

# Contract Management

## Certificate Program: Online

**Focusing on core competencies recognized by the National Contract Management Association**, program 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.

### PROGRAM BENEFITS:

- Gain an understanding of the contract life cycle, sub-contracting, 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), 5th Edition.

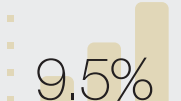
### CONTINUING EDUCATION CREDIT:

- Earn CPE credit towards NCMA certification and recertification
- Earn CPE credit towards Institute for Supply Management recertification

### FOR MORE INFORMATION:

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446,942  
JOBS (2018)

  
9.5%  
PROJECTED GROWTH  
(2018-2028)

  
\$75k-\$140k  
ANNUAL SALARY  
(25<sup>TH</sup>-75<sup>TH</sup> PERCENTILE)

### CERTIFICATE PROGRAM: ONLINE



6 COURSES



6-18 MONTHS



\$4,200



## REQUIRED COURSES

### Principles of Business Contracts

*MGMT\_X407.1 (3 units)*

Gain a broad understanding of business contracts, learning the basics of what it takes to procure, negotiate and administer contracts that are binding. Understand how to ensure the success of the contract by acquiring an insider's view of contract administration, negotiation, and financial analysis, while learning how to select the most appropriate type of contract and understand business contract principles. Explain the specific language and terms used in business contracts, the elements of a business contract, the bodies of law that govern business contracts, the various contract types available and how used, the life cycle of a contract from determination of the need to close-out.

### 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 as available financial funding sources. Obtain knowledge of accounting systems, budgeting, reporting, auditing, and settlements used in industry, as well as how to enhance the profitability of your business through prudent contracting financial practices.

### Contract Formation

*MGMT\_X407.3 (3 units)*

Gain a working knowledge of stakeholder requirements, negotiation practices, applicable common law, Federal Acquisition Regulation (FAR), Uniform Commercial Code (UCC) and other local, state and federal regulations and laws 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.

### Contract Performance

*MGMT\_X407.4 (3 units)*

Learn the fundamentals of contract performance with an emphasis on real world 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. You will obtain tools tailored for use in your specific work environment. The course format includes assignments and discussion board participation to rapidly enhance your knowledge and proficiency in contract management and enable you 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 for both commercial and government contracting 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 various contracting sectors: commercial, federal government and international. 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 the skills necessary to understand your role to increase an organization's ethical sensitivity.

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