



University of Dayton
**Government Contracting
and Procurement**

GOVERNMENT CONTRACTING & PROCUREMENT PROGRAM

Online Certification Program

Certificate Program Overview

The University of Dayton School of Law's Online Government Contracting & Procurement Program offers students a Certificate in either **Government Contracting & Procurement** or **Program & Project Management** (with no previous law degree or experience required).

Our **12-credit certification** provides the crucial legal foundation and practical skills necessary for highly effective contracting services and management. Employers regularly praise our graduates and report that they have knowledge and skills far beyond their years of experience.

UD Law's program is distinguishable by its **expert faculty**, made up of top contracting and program management professionals who provide firsthand knowledge and applicable experience to help students hit the ground running in the next phase of their careers.

The program is also specifically designed with **course flexibility** to allow current contracting professionals to continue full-time work while at the same time advancing their education. With classes scheduled only during evening hours and designed to allow students to choose their pace, industry employees can accelerate their knowledge and skill set without missing a day of work.

Program Highlights and Requirements

- Designed with working professionals in mind by offering remote (Zoom) classes synchronously in the evenings.
- Credits can carry over toward a Master in the Study of Law (MSL) degree should you decide to further your education.
- Taught by top contracting experts with years of direct experience in the field.
- Students can begin their studies in the fall, spring, or summer semesters.
- Courses are offered multiple times each year, so students may finish the program in as little as one year.
- Students must take 12 credits, with a focus in either Government Contracting & Procurement or Program & Project Management.
- Certificate from a reputable university accredited by the Higher Learning Commission.

Course Requirements

GOVERNMENT CONTRACTING & PROCUREMENT CERTIFICATE (12+ CREDITS TOTAL)

**Contracts I:
Intro to Contracts
(3 credits)**

**Contracts II:
Government Contracting
(3 credits)**

**Contracts III:
Drafting
(4 credits)**

**Elective Course*
(3-4 credits)**

PROGRAM & PROJECT MANAGEMENT CERTIFICATE (12+ CREDITS TOTAL)

**Program and Project
Management I
(4 credits)**

**Program and Project
Management II
(3 credits)**

**Program and Project
Management III
(4 credits)**

**Elective Course*
(3-4 credits)**

**Elective Courses include any course aside from the mandatory courses listed above.
See Course Descriptions below for a listing of all courses.*

Course Descriptions

COURSE	DESCRIPTION	CREDITS
Introduction to Business Law Course Number: Law 2000	<p>This course provides a preliminary survey of business law. It introduces students to the basic structure of the United States' legal system and sources of law. Additionally, this course provides a basic introduction to the legal method in order to facilitate an understanding of how lawyers structure a legal analysis (so that students may effectively interact with them).</p> <p>With this background, the remainder of the course integrates units on basic business law—including contracts, agency, partnerships, and business organizations, introducing key laws, systems, institutions, processes, and business entities most relevant to the procurement profession—so students will be able to both anticipate and navigate related courses of action.</p> <p><i>Must be taken within the first 10 credit hours of the program.</i></p>	3
Contracts I: Intro to Contracts Course Number: Law 2001	<p>This course introduces students to basic contract principles and issues. The focus is on contract law formation processes including capacity to contract, offer, acceptance, and consideration, breach of contracts, enforcement limits, issues excusing contractual performance, remedies for breaches, third party ability to enforce contracts, and court interpretations.</p> <p><i>May be taken concurrently with Contracts 2.</i></p>	3
Program and Project Management I Course Number: Law 2002	<p>This course is designed for contract specialists and will provide an overview of how contracts are translated into action by program managers through the various and often complex strategic project actions, metrics, processes, and consequences each contract mandates.</p> <p>This course explores all aspects of project management, from drafting to implementation with a focus on soft and hard skills for managing complexity and aligning an organization's project and program objectives with strategic objectives. Students learn how to overcome key leadership challenges when leading an organizational change effort; portfolio program & project implementation; and frameworks and critical practices for successful program management.</p>	4

COURSE	COURSE	COURSE
<p>Contracts II: Government Contracting Course Number: Law 2003</p>	<p>This course is a continuation of Contracts I with a focus on the unique aspects of negotiating and creating contracts with the United States government. This course provides a survey of the law related to government procurement including differences between the public and private sector, the roles of the Department of Defense and Congress, the executive branch, and the courts. Over the course of the semester, students will study the Federal Acquisition Regulations and relating guidance in order to become familiar with foundational principles such as the types of contracts utilized, funding restrictions, competition, documentation & oversight, required provisions, termination, protests, labor laws, data rights, socioeconomic programs, and important differences between services & supplies. Protest decisions from the Government Accountability Office and the Court of Federal Claims will be used to illustrate the application and interpretation of the many regulations placed on government contracts. <i>May be taken concurrently with Contracts 1.</i></p>	<p>3</p>
<p>Business Finance Course Number: Law 2004</p>	<p>This course provides an overview of financing and accounting concepts relevant to government contracts. Specific topics will include accounting basics like income statements, balance sheets, cash flow statements, basic statistic terms & analyses, and basic financing concepts. <i>It is recommended that students have taken Program and Project Management prior to this course.</i></p>	<p>4</p>
<p>Business Ethics Course Number: Law 2005</p>	<p>This course introduces students to the various ethical issues associated with military and government contracting. The ethical topics will be explored through simulation exercises.</p>	<p>3</p>
<p>Negotiation & ADR Course Number: Law 2006</p>	<p>This course provides a basic survey of methods of dispute resolution with an emphasis on a government contract setting. It will introduce students to various ADR processes and concepts and critically analyze each to better understand its advantages, disadvantages, opportunities, and limitations. Among the processes covered are arbitration, mediation, negotiation, and other methods of systematic dispute avoidance. A significant portion of class time is devoted to the analysis of simulated performances. Ethical issues raised by various ADR methods will also be discussed. <i>Prerequisites include Contracts 1 and Intro to Business Law.</i></p>	<p>3</p>

COURSE**Contracts III:
Drafting**

Course Number:
Law 2007

COURSE

This course builds on the concepts learned in Contracts I and Contracts II, allowing students the opportunity to use those concepts to draft contracts. Among the topics to be covered are an introduction to core terms and concepts in contract drafting and business law; translating business ideas onto contract concepts; drafting the parts of a contractual agreement; drafting with clarity and without ambiguity; communicating with clients and colleagues to effectuate the needs of the client; and protecting the client from potential contingencies. The course will also focus on the ethical dimensions of drafting and how a drafter can add value to a transaction by finding, analyzing, and resolving business issues.

*Prerequisites include **Contracts 1, Contracts 2, Program and Project Management 1, and Business Finance.***

COURSE**4****Program
and Project
Management II**

Course Number:
Law 2009

This course picks up where **Program and Project Management I** left off—focusing on skills needed to plan for and award a contract. The course begins with a focus on the initial stages of a new program. This includes the creation and review of requirements, as well as the creation of the acquisition plan. Acquisition planning requires defining what the acquisition objectives are and what type of contract will be awarded. Will the acquisition be completed? What are the delivery requirements and what are the program's funding limitations? Other subjects include contractor reporting requirements, test & evaluation plans, quality needs, government furnished property, security concerns, and how the weapon system will be maintained. This course also covers the creation or modification of a program team to meet the requirements of the acquisition. How will the contractor be monitored? How will the earned value management system be deployed? What will the program schedule be and how many reviews will be held? In summary, the course focuses on skills needed to plan for and award a contract, following discussions of all the required groundwork needed to permit the program to begin.

*Prerequisite includes **Program and Project Management 1.***

3**Program
and Project
Management III**

Course Number:
Law 2010

This course focuses on the execution of the program and the challenges the program manager can expect to encounter throughout the program life. Topics include product integration, software development, risk management, and changing the program as requirements change. The course also covers human resource management, communication management, subcontract management, and management of relations with all program stakeholders. Students learn how to monitor the program process and how to manage program barriers. Additionally, the course discusses the preparation required to meet a Milestone Decision review. By the completion of this third program management course, the student should be well on their way to being prepared to take the Program Management Professional certification test.

*Prerequisites are **Program and Project Management 1 and 2.***

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Program Faculty



RAPHAEL CARRANZA

Director of Business Development and Portfolio Director, Mile Two; vast experience as an Air Force officer most recently holding an unlimited warrant as a section chief in the Air Force Life Cycle Management Center (AFLCMC)



MOLLY COLANERI

Workforce Development Branch Chief AFLCMC/PK, United States Air Force; Supervisory Contracting Officer, Section Chief, United States Air Force



NEAL DUIKER

Contracting Officer with the United States Air Force and currently working multiple Foreign Military Sales programs; prior he negotiated several extremely complex production aircraft contracts using a wide variety of contract types, data rights contracting and nonconformance delivery



JACKI GALL

Attorney Advisor, United States Air Force; Judge Advocate, United States Army Reserve; Acquisition Attorney at Headquarters Air Force Materiel Command, located at WPAFB; is also a Lieutenant Colonel (LTC) in the Army Reserves where she serves as a Group Judge Advocate



ROB KLEES

Director of Contracts, Mile Two; Senior Consultant Federal Contracting Services, Treble One Aerospace Consulting; Formerly, Associate Director and Strategic Partnership Manager at Wright Brothers Institute



BILL KUGEL

Retired after a 37-year Air Force civilian career for the AFLCMC located at WPAFB; currently a financial consultant for numerous government and private-sector organizations



ROBERT LORTON

Procurement Analyst, Contracting Directorate at the Air Force Research Laboratory responsible for contracting data collection, metrics and analysis for five AFRL sites, and nine technical directorates



DAVID MORGAN

Deputy Branch Chief, CBRN Systems, Human Systems Division, Agile Combat Support Directorate, at AFLCMC, Air Force Materiel Command at WPAFB



NATHANIEL SHRIDER

Chief of Contracts for the Air Combat Command and Air Force Global Strike Command Simulators Branch at WPAFB



MATT WALKER

Acquisition Attorney, United States Air Force Materiel Command Law Office and currently works in the Mobility and Aircraft Systems Branch serving as Program Counsel for several aircraft platforms

Contact Us

Please reach out if you have questions or require additional information. We're here to help!

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