



## Guide to Acquisition-Related Academic Programs and Courses

### What's New

- More links and URLs
- Staff contact updates
- Easy reference to degree programs and Historically Black Colleges and Universities (HBCU)





January 2004

## **A Greeting from the Director:**

### ***Improving the Acquisition Workforce through Training***

This guide lists US academic institutions with programs and courses in acquisition-related subjects. This information is “geared” to those individuals interested in entering the acquisition field and to current employees who wish to pursue further education and professional development. Specialties and courses covered include acquisition, contracting, contract law, cost and price analysis, logistics, supply chain management, materials management, operations management, policy analysis, and purchasing. In addition to listing the college and university programs, this guide identifies the courses by title and provides names, addresses, websites, and telephone numbers of contacts at each institution. FAI gratefully acknowledges the information and assistance furnished by the listed colleges and universities.

Academic training and career development improve performance in the sophisticated and competitive acquisition field. The acquisition system performs best when the acquisition workforce has academic knowledge of relevant business disciplines. This *Guide to Acquisition-Related Academic Programs and Courses* is a good place to start exploring these educational opportunities. FAI’s major objective continues to be supporting the establishment of a comprehensive, uniform body of knowledge that will serve as the cornerstone in helping to establish acquisition as a profession. We are pursuing this objective through fostering a nationwide communications network that includes the academic community, Federal agencies, professional organizations, and industry.

We at FAI wish you much success in pursuing your acquisition career goals.

Sincerely,

Gloria Sochon  
Director  
Federal Acquisition Institute

**PLEASE NOTE:** *This Guide is intended as an informational resource; the listing of these courses and curricula should not be viewed as an endorsement by FAI or interpreted as their meeting any FAI criteria or standards.*



## ACQUISITION CURRICULUM INFORMATION SHEET

To add an academic course or curriculum to the “Guide to Acquisition-Related Academic Programs and Courses,” please complete this sheet and send it to the contact information provided below.

Your College/ University Name:		
College/University Address:		
Contact Information:	Name:	
	Title:	
	Address:	
	Telephone:	
	Fax:	
	E-mail Address:	
College/University Web URL:		
Acquisition Degree or Curriculum Information:		
Questions or Comments for FAI:		

### SEND THIS FORM TO:

Jamie Ready  
Federal Acquisition Institute, Room 4006  
General Services Administration, MVI  
1800 F Street, NW  
Washington, DC 20405  
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Telephone: (202) 219-3454  
Fax: (202) 501-3341

### FOR MORE INFORMATION:

Gloria Sochon  
Director  
Federal Acquisition Institute  
General Services Administration  
[gloria.sochon@gsa.gov](mailto:gloria.sochon@gsa.gov)

# THE FEDERAL ACQUISITION INSTITUTE

## WHO WE ARE

The Federal Acquisition Institute (FAI) fosters and promotes governmentwide acquisition, career management programs. Established under the Office of Federal Procurement Policy (OFPP) Act, as amended, FAI is located in the General Services Administration (GSA), which acts as the Institute's executive agent. OFPP provides direction and guidance for FAI's activities.

## OUR MISSION

To foster and promote the development of a professional acquisition into effective business leaders.

## OUR VISION

To contribute to the accomplishment of agencies' missions by improving the skills of the acquisition workforce.

## OUR TASKS

- Promote and coordinate governmentwide research and studies to improve the acquisition process.
- Collect and analyze acquisition workforce data.
- Analyze acquisition career field to identify critical competencies, duties and tasks.
- Coordinate and assist agencies in identifying and recruiting highly qualified candidates for acquisition jobs.
- In conjunction with private and public colleges and training centers, develop instructional material for acquisition personnel, and evaluate effectiveness of existing instructional material.
- Promote the establishment and utilization of academic programs by colleges and universities in acquisition field.
- Facilitate interagency intern and training programs.

## FAI RESOURCES

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FAI offers many resources for improving or supplementing your acquisition skills and knowledge.

### FAI On-line University ([www.faionline.com](http://www.faionline.com))

Internet-based courses and seminars, including:

- Acquisition Planning
- Competition in Contracting Act (CICA)
- CON 101 (multiple modules)
- Contract Administration
- Contract Formation
- Contracting Business Environment Orientation
- Contracting Orientation
- COR Mentor Course
- COTR Module 1- Orientation
- COTR Module 2- Acquisition
- EEO Block Training
- Ethics Block Training
- GSA 101
- Health Care Contracting Pilot
- HUBZone Empowerment Contracting Program (several modules)
- Information Assurance Block Training
- Javits-Wagner-O'Day (JWOD) Training for Acquisition Professionals
- Market Research
- SBA's Mentor-Protégé Program
- Security Block Training
- Set Asides for Small Business
- USCG Simplified Acquisition (SAP) Checklist
- Waivers of the Non-Manufacturer Rule

### Available at [www.gsa.gov/fai](http://www.gsa.gov/fai)

- **The Guide to Acquisition-Related Academic Programs and Courses:** Guide to acquisition-related curricula at colleges and universities across the US.
- **Federal Acquisition Personnel Information System (FAPIS) report:** Online annual demographic reports on the Federal acquisition workforce, showing trends in educational levels, turnover and hiring.
- **Glossary of Acquisition Terms:** List of all relevant acquisition terminology and definitions.
- **Competency-Based Career Development Training Blueprints for Contract Specialists and Contracting Officer's Technical Representative:** These documents provide a framework for assessing which acquisition competencies you need to complete and determining steps for gaining the needed skills and/or knowledge.
- **FAI Insight Newsletters:** Bi-monthly newsletters providing articles and updates on "hot topics" in Federal acquisition and acquisition career management.

## INDEX of COLLEGE and UNIVERSITY COURSES BY STATE

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To view a list of the colleges and universities offering acquisition-related training by state, click on the state's letter above to jump to that section. To view the college or university course descriptions, click [here](#) to navigate to the detailed list or click on the arrow (⇒) next to the particular college or university's name.

### ALABAMA

Athens State University ⇒  
Community College of the Air Force ⇒

### ARIZONA

The University of Phoenix ⇒

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### CALIFORNIA

American Graduate University ⇒  
California State Polytechnic University ⇒  
DeAnza College ⇒  
Naval Postgraduate School ⇒  
San Diego State University ⇒  
Santiago Canyon College, Rancho Santiago  
Community College ⇒  
University of California ⇒  
University of California, Irvine ⇒

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### DISTRICT OF COLUMBIA

American University ⇒  
George Washington University ⇒  
George Washington University Law School ⇒  
Howard University ⇒  
University of the District of Columbia ⇒

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### FLORIDA

Florida Institute of Technology ⇒

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### MARYLAND

Prince George's Community College ⇒  
University of Maryland, School of Law ⇒  
University of Maryland University College ⇒

### MASSACHUSETTS

Middlesex Community College ⇒

### MISSISSIPPI

Alcorn State University ⇒

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### NEW YORK

State University of New York at Buffalo ⇒

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### TEXAS

Saint Edward's University ⇒  
University of Dallas ⇒

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### VIRGINIA

Marymount University ⇒  
Northern Virginia Community College ⇒  
Procurement Technical Assistance Program ⇒  
Tidewater Community College ⇒  
University of Virginia ⇒

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## COLLEGE and UNIVERSITY COURSE DETAILS

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To view the course descriptions for acquisition-related programs in a particular college or university, click on the first letter of the university's name above. For a summary list of universities by state, click [here](#) to navigate to the course index by state.

Note the following icons used in this guide:

- The diploma icon () indicates that the school or university offers an acquisition-focused degree; and
- The HBCU icon () indicates that the school is a Historically Black College or University.

### ALCORN STATE UNIVERSITY

School of Business  
1000 ASU Drive  
Alcorn State, MS 39096  
Telephone: (601) 877-6100  
URL: [www.alcorn.edu](http://www.alcorn.edu)



Point of Contact: Dr. John W. Gill  
Dean  
Telephone: (601) 877-6450  
Fax: (601) 877-3900

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Alcorn State University's School of Business offers a Bachelor of Science in Accounting and Business Administration with a Management Concentration. This program includes the following courses.

#### Courses

- Legal Environment of Business
- Procurement for the Electronic Office
- Production Management

### AMERICAN GRADUATE UNIVERSITY

733 North Dodsworth Avenue  
Covina, CA 91724-2499  
Telephone: (877) 351-9060  
Fax: (626) 915-1709  
URL: [www.agu.edu](http://www.agu.edu)



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? **Master of Acquisition Management**

This integrated program provides the student with an intensive knowledge of acquisition, contracting and procurement processes and how these practices and techniques interrelate with standard business management processes of finance, law, operations, marketing and technical management. Each course is 3 credits; 36 credits are required. Students may select a comprehensive exam or an approved project.

**Acquisition Courses**

- Business Development and Proposal Preparation
- Contract Management and Administration
- Federal Government Contracting
- Government Contract Law
- Negotiation Principles and Practices
- Pricing and Negotiation of Government Contracts and Subcontracts
- Program Management
- Subcontract Management

**General Management Courses**

- Business Research Methods
- Essentials of Management
- Management Accounting and Control
- Management Economics
- Organizational Behavior and Human Resources

? **Master of Project Management**

A student enrolled in this program will acquire the ability to plan, integrate, and implement organizational, business, and technical management systems with human and leadership skills to successfully manage dynamic projects and programs. Each course is 3 credits; 36 credits are required. Students may select a comprehensive exam or an approved project.

**Program/Project Management Courses**

- Building, Leading, and Managing Project Teams
- Contracting and Procurement for Project Managers
- Earned Value Management Systems
- Managing Projects
- Negotiation for Managers
- Program Management
- Project Quality Management
- Project Scheduling Techniques
- Project Scope, Cost, and Schedule Management
- Risk Analysis and Management
- Technical Program Management

**General Management Courses**

- Business Research Methods
- Essentials of Management
- Financial Management
- Management Accounting and Control
- Organizational Behavior and Human Resources

## AMERICAN UNIVERSITY

Office of the Dean  
Washington College of Law  
Suite 366  
4801 Massachusetts Avenue, NW  
Washington, DC 20016-8192  
Telephone: (202) 274-4000  
URL: [www.wcl.american.edu](http://www.wcl.american.edu)

Point of Contact: Claudio M. Grossman  
Dean  
Telephone: (202) 274-4004  
Fax: (202) 274-4005  
E-mail: [deans-office@wcl.american.edu](mailto:deans-office@wcl.american.edu)

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American University's Washington College of Law offers two procurement-related courses:

- Government Contracts
- International Procurement Law

## ATHENS STATE UNIVERSITY

School of Business  
300 North Beaty Street  
Athens, AL 35611  
Telephone: (256) 233-8211  
URL: [www.athens.edu](http://www.athens.edu)



Point of Contact: Dr. Robert D. Gulbro  
Dean, School of Business  
Telephone: (256) 233-8116  
Fax: (256) 233-8151  
E-mail: [gulbror@athens.edu](mailto:gulbror@athens.edu)

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### **Business Administration with a Concentration in Procurement and Acquisition Management**

The objectives of this program are to develop personnel with knowledge and expertise in the following areas:

- Procurement and acquisition management;
- General management concepts and skills;
- Broad body of knowledge related to all aspects of business operation; and
- Broad-based liberal arts foundation.

#### ? **Procurement and Acquisition Concentration**

- Contract Administration
- Contract Negotiation
- Cost and Price Analysis
- Government Acquisition and Contracting
- Government Contract Law
- Introduction to Procurement and Logistical Management

### **CALIFORNIA STATE POLYTECHNIC UNIVERSITY**

College of Business Administration  
 Department of Finance, Real Estate, and Law  
 3801 West Temple Avenue  
 Pomona, CA 91768  
 Telephone: (909) 869-7659  
 URL: [www.csupomona.edu](http://www.csupomona.edu)

Point of Contact: Javad Kashefinejad  
 Department Chair  
 Telephone: (909) 869-2396  
 Fax: (909) 869-2124  
 E-mail: [dkashefineja@csupomona.edu](mailto:dkashefineja@csupomona.edu)

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#### ? **Minor in the Financial Management Public and Private Contracts**

This concentration provides a background in public and private contracts including the Federal Acquisition Regulations and the Uniform Commercial Code. Students learn contract administration, formulation, and negotiation.

#### **Required Courses**

- Contract Administration
- Contract Aspects of the Uniform Commercial Code
- Contract Case Study
- Contract Cost/Price Techniques-Negotiation
- Legal Environment of Marketing
- Purchasing Management

### **COMMUNITY COLLEGE OF THE AIR FORCE**

Administrative Center  
 CCAF/DFAT  
 130 West Maxwell Boulevard  
 Maxwell Air Force Base, AL 36112-6655  
 URL: [www.au.af.mil/au/ccaf](http://www.au.af.mil/au/ccaf)

Point of Contact: Kathy Marquez  
 Program Manager  
 Contracts Management Degree Program  
 Telephone: (334) 953-2043 or -5938  
 DSN: (334) 493-5938

Fax: (334) 953-2980  
E-mail: [Kathy.Marquez@maxwell.af.mil](mailto:Kathy.Marquez@maxwell.af.mil)  
URL: [www.au.af.mil/au/ccaf/catalog/2002cat/ter\\_1cao.htm](http://www.au.af.mil/au/ccaf/catalog/2002cat/ter_1cao.htm)

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**Contracts Management Requirements (64 semester hours)**

- General Education (15 hours)
- Business Law
  - CCAF Internship
  - Contract Administration/Management
  - Contract Law
  - Government Contracting Principles
  - Pricing and Negotiation
  - Purchasing
- Leadership, Management, and Military Studies (6 hours)
- Program Elective (15 hours)
- Physical Education (4 hours)
- Technical Core (12-24 hours)
- Technical Electives (up to 12 hours)

**DeANZA COLLEGE**

Business/Computer Systems Division  
Materials Management Program  
21250 Stevens Creek Boulevard  
Cupertino, CA 95014  
Telephone: (408) 864-5678  
URL: [www.deanza.fhda.edu](http://www.deanza.fhda.edu)

Point of Contact: David Stringer  
Materials Management Program Coordinator  
Telephone: (408) 864-8539  
E-mail: [stringerdavid@fhda.edu](mailto:stringerdavid@fhda.edu)

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? **Certificate of Achievement—Materials Management**

- Business Negotiation
- Production Control and Inventory Management

Plus nine courses, which includes:

- Contract Administration
- Contracts for Buyers

**Certificate of Proficiency (Certificate of Completion plus the following)**

- Business Negotiation
- Contracts for Buyers
- Financial Accounting
- Production Control and Inventory Management

Plus at least 12 courses, which includes:

- Contract Administration

? **Materials Management Degree** (Certificate of Completion in Materials Management plus the following courses)

- Business Negotiation
- Contracts for Buyers
- Financial Accounting
- Introduction to Business
- Logistics
- Principles of Pricing
- Production Control and Inventory Management

Plus at least 21 units, which includes:

- Contract Administration

### FLORIDA INSTITUTE OF TECHNOLOGY

150 West University Boulevard  
Melbourne, FL 32901-6975  
Telephone: (321) 674-8000  
URL: [www.fit.edu](http://www.fit.edu)



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? **Professional Master of Business Administration (PMBA) Concentration in Acquisition and Contract Management**

#### Core Requirements

- Advanced Analytical Methods for Management
- Corporate Finance
- Decision Theory
- Or
- Intermediate Managerial Statistics
- Economics for Business
- Information Systems
- Managerial Accounting
- Marketing Management
- Management Theory and Thought
- Or
- Organizational Behavior
- Policy and Strategy for Business

#### Electives

In addition to the nine core courses, students electing the PMBA with a concentration in acquisition and contract management are also required to take three elective courses. These electives must be selected from the list of contracts courses.

? **Master of Science in Acquisition and Contract Management (MS/ACM)**

**Degree Requirements**

The MS/ACM degree is conferred upon students who have successfully completed 33 credit hours of graduate course work plus other course requirements as listed on the student's approved Graduate Program Plan.

**Program Prerequisites**

- Basic Economics
- Financial Accounting

**Required Courses**

- Contract and Subcontract Formulation
- Contract Changes, Terminations and Disputes
- Contract Management Research Seminar
- Contract Negotiations and Incentive Contracts
- Corporate Finance
- Cost Principles, Effectiveness, and Control
- Managerial Accounting
- Organizational Behavior
- Procurement and Contract Management

**Electives**

- Advanced Procurement and Contract Management
- Business and Legal Aspects of Intellectual Property
- Business Ethics
- Cost and Economic Analysis
- Government Contract Law
- Management and Administration of Contracts
- Materiel Acquisition Management
- Program Management
- Special Topics in Contracts Management

? **Master of Science in Logistics Management (MS/LM)**

**Degree Requirements**

The degree of Master of Science in Logistics Management is conferred upon students who have successfully completed 33 credit hours of graduate course work plus other course requirements as listed on the student's approved Graduate Program Plan.

? **Master of Science in Management with a Concentration in Acquisition and Contract Management (MSM/ACM)**

**Program Prerequisite**

- College Algebra

**Electives**

- Advanced Procurement and Contract Management
- Business and Legal Aspects of Intellectual Property
- Contract and Subcontract Formulation
- Contract Changes, Terminations and Disputes

- Contract Management Research Seminar
- Contract Negotiations and Incentive Contracts
- Cost Principles, Effectiveness and Control
- Government Contract Law
- Management and Administration of Contracts
- Materiel Acquisition Management
- Procurement and Contract Management
- Special Topics in Business
- Special Topics in Contract Management

? **Master of Science in Management Concentration in Logistics Management (MSM/LM)**

**Program Prerequisite**

- College Algebra

**Required Courses**

- Basic Economics
- Corporate Finance
- Financial Accounting
- Information Systems
- Introductory Managerial Statistics
- Management of Theory and Thought
- Personnel Management and Industrial Relations
- Program Management

**Electives**

- Cost and Economic Analysis
- Distribution Management
- Logistics Policy
- Management and Administration of Contracts
- Materiel Acquisition Management
- Procurement and Contract Management
- Production and Operations Management
- Special Topics in Business
- Systems Analysis and Modeling
- Systems and Logistics Support Management

? **Master of Science in Material Acquisition Management (MS/MAM)**

The degree of Master of Science in Materiel Acquisition Management is conferred upon students who have successfully completed 33 credit hours of graduate course work plus other course requirements as listed on the student's approved Graduate Program Plan.

**Required Courses**

- Managerial Accounting
- Corporate Finance
- Introductory Managerial Statistics
- Program Management
- Personnel Management and Industrial Relations
- Basic Economics

- Decision Theory  
Or
- Decision Analysis
- Materiel Acquisition Management  
Or
- Procurement and Contract Management

? **Graduate Certificate in Contract Management**

The Graduate Certificate in Contract Management will consist of one required course and four elective courses:

**Required**

- Procurement and Contract Management

**Elective Courses**

- Advanced Procurement and Contract Management
- Contract and Subcontract Formulation
- Contract Changes, Terminations and Disputes
- Contract Management Research Seminar
- Contract Negotiations and Incentive Contracts
- Cost Principles, Effectiveness and Control
- Special Topics in Contract Management

? **Graduate Certificate in Logistics**

The graduate certificate in logistics consists of one required course and four elective courses:

**Required**

- Program Management

**Elective Courses**

- Distribution Management
- Inventory Control and Management
- Logistics Policy
- Management and Administration of Contracts
- Management of Assets
- Materiel Acquisition Management
- Procurement and Contract Management
- Production and Operations Management
- Systems Analysis and Modeling
- Systems and Logistics Support Management

**GEORGE WASHINGTON UNIVERSITY**  
 School of Business and Public Management  
 2121 G Street, NW, Suite 403  
 Washington, DC 20052  
 Telephone: (202) 994-7375



Fax: (202) 994-4930  
URL: [www.sbp.m.gwu.edu/mgt/](http://www.sbp.m.gwu.edu/mgt/)

Points of Contact: Elizabeth Wright  
Director, Master of Science in Acquisition Management  
Telephone: (202) 994-7462  
Fax: (202) 994-4930  
E-mail: [ewright@gwu.edu](mailto:ewright@gwu.edu)

Jeff Adams  
Assistant Director, Master of Science in Acquisition Management  
Telephone: (202) 994-7462  
E-mail: [jadams@gwu.edu](mailto:jadams@gwu.edu)

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### ? **Master of Science in Acquisition Management**

Students in this program will examine the planning, budgetary, negotiation, decision-making and policy environment of procurement. The student will also acquire a thorough knowledge of the emerging concept of the supply chain and the effective tools for its management.

#### **Required Courses**

- Government Contract Administration
- Governmental Budgeting
- Individual and Group Dynamics
- Or
- Organizational Management
- Logistics Management
- Operations Strategy
- Pricing and Negotiation
- Project Management
- Purchasing and Materials Management
- Systems Procurement and Project Management

#### **Elective Courses**

- Procurement and Contracting,
- Or
- Legislative Management and Congress
- Executive Decision Making
- Or
- Case Studies in Information Systems

### **GEORGE WASHINGTON UNIVERSITY LAW SCHOOL**

2000 H Street, NW  
Washington, DC 20052  
Telephone: (202) 994-6261  
URL: [www.law.gwu.edu](http://www.law.gwu.edu)



Point of Contact: Patty Tobin  
Telephone: (202) 739-0629

Fax: (202) 994-9817  
E-mail: [ptobin@main.nlc.gwu.edu](mailto:ptobin@main.nlc.gwu.edu)  
URL: [www.law.gwu.edu/govcon/default.asp](http://www.law.gwu.edu/govcon/default.asp)

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? **Master of Laws Degree Program in Government Procurement Law**

**Degree Requirements**

Completion of 24 credit hours that include a minimum of 10 hours in government procurement law core courses and 4 hours of thesis.

**Core Courses**

- Formation of Government Contracts
- Performance of Government Contracts
- Government Contracts Cost and Pricing
- Graduate Government Contracts Placement
- One or more government contracts seminars:
  - Government Procurement and Environmental Law
  - Claims and Litigation
  - Litigating Protests

**HOWARD UNIVERSITY**

School of Business  
2600 Sixth Street, NW  
Washington, DC 20059  
Telephone: (202) 806-1500  
Fax: (202) 806-5934  
URL: [www.howard.edu](http://www.howard.edu)



Point of Contact: Dr. Barron Harvey  
Dean  
E-mail: [bharvey@howard.edu](mailto:bharvey@howard.edu)

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Howard University has established a Supply Chain Management Center to support the development of the supply chain management curriculum and to manage the program.

? **Master of Business Administration in Supply Chain Management**

**Courses**

- Advanced Supply Chain Management
- E-commerce in Supply Chain Management
- Government Acquisition
- Introduction to Acquisition
- Introduction to Supply Chain Management
- Total Quality Management

## **MARYMOUNT UNIVERSITY**

School of Business Administration  
2807 North Glebe Road  
Arlington, VA 22207-4299  
URL: [www.marymount.edu](http://www.marymount.edu)

Point of Contact: Dr. Arthur Meiners, Jr.  
Professor of Management  
Telephone: (703) 284-5921  
Fax: (703) 527-3830  
E-mail: [art.meiners@marymount.edu](mailto:art.meiners@marymount.edu)

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Marymount University offers three procurement-related courses under its Master of Business Administration (MBA) program:

- Marketing to the Federal Government
- Procurement and Contracting
- Project Management

## **MIDDLESEX COMMUNITY COLLEGE**

Division of Continuing Education  
Lowell Campus  
33 Kearney Square  
Lowell, MA 01852-1987  
Telephone: (978) 656-3200  
URL: [www.middlesex.cc.ma.us](http://www.middlesex.cc.ma.us)

Bedford Campus  
591 Springs Road  
Bedford, MA 01730-1197  
Telephone: (781) 280-3200

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### ? **Certificate of Completion in Contract Management**

This is a program intensively focused on the administrative and technical background skills involved in contract management, developed in cooperation with the Boston chapter of the National Contract Management Association (NCMA).

#### **Required Courses**

- Contract Administration
- Federal Acquisition Regulations
- Government Contract Law
- Principles of Contract Pricing

#### **Electives** (Select two of following courses)

- Advanced Contract Administration
- Contract Negotiations
- Contract Policy

- Introduction to Contracting and the Federal Acquisition Process
- Management of Defense Acquisition Contracts
- Proposal Preparation and Source Selection

## NAVAL POSTGRADUATE SCHOOL

Department of Systems Management  
 1 University Circle  
 Monterey, CA 93943  
 Telephone: (831) 656-2441  
 DSN: 756-2441  
 URL: [www.nps.navy.mil](http://www.nps.navy.mil)



Point of Contact: Carl S. Staggs, CDR, USN  
 Program Officer, Acquisition and Contract Management  
 Telephone: (831) 656-1101  
 DSN: 756-1101  
 Fax: (831) 656-1098  
 E-mail: [csstaggs@nps.navy.mil](mailto:csstaggs@nps.navy.mil)  
 URL: [www.nps.navy.mil/ofcinst/code815.htm](http://www.nps.navy.mil/ofcinst/code815.htm)

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The Naval Postgraduate School (NPS) is located in Monterey, California, and provides graduate education to meet Navy, Air Force, and Coast Guard needs in operational, technical, and managerial areas. The Department of Systems Management is the "Business School" at NPS.

### ? Acquisition and Contract Management Curriculum

#### Quarter 1

- Contract Management Seminar
- Economics for Defense Managers
- Financial Accounting
- Introduction to Information Technology
- Managerial Communication Skills
- Mathematics for Management

#### Quarter 2

- Contract Mgmt Seminar
- Management Accounting
- Microeconomic Theory
- Principles of Acquisition and Contracting
- Statistical Analysis for Management

#### Quarter 3

- Contract Law
- Contract Mgmt Seminar
- Contract Pricing and Negotiation
- Organization and Management
- Strategy and Policy

#### Quarter 4

- Acquisition Management and Contract Administration
- Contract Management Seminar
- Management of Information Technology
- Policy Analysis
- Public Policy and Budgeting

#### Quarter 5

- Contract Mgmt Seminar
- Contracting for Major Systems
- Operations Research for Management
- Thesis

#### Quarter 6

- Acquisition and Contracting Policy
- Contract Mgmt Seminar
- Strategic Management
- Thesis
- Curriculum Option
  - Corporate Financial Management
  - Cost Accounting
  - Defense Technology Policy
  - Financial Management for Acquisition Managers
  - Internal Control and Auditing
  - Logistics Engineering
  - Principles of Acquisition Production and Quality Management
  - Seminar in Acquisition and Contract Management
  - Strategic Planning and Policy for Logistics Managers

### NORTHERN VIRGINIA COMMUNITY COLLEGE

Alexandria Campus  
3001 North Beauregard Street  
Alexandria, VA 22311-5097  
Telephone: (703) 845-6200  
URL: [www.nv.cc.va.us](http://www.nv.cc.va.us)



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#### ? **Acquisition and Procurement Associate Degree in Applied Science**

This curriculum is designed for persons who plan to seek employment in acquisition and procurement positions and for those presently in acquisition and procurement positions who seek career advancement. The occupational objectives include project manager, procurement analyst, contract administrator, contract specialist, contract negotiator, contract price analyst, and contract termination specialist.

The first two semesters of the curriculum are similar to other curricula in business. However, in the second year students will pursue an individual specialty in acquisition and procurement. The curriculum includes technical courses in acquisition and procurement, courses in related areas, and courses in general education. Instruction will include both the theoretical concepts and the practical applications needed for future success in the acquisition and procurement field.

## Year 1

- Applied Business Math
- College Composition I and II
- Introduction to Acquisition and Procurement Fundamentals I and II
- Introduction to Mathematics
- Introduction to Microcomputer Software
- Introduction to Speech Communication
- Lifetime Fitness and Wellness
- Survey of Economics
- Electives

## Year 2

- Advanced Acquisition and Procurement Management I and II
- Contract Administration
- Contract Law
- Cooperative Education in Acquisition and Procurement *or* acquisition elective
- Cost and Price Analysis
- Introduction to Business Statistics
- Negotiations of Contracts and Contract Modification
- Physical Education option
- Principles of Accounting I and II
- Principles of Management

### PRINCE GEORGE'S COMMUNITY COLLEGE

301 Largo Rd

Largo, Maryland 20774-2199

Telephone: 301-336-6000

E-mail: [enrollmentservices@pgcc.edu](mailto:enrollmentservices@pgcc.edu)

URL: <http://pgweb.pg.cc.md.us/index.html>

Point of Contact: Robert Wiedefeld  
Chair, Business Management  
Telephone: 301-322-0115

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## ? Elective Classes

### Noncredit Courses

- Contract Opportunities in the State and County
- Writing Proposals for Government Contracts
- Types of Government Contracts
- Contracting Negotiations Techniques
- Sub-contracting with the Government
- Government Contracting: Marketing Your Business to the Government (0.5CEU)

### Credit Courses

- Contract Administration

\*These courses are designed to explain, in detail, the procurement programs established by federal, state, and county governments to assist small disadvantaged and women-owned businesses.

### **PROCUREMENT TECHNICAL ASSISTANCE PROGRAM**

Mason Enterprise Center  
4031 University Drive, Suite 200  
Fairfax, VA 22030

Telephone: (703) 277-7757  
Fax: (703) 352-8195  
E-mail: [ptap@gmu.edu](mailto:ptap@gmu.edu)  
URL: [www.gmu.edu/gmu/PTAP](http://www.gmu.edu/gmu/PTAP)  
[www.gmu.edu/gmu/PTAP/seminars.html](http://www.gmu.edu/gmu/PTAP/seminars.html)

Point of Contact: James Regan  
Director, Procurement Technical Assistance Program  
Telephone: (703) 277-7750  
Fax: (703) 352-8195

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The Procurement Technical Assistance Program (PTAP) is a non-profit organization funded by the Defense Logistics Agency and George Mason University. PTAP offers educational seminars on a quarterly basis on a variety of procurement topics, including the following:

- Acquisition Reform Act: Past, Present, and Future
- Government Proposal, Pricing and Accounting
- Introduction to Contracting with the Federal Government
- Introduction to the General Services Administration
- Small Businesses and the Government Contracting Process

### **SAINT EDWARD'S UNIVERSITY**

School of Business  
3001 South Congress Avenue  
Austin, TX 78704-6489  
Telephone: (512) 448-8400  
URL: [www.stedwards.edu](http://www.stedwards.edu)



Point of Contact: Frank Krafka, Jr.  
Dean, School of Business Administration  
Telephone: (512) 428-8435  
E-mail: [frankk@admin.stedwards.edu](mailto:frankk@admin.stedwards.edu)

Marsha Kelliher  
Dean, Graduate School of Management  
Telephone: (512) 448-8593  
E-mail: [marshak@admin.stedwards.edu](mailto:marshak@admin.stedwards.edu)

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? **Master of Business Administration Certificate Program in Acquisition and Contract Management**

This degree incorporates the knowledge required to sit for the National Contract Management Association (NCMA) examination. The courses cover developing negotiation skills, an advanced understanding of managing in the international environment, the requirements and issues that are unique to public contracting and/or the management of intellectual property, and the flow of materials into an organization.

**Requirements**

- Students must complete 15 hours of foundation coursework or provide transcript evidence that coursework has been completed.
- Managing the Organization course

**SAN DIEGO STATE UNIVERSITY**

College of Extended Studies  
5250 Campanile Drive  
San Diego, CA 92182-1925  
Telephone: (619) 594-5821  
Fax: (619) 594-8566  
E-mail: [extended.std@sdsu.edu](mailto:extended.std@sdsu.edu)  
URL: [www.ces.sdsu.edu](http://www.ces.sdsu.edu)

Point of Contact: Wendy Evers  
Director of Certificate Programs  
Telephone: (619) 594-7078  
Fax: (619) 594-6633  
E-mail: [wevers@mail.sdsu.edu](mailto:wevers@mail.sdsu.edu)

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San Diego State University's (SDSU) College of Extended Studies offers a wide variety of lifelong learning classes, seminars and certificate programs, many of them online.

? **Certificate in Government Contract Management**

See [www.ces.sdsu.edu/contract.html](http://www.ces.sdsu.edu/contract.html).

? **Construction Supervisory Series (Online)**

See [www.ces.sdsu.edu/cpsupervisor.html](http://www.ces.sdsu.edu/cpsupervisor.html).

? **E-Business Essentials**

See [www.ces.sdsu.edu/ecommerce.html](http://www.ces.sdsu.edu/ecommerce.html).

? **Project Management**

See [www.ces.sdsu.edu/projectmgmt.html](http://www.ces.sdsu.edu/projectmgmt.html).

**SANTIAGO CANYON COLLEGE**

8045 East Chapman Avenue  
Orange, CA 92869

Telephone: (714) 564-4000  
URL: [www.rsccd.org](http://www.rsccd.org)

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? **Government Contracts Option Certificate**

- Contract Administration
- Defense Contract Negotiation Workshop
- Government Contract Law
- Principles of Contract Pricing
- Select six units from the following:
  - Introduction to Supervision
  - Management of Defense Acquisition Contracts
  - Production Management

**STATE UNIVERSITY OF NEW YORK AT BUFFALO**

Millard Fillmore College  
3435 Main Street, 128 Parker Hall  
Buffalo, NY 14214-3007



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? **Contract Management Certificate Program**

Government agencies need broadly skilled professionals to assure that taxpayers receive the best products at the lowest cost. Private industries also need individuals who are well versed in the complexities of governmental regulations so that local industry may obtain its share of public sector contracts. This program was designed in cooperation with the National Contract Management Association (NCMA) and fulfills all course requirements for the Certified Professional Contract Manager (CPCM) or Certified Associate Contract Manager (CACM) exams.

A Certificate of Completion may be awarded to individuals who have successfully completed eight courses in contract management-related areas.

**TIDEWATER COMMUNITY COLLEGE**

7000 College Drive  
Portsmouth, VA 23703-6158  
Telephone: (757) 822-2124  
URL: [www.tc.cc.va.us](http://www.tc.cc.va.us)



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? **Career Studies: Acquisition and Procurement**

This program gives graduates the training they need to seek employment as procurement analysts, contract administrators, contract specialists, contract negotiators, contract price analysts, or contract termination specialists. It is also ideal for current employees who want to update their skills and earn promotion.

The 18 credit hour career studies program meets Department of Defense requirements for acquisition and procurement training. The Associate in Applied Science degree in Business Management with a specialization in acquisition and procurement combines both theoretical and practical treatments, including technical courses in acquisitions and procurement, courses in related business areas, and courses in general education.

### **Courses**

- Advanced Procurement and Acquisition Management I
- Contract Law
- Introduction to Procurement and Acquisition I and II
- Principles of Contract Pricing and Negotiation I and II

### ? **Associate in Applied Science Degree in Management with Specialization in Acquisition and Procurement**

This degree combines both theoretical and practical treatments, including technical courses in acquisition and procurement, courses in related business areas, and courses in general education.

### **Program Requirements**

- Advanced Procurement and Acquisition Management I
- Contract Law
- Cooperative Education
- Introduction to Procurement and Acquisition I and II
- Principles of Contract Pricing and Negotiation I and II

### **Related Courses**

- Applied Business Math
- Business Communications
- Business Law I
- Human Resource Management
- Introduction to Business Statistics
- Introduction to Microcomputer Software
- Principles of Accounting I and II
- Principles of Management

## **UNIVERSITY OF CALIFORNIA**

Hastings College of the Law

200 McAllister Street

San Francisco, CA 94102-4978

Telephone: (415) 565-4682

E-mail: [noble@uchastings.edu](mailto:noble@uchastings.edu)

URL: [www.uchastings.edu](http://www.uchastings.edu)

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The University of California Hastings College of the Law offers several seminars concerning contracts and negotiation:

- Alternative Dispute Resolution Seminar
- Case Studies in Contract Law Seminar

- Contract Law Seminar: Perspectives on Contract Law
- Negotiation and Mediation: Process and Practice
- Selected Issues in Intellectual Property Seminar

### Lecture Courses

- Contract Writing and Analysis
- Intellectual Property

## UNIVERSITY OF CALIFORNIA, IRVINE

UCI Extension

PO Box 6050

Irvine, CA 92616-6050

Telephone: (949) 824-5414

E-mail: [unex-services@uci.edu](mailto:unex-services@uci.edu)

URL: [unex.uci.edu](http://unex.uci.edu)

Point of Contact: Francine Berg

Telephone: (949) 824-4661

E-mail: [fberg@uci.edu](mailto:fberg@uci.edu)

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### ? **Supply Chain Management – Specialized Study**

You will benefit from course work in this program if you are currently in purchasing, contracts, logistics, quality assurance, distribution, and other supply chain specialties that have an impact on the way the organization system works. Project managers, small business professionals, consultants, and entrepreneurs, can update their skills in all aspects of supply chain management. This program is offered in collaboration with the National Association of Purchasing Management (The Institute For Supply Management), National Contract Management Association (NCMA), and American Society For Quality.

The Program Benefits include the following:

- Explore the fundamentals of supply chain design as well as the models and techniques important in the design, control, operation, and management of supply chain systems.
- Obtain an understanding of international competition and contracting in the global marketplace.
- Develop improved communication; negotiation, and strategic planning skills in order to secure lower prices, lower costs, and better manage your projects.
- Explore the selection and use of appropriate information and telecommunication systems to support the supply chain operation.

### ? **Certificate in Management of Business Contracts**

Material covered includes contract formation, negotiation, financial analysis, contract implementation, outsourcing, international contracting, and developing strategic alliances.

This program will be of value to individuals from both large and small organizations, 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.

Program benefits include the following:

- Gain an understanding of the various aspects of contract management as it pertains to outsourcing, developing strategic alliances, negotiation, financial analysis, and implementation.
- Explore the components of public, domestic and international contracts.
- Expand your awareness of the legal issues 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.

### UNIVERSITY OF DALLAS

Graduate School of Management  
1845 East Northgate Drive  
Irving, TX 75062-4736  
Telephone: (972) 721-5000  
URL: [www.udallas.edu](http://www.udallas.edu)

Point of Contact: Tracee P. Ali  
Telephone: (972) 721-4013 or (972) 721-5198 (Graduate School)  
Fax: (972) 721-4009  
E-mail: [tali@gsm.udallas.edu](mailto:tali@gsm.udallas.edu)

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#### ? **Master of Business Administration in Business Management**

Students must take all core classes in addition to Program Specialization courses.

#### **Program Specialization includes 2 contracting courses:**

- Contemporary Contracting
- Contract Negotiation

#### ? **Master of Business Administration in Industrial Management**

Students must take all core classes in addition to Program Specialization courses.

#### **Program Specialization includes 2 contracting courses:**

- Contemporary Contracting
- Contract Negotiation

### UNIVERSITY OF THE DISTRICT OF COLUMBIA

School of Business and Public Administration  
Department of Management, Marketing, and Office Systems  
4200 Connecticut Avenue, NW  
Washington, DC 20008  
Telephone: (202) 274-5000  
URL: [www.udc.edu](http://www.udc.edu)



Point of Contact: Dr. Hany Makhoulouf  
Telephone: (202) 274-7040  
Fax: (202) 274-7105

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The Procurement and Public Contracting Program prepares students for careers in procurement management in the private and public sectors of the economy, particularly the units involved in the acquisition of goods and services. The Bachelor of Business Administration program is completed in four years; the Certificate Program in Procurement and Public Contracting is completed in one year.

? **Bachelor of Business Administration Degree in Procurement and Public Contracting**

**Students must take all General Requirement courses in addition to the Required Courses. Required Courses include four (4) contracting/acquisition courses:**

- Contract Administration
- Contract Negotiation
- Federal Acquisition System
- Formation of Government Contracts

? **Certificate Program in Procurement and Public Contracting**

- Contract Administration
- Contract Negotiation
- Cost and Price Analysis
- Federal Acquisition Systems
- Formation of Government Contracts
- Procurement Law
- Purchasing and Material Management
- Elective

**UNIVERSITY OF MARYLAND**

School of Law  
500 West Baltimore Street  
Baltimore, MD 21201-1701  
Telephone: (410) 706-7214  
URL: [www.law.umaryland.edu](http://www.law.umaryland.edu)

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The curriculum for the School of Law offers several electives of interest to the acquisition professional:

- Alternative Methods of Dispute Resolution
- Commercial Law
- Contracts I and Contracts II
- Counseling and Negotiation

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**



Graduate School of Management and Technology  
3501 University Boulevard East  
Adelphi, MD 20783  
Toll Free: 800-888-UMUC  
Telephone: (301) 985-7200  
Fax: (301) 985-4611  
URL: [www.umuc.edu](http://www.umuc.edu)

Point of Contact: Nancy L. Gentry  
Assistant Director  
Executive Programs  
Telephone: (301) 985-7516  
Fax: (301) 985-4611  
E-mail: [ngentry@umuc.edu](mailto:ngentry@umuc.edu)

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The Master of Science in management program focuses on theories and skills needed to lead and manage public, private, and nonprofit organizations. The program is designed for professionals who, as they assume increasing responsibility within their organizations, recognize the importance of expertise in a particular area with breadth of knowledge across key organizational processes. Below are programs related to the acquisition field.

? **Master of Science in Management with Specialization in Procurement and Contract Management**

The Procurement and Contract Management track is designed for individuals who are involved in contract administration or procurement activities in the private, public, and not-for-profit sectors. The courses in this track provide a foundation for understanding both the strategic and operational aspects of the procurement function. Both general and specialized management studies are integrated with the required courses.

? **Certificates in Executive Programs—Chief Information Officer**

This 12-month executive program is offered in partnership with the GSA's CIO University. Participants receive both a federal government and UMUC CIO Certificate. The competencies cover all areas of management associated with the design, development, acquisition, implementation, planning, and maintenance of an organization's information technology structure (24 hours).

? **Certificates in General Management—Integrative Supply Chain Management**

This program helps students build new strategies and skills for integrative supply chain management. Students learn techniques for managing ecommerce, logistics, supply and distribution chains, pricing, negotiations, and statistical manipulation of databases for more efficient procurements (12 hours).

? **Certificates in General Management—Procurement and Contract Management**

In this program, students develop a foundation of knowledge and practical techniques for procurement and contract management. The coursework covers the foundations of pricing and negotiations, basic aspects of contracting, procurement of services and products, aspects of commercial transactions, logistics, and materials management (15 hours).

## UNIVERSITY OF PHOENIX

4605 East Elwood Street  
Phoenix, AZ 85072-2076  
Toll Free: 1-800-MY-SUCCESS  
Telephone: (480) 966-7400  
URL: [www.phoenix.edu](http://www.phoenix.edu)



Point of Contact: Troy Lawson  
Enrollment Counselor  
Telephone: (410) 536-7144  
Fax: (410) 536-5727

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The University of Phoenix offers several certificate programs at its campus locations throughout the United States. Contact the following offices for information on their particular sites:

- Colorado Campus: [www.phoenix.edu/colorado](http://www.phoenix.edu/colorado)
- Colorado Springs Campus: 800-834-4646
- New Mexico Campus: [www.phoenix.edu/newmexico](http://www.phoenix.edu/newmexico)

### ? **Government Contract Management Certificate**

This certificate program is offered at the Colorado, Colorado Springs, New Mexico, and Phoenix campuses. This certificate program enables students to become well versed in the principal considerations of federal government contracting. Students will also be assisted with preparation for the Certified Professional Contracts Manager (CPCM) Exam.

#### **Courses**

- Financial Management of Government Acquisition Contracts
- Government Contract Law
- Government Contract Negotiation Techniques
- Management of Government Acquisition Contracts
- Principles of Contract Pricing, Estimating, and Analysis
- Principles of the Acquisition Process
- Proposal Preparation

### ? **Production and Inventory Management Certificate**

This certificate provides an in-depth educational foundation on key aspects of production and inventory management across the supply chain. Coursework includes the Basics of Supply Chain Management, Inventory Management, Materials and Capacity Requirements Planning, and Systems and Technologies

### ? **Purchasing Certificate Program**

Courses in this Certificate program address the importance of effective purchasing practices to the contemporary organization, the analysis of past and current trends in purchasing, the benefits of incorporating technology into the procurement process, and supply chain management strategies that best fit the needs of an organization. Coursework includes Procurement Fundamentals, Supply Chain Management, Procurement Process Management, and Materials Management.

### ? **Bachelor of Science in Business/Marketing**

The marketing major addresses how to identify customer needs, communicate information about products and services to customers and potential customers, market and price products and services, and respond to growing demands to markets in different countries and cultures.

## UNIVERSITY OF VIRGINIA

School of Continuing and Professional Studies  
Northern Virginia Center  
7054 Haycock Road  
Falls Church, VA 22043  
URL: [www.uvace.virginia.edu](http://www.uvace.virginia.edu)



Point of Contact: Carol Beechler  
Associate Director for Programs, Northern Virginia Center  
Telephone: (703) 536-1136  
Fax: (703) 536-1111  
E-mail: [cbeechler@virginia.edu](mailto:cbeechler@virginia.edu)

Sarah Seat  
Program Assistant, Northern Virginia Center  
Telephone: (703) 536-1139  
Fax: (703) 536-1111  
E-mail: [sseat@virginia.edu](mailto:sseat@virginia.edu)

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The following certificates are offered through the University of Virginia's distance learning program:

### ? **Certificate in Procurement and Contracts Management**

This ten-course certificate program addresses the expanding needs of private industry and local, state, and federal agencies for professionally trained procurement/contracting officers, contracts administrators, and negotiators. Students must complete six required courses and four electives.

#### **Required Courses**

- Contract Administration
- Cost and Price Analysis
- Negotiation of Contracts and Modifications
- Principles of Law for Contract Formation
- Procurement and Contracting
- Seminar in Procurement and Contracts Management

#### **Electives**

- Advanced Major Information Resources Systems Management
- Application for and Management of Federal Grants
- Contracting for Information Resources
- Cost Analysis for Decision Making
- Federal Government Contracting: A Contractor's Perspective
- Government Computer Law
- Grants, Federal, State and Local

- International Business Negotiations
- International Purchasing and Business Transactions
- Management Principles for Procurement and Contracting
- Principles of Law for Contract Performance
- Procurement of Major Systems
- Project Team Management for Contracts Managers
- Purchasing and Materials Management
- Seminar in International Procurement
- Source Selection
- Subcontract Management

? **Procurements and Contracts Management—Joint UVA/NCMA Certificate**

The University of Virginia and the National Contract Management Association (NCMA) have developed a joint noncredit certificate program that will assist students interested in meeting the course requirements to sit for the Certified Professional Contracts Manager (CPCM) exam.