p.m. Final Day 8:00 am - 12:30 p.m.	28 Hrs	24	18	30	2
BCF 301	Business Cost Estimating & Financial Management Workshop	Certification	X	X	YES	YES	3 laptops/notebooks per 6 student workgroup; 1 PC or laptop/ notebook connected to overhead projector for instructor; 1 additional PC/laptop/notebook computer for instructor, minimum of one networked printer	3 laptops/notebooks per 6 student workgroup; 1 PC or laptop/notebook connected to overhead projector for instructor; minimum of one networked printer	Required: MS Office Suite	Two breakout rooms for 2nd Weds and Thurs ***NOTE: Room requirement is four tables of six students each and sufficient room to accommodate a table (in the front of the classroom) for three members of a panel of subject matter experts on Friday of the second week. Three subject matter experts (one Finance, one Earned Value, and one Cost Analyst) to function as panel members for the student out briefs. The panel members should be a senior GS-13s or above and DAWIA Level III certified. The panel members will be needed on the 2nd Friday of the Course Offering from 8:00am to 12:30 pm.***	Classroom configuration must seat 4 workgroups of 6 students each. Each group having easel/easel paper; markers and access to white boards. Classroom should have a podium and instructor work table (supply table desired but not required). Instructor and student computers must have MS Office Suite, CD-drive capability; share drive capability, and Internet access. Instructor computer must be connected to a projector capable of presenting PowerPoint charts on to a screen visible to the entire class. Student and instructor computers must be linked to a local printer.	No	0-day prior to the class start date.	CR - 9 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 1:00 pm	61 Hrs	18	18	24	2
BCF 302	Advanced Concepts in Cost Analysis	Certification	**Note: Due to ACEIT, COSTAT, and @Risk1 Licensing Agreements, this Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**		YES	YES	1 computer for instructor tied to overhead; 1 computer per student	**This Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**	Required: COSTAT; @RISK; DAU Software Cost Estimating Tool; MS Office suite	Required: 1. 4 or 5 breakout rooms based on the number of students. Required 4 breakout rooms if 24 students; 5 breakout rooms for 30 students. 2. The classroom can not be used as a breakout room. 3. Breakout rooms are required for Thursday morning of the 1st week and all day Monday-Thursday of the 2nd week.	Course will be for senior cost estimators for DAWIA Level III certification.	Yes	15-days prior to the class start date.	CR - 9 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	66 Hrs	24	18	30	2.5
CON 090	Federal Acquisition Regulation (FAR) Fundamentals	Certification	X	X	YES	YES	37 1 computer for instructor 1 computer per student All Internet connected. 1 printer	37 1 computer for instructor 1 computer per student All Internet connected. 1 printer	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	No breakout rooms required	Use electronic versions of the FAR and DFAR in lieu of hard copies for each student if: you can download PDF copies off the Internet to a server and you can download the electronic versions of the FAR and DFAR on the individual student laptops (back-up if the server goes down). In addition, have one hard set of the FAR & DFAR available for the students as a back-up to the Internet. If this is not possible, have one hard copy of the FAR & DFAR set available per student as a back-up to the Internet.	Yes	0-day prior to the class start date.	CR - 19 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	133 Hrs	24	18	36	1.5
CON 100	Shaping Smart Business Arrangements	Certification										N/A	N/A	DL - 60 days	[redacted]	16 Hrs	1	N/A	300	N/A
CON 121	Contract Planning	Certification										N/A	N/A	DL - 60 days		12 Hrs	1	N/A	300	N/A
CON 124	Contract Execution	Certification										N/A	N/A	DL - 60 days		13 Hrs	1	N/A	300	N/A
CON 127	Contract Management	Certification										N/A	N/A	DL - 60 days		10 Hrs	1	N/A	300	N/A
CON 170	Fundamentals of Cost and Price Analysis	Certification	X	X	YES	YES	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	Three breakout rooms required to accommodate 6 students in each room for 2nd Tuesday (day 7).		Yes	0-day prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 2:30 pm	76 Hrs	24	18	30	2
CON 200	Business Decisions for Contracting	Certification									Replaced CON 214	N/A	N/A	DL - 60 days	[redacted]	25 Hrs	1	N/A	200	N/A
CON 216	Legal Considerations in Contracting	Certification										N/A	N/A	DL - 60 days		23 Hrs	1	N/A	200	N/A
CON 232	Overhead Management of Defense Contracts	Assignment Specific	X	X	NO	NO						No	0-day prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	86 Hrs	24	10	30	2
CON 234	Joint Contingency Contracting Course	Assignment Specific	X	X	YES	YES	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	7 (1 per instructor; 1 per workgroup). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: MS Office Suite; Adobe Acrobat Reader; FormFlow Desired: CAC Reader and related software loaded on instructor computer	Four breakout rooms Wednesday of week 2.	1 Computer per student and instructor. One laser printer networked to the student's computers. Computer projection device. Room setup #1.	No	0-day prior to the class start date.	CR - 8 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 11:00 am	64 Hrs	24	10	30	2
CON 237	Simplified Acquisition Procedures	Certification										N/A	N/A	DL - 60 days	[redacted]	16 Hrs	1	N/A	400	N/A
CON 243	Architect-Engineer Contracting	Assignment Specific	X	X	YES	YES	One computer per student w/ Office Suite installed. Once computer for instructor use and slide projection. One networked printer.	Highly Desired: One computer per student w/ Office Suite installed. Once computer for instructor use and slide projection. One networked printer.	Required: MS Office Suite; Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	No breakout rooms required	Room setup #1; viewgraph/projector needed. Room setup to seat students in 5 or 6 groups.	Yes	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 4:30 pm Final Day 8:00 am -11:30 am	35 Hrs	24	10	30	1
CON 244	Construction Contracting	Assignment Specific	X	X	YES	YES	One computer per student w/ Office Suite installed. Once computer for instructor use and slide projection. One networked printer.	One computer per student w/ Office Suite installed. Once computer for instructor use and slide projection. One networked printer.	Required: MS Office Suite; Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer		Room setup #1 without viewgraph/projector. Room setup to seat students in 5 or 6 groups.	Yes	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	32 Hrs	24	18	30	1
CON 252 (Replaced CON 250&CON 251)	Fundamentals of Cost Accounting Standards	Assignment Specific	X	X	YES	YES (Only required for MtM)	1 per student and 1 for the instructor tied to overhead projector	1 per student and 1 for the instructor tied to overhead projector	NA	NA	Tables need to be set up in five groups/six people per table or six groups/five people per table (30 students maximum). Either a whiteboard or two easels.	Yes	0-day prior to the class start date.	CR - 8 days	Daily 8:00 am - 4:00 pm Final Day 8:00 am -1:00 pm	TBD	18	18	30	2 (1 DAU instructor and 1 DCAA instructor)
CON 260A	The Small Business Program, Part A	Assignment Specific										N/A	N/A	DL - 60 days	[redacted]	10 Hrs	1	N/A	75	N/A
CON 260B	The Small Business Program, Part B	Assignment Specific	X	X	YES	YES	25 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access and CAC readers. 1 networked printer.	25 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access and CAC readers. 1 networked printer.	Required: MS Office Suite; Adobe Acrobat Reader; CAC reader and related software Desired: CAC Reader and related software loaded on instructor computer		Tables need to be set up in four groups/six people per table when 24 students. One easel per group x 4 groups.	Yes	0-day prior to the class start date.	CR - 3 days	Daily 8:00 am - 4:00 pm Final Day 8:00 am - 4:00 pm	17 Hrs	15	15	24	1
CON 270	Intermediate Cost and Price Analysis	Certification	X	X	YES	YES	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	Two breakout rooms required (3 preferred) - 2nd Thursday & Friday (Day 9 & 10 - all day) Effective 3rd Qtr FY14, breakout rooms will no longer be required.		Yes	0-day prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 4:00 pm	91 Hrs	24	18	30	2
CON 280	Source Selection and Administration of Service Contracts	Certification	X	X	YES	YES	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader; Sharepoint Desired: CAC Reader and related software loaded on instructor computer	Two breakout rooms required - large enough to accommodate 6 students plus 1 instructor on days 4,6 ,7, 8 and 9.	DAU standard classroom configuration required. Mandatory classroom set-up: To facilitate negotiations and other team work, this course requires an even number of teams. Student seating must face each other and each student must also be positioned so as to easily see the instructor slides and podium. Recommended classroom set-up: Ideally, teams should consist of no more than five and no less than three students. For example, a class of 30 students should be set up as six teams with five students in each team.	Yes	10-days prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	80 Hrs	24	18	30	2
CON 290	Contract Administration and Negotiation Techniques in a Supply Environment	Certification	X	X	YES	YES	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	31 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have Internet access. 1 networked printer.	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	Three breakout rooms required - large enough to accommodate 5 people each on Days 2, 3, and 6 Two breakout rooms required - large enough to accommodate 11 people each on Days 4 and 8 Required: all breakout rooms to be equipped with computers and internet access	DAU standard classroom configuration required. Mandatory classroom set-up: To facilitate negotiations and other team work, this course requires an even number of teams. Student seating must face each other and each student must also be positioned so as to easily see the instructor slides and podium. Recommended classroom set-up: Ideally, teams should consist of no more than five and no less than three students. For example, a class of 30 students should be set up as six teams with five students in each team.	Yes	10-days prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	96 Hrs	24	18	30	2
CON 334	Advanced Contingency Contracting Officer's Course	Assignment Specific	X	X	YES	YES	31 (1 instructor computer and 1 computer per student). All Internet connected. 1 Printer. Instructor computer must have a CD & DVD reader and be connected to overhead projection.	31 (1 instructor computer and 1 computer per student). All Internet connected. 1 Printer. Instructor computer must have a CD & DVD reader and be connected to overhead projection.	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	No breakout rooms required.	Desired: Computer Projector, Room setup #1.	Yes	30-days prior to the class start date.	CR - 4 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 4:00 pm	39 Hrs	24	15	30	2
CON 360	Contracting for Decision Makers	Certification	X	X	YES	YES	32 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have a shared/common access drive, internet access and allow for use of CDs. Classroom must have speakers and DVD player for movie (may be played through PC).	32 (1 per instructor; 1 per student). Instructor PC linked to projector. All PCs must have a shared/common access drive, internet access and allow for use of CDs. Classroom must have speakers and DVD player for movie (may be played through PC).	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	Required: One breakout room with space for 16 people. Breakout rooms need to have one computer with overhead projection on a screen. The computer must be connected to the classroom drive or use CD's. Breakout rooms are needed on Thursday of the first week (or whenever the local challenges are scheduled) and Wednesday of the second week (or whenever the senior leader murder boards are scheduled). Week 2: If available, substitute two small breakout rooms for the senior leadership project teams for 4 days vice the one large breakout room for one day. A classroom that is equipped with a partition that can divide the room in half can be used as breakout room; however, both halves of the room need to be properly equipped with one computer with overhead projection on a screen, connected to the classroom drive or use CD's. Classroom needs 5 easels with paper.	NOTE: Hosting site must arrange for the participation of a Senior Contracting Leadership (SES/Colonel or above who are available for 4 hours on the last day of class) and the availability of industry speakers. On the road instruction should be limited; it is not optimal to the learning experience of the students. Much of this course is dependent upon student presentations of current contracting issues from their workplace. Students will learn very little if everyone is from the same location. Desire: No more than 50% of students should be from the same organization.	Yes	15-days prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	81 Hrs	24	18	30	2
CON 370	Advanced Contract Pricing	Assignment Specific	**Due to Software Licensing Agreements This course must be conducted at DAU Sites ONLY (on DAU Computers). No exceptions!**		YES	YES	1 per student	**Due to Software Licensing Agreements This course must be conducted at DAU Sites ONLY (on DAU Computers). No exceptions!**	Required: MS Office Suite; Adobe Acrobat Reader; ACE-IT (COSTAT) & Palisades Decisions Tools (@RISK)	No breakout rooms required; but if available (desired), one breakout room for every 4 students Thursday of week two. Classroom can be used to accommodate 2 groups.		Yes	14-days prior to the class start date.	CR - 10 days		TBD	15	10	24	2
ENG 301 (Replaced SYS 302 in FY15)	Technical Leadership in Systems Engineering	Certification	X	X	YES	YES	1 per student. Students and instructor PCs must have Internet access and be networked with a classroom share drive. Instructor PC to be equipped with CAC reader and the ability to access Citrix/DAU VPN or ability for instructor to access Internet with DAU laptop.	1 per student. Students and instructor PCs must be networked with a classroom share drive.	Required: MS Office Suite, Adobe Acrobat Reader, Video Player	One breakout room in addition to primary classroom. This room must seat up to 17 people for a max class size of 30 and have access to a computer and projector. Printer access is required. 6 Easels with butcher paper required in main classroom.	If the site does not have a network capability, the site must provide a CD-read/ write/re-writable capability with each PC. 10 CDs are required per student (unless re-writable CDs are provided), with a minimum of 300 CDs for each fully loaded class of 30.	Yes	15-days prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:30 pm	TBD	20	12	25 30 Desirable, if classroom space allows for 6 tables of 5 students	2
EVM 101	Fundamentals of Earned Value Management	Certification										N/A	N/A	DL - 60 days	[redacted]	TBD	1	N/A	200	N/A
EVM 201	Intermediate Earned Value Management	Certification	**Note: Due to Deltek's wInsight & Steelray Analyzer Licensing Agreements, this Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**		YES	YES	1 per student; Course materials loaded and accessible on local and DAU "I" share drive, wInsight (Deltek), Acrobat Reader, MS Office, with PowerPoint, Word, Excel, and MS Project; Steelray Analyzer; additional hardware requirement: Earphones = 1 per student; and instructor/student share drive.	**This Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**	Required: • Navigation (approx. 20 MB) -- on individual computers • Lesson Data (approx. 1.5 GB) -- on individual computers • Shared Data files (approx. 20 MB) -- on share drive/server • DELTEK Winsight 6.1 and Steelray Analyzer • MS Project • MS Office Suite	Course includes extensive library (2 books/student plus 20 group books).	Classroom configuration should be in workgroups of 6. Ensure sufficient desk space to allow room for each student to have a 21/2" 3 ring notebook, reference materials, & a laptop computer or keyboard.	Yes	0-day prior to the class start date.	CR - 9 days	Daily 08:00 am - 5:00 pm Final Day 08:00 am - 12:00 pm	60 Hrs	18	15	24 (Temporary set at 30)	2
EVM 262	EVMS Validation and Surveillance	Assignment Specific	X	X	YES	No	5 - 1 per work group and 1 for the instructors; all with print capability.	5 - 1 per work group and 1 for the instructors; all with print capability.	Required: • MS Office Suite	Two for afternoon of day seven.	Course requires movement of extensive library (4 books/students). Course requires 5 easels and butcher paper.	Yes	0-day prior to the class start date.	CR - 8 days (7.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	58 Hrs	18	12	24	2
EVM 263	Principles of Schedule Management	Assignment Specific	**Note: Due to Deltek's Risk & Steelray Analyzer Licensing Agreements, this Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**		YES	YES	1 per student and 1 for instructor	**This Course Must be Conducted at DAU Sites Only (on DAU Computers). No exceptions!**	Required: • DELTEK Risk; and Steelray Analyzer • MS Project • MS Office Suite		Course includes library (1 book/student)	Yes	0-day prior to the class start date.	CR - 3 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 4:00 pm	22 Hrs	24	12	30	2
FE 201	Intermediate Facilities Engineering	Certification										N/A	N/A	DL - 60 days	[redacted]	18 Hrs	1	N/A	200	N/A
FE 301	Advanced Facilities Engineering	Certification	X	X	YES	YES	1 laptop per student with Internet access	1 laptop per student with Internet access	Desired: CAC Reader and related software loaded on instructor computer		Need two speakers, one Senior Commander as customer and one PW/CEC or CE type Senior preferably on the last day of class; but flexibility allowed for scheduling purposes.	Yes	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	31 Hrs	24	18	30	2
GRT 201	Grants and Agreements Management	Assignment Specific	X	X	YES	YES	4 (1 per workgroup)	4 (1 per workgroup)	Required: MS Office Suite; Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer		Room setup #1. Computer projector and screen.	No	0-day prior to the class start date.	CR - 5 days	Mon 1:00 pm - 4:00 pm Tues-Thurs 8:00 am - 4:00 pm Fri 8:00 am - 12:00 pm	23 Hrs	24	18	30	1
IND 105	Contract Property Fundamentals	Certification	X	X	YES	YES	• 1 computer per student • 1 computer for instructor presentation media purposes with on-line access If LAPTOPS, they will be issued & hand-receipted at beginning of class for both in-class use & optional use by students for homework purposes if they do not already possess a computer that can access the on-line course web site for after-class homework If Desktop PCs, then several laptops should be made available to requesting students if they do not already possess a computer that can access the on-line course web site for after-class homework)	• 1 computer per student •1 computer for instructor presentation media purposes with on-line access If LAPTOPS, they will be issued & hand-receipted at beginning of class for both in-class use & optional use by students for homework purposes if they do not already possess a computer that can access the on-line course web site for after-class homework If Desktop PCs, then several laptops should be made available to requesting students if they do not already possess a computer that can access the on-line course web site for after-class homework)	Required: MS Office Suite; Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer	No breakout rooms required.	• Class should begin on a Monday and end on a Thursday unless a holiday falls within the scheduled class dates • Classroom should have an instructor podium & work table • Classroom configuration must seat 4 workgroups of 6 students each with one (1) computer per student • Each group should have an easel with butcher block paper, dry erase markers and access to white boards • Instructor & student computers must have MS Office Suite, DVD/CD-drive capability, share drive capability, and Internet access • Instructor computer must be connected to a projector capable of presenting PowerPoint charts on to a screen visible to the entire class • Student & instructor computers must be networked to a LaserJet printer in the classroom.	Yes	10-days prior to the class start date.	CR - 9 days	Daily 8:00 am - 4:00 pm Final Day 8:00 am - 4:00 pm	64 Hrs	24	16	30	2
IND 205	Contract Government Property Management Systems and Auditing Concepts	Certification	X	X	YES	YES	31 • 1 computer per student • 1 computer for instructor presentation media purposes with on-line access	31 • 1 computer per student • 1 computer for instructor presentation media purposes with on-line access	Required: MS Office Suite; Adobe Acrobat Reader Desired: CAC Reader and related software loaded on instructor computer		• Class should begin on a Monday and end on a Friday unless a holiday falls within the scheduled class dates • Classroom should have an instructor podium & work table with online accessible computer • Classroom configuration must be in workgroups of 5/6 students each with one (1) computer per student • Each group should have an easel with butcher block paper, dry erase markers and access to white boards • Instructor & student computers must have MS Office Suite, DVD/CD-drive capability, share drive capability, and Internet access • Instructor computer must be connected to a projector capable of presenting PowerPoint charts on to a screen visible to the entire class • Student & instructor computers must be networked to a LaserJet printer in the classroom • 1 computer in back of room with Internet access for second professor	Yes	17-days prior to the class start date.	CR - 10 days	Daily 8:00 am - 4:00 pm Final Day 8:00 am - TBD	68 Hrs	24	18	30	2
IRM 101	Basic Information Systems Acquisition	Certification										N/A	N/A	DL - 60 days	[redacted]	35 Hrs	1	N/A	250	N/A
IRM 202	Intermediate Information Systems Acquisition	Certification	X	X	YES	YES	1 per student 1 for instructor 1 Shared network drive accessible to all students and instructors	1 per student 1 for instructor 1 Shared network drive accessible to all students and instructors		Copy of Technical Reviews Slide Rule and Risk Management Template per student (for issue)	Room setup #1; plus electrical outlets for notebook computers.	No	0-day prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -1:00 pm	79 Hrs	24	18	30	1.5
IRM 304	Advanced Information Systems Acquisition	Certification	X	X	YES	YES	1 per student; 1 for instructor	1 per student; 1 for instructor	Required: MS Office Suite	Tablet PCs where available; classroom shared drive; 2 printers	1 computer per student. Room setup #1; plus electrical outlets for notebook computers.	Yes	15-days prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -1:00 pm	36 Hrs	24	12	30	2
LOG 101	Acquisition Logistics Fundamentals	Certification										N/A	N/A	DL - 60 days	[redacted]	27 Hrs	1	N/A	300	N/A
LOG 102	Fundamentals of System Sustainment Management	Certification										N/A	N/A	DL - 60 days		25 Hrs	1	N/A	300	N/A
LOG 103	Reliability, Availability, and Maintenance (RAM)	Certification										N/A	N/A	CR - 60 days		20 Hrs	1	N/A	300	N/A
LOG 200	Intermediate Acquisition Logistics, Part A	Certification										N/A	N/A	DL - 60 days		32 Hrs	1	N/A	300	N/A
LOG 201	Intermediate Acquisition Logistics, Part B	Certification	X	X	YES	YES	12 (2 per workgroup)	6 (1 per workgroup)	Required: MS Office Suite; Adobe Acrobat Reader; Internet Explorer /Browser	1. One "Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System" wall chart per student. 2. All PCs (student and instructor) should be connected to a common shard drive OR student PCs should have CD recording capability with CD-R recording media provided to facilitate file transfers.	One computer per work group must be available at group work sites (groupings of student desks to support team teaching concept). A network linked laser printer (equal to HP LaserJet 5 or higher) accessible by all classroom computers is required. Number of rooms: A single classroom with group seating around computer equipment and desks is preferred. A large conventional classroom with "computer labs" large enough for 5 separate student groups (of up to 6 students each) will also work. A computer and projector system to project course materials onto a front screen. Chalkboard/ Whiteboard DVD/ TV or DVD capability through overhead projection system. One easel with butcher block paper is required for each of 5 work groups. Admin support: Type/forward Student Roster to DAU representative. Type Student Certificates. Classroom Set-up.	Yes	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	32 Hrs	25	16	30	2
LOG 204	Configuration Management	Assignment Specific										N/A	N/A	DL - 60 days	[redacted]	18 Hrs	1	N/A	200	N/A
LOG 206	Intermediate System Sustainment Management	Certification										N/A	N/A	DL - 60 days		27 Hrs	1	N/A	300	N/A
LOG 211	Supportability Analysis	Certification	X	X	YES	YES	33 1 per student; 3 (2 faculty and 1 classroom projector)	33 1 per student; 3 (2 faculty and 1 classroom projector)	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader; Internet Explorer/ Browser	Required: Media Player for video/audio		Yes	0-day prior to the class start date.	CR - 5 days (4.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	36 Hrs	24	12	30	2
LOG 215 (Projected Deployment - FY15)	Technical Data Management	Certification										N/A	N/A	DL - 60 days	[redacted]	TBD	1	N/A	TBD	N/A
LOG 235	Performance-Based Logistics	Certification										N/A	N/A	DL - 60 days		19 Hrs	1	N/A	300	N/A
LOG 340	Life Cycle Product Support	Certification	X	X	Yes	Yes	31 (1 per student, 1 for instructor) with printer capability, shared common drive, CD recording capability	31 (1 per student, 1 for instructor) with printer capability, shared common drive, CD recording capability	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader; Internet Explorer/ Browser; 2 printers linked to computers.	All PCs (student and instructor) should be connected to a common shard drive OR student PCs should have CD recording capability with CD-R recording media provided to facilitate file transfers.	Tables for 5 student workgroups with space for 6 students per table. One additional smaller table in back of classroom for two instructors desired. 1 easel/flip chart per team or access to dry erase boards/markers	Yes	0-day prior to the class start date.	CR - 5 days (4.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	40 Hrs	20	16	30	2
LOG 350	Enterprise Life Cycle Logistics Management	Certification	X	X	Yes	YES	31 1 per student; 1 per instructor	21 4 per workgroup; 1 per instructor	Required: MS Office Suite (Word, Excel, PowerPoint, Outlook); Adobe Acrobat Reader; Internet Explorer/ Browser; 2 printers linked to computers.	One "Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System" wall chart per student. All PCs (student and instructor) should be connected to a common shard drive OR student PCs should have CD recording capability with CD-R recording media provided to facilitate file transfers.	Room setup #1, projector capability with computer, 2 printers. Min 4 laptops per workgroup/table (1 laptop per student desired). Tables for 4-5 student workgroups with 5-6 students per table. Ideal: 5 tables with 5 students each. One additional table in back of classroom for two instructors desired. 1 easel/flip chart per team.	Yes	7-days prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	90 Hrs	24	16	30	2
LOG 365	Executive Product Support Manager's Course	Assignment Specific	X	X	YES	YES	6 (1 per team (5 teams) and 1 instructor)	6 (1 per team (5 teams) and 1 instructor)		Four breakout rooms on Wednesday and Thursday. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom.		Yes	0-day prior to the class start date.	CR - 10 days (9.5 days)	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	TBD	20	20	25	2.5
PMT 202 (Will be replaced by ACQ 120 & ACQ 230)	Multinational Program Management Course	Certification	X	X	YES	YES	6 (1 per team (5 teams) and 1 instructor)	6 (1 per team (5 teams) and 1 instructor)	Required MS Office suite; Internet	Four breakout rooms on Tuesday and Thursday. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom. Telepresence/VTC may be needed in the classroom dependent on guest speakers used for a specific course offering as determined by the instructor.	5 tables of 6 students each preferred	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -1:00 pm	31 Hrs	18	18	30	2
PMT 203 (Will be replaced by ACQ 130 & ACQ 230)	International Security and Technology Transfer/Control	Certification	X	X	YES	YES	1 per student	1 per student	Required MS Office suite; Internet	Four breakout rooms on Thursday. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom. Telepresence/ VTC may be needed in the classroom dependent on guest speakers used for a specific course offering as determined by the instructor.	5 tables of 6 students each preferred	No	7-days prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -1:00 pm	29 Hrs	18	18	30	2
PMT 251	Program Management Tools Course, Part I	Certification										N/A	N/A	DL - 60 days	[redacted]	20 Hrs	1	N/A	125	1
PMT 257	Program Management Tools Course, Part II	Certification										Yes	14-days prior to the class start date.	DL - 5 days (FOLE)		43 Hrs	24	18	30	1
PMT 304	Advanced International Management Workshop	Certification	X	X	YES	YES	6 per class	6 per class	Required: MS Office suite; Internet	Four breakout rooms Tues through Thurs. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom. A large conference room like MPR is needed on Friday. Telepresence/VTC may be needed in the classroom dependent on guest speakers used for a specific course offering as determined by the instructor.	5 tables of 6 students each preferred	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am -1:00 pm	39 Hrs	20	20	30	2
PMT 313	Advanced Technology Security/Control Workshop	Assignment Specific	X	X	YES	YES	1 per student	1 per student	Required: MS Office suite; Internet	Four breakout rooms are needed for the duration of the class. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom.	5 tables of 6 students each preferred	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 2:00 pm	33 Hrs	18	18	30	2
PMT 352A	Program Management Office, Part A	Certification										N/A	N/A	DL - 60 days	[redacted]	22 Hrs	1	N/A	75	N/A
PMT 352B	Program Management Office, Part B	Certification	X	X	YES	YES	1 per student	1 per student	DragonFly SW simulation	Three-five breakout rooms for workgroup conferences. One additional classroom or conference room for simultaneous workgroup briefings.	1 Computer per student, one computer per instructor, and two spare computers. Desired: Projectors - one per breakout room. Mandatory: DragonFly simulation Joy Sticks (One per student and one for Classroom Computer).	No	0-day prior to the class start date.	CR - 19 days	Daily 08:00 am - 4:30 pm Final Day 08:00 am - 10:00 am	119 Hrs	24	18	30	Minimum of 2
PMT 400	Program Manager's Skills Course	Assignment Specific	X	X	YES	YES	1 per student	1 per student	Required: MS Office suite; Internet Access	Four breakout rooms with seven docking stations in each room are needed for the duration of the class. Additional 1/2 day is needed on the Friday before the class start date for setup. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 separate rooms from the classroom.	Surging to 28 students per class since FY09.	Yes	10-days prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	77 Hrs	24	18	24	4.1
PMT 401	Program Manager's Course	Certification	X (DSMC & Regions)		YES	YES	1 per student (Per Student Request Only) 28 student use laptops + 2 instructor laptops will be needed for simulations and the end-of-course survey - total of six days associated with the simulations and survey.		Required: MS Office suite; Internet Access	DSMC: Eight breakout rooms, each with one PC are needed for the duration of the class. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 8 separate rooms from the classroom. Regions: Five breakout rooms, each with one PC are needed for the duration of the class. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 5 separate rooms from the classroom.	Laptops issued upon student request. 1 Laptop per student, 1 laptop per classroom, 1 desktop per breakout room, 1 computer for multi-purpose room. 28 student use laptops + 2 instructor laptops will be needed for simulations and the end-of-course survey - total of six days associated with the simulations and survey.	Yes	0-day prior to the class start date.	CR - 50 days	Daily 7:30 am - 5:00 pm Final Day 8:00 am - 12:00 pm	470 Hrs	18	18	56 (DSMC) 28 (Regions)	9 (DSMC) 4 (Regions)
PMT 402	Executive Program Manager's Course	Assignment Specific	X		YES	YES	1 per student		Required: MS Office suite; Internet Access	Four to eight (for double size classes) breakout rooms with seven docking stations in each room are needed for the duration of the class. Additional 1/2 day is needed on the Friday before the class start date for setup. A large classroom equipped with a partition will not be sufficient to serve as breakout rooms. The breakout rooms must be 4 or 8 separate rooms from the classroom.	Class may surge to 44 students per class (double offering).	Yes	18-days prior to the class start date.	CR - 20 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	146 Hrs	24	18	28 (single offering) 44 (double offering)	4.4
PQM 101	Production, Quality and Manufacturing Fundamentals	Certification										N/A	N/A	DL - 60 days	[redacted]	16 Hrs	1	N/A	200	N/A
PQM 201A	Intermediate Production, Quality & Manufacturing, Part A	Certification										N/A	N/A	DL - 60 days		12 Hrs	1	N/A	50	N/A
PQM 201B	Intermediate Production, Quality & Manufacturing, Part B	Certification	X	X	YES	YES	1 computer per student with printer capability	Plan for 1 computer per student with printer capability	Required: MS Office Suite	One breakout room on Day 2 for Lean Simulation.	2 Computers per workgroup. Method for PowerPoint presentation, Room setup #1. Students to be seated in 5 groups. 1 easel/ flip chart per group.	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	35 Hrs	24	15	30	1.5
PQM 203	Preparation of Commercial Item Descriptions for Engineering and Technical Personnel	Assignment Specific	X									Yes	7-days prior to the class start date.	DL - 15 days (FOLE)	[redacted]	6 Hrs	10	10	25	1
PQM 301	Advanced Production, Quality and Manufacturing	Certification	X	X	YES	YES	6 (1 per team (5 teams) and 1 instructor)	6 (1 per team (5 teams) and 1 instructor)	Required: MS Office Suite; ReaderRealPlayer Video; Site License for Sim Factory; Five Sim Factory workgroup kits	Commercial textbooks (2), commercial case studies (3) and Harvard Business School commercial monographs (3) per student. Six "statapult" training aids (one per workgroup table).	1 Computer per team and instructor. Classroom will require computer projection capability; butcher paper w/easels; white boards; bulletin boards overhead projector, etc. DVD with projection capability. Real player video capability on PC's. 31st seat can be accommodated for Industry student participation.	No	0-day prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	76 Hrs	24	18	30	1.5
RQM 110	Core Concepts for Requirements Management	Certification										N/A	N/A	DL - 60 days	[redacted]	19 Hrs	1	N/A	200	N/A
RQM 310	Advanced Concepts and Skills for Requirements Management	Certification	X		YES	YES	1 per student and 2 for instructors		Required: Simulation software developed by Novonics; TurningPoint software and Hardware		Class may surge to 48 students per class. Two guest speakers. One speaker will be a Functional Capability Board (FCB) chair - Distinguished Visitor (DV)	Yes	7-days prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 3:00 pm	38 Hrs	18	18	30	3
RQM 403	Requirements Executive Overview Workshop (REOW)	Certification	X		YES	YES	1 per class		Required: MS Office suite; Internet		Make VTC Available	Yes	0-day prior to the class start date.	CR - 1 day	Daily 8:00 am - 4:00 pm Final Day 8:00 am - 4:00 pm	8 Hrs	1	1	6	2
RQM 413	Senior Leader Requirements Course	Certification	X		YES	YES	1 per class		Required: MS Office suite; Internet			No	0-day prior to the class start date.	CR - .5 day	2 Hours	2 Hrs	1	1	1	1
SAM 101 (Possible Revise as SAM 151 in FY14)	Basic Software Acquisition Management	Assignment Specific										N/A	N/A	DL - 60 days	[redacted]	34 Hrs	1	N/A	250	N/A
SAM 301	Advanced Software Acquisition Management	Certification	X	X	YES	YES	1 per student	1 per student	Required: MS Office Suite	One copy of the Tech Reviews Sliderule Performance Support Tool per student.	1 computer per student. Room setup #1; plus electrical outlets for notebook computers.	No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 2:30 pm	32 Hrs	24	15	30	1.5
STM 202	Intermediate Science & Technology Management	Certification	X	X					Required: MS Office Suite (PowerPoint)		One flip chart per table.	No	0-day prior to the class start date.	CR - 3 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 4:00 pm	20 Hrs	24	16	36	2
STM 303	Advanced Science & Technology Management	Certification	X	X	YES	YES	1 per student	1 per student	Required: MS Office Suite (PowerPoint)	One breakout room with computer, network access for file sharing is required, and video projector.		Yes	7-days prior to the class start date.	CR - 4 Days	Daily 8:00 am - 4:00 pm Final Day 8:00 am -12:00 pm	25 Hrs	24	16	30	2
SYS 101	Fundamentals of Systems Engineering	Certification										N/A	N/A	DL - 60 days	[redacted]	35 Hrs	1	N/A	250	N/A
SYS 120	Defense Standardization Workshop	Assignment Specific	X	X	YES	YES	1 per workgroup for students plus 1 for the instructor with network capability (for ASSIST exercises and briefing)	1 per workgroup for students plus 1 for the instructor with network capability (for ASSIST exercises and briefing)			Formerly PQM 103.	No	0-day prior to the class start date.	CR - 3 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	14 Hrs	25	25	36	1.5
SYS 130	Specification Selection and Application	Assignment Specific	X	X	YES	YES	1 for the instructor with network capability (for ASSIST exercises and briefing)	1 for the instructor with network capability (for ASSIST exercises and briefing)			Formerly PQM 104.	No	0-day prior to the class start date.	CR - 2 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	10 Hrs	25	25	36	1
SYS 202	Intermediate Systems Planning, Research, Development and Engineering, Part 1	Certification										N/A	N/A	DL - 60 days	[redacted]	9 Hrs	1	N/A	100	N/A
SYS 203	Intermediate Systems Planning, Research, Development and Engineering, Part 2	Certification	X	X	YES	YES	1 per workgroup with DragonFly M&S loaded, if possible.	If DragonFly M&S not available on the local laptops, DAU will be capable of providing 1 DragonFly laptop per workgroup to conduct the M&S exercises. A minimum of six laptops with the DragonFly M&S that can be transported to the teaching site will be required.	Required: MS Office Suite; DragonFly	Breakout room with a projector that can hold a minimum of 13 people. One copy of the Defense Acquisition Framework Chart and one copy of the DoD Risk Management Template, and one copy of the DoD Technical Revbiew Slide rule per student.		No	0-day prior to the class start date.	CR - 5 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	36 Hrs	24	12	36	2
SYS 302	Technical Leadership in Systems Engineering	Certification	X	X	YES	YES	1 per student and students and instructor PCs must be networked with a classroom share drive.	1 per student and students and instructor PCs must be networked with a classroom share drive. Instructor PC to be equipped with CAC reader and the ability to access Citrix.	Required: MS Office Suite	One breakout room in addition to primary classroom. This room must seat up to 13 people for a max class size of 30 (19 people for a max class size of 36) and have access to a computer and projector. Printer access is required. One copy of the Tech Reviews Sliderule Performance Support Tool per student. Copy of the DoD Risk Management Template.	If the site doesn't have such a network capability, the site must provide a CD-read/ write capability with each PC. 6 CDs are required per student, with a minimum of 220 CDs, for each fully loaded class of 36.	Yes	0-day prior to the class start date.	CR - 10 days	Daily 8:00 am - 5:00 pm Final Day 8:00 am - 12:00 pm	68 Hrs	24	12	36 Max 30 Desirable	2
TST 102	Fundamentals of Test and Evaluation	Certification										N/A	N/A	DL - 60 days	[redacted]	18 Hrs	1	N/A	150	1
TST 204	Intermediate Test and Evaluation	Certification	X	X	YES	YES	Instructor (Required): 1 PC w/ Internet access, CD/DVD reader/ writer drive & s/w with supply of CD-R/W disks. PC must be networked to a printer and projector. Networked to a share drive (required if student PCs are unable to write CDs, otherwise desired). Student (Required): 2 laptop or PC with CD/DVD reader/writer drive & s/w with supply of CD-R/ W disks per team of six students. Student (Desired): 6 laptops or PCs per team of six students with Internet access and networked to a share drive and printer.	Instructor (Required): 1 PC w/Internet access, CD/DVD reader/writer drive & s/w with supply of CD-R/W disks. PC must be networked to a printer and projector. Networked to a share drive (required if student PCs are unable to write CDs, otherwise desired). Student (Required): 2 laptop or PC with CD/DVD reader/ writer drive & s/w with supply of CD-R/W disks per team of six students. Student (Desired): 6 laptops or PCs per team of six students with Internet access and networked to a share drive and printer.		No breakout rooms required or desired. One copy of Technical Reviews Sliderule Performance Support Tool per student team (six students required). One copy of the Tech Reviews Sliderule Performance Support Tool per student desired.	Room setup #1 with easel/flipchart per group. Five tables with 6 students each. Pre-course work (case study review) est. at 2 hours	Yes	7-days prior to the class start date.	CR - 10 days	Daily 8:00 am - 4:30 pm Final Day 8:00 am - 1:00 pm	64 Hrs	24	12	30	2
TST 303	Advanced Test and Evaluation	Certification	X	X	YES	YES	Instructor (Required): 1 PC w/ Internet access, CD/DVD reader/ writer drive & s/w with supply of CD-R/W disks. PC must be networked to a printer and projector. Networked to a share drive (required if student PCs are unable to write CDs, otherwise desired). Student (Required): 3 laptops or PCs with CD/DVD reader/writer drive & s/w with supply of CD-R/ W disks per team of six students. Driver per team of six students. Student (Desired): 6 laptops or PCs per team of six students with Internet access and networked to a share drive and printer.	Instructor (Required): 1 PC w/Internet access, CD/DVD reader/writer drive & s/w with supply of CD-R/W disks. PC must be networked to a printer and projector. Networked to a share drive (required if student PCs are unable to write CDs, otherwise desired). Student (Required): 3 laptop or PC with CD/DVD reader/ writer drive & s/w with supply of CD-R/W disks per team of six students. Driver per team of six students. Student (Desired): 6 laptops or PCs per team of six students with Internet access and networked to a share drive and printer.	Required: MS Office Suite	No breakout rooms required or desired. One copy of the Tech Reviews Sliderule Performance Support Tool per student team (six students required). One blank writable CD-ROM per student required (West Region only). One blank writable CD-ROM per student desired (CNE, MAT, MWT, and STH Regions).	Room setup #1 with easel/flipchart per group. Five tables with 6 students each.	Yes	10-days prior to the class start date.	CR - 5 days	Daily 8:00 am - 4:30 pm Final Day 8:00 am - 1:00 pm	32 Hrs	24	12	30	2

Regional Department Chair Information

BUS - Cohe (CNE); Williams, S. (MWT); Treshansky (STH); MacDonald-Morrow (WST)
CON - Urquhart (CNE); Tisone (MAT); Williams/Valley (MWT); Kennedy (STH); Constant (WST)
LOG - Curry, J. (CNE); Newman (MAT); Tkach (MWT); Cain (STH); Burroughs (WST)
E&T - Mullis (CNE); Collins, J. (MAT); Tkach, (MWT); Denman (STH); Corcoran (WST)
PM - Hagan (CNE); Mattingly (acting) (MAT); Hubbard(ACQ)/Thumser(PM) (MWT); Unger (STH); Carman (WST)

Course	Title	Assignment Specific/ Certification	Resident Course	Local Course	Computers	Internet Access	PCs Required (Resident/ Optimal)	PCs Required (Local/ Minimum)	Additional Software	Breakout Rooms and Additional Requirements	Notes	BB/ATLAS Interface Course	Reservation Close Setting # of Days prior to the class start date that	Type Length	Class Start and End Times (Classroom Only)	Contact Hours (Based on CEUs)	Target Min Size	Course Design Min	Max Size	Instructor Loading	Regional Ed Tech (Classroom Only)	Course Manager	Course Manager Regional Rep	Regional Department Chair (Rolling Admission DL Courses Only; Centralized Call Center Purposes)	Performance Learning Director	Center Director
ATL 900	**AT&L Staff Specialist Analysis Course**	**Assignment Specific**	X		YES	YES	One per student in classroom.		Required MS Office suite; Internet; access to shared K: drive	Four breakout rooms with PC and TV in each required		Yes	0-day	CR - 5 days	Daily 8:00 am - 5:30 pm Final Day 8:00 am - 2:00 pm	34.5 Hrs	24	18	24	2.3	Lane-DSMC becky.lane@dau.mil	Mr. Joe Chang joe.chang@dau.mil 703-805-2537		[redacted]	Ms. Maryann Watson maryann.watson@dau.mil 703-805-4640	Mr. Mike Holbert michael.holbert@dau.mil 703-805-5599
SYS 350A	**TECHNICAL LEADERSHIP: SYSTEMS LENS**	**Assignment Specific**					Instructor PC to be equipped with CAC reader and the ability to access Citrix/DAU VPN or ability for instructor to access Internet with DAU laptop.					No	0-day	CR - 5 days	TBD	TBD	TBD	TBD	TBD	TBD		Mr. David Swinney david.swinney@dau.mil 256-922-8159		[redacted]		Mr. Steve Jones steven.jones@dau.mil 703-805-5252
SYS 350B	**SYS ENGINEERING TECH LEADERSHIP BUS LENS**	**Assignment Specific**										No	0-day	CR - 5 days	TBD	TBD	TBD	TBD	TBD	TBD				[redacted]		Mr. Steve Jones steven.jones@dau.mil 703-805-5252
SYS 350C	**Executive Technical Leadership**	**Assignment Specific**										No	0-day	CR - 5 days	TBD	TBD	TBD	TBD	TBD	TBD				[redacted]		Mr. Steve Jones steven.jones@dau.mil 703-805-5252