

(Memorandum of Understanding Amended 08-04-05 to incorporate curriculum revisions, pricing changes and updated curriculum name changes and requirements)

**Memorandum of Understanding  
Between  
Old Dominion University  
College of Business and Public Administration  
And the  
Defense Acquisition University  
For the  
Master's Certificate Program in Government Contracting**

Old Dominion University's College of Business and Public Administration ODU/CB&PA) and the Defense Acquisition University (DAU) agree that the Center for Global Business and Executive Education will offer the noncredit Master's Certificate Program in Government Contracting to qualified members of the Department of Defense (DoD) Acquisition, Technology and Logistics (AT&L). The certificate is an advanced level noncredit program that provides practical, well-rounded understanding of government contracting and prepares individuals to master the core principles, regulations and procedures that govern today's acquisition and procurement contracts.

**Program Curriculum** is amended to include six required courses and a minimum of 2 electives as listed below:

In order to earn the Master's Certificate in Government Contracting, participants must successfully complete at least eight Master's Program courses, six of which are mandatory (no substitutions):

- Fundamentals of Government Contracting
- Fundamentals of Contract Administration
- Advanced Contract Administration
- Fundamentals of Programs for Federal Procurement
- Advanced Programs for Federal Procurement
- Fundamentals of Law in Government Contracting

The remaining two courses may be selected from the Master's Program electives. Typical (and recommended) electives include:

- How to Be a Successful Government Contractor
- Small Business Administration
- Fiscal Law and Policy

**Program Admission**

Admission to the Master's Certificate Program in Government Contracting will be available to any member of the DoD AT&L workforce who holds a baccalaureate degree. This requirement may be waived if an individual can demonstrate relevant experience in government contracts, procurement and acquisition. Individuals who meet the minimum educational requirement and are interested in entering the contract, procurements and acquisition field are invited to apply. An application for admission is required.

**Program Requirements** is amended to require that a minimum of five of the six required courses and one of the two elective courses must be completed in residence at ODU. DoD AT&L members not requesting the transfer of DAU equivalent courses may substitute other relevant training and experience for the Fundamentals of Government Contracting requirement or the one of the electives as determined by the Program Administrator in conjunction with the student.

**Examinations**

Participants are also required to pass examinations. They may elect to take an examination after the completion of each course or they may take a comprehensive review and examination after the completion of the Government Contracts Annual Review course.

**Continuing Education Unit (CEU) Equivalent** is amended to reflect the revised course offerings:

Course	Contact Hours	CEUs
Fundamentals of Government Contracting	35	3.5
Fundamentals of Contract Administration	28	2.8
Advanced Contract Administration	28	2.8
Fundamentals of Programs for Federal Procurement	28	2.8
Advanced Programs for Federal Procurement	28	2.8
Fundamentals of Law in Government Contracting	35	3.5
How to Be a Successful Government Contractor	17.5	1.75
Small Business Administration	17.5	1.75
Fiscal Law and Policy	17.5	17.5

**Program Fees** are amended as follows to incorporate revised and added course offerings:

**PROGRAM FEES**

Fees include course materials and campus parking.

- \$ 700 How to Be a Successful Government Contractor
- \$1,295 Fundamentals of Government Contracting
- \$ 700 Fiscal Law and Policy
- \$ 700 Small Business Administration
- \$1,035 Fundamentals of Contract Administration
- \$1,035 Advanced Contract Administration
- \$1,035 Fundamentals of Programs for Federal Procurement
- \$1,035 Advanced Programs for Federal Procurement
- \$1,295 Fundamentals of Law in Government Contracting

**Register early and SAVE**

Individuals who register at least four weeks in advance of each class are eligible to receive the valuable discounts indicated below.

- \$ 650 How to Be a Successful Government Contractor
- \$1,195 Fundamentals of Government Contracting
- \$ 650 Fiscal Law and Policy
- \$ 650 Small Business Administration
- \$ 935 Fundamentals of Contract Administration
- \$ 935 Advanced Contract Administration

- \$ 935 Fundamentals of Programs for Federal Procurement
- \$ 935 Advanced Programs for Federal Procurement
- \$1,195 Fundamentals of Law in Government Contracting

**Program Fee Discount Policy**

Individuals who register for three or more classes at the same time will receive a 15 percent discount on the fees for those courses. Organizations that register two or more employees with the same check or purchase order will receive a 10 percent discount on the program fees for the courses per registrant. Only one discount option per registrant may be used. No other discounts will apply.

**Registration and Payment**

Participants may register for the certificate program by telephone at (757) 683-4247, by mail at Noncredit Operations, Old Dominion University, Norfolk, VA 23529, fax at (757) 683-5443, or at [www.cppd-odu.com](http://www.cppd-odu.com). Registration may also be hand-delivered or mailed to Noncredit Operations, Room 138 Gornto Building, Norfolk, Virginia 23529. The following payment sources may be used: purchase order, check, Master Card or Visa.

**Minimum Course Enrollment and Cancellation**

The minimum enrollment for courses that are included in the certificate program is twelve. Courses not attaining the minimum enrollment will be cancelled. Program fees paid for courses that are cancelled shall be refunded or credited for a subsequent registration.

**FOR OLD DOMINION UNIVERSITY      FOR DEFENSE ACQUISITION  
UNIVERSITY**

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Nancy A. Bagranoff  
Dean  
College of Business and  
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