

# 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

### Program Overview

- Estimated cost: \$4,490 | Advanced: \$6,286
- Minimum completion time: 7 Months
- Course format: In Person

### 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' requirement, 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.

#### Labor Analysis – Contract Administrator – Nationwide

Job Postings Last 12 months	Projected Growth Over 10 years	Avg. Salary Range
32,996	-5.60%	\$52,000–\$84,000

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

See course schedule on reverse.

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## Summer and Fall 2019 Schedule

<b>Core Courses</b> (complete all six)	<b>Hours</b>	<b>Cost</b>	<b>19SU</b>	<b>19FA</b>
CM 0004 Essential Contract Management Techniques	18	\$449		
CM 0006 Legal Aspects of Contracts	18	\$449	5/21–6/25	11/6–12/18
CM 0005 Effective Proposal Writing and Communication	18	\$449	7/2–8/6	
CM 0003 Effective Negotiation Skills and Techniques – Level I	18	\$449	7/8–8/12	
CM 0001 Introduction to Contract Management (recommended first course)	18	\$449		9/3–10/8
CM 0002 Contract Types and Effective Contracting Methodologies	18	\$449		10/17–12/5
<b>Elective Courses</b> (choose four for basic & eight for advanced)	<b>Hours</b>	<b>Cost</b>	<b>19SU</b>	<b>19FA</b>
CM 0019 Fundamentals of the FAR	18	\$449		
CM 0016 Financial Management of Government Contracts	18	\$449		
CM 0013 Intellectual Property and Licensing	18	\$449	5/23–6/27	
CM 0014 Ethics and Compliance	18	\$449	7/11–8/15	
PM 0015 Earned Value Management	15	\$449		9/4–10/2
CM 0012 Sourcing and Cost/Price Analysis	18	\$449		9/5–10/10
CM 0017 Effective Negotiation Skills and Techniques – Level II <b>Prerequisite:</b> CM 0003	18	\$449		9/9–10/14
CM 0010 Teaming, Partnering and Subcontracting	18	\$449		10/15–11/19

For early-bird pricing, register seven days or more prior to the start of each class. Dates subject to change. Courses meet one night a week.

### 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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