
Contract management is a 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 experienced contract professionals. 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 contract management 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
- 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 others looking to advance their career.
- Engineering, law, business, and paralegal professionals; entrepreneurs and others wishing to enter this field.

Program Overview
- Estimated cost: $4,490 | Advanced: $6,286
- Minimum completion time: 7 Months
- Advanced – 1 Year
- Course format: In Person

Labor Analysis – Contract Administrator – Nationwide
- Job Postings
- Last 12 months: 32,996
- Projected Growth
- Over 10 years: –5.60%
- Avg. Salary Range
- $52,000–$84,000

Visit neverstoplearning.net/contract, email cm.ces@sdsu.edu, or call (619) 594–3946.
See course schedule on reverse.
# Professional Certificate in Contract Management

## Fall 2019 & Spring/Summer 2020 Schedule

<table>
<thead>
<tr>
<th>Core Courses (complete all six)</th>
<th>Hours</th>
<th>Cost</th>
<th>19FA</th>
<th>20SP</th>
<th>20SU</th>
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<tbody>
<tr>
<td>CM 0002 Contract Types and Effective Contracting Methodologies</td>
<td>18</td>
<td>$449</td>
<td>1/9–2/13</td>
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<tr>
<td>CM 0003 Effective Negotiation Skills and Techniques – Level I</td>
<td>18</td>
<td>$449</td>
<td>1/7–2/11</td>
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<tr>
<td>CM 0006 Legal Aspects of Contracts</td>
<td>18</td>
<td>$449</td>
<td>11/6–12/18</td>
<td>5/19–6/23</td>
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<tr>
<td>CM 0001 Introduction to Contract Management (recommended first course)</td>
<td>18</td>
<td>$449</td>
<td>9/3–10/8</td>
<td>2/19–3/25</td>
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<tr>
<td>CM 0004 Essential Contract Management Techniques</td>
<td>18</td>
<td>$449</td>
<td>2/18–3/24</td>
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<td>CM 0005 Effective Proposal Writing and Communication</td>
<td>18</td>
<td>$449</td>
<td>4/7–5/12</td>
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<tr>
<th>Elective Courses (choose four for basic &amp; eight for advanced)</th>
<th>Hours</th>
<th>Cost</th>
<th>19FA</th>
<th>20SP</th>
<th>20SU</th>
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<tr>
<td>CM 0019 Fundamentals of the FAR</td>
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<td>CM 0013 Intellectual Property and Licensing</td>
<td>18</td>
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<td>5/21–6/25</td>
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<td>CM 0010 Teaming, Partnering, and Subcontracting</td>
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<td>10/15–11/19</td>
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<td>CM 0014 Ethics and Compliance</td>
<td>18</td>
<td>$449</td>
<td>7/2–8/6</td>
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<tr>
<td>CM 0012 Sourcing and Cost/Price Analysis</td>
<td>18</td>
<td>$449</td>
<td>9/5–10/10</td>
<td>7/1–8/5</td>
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<tr>
<td>CM 0017 Effective Negotiation Skills and Techniques – Level II</td>
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*Prerequisite: CM 0003*

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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