



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 global outsourcing, international contracting, doing business with the federal government and building strategic alliances.

WHO SHOULD ENROLL:

- Those working in large or small organizations, government and commercial entities, or as entrepreneurs
- Contract administrators, subcontractors, procurement managers, project managers, quality assurance personnel, and others looking to advance their career
- Engineering, law, business, paralegal professionals and others wishing to enter this field

PROGRAM BENEFITS:

- Gain an understanding of the contract life cycle, subcontracting, outsourcing, developing strategic alliances, negotiation, financial analysis, and implementation
- 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®), 7th Edition
- CMS-based instruction prepares students for the CPCM certification exam

USING THE CONTRACT MANAGEMENT STANDARD™ AS A FOUNDATION:

As part of our shared commitment to our student success as they enter the workforce or seek to advance their contract management careers, the Contract Management Certificate Program considers and uses NCMA's ANSI-Approved Contract Management Standard™ as the basis of its program and course curricula and is committed to driving student success through its instruction of the phases, domains, competencies, and skills that are common across the contract management profession. Through its alignment with the CMS and use of the CMBOK® as the primary textbook, the Contract Management Certificate Program prepares students for NCMA's certification exams, such as the CPCM certification, which demonstrates proficiency in the CMS, CMBOK® competencies, and is a strong stepping stone into the contract management profession as well as further career advancement overall.

**CERTIFICATE
PROGRAM:
ONLINE**



6 COURSES



6-18 MONTHS



\$4,650

FOR MORE INFORMATION:

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REQUIRED COURSES

Principle 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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