

UCIRVINE | EXTENSION

**Management of
Business Contracts
Certificate Program**



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OVERVIEW

Contract, procurement and acquisition professionals have a direct impact on the bottom line. Globalization, government regulations, risk management concerns, financial analysis requirements and much more impact these jobs and increase the importance of a broad business based education. This certificate program focuses on the contracting process from a variety of perspectives and recognizes that strategic contracting begins well before negotiations begin and does not end until close out and an analysis of the project.

WHO SHOULD ENROLL

This program will be of value to individuals from both large and small organizations and government and commercial entities, entrepreneurs and specifically, contract administrators, subcontractors, procurement managers, project managers, quality assurance personnel, civil engineers, surveyors and others who wish to enter the field or advance their career. Some courses provide the CPE activities designed to maintain and enhance NCMA designees' professional proficiency in contract management.

CERTIFICATE AWARD REQUIREMENTS

A Management of Business Contracts certificate is awarded by UCI Extension to candidates who complete five (5) required courses and one (1) elective with grades of "C" or better. This program entails a minimum of 175 hours (17.5 units) of instruction. Certificate requirements must be fulfilled within five years from the date of enrollment in the program. Students who want to obtain a certificate should apply for candidacy prior to completion of the third course in the program. Students not pursuing the certificate program are welcome to take as many individual courses as they wish.

To receive the certificate, submit a Request for Certificate form when enrolled in your last course in the program. The form is located on our website at www.extension.uci.edu.

For more information about the program, please contact Rachel at rachel.alvarez@unx.uci.edu or (949) 824-4598.

PROGRAM BENEFITS

- Gain an understanding of the various aspects of contract management from needs identification through close out as it pertains to outsourcing, developing strategic alliances, negotiation, financial analysis, implementation, and much more.
- Explore the components and requirements of commercial and government contracts.
- Expand awareness of the legal issues and project management skills related to the management of business contracts.
- Obtain immediately applicable knowledge and skills for career advancement, enhanced job performance or to begin a new career in this field.
- Competencies focused on are those recognized by the National Contract Management Association (NCMA) as the technical, conceptual and human relations knowledge necessary for successful contract administration.

PROGRAM FEES

The total cost of the program varies depending on the electives chosen. Actual fees may differ from the estimate below. Fees are subject to change without prior notice.

Required courses		
On-campus		\$475/course
Online		\$650/course
Elective course		\$355-\$650
Candidacy Fee		\$125
Textbooks		\$500
Parking permit		\$34 per quarter

LIST OF COURSES

Course #	REQUIRED COURSES	Units	WI	SP	SU	FA
Mgmt X407.1	Principles of Business Contracts	3	O	C	O	C
Mgmt X407.2	Financial Aspects of Business Contracts	3		O	C	O
Mgmt X407.3	Contract Law: Formation	3	O		O	C
Mgmt X407.4	Contract Law: Performance	3	C	O		O
Mgmt X407.5	Proposal Preparation, Acquisition and Negotiation	3	O	C	O	
Course #	ELECTIVE COURSES	Units	WI	SP	SU	FA
Mgmt X407.6	Contract Management Internship	3	C	C	C	C
Mgmt X407.8	Doing Business with the Federal Government	3	O		O	
Mgmt X407.7	International Contract Formation	3		O		O
Mgmt X407.71	International Contracts – Management to Closeout	3	O		O	
Mgmt X407.9	Lean Contracting	2.5	C		C	
Mgmt X429.12	International Accounting Standards	3		O		O
Mgmt X499.11	Global Strategic Sourcing: Opportunities and Pitfalls	3		C		C

WI=Winter, SP=Spring, SU=Summer, FA=Fall
C = Classroom, A = Accelerated in Classroom, O = Online

Note: Course schedule is subject to change.

Some courses provide MCLE and/or CPE hours. The University of California, Extension is an MCLE provider.
Visit www.extension.uci.edu for most current schedule and to enroll.

CLASSROOM REQUIRED COURSE DESCRIPTIONS

Principles of Business Contracts

Mgmt X407.1

Learn the basics of what it takes to procure, negotiate and administer contracts that are binding as you gain a broad understanding of business contracts. Ensure the success of your 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. Learn the most advanced techniques for monitoring contracts, ensuring compliance and resolving performance difficulties, as well as exploring the key distinctions between commercial, public and international contracting. This course gives you the foundation you need to build on your knowledge of business contract management.

Financial Aspects of Business Contracts

Mgmt X407.2

Learn how to structure cash flow through financial methods that include invoice timing, pricing, overhead considerations, advance payments, letters of credit and other financial sources. Gain a comprehensive knowledge of accounting systems, budgeting, reporting, auditing and settlements. Enhance the profitability of your business through prudent contracting financial practices.

Contract Law: Formation

Mgmt X407.3

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.

Contract Law: Performance

Mgmt X407.4

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.

Proposal Preparation, Acquisition and Negotiation

Mgmt X407.5

In our increasingly global economy, contracting is becoming even more competitive. Learn how to clinch the sale by acquiring and negotiating contracts that will benefit your company and withstand the test of time. Gain the competitive edge by learning the most advanced solicitation and negotiation strategies and understand how to develop a sound and competitive proposal. A variety of topics allow you to improve your skill at procuring and developing contracts, including effective market analysis, competitive techniques to keep your edge, preparing winning proposals, advanced negotiation strategies and tactics, and strategic planning. Put your company ahead in the contracting process.

ELECTIVE COURSE DESCRIPTIONS

Contract Management Internship

Mgmt X407.6 (3 units)

This course offers a working knowledge of the contract administrator and contract manager's role through an internship position. Interns must attend three meetings with the internship coordinator, work in a contract administration setting for 100 hours and submit a report of their internship experience based on a daily log and time sheets kept throughout the quarter. All interested candidates should attend the information meeting to obtain the current internship application packet and eligibility requirements. Students should not enroll until officially accepted as an intern.

Doing Business with the Federal Government

Mgmt X407.8 (3 units)

Explore the elements needed to do business with the Federal government and the fundamental qualifications for obtaining a contract - from networking, to contract management, through closeout. Discuss the basic qualifications, how to find contract opportunities, the ins-and-outs of the methods for selecting sources, building better & more responsive proposals, navigation of the negotiations and award process, successful contract management, and closeout or reacquisition.

International Contract Formation

Mgmt X407.7 (3 units)

Learn what it takes to source, procure, negotiate and draft international contracts. Ensure the success of your international contract by acquiring an insider's view of contract negotiation, and financial analysis, while learning how to select the most appropriate terms and conditions with an understanding of international business contract principles. Explore major aspects of the 1980 United Nations Convention on Contracting for International Sale of Goods (CISG), Incoterms 2000, letters of credit and much more.

International Contract-Management to Closeout

Mgmt X407.71 (3 units)

Learn the basics of how to manage international contracts from executions through the close-out. Discuss the sampling process, financing, arranging the international transportation, marine insurance, letters of credit, and much more. Complete a portfolio of samples and processes.

Lean Contracting

Mgmt X407.9 (2.5 units)

Identify value and waste in contacting activities, use lean flow and pull techniques to improve process cycle times, and implement lean thinking methods for continuous improvement throughout the contract life cycle. Discuss newer lean applications beyond the shop floor, the evolving concept of the Lean Enterprise, and the relationship of lean to other process improvement methodologies. Participate in interactive exercises that demonstrate the application of lean thinking in a team environment.

International Accounting Standards

Mgmt X429.12 (3 units)

This course focuses on recent developments for convergence of international accounting standards. On August 2008, the Securities and Exchange Commission (SEC) voted to develop a "roadmap" for continuing U.S. progress toward acceptance of international financial reporting standards (IFRS) for public companies by 2014. Over 100 of the largest publicly-held companies will be eligible to implement IFRS in 2009. It is anticipated that by 2011, the SEC will evaluate the program to determine the feasibility of mandating the use of IFRS by all U.S. public companies. Through this course, students will be able to understand, and most importantly, apply IFRS in their respective organizations in light of these developments. This course is relevant for those students who are working for non-U.S. companies and for those working for U.S. companies that have subsidiaries in other locations or are

considering entering the global marketplace, a practice that is becoming more and more common. International accounting standards are applicable to a wide number of organizations including those listing stocks in non-U.S. stock exchanges.

Global Strategic Sourcing: Opportunities and Pitfalls

Mgmt X499.11 (3 units)

The world is changing dramatically and at an increasing rate. US - local Companies receive orders from all corners of the globe. The present Global Financial Crisis demonstrates the existence of a Global Economy which transcends national cultures, borders and governments. In this course, the impact on business of such forces as rampant transformational technology and off shoring will be analyzed and examined. The new Global Economy, demonstrated by today's financial crisis, and which now transcends national cultures, borders and governments, will be investigated. Global Sourcing, including Global Marketing and Finance, will be dissected with the focus towards mastering this environment and enabling a company to use the new environment for dramatic global competitiveness and survival.

ONLINE FORMAT FAQs

What are the online course fees?

\$650 each (*prices are subject to change*)

What is an online course?

An online course utilizes the Internet as a means of creating a learning environment outside of the traditional classroom. The lectures and discussions will take place on a Distance Learning Center Web site. You will be able to access your course lectures (text based) and communicate with your classmates and instructors through the use of a discussion forum (message board). The online courses follow a classroom structure of moving a lesson a week. You can access your course Web site anytime of the day and place where you have access to the Internet.

Who can take online courses?

Anyone can take an online course as long as they have access to a computer with Internet capabilities and have an active email account. An online student also has to be motivated to participate in discussion forums and regularly check the Web site and keep up with the course work.

What happens if I fall behind or complete the course early?

It is okay to be a week ahead or behind. You must remember that participation is a very important aspect of your final evaluated grade for the course. Active participation requires you to post and respond to your instructor and fellow classmates' comments on the discussion forum. If you are too far behind, posting to an old topic will be revisiting something that the majority of your classmates might have discussed.

Are there specific dates that I need to log on to the Web site?

There is a set beginning and end date for your online course. It is suggested that you log on at least 3 times a week to check the discussion forums, to read over assignments and lectures. This is the "asynchronous" aspect of the course.

There might be occasion when the instructor will set a chat time ("synchronous") where he/she assigns a specific date and time for all the students to try to meet in the chat room to ask questions.

All assignments, quizzes, exams, and projects must be completed within the time frame of the course. The instructor will set individual due dates for your assignments, projects and tests.

How many hours a week do I have to devote to my online course?

Just like a classroom course, to get the most out of any type of learning you must commit a certain amount of time to complete the course. You will most likely spend approximately 10 hours a week going over class lectures, doing assignments and spending time on the discussion forum.

Will I be able to see my online instructor or communicate with him/her via telephone?

Unless there is an extreme instance, all communications with your instructor will be done either through email, the discussion forums or the chat sessions. Please do not expect your instructor to telephone you.

How do I communicate with my instructor?

You communicate with your instructor by either email, discussion forums, or chat sessions. Students are highly encouraged to use these modes of communications, as faxed or mailed assignments are not accepted.

What happens if I have trouble accessing the URL with my login and password?

Contact the Distance Learning Center (DLC) office at unex-online@uci.edu or 949-824-7613 and we will assess and work to fix any problems in the most expeditious manner. In order to better serve you, please note the problem as it occurred.

Will having a firewall at home or at work prevent me from working on my online course?

Although, this very seldom occurs, your firewall may prevent you from posting to the discussion forum while allowing you to read the lectures and other resources.

Do I need to have cookies enabled?

Yes, it is necessary to have your cookies enabled. To best protect your computer it is suggested that you vary your cookie options to ensure the most secure level.

Can I access my course from anywhere?

You can access the course anywhere that you have Internet access. Some companies have firewalls that prevent you from participating in the chat sessions. Please check with your company before you attempt to access the course.

I have enrolled and I entered my key, but it still won't let me in.

Many of you will have enrolled prior to the course start date. Courses will not appear until a few days before the course start date. Please note that the first week is considered an orientation week where you can become familiar with the course tools. Always make sure to enter a course for the current quarter that you are signed up for. Many times, previous quarters will be available for past students. The registration number will be listed (5 digit number beginning with 2 zeros) and a quarter indicator (SP – Spring, SU – Summer, WI – Winter, and FA – Fall).

When is the last day to drop the course?

The last day to drop a course follows the standard provided in the UCI Extension catalog. There will be an administrative fee assessed for any withdrawals within the allowable period.

What happens if I can't finish a course?

We understand that certain situations can occur. Please refer to the UCI Extension catalog for procedures, etc.

How do I know which online courses can take the place of classroom courses?

Please visit our website at <http://unex.uci.edu> for more information about our certificate programs and course offerings.

How do online courses work?

Once you begin your course, you will find that with the use of the course tools, you will be able to navigate from the lecture to the discussion forums or to the weekly outline. You will be able to maneuver through the Web site to post/read assignments and to download/upload files from your instructor. Your instructor will primarily be contacting you by email or through the discussion forum. Once you begin your course, you will find that with your instructor's help, you will find the benefits of taking a course online.

Do I need to purchase books or any additional items?

Some courses do require that you purchase books or software. Please contact the UCI Bookstore for more information about the books for your courses at (949) 824-7810. You can also contact the Distance Learning Center at unex-online@uci.edu.

What happens after I sign up for a course, how do I get started?

If you enroll through the Web site at <http://unex.uci.edu> you will receive a confirmation email from our Student Services office with information regarding the steps needed to create your login and password, URL to access your course, and the enrollment key to enter your course.

If you have faxed or telephoned your enrollment, you will receive by U.S. mail a confirmation of your course enrollment. On that confirmation you will find the information regarding access to your online course.

What is an enrollment key?

An enrollment key is required only for the first time that you enter your online course. Your enrollment key will be given at the same time as the information regarding your course access.

Will the platform for online courses be changing continually every quarter?

There will be changes periodically. Changes occur mainly as a result of student and instructor feedback to our Web site. This is done to maximize the tools.

Is my online course an instructor led course?

Like a traditional course, your online course has an instructor that will conduct the course by giving assignments, answering questions, leading discussions and assigning grades.

Can I get a degree online?

At this time, you can only receive a Master's Degree in Criminology, Law and Society.

Students intending to transfer UC Irvine Extension course credit for a degree at another college or university should verify acceptance of the course with that institution.

What kind of grade options do I have?

The grading options are exactly the same as that of classroom courses.

Who do I contact if I am having problems with the instructor?

Please contact the DLC office at (949) 824-7613 or unex-online@uci.edu. Your instructor should be very explicit on the course syllabus or welcome message as to their availability. If the instructor is going out of town or will be away from the computer for an extended period of time, he/she must notify the class.

Why do I get emails of the discussion forum postings?

If you are receiving emails from the discussion forums, you are subscribed to that particular forum. You can change this option by going to the forums sections on the left side of the course site under Activities. By selecting forum, you will be able to see all the forums created and to turn on/off the subscription function. There may be a forum that you will not be able to change. More than likely, that will be a place where the instructor will post announcements.

I like getting the forum subscribed emails, but the responses I made are not on the course Web site.

If you prefer to receive the subscribed emails from the forum, please do not reply to the email directly, but post your reply to the specific forum where the posting originated. This will ensure that others, including your instructor, will see your reply or comment.

I am confused and frustrated, I can't seem to find my way around the Web site. What can I do?

Call us at (949) 824-7613. We will be happy to walk you through the tools and show you everything you need to know.

UNIVERSITY OF CALIFORNIA, IRVINE
UNIVERSITY EXTENSION

APPLICATION FOR CANDIDACY

Certificate Program in Management of Business Contracts

This form must be submitted, along with a filing fee of \$125, prior to completion of the third course in the Program.

NAME Mr. Mrs. Ms. _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE: DAY _____ EVENING _____

SOCIAL SECURITY NUMBER _____

JOB TITLE _____

EMPLOYER _____

EMPLOYER ADDRESS _____

Payment must be included with application.

MY CHECK FOR \$125 IS ENCLOSED (Payable to Regents of University of California).
CANDIDACY FEE IS NONREFUNDABLE AND NONTRANSFERABLE.

CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS

ACCOUNT NUMBER _____ EXP DATE _____

AUTHORIZED SIGNATURE _____

Mail To:

UNIVERSITY OF CALIFORNIA, IRVINE
UNIVERSITY EXTENSION
STUDENT SERVICES
PO Box 6050, IRVINE, CA 92616-6050

OR FAX To: (949) 824-2090

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