



**VILLANOVA**  
UNIVERSITY

**Villanova University**  
**Professional Education**  
**Certificate Programs Online**  
2008 - 2009

**Contract Management**  
Certificate Programs Online



VILLANOVA  
UNIVERSITY

## VILLANOVA UNIVERSITY

Villanova University, a coeducational Roman Catholic institution founded in 1842 by the priests and brothers of the Order of St. Augustine, welcomes students of all faiths. The university consists of five colleges: The College of Liberal Arts and Sciences, The School of Business, The College of Engineering, The College of Nursing and The School of Law. It is the oldest and largest Catholic university in the commonwealth of Pennsylvania. For more than a decade it has been ranked by *U.S. News & World Report* as the #1 University in the North (Master's Division). *BusinessWeek* has ranked the undergraduate business school #12 in the nation.

Villanova University offers online certificate programs in various disciplines: Project Management, Six Sigma and Lean, Contract Management, IS Security, Business Analysis, Software Testing, Human Resources, ROI Methodology, Leadership, and Finance and Accounting for the Non-Financial Manager.

## Hurry! Monthly Classes Fill Quickly.

- 800-571-4938
- Intl. +1 813-612-4296
- VillanovaU.com

# Expand Your Contract Management Knowledge and Your Earning Potential!

In today's increasingly competitive and fast-paced business environment, contract management plays a vital role in every organization. It's a critical discipline employed by both buyers and sellers who must manage customer and supplier expectations and relationships, control risk and cost, and contribute to organizational profitability and success.

No other discipline is more important in reducing administrative costs, providing tighter accountability, improving forecasting and ensuring happier customers. And no university helps you master the concepts and best practices of contract management like Villanova University. Our interactive programs are carefully aligned with the National Contract Management Association (NCMA) Contract Management Body of Knowledge, the authoritative guide to competencies necessary for contract management expertise.

## THERE'S NO DISPUTING IT: YOU'LL GO FAR WITH DYNAMIC MASTER CERTIFICATE PROGRAMS

With Master Certificates in **Commercial Contract Management** and **Government Contract Management**, you can conveniently acquire the skills to master contract management best practices and trace the contracting process from requisitioning through contract closeout.

Each master certificate program focuses on competence areas such as contract law, administration, accounting, psychology, management and planning. These prestigious credentials not only show your commitment to continuing education, but they prepare you to demonstrate your knowledge of advanced contract management principles through career-building industry certification.

## DISTINGUISH YOURSELF WITH NCMA CERTIFICATION

Villanova contract management master certificates prepare you for industry certification, which can boost your income by 56%! The programs, which are endorsed by the NCMA, prepare you to test for these NCMA certifications:

- Certified Federal Contracts Manager (CFCM) – Shows that you are knowledgeable about the government regulatory environment and capable of executing its tenets.
- Certified Commercial Contracts Manager (CCCM) – Shows that you are knowledgeable about the practice of contract management in the commercial environment.
- Certified Professional Contracts Manager (CPCM) – Shows that you are knowledgeable about all facets of contract management, in both the commercial and government arenas. Individuals with CPCM certification earn up to 56% more than non-certified professionals, according to the annual NCMA Salary Survey.

“Villanova has great instructors that always take time to help the student. I would recommend these classes to anyone who is working with contracts, whether commercial or government.”

*Josephine Lunderman, Boeing*



## BECOME A CONTRACT MANAGEMENT EXPERT – EARN A MASTER CERTIFICATE!

By completing three courses, you can earn a Master Certificate in Commercial Contract Management or Government Contract Management. Earning a master certificate demonstrates a solid understanding of core contract management skills and illustrates career dedication.



### GET CERTIFIED!

Your Master Certificate prepares you for certification exams offered by NCMA.



Villanova’s comprehensive curriculum provides contract managers with an in-depth understanding of contract law, federal and commercial law, procurement processes and best practices. You will gain the real-world knowledge and tools you need for decision-making and strong business performance.

These unique online programs, which feature curricula that are constantly updated to reflect the latest concepts, methods and practices, equip you with skills that are in high demand. Strengthen your negotiating skills for the private, public or government sector through a more thorough understanding of the contracting process. Start earning your master certificate today!

#### Program Benefits

- Learn the procurement process, from requisition to contract enforcement
- Gain knowledge to test for NCMA certifications for contract managers
- Develop an in-depth understanding of federal or commercial contract law
- Discover how to negotiate and administer contracts
- Renew and negotiate contracts faster
- Curb maverick spending
- Reduce unwanted renewals, overpayments and customer underpayments

#### Who Should Enroll?

Designed for contract administrators, contract managers, sales or business development managers, project managers or others responsible for contracting projects, these courses help commercial and government contractors succeed at all levels.

## EXPERIENCE AN UNMATCHED ONLINE CLASSROOM

Our online classroom is second to none! It’s dynamic, interactive and multimedia driven. Instant messaging and shared virtual whiteboards allow you to interact with classmates and faculty in real time. And two-way voice over IP is a great personal touch for students who prefer to communicate via voice to ask questions or discuss weekly assignments.

Communicating with professors during virtual office hours and viewing leading industry experts via streaming video make learning faster than in the traditional classroom setting. You’ll do everything online in your own time, so you can work full time and continue your education.

## UNPARALLELED FEATURES

- Virtual classroom provides two-way voice over IP with instant messaging and shared whiteboard features
- Professor-led classes through online streaming video
- Chat rooms and message boards for rich, real-time interaction with professors and students alike
- Ability to study anytime, anywhere
- No required login times – 24/7 access
- Multimedia access – not a book-in-a-box, go-it-alone program

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## CERTIFICATE COURSE DESCRIPTIONS & TUITION

### Essentials of Commercial Contract Management

This eight-week online course is designed to give you the tools you need to understand the procurement process from contract definitions and source selection to contract management and administration. Trace best practices of the contracting process from requisitioning through contract closeout and learn the entire commercial contract management process from both the buyers' and sellers' perspectives.

#### What You'll Study:

- Contract Elements
- Contract Formation
- Contract Performance and Enforcement
- Principal and Agency
- Property Law
- Dispute Resolution
- Contract Typos
- Contract Consideration
- Statute of Frauds
- Intellectual Property
- Business Ethics

### Essentials of Government Contract Management

This eight-week online course is designed to give you the tools you need to understand the procurement process, from government contract definitions and source selection to contract management and administration. Trace best practices of the contracting process from requisitioning through contract closeout and learn the entire government contract management process from both the buyers' and sellers' perspectives.

#### What You'll Study:

- Pre-Award Phase
- Types of Contracts
- Contract Law
- Award Phase
- Post-Award Phase
- The Contract Management Process (NEW)
- Fixed Price and Cost Reimbursement Contracts
- Commercial vs. Government Contracting
- Role of Negotiation
- Contract Closeout: Administrative Closeout

### Mastering Business Skills

This 12-week certificate course covers the critical bottom-line business skills needed to be a successful contract manager. The course, which is essential in preparing for the business skills section of the NCMA exams, includes a certification preparation section featuring hundreds of test prep questions for the business skills portion of the CFCM and CCCM certification exams.

#### What You'll Study:

- Operations Management and Quantitative Methods
- Marketing Channels and Supply Chain Management
- Consumer Decision Making and Business Marketing
- Pricing Concepts
- Accounting and Finance
- Organizational Behavior
- Financial Reporting
- Strategic Planning for Competitive Advantage
- Internet Marketing

### Advanced Contract Management

Expanded to 12 weeks, this course includes a certification preparation section featuring hundreds of test prep questions for both the CFCM and CCCM exams. New lectures cover the contract management process, earned value, terminations, international issues and risk, classification of government property, property management system and liability for loss, damage, destruction or theft. Learn how to write proposals that get attention and win contracts. Gain an understanding of legal issues and learn to protect both yourself and your company.

#### What You'll Study:

- Winning New Business Contracts
- Contract Pricing
- Cost Accounting Standards
- Performance-Based Contracts
- Subcontracts
- International Issues (NEW)
- Government Property (NEW)
- Cost Analysis
- Cost Allowability and Allocability
- International Risk
- Liability for Loss, Damage, Destruction or Theft



## VILLANOVA ONLINE FACULTY AND PRACTICING PROFESSIONALS

Villanova University online faculty and staff bring a wealth of knowledge and real-world experience to instructional development and delivery. Their expertise and interactive teaching methods create a dynamic experience where participants use a proven combination of “virtual classroom” tools, online instructor-led discussions and streaming video.

### Jay Billings, PhD

Dr. Billings has more than 35 years of experience in acquisition and management in roles ranging from Deputy Project Manager for the PERSHING II Project Office to Senior Recruitment Analyst for a U.S. Army Major Subordinate Command.

### Wayne Brantley, MS Ed, PMP

Mr. Brantley is the Managing Director of Villanova University Professional Education Online. He has more than 25 years of experience in the Air Force as a project manager.

### Terry Carlson, MBA, BS

Mr. Carlson is Director of Navigant Consulting, Inc., a government contracts consulting practice. His expertise covers regulations, guidelines and cost accounting standards for government contractors.

### Paul Couture, MA

Mr. Couture is owner of The Couture Group, Inc., a professional recruiting firm. His experience spans a career as a U.S. Army procurement and chemical officer.

### Kim Crabtree

Ms. Crabtree has more than 25 years of experience in progressively responsible roles in business, marketing, sales and customer relationship management in a variety of business sectors.

### Ron Crabtree, CPIM, CIRM

Mr. Crabtree is President of MetaOps™ Inc. With 30 years of experience, he is an internationally recognized expert in cutting-edge business process improvement methodologies.

### Paula Cushman, CPCM, CACM

Ms. Cushman is Director of Contracts for Aviation & Missile Solutions and Principal Manager in Cushman Consulting and Contracting. She is an expert at managing contract activities.

### Kathleen Dunn, MBA, MS OD

Ms. Dunn is Director of Training and Professional Development at the law firm of Patton Boggs, LLP. She has more than 20 years of experience in adult education and professional development.

### Douglas Goetz, PhD, CPPM, CF

Dr. Goetz is Professor of Contract and Property Management at the Defense Acquisition University. He is widely known as “the Guru of Property Management.”

### Gary Marcus, Esq.

Mr. Marcus serves as counsel to Goldberg & Connolly’s Federal Contracts Group and has over 30 years of experience in state, local and federal contracting.

### Nelson L. Mellitz, MAM, BBA, BS, AS, CPCM

Mr. Mellitz is NCMA Fellow and Chief of the Northeast Area Field Procurement Operations for the Internal Revenue Service. He is an AFIT certified professional contracts manager.

### Ann Micheli, JD

Ms. Micheli, the President/CEO of her own consulting practice, Phoenix International, earned her JD with a specialization in Contract and Environmental Law.

### William Moffitt, PhD, MA, BS

Dr. Moffitt is a trainer, software tester and on-site consultant for federal contracting for CACI, Inc., of Arlington, Virginia. He has taught SPS PD2 software to all four branches of the federal government’s contracting offices.

### Daniel Munson, CSSBB, CQE

Mr. Munson has more than 20 years of experience at Honeywell and Storage Technology. He has developed process improvement methodologies worldwide for numerous leading companies.

### C. Lynn Northrup, CPIM, CPA

Mr. Northrup is an author, authoritative business advisor and consultant. He has over 40 years of experience as a controller, CPA and operational consultant serving a wide variety of industries.

### William C. Pursch, PhD, MS

Dr. Pursch, President of Pursch Associates, is professor emeritus and former department head of the Air Force Institute of Technology at Wright-Patterson Air Force Base, Ohio.



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## UNIVERSITYALLIANCE®

The Nation's Leading Universities Online

The University Alliance (UA) facilitates the promotion and online delivery of degree and professional certificate programs from the nation's leading traditional universities and institutions. Powered by UA's technology and support services, our university partners have surpassed 300,000 online enrollments – making UA the largest facilitator of e-learning in the country. University Alliance partners include Villanova University, the University of Notre Dame's Mendoza College of Business, Tulane University's Freeman School of Business, Thunderbird School of Global Management, the University of San Francisco, the University of South Florida, Florida Institute of Technology, The University of Scranton and Jacksonville University.

One simple call connects you to the broad range of benefits offered by the University Alliance. You will be assigned a program representative who serves as your contact for non-academic issues – answering questions about financing options, helping you to enroll in the next class and more. Technical support personnel and other professionals are also easily accessible every step of the way.

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## CERTIFICATE PROGRAM TUITION

### Master Certificates in Contract Management

Take all three courses in a program and receive your master certificate. Earning a master certificate demonstrates a solid understanding of core contract management skills and illustrates your dedication and professionalism.

#### Contract Management

Essentials of Commercial Contract Management or Essentials of Government Contract Management	\$1,980
Mastering Business Skills	\$2,280
Advanced Contract Management	\$2,280
<b>TOTAL</b>	<b>\$6,540</b>
<b>Master Certificate in Government or Commercial Contract Management</b>	<b>\$5,995</b>
<b>Special Package: All four courses (a \$1,525 savings)</b>	<b>\$6,995</b>

**Continuing Education Units (CEUs):** Earn 4.5 CEUs for any of the courses listed above.

**Professional Development Units (PDUs):** Earn 45 PDUs for any of the courses listed above.

**ACE Credit Recommendations:** The American Council on Education (ACE) has recommended three undergraduate credit hours for *Essentials of Commercial Contract Management*, *Essentials of Government Contract Management* and *Advanced Contract Management*.

## WHAT TYPES OF DISCOUNTS AND ASSISTANCE ARE AVAILABLE?

### Tuition Assistance

Your tuition cost may be covered by your company's tuition assistance program and may also be tax deductible. Consult your HR department and your tax advisor for more information.

### Career Training Loan<sup>SM</sup>

SLM Financial, a Sallie Mae company, offers a comprehensive, flexible, low-cost loan product specifically designed to help working adults who enroll in an accredited university's distance learning undergraduate or graduate degree program or certificate program. The SLM Financial Career Training Loan, with its quick application and approval process, will have you ready to enroll in the next available session. For more information on the SLM Financial Career Training Loan, contact a program representative today or fill out an online application.

### Military Discount

Special discounts are available for active U.S. military servicemembers. Please call for more information.



## CORPORATE PROGRAMS

### Unleash the Power of Your Organization

Establish a corporate training program today, and begin to see positive results in your organization immediately!

### What You'll Get

A well-educated workforce equals corporate success. Along with saving your company valuable time and money, you'll provide your employees with the opportunity to learn the necessary skills to lead improvement initiatives that result in measurable sales growth, economic value, customer satisfaction and retention, and employee satisfaction and motivation. These skills will help increase your bottom line and create a streamlined work environment.

### Start With a Pilot Program!

Register a group of your employees in an online class, and see how their newly acquired knowledge increases productivity and impacts your bottom line. This pilot program offers the following services to your organization:

- Special corporate pricing
- A unique, expert-led online session to "kick off" the course
- A survey of employees after class to ensure quality and satisfaction
- An end-of-course review with corporate managers
- All employees will be in the same online class

*"We're witnessing a major power shift between information technology and the rest of business . . . the technology companies that succeed will be those that have developed skills at listening and a sophisticated understanding of their customers' industries."*

*Sam Palmisano, CEO  
IBM*

**Guarantee your staff's success with Contract Management training from Villanova University! Getting started is easy. Contact us today for complete details.**

## A DIVERSE NETWORK

Join the growing number of companies nationwide who have experienced the University Alliance difference:

- Accenture
- Agfa
- Alliance Energy
- AT&T
- Bell South
- Bethlehem Steel
- Boeing
- Chevron
- Cisco
- CSX Transportation
- Dell
- Deloitte Consulting
- EDS
- ExxonMobil
- General Dynamics
- General Electric
- General Motors
- Groton Utilities
- Halliburton
- HP
- IBM
- Ingersoll-Rand
- Intel
- Lockheed Martin
- Microsoft
- Motorola
- NASA
- PricewaterhouseCoopers
- Schlumberger
- Sprint
- United Technology
- U.S. Department of Energy
- U.S. Military
- Xerox

## Corporate Rates are Available

- ➔ 800-571-4938
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