

CONTRACT MANAGEMENT, CERTIFICATE

The program is designed to provide professional education in the field of contract management and administration. With a minor or certificate in contract management, students will gain knowledge and skills in procuring, negotiating, and administering contracts with suppliers, distributors, and end-product users. Graduates will also become proficient at developing financially and legally sound contracts as applicable to a variety of industries in domestic and foreign markets.

This program has been awarded Joint Certificate of Completion status by the National Contract Management Association (NCMA). NCMA will accept the certificate of completion as part of its continuing education requirements toward eligibility for the certification program requirements. Successful completion of the exams, combined with the eligibility requirements, is necessary to earn NCMA certification (CFCM, CCCM, and CPCM).

Students may choose this 18-credits program as a stand-alone certificate.

Careers

Because of U.S. federal government requirements, employers that apply for, obtain and manage government contracts need to ensure that their employees can effectively navigate the contracting process.

While much of the curriculum in the contract management program focuses on government contracting, these same skills can be used in other contracting areas as well. As a result, graduates can pursue jobs such as a contracting specialist, pricing analyst, contracts administrator, procurement agent and contract/subcontract specialist in public or private sectors.

Admission Requirements

- Age: 22 years or older
- Work Experience: at least 3 years or the equivalent
- Education: high school diploma or composite GED score of at least 2250
- Interview: successful completion of an admission meeting with an admissions counselor. This can be done over the phone or on campus
- Grade Point Average: min transfer cumulative GPA of 2.5 (unless qualified for conditional admittance)

Admission Procedures

Step 1 – Complete Application

Complete the application for admission online at <https://www.slu.edu/> online. Applications are accepted and processed on a rolling basis. Students are encouraged to apply for admission at least one month before the term in which they wish to enroll.

Step 2 – Request official Transcripts

Have official transcripts mailed directly from all previously attended colleges to:

School for Professional Studies
Attention: Admissions
3840 Lindell Blvd

St. Louis, MO 63108

Applicants seeking a degree or certificate who have not earned a bachelor's degree must obtain official transcripts for all previous college course work. If students have never attended college or have less than 15 credits of transferable college credits they will need to provide official high school or GED transcripts.

Applicants seeking a certificate who have a bachelor's degree need only provide an official transcript from their primary higher education institution or evidence of a high school diploma or GED.

Non-degree applicants only need to provide unofficial copies as needed for prerequisites.

Step 3 – Meet with Admissions Counselor

Contact an admissions counselor to discuss the status of the application and educational and career goals. Students may schedule an appointment to speak with an admissions counselor at the St. Louis campus or over the phone in certain instances. Appointments are available during business hours and weekday evenings.

A writing and/or math assessment test may be necessary during or shortly after the admissions meeting.

Scholarships and Financial Aid

There are two principal ways to help finance a Saint Louis University education:

- Scholarships: awarded based on academic achievement, service, leadership and financial need. The School for Professional Studies offers numerous scholarships and awards specially for new students.
- Financial Aid: provided in the form of grants and loans, some of which require repayment.

To determine eligibility for financial assistance, submit the Free Application for Federal Student Aid (FAFSA) early for maximum consideration. FAFSA is available online at: <http://www.fafsa.ed.gov>

For information on other scholarships and financial aid, visit the student financial services office online at <http://finaid.slu.edu>.

Gainful Employment Disclosure

The U.S. Department of Education requires (per 34 CRF Part 668) that all institutions participating in the federal Title IV student financial assistance programs (Pell Grants, federal student loans, etc.) publicly disclose certain data regarding all academic programs designated as "Gainful Employment" programs per DOE definitions.

Gainful Employment Disclosure (https://www.slu.edu/services/fin_aid/GE/FY17/52.0202-Gedt.html)

Learning Outcomes

1. Graduates will be able to describe the contract management process from identification of need through contract close out.
2. Graduates will be able to explain the legal principles governing government and commercial contract transactions and applicable laws and regulations.
3. Graduates will be able to apply the fundamentals of contract management accounting, performance monitoring and financial analysis.

4. Graduates will be able to demonstrate effective, ethical and professional negotiation skills.
5. Graduates will be able to explain the global nature of the contract management industry and the legal principles that are applicable to international contracts.

Requirements

Code	Title	Credits
Required Courses		
PMGT 1020	Fundamentals of Contract Management	3
PMGT 1030	Project Selection and Scope	3
PMGT 2020	Project Data Analysis	3
PMGT 3010	Proposal Management	3
PMGT 3020	Time, Cost and Risk Management	3
PMGT 3050	Government Contracting; FAR & UCC	3
Total Credits		18

Continuation Standards

Students must maintain a minimum 2.00 GPA.