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## Sharpen Your Skills in Contract Management

*With an increasingly competitive and fast-paced business environment, contract management plays a crucial role in every organization.*

*Develop your edge as a contract manager and impact the bottom line.*

### Learn the Fundamentals of Effective Contracting

Contracts are critical to the foundation of every business. Yet the complexity and volume of contracts have increased significantly in recent years, impacted by globalization, outsourcing and complex partnerships. In addition, compliance regulations are requiring that companies strengthen their policies in order to document, track and control financial exposure. And what's the result of this evolving state of contract management? More opportunities for employment and career advancement for those who are prepared with the required skills.

A Contract Management certificate can deliver the education required to succeed. In this rigorous University of Washington program, you'll learn to deal with commercial and government suppliers on the international, federal, state and local levels. You'll also learn about:

- Legal issues surrounding contract law, such as formation of a contract, intellectual property and government regulation
- Direct and indirect costs of contracts
- Planning and tactics in negotiation
- Cultural aspects in contracting

### Manage Your Career as You Learn to Manage Contracts

A university-based education in contract management can open doors for if you work as a procurement specialist, contract administrator, attorney, negotiator, technical writer, project manager, auditor and paralegal.

Contract negotiation, terms, renewals, and tracking are all areas that can result in wasted time, lost revenue and increased costs if executed poorly. As an effective contract manager, you can enable organizations to maximize the value of each and every business agreement throughout the entire contract management lifecycle.

### Fast Fact:

For manufacturers, between 60% and 80% of the cost of a final product comes from external suppliers—making contracts a primary tool for controlling costs, optimizing supply performance, and mitigating risks.

## Contract Management Certification Courses

In the Contract Management certificate courses, you'll learn the background, concepts, terminology and rules of contract management and legal issues while acquiring an understanding of the underlying policies. This knowledge can be applied broadly to both the government and commercial sectors. The following courses are required for the Contract Management certificate:

- Legal Issues in Contracting and Procurement
- Financial Aspects of Contracts
- Changes, Terminations and Claims
- Negotiation Skills
- Governmental Contracting
- International Contracting and Special Topics

## About UW Extension

Learning through UW Extension gives working professionals the quality education that will take your career to the next level, whether you long for a promotion or a shift to a completely new field. All UW Extension programs are designed by UW faculty, industry experts and community leaders. To ensure you receive first-rate instruction, every UW Extension program must be approved by the corresponding University of Washington academic department. UW advisory boards are continually reviewing programs and updating the curriculum to meet the evolving demands of specific fields.

The University of Washington is one of the oldest state-supported institutions of higher education on the West Coast, and one of the preeminent research universities in the world. With nationally ranked academic excellence, facilities, and a diverse student and faculty population, the UW is a leading-edge university with global influence.

## About UW Certificate Programs

You already work hard at your existing job, and going back to school is a serious commitment. That's why UW certificate programs are designed around you, with flexible schedules and a choice of part-time, full-time or online study, depending on the program. A UW certificate gives you the knowledge and credibility to open doors for the rest of your professional life, whether you're moving up the career ladder or switching careers altogether.

## Learn more about the program

For complete details, visit the Web site:

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### 📍 Attend an information meeting.

Interested in a certificate? You can ask questions and meet instructors and former students at these free meetings. For meeting dates, times and locations, please go to our Web site.

## Questions? Ask away

Give us a call:

📞 206.685.8936 OR 1.800.506.1325

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