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 the 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 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 offered electives enable students to explore a number of these key concepts at a deeper level.

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.

Certificate Requirements

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.

Core Courses

- Introduction to Contract Management: Principles of the Acquisition Process;* Effective Contracting Methodologies; Negotiation Skills and Techniques – Level I; Essential Contract Management Techniques; 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; Negotiation Skills and Techniques – Level II; Acquisition Planning and Solicitation Development; Fundamentals of the FAR; and Earned Value Management. *The Introduction course is recommended to be taken as the first in the program. All other courses can be taken out of sequence.
As the operations manager of Eddy Pump Corporation, I handle all our government contracts. I learned everything I knew from trial and error, so I took this program because I wanted to have some proper training in doing the right thing and understanding the contracts system better. I enjoyed this class; there were parts that I totally understood and other parts that helped me better understand just how I should have been handling things. Our company is moving into the commercial pump world after 18 years of nothing but government contracts and this program has helped me show my employer that I have the ability to handle both government and commercial contracts as we grow.

~Roger George, Operations Manager, Eddy Pump Corporation