



## Professional Certificate in Contract Management/Advanced Contract Management



**S**an Diego has long enjoyed a strong presence of large federal contractors. Our region has also experienced a rapid growth of telecommunication and biotech firms serving a wide array of commercial markets. The work brought to the area has created abundant opportunities for smaller subcontractors as well. Regardless of the specific industries that these companies serve, they all generate revenue through contracts awarded by their clients. Contracts are the vehicles through which all of this essential work is performed. A keen understanding of the contracting process and the ability to effectively work within it is paramount to the success of all of these organizations.

The SDSU College of Extended Studies **Professional Certificates in Contract Management** are designed to provide students with a broad understanding of the key concepts associated with the pursuit and management of contracts. Several electives offered through the program enable students to explore a number of these key concepts at a deeper level.

To earn the certificate, students must take six core and four elective courses. The affiliated "Advanced" certificate is earned by taking four additional electives. The course offerings and curriculum are reviewed and updated on a regular basis to ensure that the information shared through the courses remains current and relevant.

**Our instructors have a vast amount of real-world experience and will help students:**

- Develop an understanding of contract types, effective contracting methodologies, and contract law.
- Gain knowledge related to ethical and regulatory aspects of contracting, intellectual property, teaming, and international contracting considerations.

- Learn how to develop proposals that will be responsive to your customer's requirements, negotiate contracts that will contribute to your company's success, and effectively manage contracts through completion.
- Increase understanding related to subcontracting such as acquisition planning, solicitation development, sourcing, and cost/price analysis.

**Core Courses:** *Introduction to Contract Management: Principles of the Acquisition Process\**; *Effective Contracting Methodologies*; *Effective Negotiation Skills and Techniques – Level I*; *Essential Contract Management Techniques*; *Effective Proposal Writing and Communication*; and, *Legal Aspects of Contracts*.

**Elective Courses:** *International Contracting*; *Teaming, Partnering and Subcontracting*; *Sourcing and Cost/Price Analysis*; *Intellectual Property and Licensing*; *Ethical and Regulatory Aspects of Contracting*; *Financial Management of Government Contracts*; *Effective Negotiation Skills and Techniques – Level II*; *Acquisition Planning and Solicitation Development*; and, *Fundamentals of the FAR*.

**\*This course is recommended to be taken first in the program. All other courses can be taken out of sequence.**



Endorsed by the National Contract  
Management Association

**[www.neverstoplearning.net/contract](http://www.neverstoplearning.net/contract)**

For additional information email [cm-ces@sdsu.edu](mailto:cm-ces@sdsu.edu) or call (619) 594-5489 using priority code IP082



## **Professional Certificate in Contract Management/Advanced Contract Management**

### **Location of Classes**

SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance. Classes can also be offered at your company site.

### **Intro to Contract Management: Principles of the Acquisition Process**

**Instructor:** Stephen K. Hill, C.P.M. CPIM, supply chain manager, Cobham Composites.

**Noncredit Course No.** CM 0001

**Schedule No.** 12SP 99530 CS

**Dates:** Tuesdays, Jan. 10-Feb. 14, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Fundamentals of the FAR**

**Instructor:** Donald Mansfield, professor of contract management, Defense Acquisition University.

**Noncredit Course No.** CM 0019

**Schedule No.** 12SP 99545 CS

**Dates:** Thursdays, Jan. 12-Feb. 16, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Contract Types and Effective Contracting Methodologies**

**Instructor:** Diane Peluso, owner, DMP Consulting.

**Noncredit Course No.** CM 0002

**Schedule No.** 12SP 99531 CS

**Dates:** Wednesdays, Jan. 18-Feb. 22, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Effective Proposal Writing and Communication**

**Noncredit Course No.** CM 0005

**Schedule No.** 12SP 99534 CS

**Dates:** Mondays, Feb. 20-March 26, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Effective Negotiation Skills and Techniques – Level I**

**Instructor:** Paul Van Loon, lawyer, AAA

**Noncredit Course No.** CM 0003

**Schedule No.** 12SP 99532 CS

**Dates:** Tuesdays, Feb. 21-March 27, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Intellectual Property and Licensing**

**Instructor:** Stephen K. Hill, (see previous bio).

**Noncredit Course No.** CM 0013

**Schedule No.** 12SP 99539 CS

**Dates:** Wednesdays, Feb. 29-April 4, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Ethical and Regulatory Aspects of Contracting**

**Instructor:** Bob Borntrager, CHC, assistant deputy director/compliance officer, County of San Diego Health and Human Services Agency.

**Noncredit Course No.** CM 0014

**Schedule No.** 12SP 99540 CS

**Dates:** Thursdays, March 15-April 19, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **International Contracting**

**Instructor:** Lorraine Shinder, deputy director of contracts, DynCorp International, Kandahar, Afghanistan.

**Noncredit Course No.** CM 0011

**Schedule No.** 12SP 99536 CS

**Dates:** Tuesdays, April 10-May 15, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Essential Contract Management Techniques**

**Instructor:** Jack Pellegrino CPCM, contracts manager, SAIC.

**Noncredit Course No.** CM 0004

**Schedule No.** 12SP 99533 CS

**Dates:** Mondays, April 16-May 21, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Legal Aspects of Contracts**

**Instructor:** David Smith, attorney, County of San Diego.

**Noncredit Course No.** CM 0006

**Schedule No.** 12SP 99535 CS

**Dates:** Thursdays, April 26-May 31, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

### **Effective Negotiation Skills and Techniques – Level II**

**Instructor:** Paul Van Loon, lawyer, AAA.

**Noncredit Course No.** CM 0017

**Schedule No.** 12SP 99542 CS

**Dates:** Mondays, June 4-July 9, 6-9 pm

**Fee:** \$339 | **Preferred Partner Fee:** \$309

This program is offered in cooperation with the San Diego Chapter of the National Contract Management Association. Our Advisory Board, made up of industry experts, has updated topics of interest to both federal and commercial practitioners. More than one course may be taken at a time.

#### **Contract Management Advisory Board**

Jack Friery, **Attorney at Law**, Daniel Chalfant, **Accenture**, San Diego NCMA President, Steven Schaap, **Booz Allen Hamilton**, Winston McColl, Bruce Petrozza, **County of San Diego**, Joni Shirley, **Integritys**, R. Stephen Ayers, **SAIC**, NCMA National President, Mark Deffley, Jack Pellegrino, **SAIC**, Gunnar Schalin, **San Diego Contracting Opportunities Center**, Thomas Roy, **San Diego County Regional Airport Authority**

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