

**FCN-190-DL  
FAR FUNDAMENTALS  
COURSE SYLLABUS**

**TITLE/NUMBER**

*FAR Fundamentals/FCN-190-DL*

**DESCRIPTION**

*FAR Fundamentals* (FCN-190-DL) is a contracting course intended for federal civilian agency GS-1102 contracting personnel. Over a period of approximately four weeks, students complete instructor-led sessions and individual student/team activities to gain a foundational knowledge of the *Federal Acquisition Regulation* (FAR). This course provides an immersive experience by applying the FAR to real-world scenarios found in the contract planning, formation, and administration phases.

**OBJECTIVE**

Given various contracting scenarios, the student will locate, interpret, and apply the applicable federal acquisition regulation.

**PREREQUISITES**

- CON-100 *Shaping Smart Business Arrangements* or FCN-101 *Contract Basics*.
- CON-121 *Contract Planning* or FCN-110 *Mission Support Planning*.
- CON-124 *Contract Execution* or FCN-111 *Mission Strategy Execution*.
- CON-127 *Contract Management* or FCN-112 *Mission Performance Assessment*.
- CON-170 *Fundamentals of Cost and Price Analysis*.

**CREDIT**

Students who successfully complete this course earn 80 continuous learning points (CLP). This course has been verified by the Federal Acquisition Institute (FAI).

## REQUIREMENTS

- **Student materials:** Instructions will be provided for students to download the initial class materials, including the self-study assignments, exercises, and other reference material.
- **Hardware and software:** Students require access to a computer and a high-speed Internet connection during and outside class sessions to complete assigned individual and team activities. Telephone access is also required. A link and toll-free audio-conference number will be provided.

**Tip:** The current version of the FAR (in PDF or HTML format) should be downloaded as a backup in case Internet connectivity is lost. (See [www.acquisition.gov](http://www.acquisition.gov) for a link to the most current version of the FAR.)

## STRUCTURE

FCN-190-DL is a rigorous course that requires focused effort and discipline on the part of each student in learning to read, interpret, and accurately apply the FAR. To succeed in this class, students must develop the habit of referencing the FAR *before* answering questions rather than relying solely on intuition and conventional wisdom. It is expected that developing proficiency may take some time.

The approach used in this course is based on the Thayer method, in which students must assume responsibility for attaining the learning goals and leveraging all resources available to enhance their learning experience. Students complete self-study activities on the topics to be covered in the next session. During the session itself, the instructor facilitates discussion, responds to questions, and orchestrates team exercises intended to promote proficiency in researching, interpreting, and applying the FAR. Although the sessions are facilitated by the instructor, students are expected to actively participate and manage their own learning, both individually and in teams.

Proficiency is assessed through a series of quizzes and two exams (a midcourse and a final). Two ungraded practice exams are also administered to help students prepare for the formal exams.

### Virtual Classrooms

Virtual Instructor-Led Training (vILT) sessions are hosted on the Adobe Connect distance-learning platform, which is accessed from student computers via an Internet connection and toll-free telephone line.

### Typical Session

During the first session, students are assigned to teams; they remain on the same teams throughout the course.

Many sessions begin with a scored quiz to evaluate each student's successful completion of the previously assigned self-study activities.

Team-based classroom exercises provide practice in locating, interpreting, and applying the FAR to real-world scenarios. Solutions are based either on information in the FAR itself or on authoritative interpretations of the regulations in legal decisions of the Government Accountability Office, the Federal Board of Contract Appeals, or the federal courts.

Solutions to the exercises are seldom obvious and require considerable thought and analysis. Each team is placed into a separate breakout room to work collaboratively, both to enhance the learning process and to promote the team approach encouraged by the FAR. Proposed solutions are presented when the class "returns" from the breakouts to the main class session. It is both permissible and encouraged for individual members of a team to reach different conclusions. All students are given the opportunity (responsibility) to serve as spokesperson for the team in presenting results on a rotating basis throughout the course.

Before revealing the correct answer, the instructor facilitates a discussion to allow students to support their individual positions. Once the correct answer is revealed, each student should seek a full understanding of the rationale for the answer.

## GENERAL SCHEDULE

FCN-190-DL typically spans four weeks. Each session will begin promptly at 9:30 a.m. ET unless otherwise indicated in the registration details for a specific offering of this course. Sessions are four hours long, as shown in the class schedule. (There is a 30- minute break for all sessions other than exams.)

## ASSESSMENTS

Students must earn at least 80 percent of all possible points to pass. Each student will be assessed on comprehension and application of the knowledge and skills presented in this course through the use of objective quizzes and examinations. In addition, each student will be evaluated on participation, including timeliness and engagement as assessed by the instructor. A breakdown of the assessment scheme is provided below.

Ten Quizzes @ 10 points each	100
Two Exams @ 100 points each	200
Class Participation	50
<b>Total</b>	<b>350</b>
Passing Minimum Requirement	280 (80%)

## Comprehension

- **Quizzes:** Many sessions begin with a short closed-book quiz based on the pre-session self-study assignment. Students submit their responses for the record, and the instructor then presents the correct answers. Students who have an incorrect or missing response are given the opportunity to retake the quiz to demonstrate that they have reviewed and corrected their work.
- **Exams:** The midcourse exam covering lessons 1 through 10 will be administered in session 8 of the course, and the final exam covering lessons 11 through 25 will be administered in session 19. Each exam is open-book and contains 25 multiple-choice questions where there is only one correct answer per question. The exam questions are *very* challenging, requiring students to locate, interpret, and apply information in the FAR. The level of difficulty is similar to that of the in-class exercises and practice exams. Students are allowed three hours to complete each exam.

## POLICIES

- **Attendance:** In accordance with FAI policy, students are not allowed to miss *any* course time. In an extreme case beyond a student's control, the instructor may excuse student absence provided that notification has been received at the earliest possible opportunity (preferably in advance of the absence). The instructor will assess the nature of activities and amount of time missed to determine if the attendance requirements have been met.
- **Student responsibility:** Students are responsible for achieving the learning objectives. Any problems or difficulties encountered should be communicated to the instructor.
- **Missed quizzes and exams:** There will normally be no makeups for missed quizzes or exams. In extenuating circumstances, students should contact the instructor for further guidance.
- **Remediation:** One retake of the final exam may be allowed depending on agency policy.
- **ADA:** This course is required to meet ADA accessibility guidelines. Students should inform their agency departmental 508 coordinator or the agency acquisition career manager of their specific need and should specify that they have adaptive software and hardware to assist them in taking the course. Students may contact NPI at [npi@npi-training.com](mailto:npi@npi-training.com) or 425-776-0414 for assistance.
- **Non-attribution:** Statements made in the classroom forum should be treated as privileged information and are not to be attributed to a specific individual when outside the classroom.

## COMMUNICATIONS

- **Announcements:** General messages outside class hours will be broadcast in “The Commons,” a 24/7 virtual classroom, and may also be sent via e-mail. Messages may include weekly assignments, resource links, FAQs, tips, important dates, or reminders.
- **Student collaboration:** The Commons also serves as a virtual student hall where students may communicate and collaborate with the instructor or other students, or receive individual support from the instructor.
- **E-mail:** For urgent matters, questions or notifications may be sent to the instructor’s e-mail.