Contract Management Certificate Program

Accelerate Your Career

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University of California, Irvine
Improve Your Career Options with a Professional Certificate

UCI Division of Continuing Education’s professional certificate and specialized studies programs help you increase or enhance your current skills or prepare for a new career. Courses are highly practical and instructors are qualified leaders in their field. Convenient online and evening courses make it easy to learn on your own time, in your own way. A certificate or specialized studies award bearing the UC seal signifies a well-known, uncompromising standard of excellence.
Contract Management Certificate Program

UCI Continuing Education’s Contract Management Certificate Program focuses on core competencies recognized by the National Contract Management Association. Coursework addresses the most up-to-date information available in the procurement and contracting fields – whether commercial, government or international. Students will develop a solid understanding of the contracting process and key elements of procurement and acquisition, including contract formation, negotiation, financial analysis and risk management. Students will also explore new business areas such as global outsourcing, international contracting, doing business with the federal government and building strategic alliances.

Who Should Attend

This program is for people working in large or small organizations, government and commercial entities, or as entrepreneurs. It will benefit those working as contract administrators, subcontractors, procurement managers, project managers, quality assurance personnel, and others who wish to enter the field or advance their career. Courses offer CPE credits.

Program Requirements

A certificate is awarded upon completion of six required courses with a grade of “C” or better for a total of 16 units (160 hours) of instruction. To become an official candidate in the program, students pursuing the certificate must submit a Declaration of Candidacy. Students are encouraged to declare candidacy as soon as possible, but no later than after the third course in the program. To receive the certificate after completing all program requirements, students must submit a Request for Certificate. All requirements must be completed within five (5) years after the student enrolls in his/her first course. Students not pursuing a certificate are welcome to take as many individual courses as they wish.

Program Benefits

- Gain an understanding of the contract life cycle, subcontracting, outsourcing, developing strategic alliances, negotiation, financial analysis, and implementation.
- Explore the components and processes of commercial and government contracting.
- Expand your awareness of the legal, risk, and ethical issues related to contracting and procurement.
- Understand and explain the foundational competencies and subject matter competencies of the National Contract Management Association’s (NCMA) Contract Management Body of Knowledge (CMBOK), 4th Edition.
- NCMA and other continuing education credits are available (see website for details).

“Managing over 400 hundred vendors for a $9B financial institution, vendor contracts are a big part of my responsibilities. I gained immediate knowledge that I could use in my job and found several textbooks I have been able to utilize as reference tools at work.”

– Phyllis Lindley
Program Graduate

For more information:
Gina Cho,
program representative
(949) 824-4598
gina.cho@uci.edu
Program Fees
Actual fees may differ from the estimate below. Fees are subject to change without prior notice.

Required Course Fees $375-$695 per course
Candidacy Fee $125
Textbooks $100 per course (approximately)

Advisory Board
Kevin Beidelman, M.B.A., Principal, Bolero Associates LLC
Nan Cruce, M.P.A., CPCM, Program Contracts, Northrop Grumman Corporation
Sharon Rude, M.S., Sr. Manager, Contracts Management at Fluor Enterprises, Inc.
Larry Schultz, M.B.A., M.A., NCMA Fellow, Vice President, Contract Compliance & Global Initiatives, Parker Hannifin Corporation
Ed Velasquez, CPCM, NCMA Fellow, President/CEO, Capitol Government Contract Specialists, Inc.
Zachary Zaharek, J.D., VP, Senior Operations Counsel, First American

Program Requirements
Principles of Business Contracts
MGMT X407.1 (3 units)
Gain an overview of the fundamentals of contract management from the development of acquisition requirements, solicitation/proposal, negotiation, contract formation, contract performance, and contract closeout. Learn the basics of what it takes to solicit, procure, negotiate and administer contracts and subcontracts while gaining a broad understanding of business principles to establish long-term relationships with customers, suppliers and other stakeholders. Explore an insider’s view of the roles and responsibilities of contract administrators and the various interfaces with program management and other internal disciplines. Learn how to identify the basic differences between contract types and how they are selected to mitigate risk in a contractual environment, as well as exploring the key distinctions between commercial, government and international contracting processes.

Financial Aspects of Business Contracts
MGMT X407.2 (3 units)
Learn to evaluate a potential supplier’s or customer’s financial stability and ability to meet contractual and financial commitments through use of balance sheets and income statements. Gain knowledge on structuring contract cash flows through invoice timing, pricing, overhead considerations, advance payments, letters of credit as well available financial funding sources. Obtain knowledge of accounting systems, budgeting, reporting, auditing and settlements used in industry, and how to enhance the profitability of your business through prudent contracting financial practices.

Contract Law: Formation
MGMT X407.3 (3 units)
Gain a working knowledge of stakeholder requirements, negotiation practices, applicable common law, Federal Acquisition Regulations (FAR), Uniform Commercial Code (UCC) and other local, state and federal regulations and law that must be adhered to throughout the formation process. Explore contract wording, intent, internal business requirements and practices, risk management, sourcing methods and other factors influencing the formation and drafting process.

“"The median salary for contract managers in 2015, was $98,000 per year”

For class schedule, visit ce.uci.edu/cm
Contract Law: Performance
MGMT X407.4 (3 units)
Prerequisite: successful completion of Contract Law: Formation or consent of instructor.
Learn the fundamentals of contract law with an emphasis on real world, day-to-day application. Explore all phases of managing a contract successfully through completion of performance including change management, communications, negotiations, contract types, terms and conditions, risks, defaults, terminations, claims and much more. Participate in projects and discussion boards to rapidly enhance knowledge and proficiency in contract management to apply classroom concepts immediately in the workplace.

Contract Negotiation
MGMT X407.5 (3 units)
Gain the competitive edge by learning the contract negotiation process from beginning to end. Study the skills, tools, and best practices for contract planning and negotiations through case studies, proven processes, and checklists. Building good relationships, dealing with obstacles in negotiations, and steps to creating a successful performance-based contract will be explored.

Ethics in Contracting
MGMT X407.10 (1 unit)
Explore the field of ethics in the federal, commercial and international business sectors. Examine historical events which have resulted in the need for Ethics in Contracting. A range of constituencies with whom the contracts professional interacts including employees, customers, suppliers, governments and the public at large will be discussed. Subjects to be examined range from “Why Study Ethics” to specific ethical topics for each sector being explored. Develop skills to increase the organization's ethical sensitivity.

“As a current procurement professional at a private nonprofit higher education institution, I would highly recommend the Contract Management Program at UCI Continuing Education because it has provided me with increased knowledge and skills related to both private and government contracts. It has prepared me not only with the increased knowledge and skills in contract interpretation, negotiation, and contract law within my current job duties, but has also given me the ability to assist our management team with various different procurement projects.

Furthermore, it prepared me to pass the Certified Professional Contracts Manager (CPCM) exam through the National Contract Management Association (NCMA). This program was definitely worth the investment!”

– Daniel Vest, CPCM, Program Graduate
"I enrolled in the Contract Management Program to gain a better understanding of the various contracts that come across my desk as an office administrator. However, now I believe this certificate will open up options in furthering my career goals. I was most impressed with the open forum discussions in the online courses and the instructors making sure to keep everyone involved with the weekly questions. The diversity and experience of other students taking the course also adds to the learning experience. I was impressed with the overall organization and would recommend UCI's online courses to anyone."

– Karen Gamarra
Program Graduate

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