American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
DEFM420
Cost Analysis & Negotiation Techniques
3 Credit Hours
8 Weeks
Prerequisite(s): None

Course Description

DEFM420 Cost Analysis & Negotiation Techniques

Course Description: This course introduces methods and techniques necessary to analyze a contractor's cost proposal and to develop a Government negotiation objective. Students will apply the cost analysis techniques to analyze a contractor's proposal and develop a cost objective. The course also introduces negotiation terminology, styles, and techniques. No prerequisite.

Course Objectives

After successfully completing this course, students will fulfill the following Learning Objectives (LO):

1. Explain the use and application of a contract audit.
2. Explain a contractor's estimating and accounting systems.
3. Calculate a cost objective for direct material, direct labor, other direct costs, indirect costs, facilities cost of money, and profit/fee.
4. Calculate a price and cost objective using simple regression analysis, learning curve analysis, and statistics.
5. Explain the process for conducting contract negotiations.

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by
the last day of each week and include discussion board questions (accomplished in groups through a threaded discussion board), examinations (graded electronically) and individual assignments (submitted for review by your professor). Assigned professors will support the students throughout this eight-week course.

Course Materials

The materials are all online and from the APUS online library. They are contained in the course lessons and Forums and Assignments as needed.

Additional Resources:

Federal Acquisition Regulation (FAR) located at http://www.acquisition.gov/far/index.html
Universal Commercial Code (UCC) located at http://www.law.cornell.edu/ucc

In the Course Materials folder there are PowerPoint presentations, leadership articles, and up to date APA handouts.

Evaluation Procedures

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>GRADED ASSIGNMENT</th>
<th>FINAL GRADE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Forums (8 forums)</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Weekly Paper Assignments</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Term Project Part 1 to Part 3 (3 papers)</td>
<td></td>
<td>12</td>
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<tr>
<td>Term Project Paper</td>
<td></td>
<td>24</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>100%</td>
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Please see the Student Handbook to reference the University’s grading scale.
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Objective(s)</th>
<th>Reading(s)</th>
<th>Assignment(s)</th>
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</table>
| 1    | LO-1                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Introductions  
  - Forum 1 |
| 2    | LO-2                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 2  
  - Paper 1 |
| 3    | LO-3                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 3  
  - Paper 2  
  - Term Project Part 1 |
| 4    | LO-3                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 4  
  - Term Project Part 2 |
| 5    | LO-5                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 5  
  - Term Project Part 3 |
| 6    | LO-4                  | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 6  
  - Paper 3 |
| 7    | LO-4 & LO-5           | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 7  
  - Paper 4 |
| 8    | LO-1 to 8             | Listed in the Forum and Week’s lecture | Submissions:  
  - Forum 8  
  - Term Project Paper |

Polices
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Student Handbook
The Student Handbook is located in the classroom under More Tools.

Late Assignments
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Online Library
The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies.

Charles Town Library and Inter Library Loan: The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.

Electronic Books: You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format. Electronic Journals: The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.

Tutor.com: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

NETIQUETTE
Online universities promote the advance of knowledge through positive and constructive debate—both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting—basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Educator classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- **Humor Note:** Despite the best of intentions, jokes and—especially—satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-) ; ) , ☺

**DISCLAIMER STATEMENT**

Course content may vary from the outline to meet the needs of this particular group.