

Professional Certificate in Contract Management



Effective Contract Management: Better Relationships. Enforced Compliance. Mitigated Risk.

Contract management is the critical tool used by companies to get the most out of agreement terms that take so much effort to negotiate. From procurement to proper management, SDSU's Professional Certificate in Contract Management focuses on core competencies recognized by the National Contract Management Association.

Our instructors are contracts professionals, and the coursework addresses the most current information in the procurement and contracting fields — whether commercial, government, or international. Case studies and hands-on exercises ensure you'll leave each class with skills you can apply immediately.

Effective contract management:

- Ensures that commitments and obligations are visible, relevant, and executed upon
- Creates a better supplier and vendor relationship
- Maximizes financial and operational performance while mitigating risk
- Benefits business strategies and procedures
- Vastly improves forecasting, with better data and analytics
- Boosts the bottom line, preventing lost revenue
- Provides a well-documented audit trail

Students will learn:

- Contract types, contracting methodologies, and contract law
- Ethical and regulatory aspects of contracting, intellectual property, teaming, partnering, and subcontracting
- Developing proposals that are responsive to customers' requirements, and negotiating contracts that contribute to the company's success
- Effectively managing contracts through completion
- Acquisition planning, solicitation development, sourcing, cost/price analysis, and other subcontracting issues

Certificate Requirement

Successfully complete six core courses and four electives to earn the Professional Certificate. The Advanced Certificate requires four additional electives.

Who Should Attend

- Contract administrators, subcontractors, procurement managers, project managers, quality assurance personnel, and other looking to advance their career.
- Engineering, law, business, and paralegal professionals; entrepreneurs and other wishing to enter this field.

Visit neverstoplearning.net/contract, email cm.ces@sdsu.edu, or call (619) 594-3946.

See course schedule on reverse.

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Spring and Summer 2019 Schedule

Spring and Summer 2019 Start Sequence	
Core Courses: Complete 10 for the basic certificate; 14 for the advanced.	Dates
CM0002 Contract Types and Effective Contracting Methodologies	1/10–2/21
CM 0003 Effective Negotiation Skills and Techniques — Level I	2/20–3/27
CM 0006 Legal Aspects of Contracts	4/9–5/14
CM 0001 Introduction to Contract Management	4/11–5/16
CM 0004 Essential Contract Management Techniques	5/21–6/25
CM 0005 Effective Proposal Writing and Communication	7/2–8/6
Elective Courses: Complete 4 for the basic certificate; 14 for the advanced.	Dates
CM 0019 Fundamentals of the FAR	1/8–2/12
CM 0016 Financial Management of Government Contracts	2/28–4/4
CM 0013 Intellectual Property and Licensing	5/23–6/27
CM 0010 Teaming, Partnering, and Subcontracting	7/11–8/15
PM 0015 Earned Value Management	9/4–10/2
CM 0014 Ethics & Compliance	9/5–10/10
CM 0012 Sourcing and Cost/Price Analysis	10/17–11/21
CM 0017 Effective Negotiation Skills and Techniques — Level II	To be announced

For early-bird pricing, register 7 days or more prior to the start of each class.

Testimonials

“Each instructor was very seasoned in the contracts world, offering structured lessons as well as applying real-world scenarios relatable to the content being presented. The experience the instructors brought to the classroom allowed for excellent discussions in addressing potential solutions that can be applied in the real world. I’m very appreciative for the classroom discussions and excellent presentation of valuable Contracts Management lessons, tools, and skills. — Heather Marie Jaehn, Supervisor, Contracts Administration; Cobham Microelectronic Solutions

“I enrolled in the Contract Management program to obtain continuing education units for my existing certifications. I’m extremely satisfied with the program – the courses are led by expert instructors who present interesting and useful information during each session. I regularly used what I learned in each class on the job soon after.”

— Steve Wood, Estimator/Project Manager, A.M. Ortega Construction

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