



DEPARTMENT OF DEFENSE

**DEFENSE ACQUISITION UNIVERSITY
OFFICE OF THE PRESIDENT
9820 BELVOIR ROAD
FORT BELVOIR, VA 22060-5565**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DEFENSE ACQUISITION UNIVERSITY AND
UNIVERSITY OF CALIFORNIA, LOS ANGELES EXTENSION**

1. We, the undersigned, hereby agree and affirm the establishment of a cooperation/articulation agreement between the Defense Acquisition University (DAU) and University of California, Los Angeles Extension (UCLA Extension), to offer enhanced opportunities for members of the DoD Acquisition, Technology and Logistics (AT&L) Workforce to participate in the following UCLA Extension certificate programs: (1) Manufacturing Engineering, (2) Contract Management, (3) Government Cost Estimating and Pricing, (4) Supply Chain Management, (5) Project Management, (6) Information Technology Management, (7) Information Systems Security, (8) Emergency Management & Homeland Security, (9) Enterprise Risk Management. The UCLA Extension certificate programs will be subject to the following terms and conditions:

a. As approved by UCLA Extension advisors, UCLA Extension will apply the education, training, and experience that members of the DoD AT&L workforce received in pursuit of various DAU levels of certification in at least one of the Defense Acquisition Workforce Improvement Act (DAWIA) career fields toward the UCLA Extension certificate programs in Manufacturing Engineering, Government Contract Management, Government Cost Estimating Pricing, and Purchasing and Materiel Management, Emergency Management, and Enterprise Risk Management.

b. The DoD AT&L workforce member must meet all the UCLA Extension admission requirements for the respective certificate programs as specified in the UCLA Extension catalog in effect at the time of admission and have at least Level I or Level II Certification in at least one DAWIA career field and/or approval by DAU.

c. Certificate Program Completion Requirements: Each DoD AT&L workforce member must complete the required number of courses and hours for the respective program with a grade of "C" or better. For specific program and course requirements see addendum. The programs of study are outlined at www.uclaextension.edu/dau or www.uclaextension.edu.

(1) No minimum certification is required for admission to the certificate programs. DAU courses recommended for credit by the American Council on Education may be used to meet some of the UCLA requirements. For specific requirements see addendum.

(2) Courses leading to the certificates in Manufacturing Engineering, Government Contract Management, Government Cost Estimating and Pricing, or Purchasing and Materiel Management are offered on the UCLA campus and at UCLA Extension Metro Centers and may be offered, if demand warrants, at other locations approved by UCLA Extension.

d. All certificate programs will be conducted at no cost to the Government, other than partial or full tuition and candidacy fee assistance for fully funded students.

e. Under this agreement, UCLA Extension will:

(1) Provide administrative support services to include counseling and assistance to students desiring to enter the program.

(2) Provide DAU with information as required for planning, conducting, and reporting of DAU's operation.

(3) Provide qualified and experienced instructors to conduct the courses. Qualified DAU instructors may be used where appropriate to assist the UCLA lead instructors in the certificate program for specialized topics at UCLA Extension's expense.

(4) Award credit to any student registered with UCLA Extension for that purpose who successfully completes all requirements for a course.

(5) Render a report showing the final grade assigned, at no charge, to each student enrolled in a course.

f. Under this agreement, the DAU will:

(1) Assist with outreach and communications promoting the certificate programs, advice students, and provide UCLA Extension with suggestions for adjusting content of academic courses to meet the changing needs of the programs and the DoD AT&L workforce educational requirements.

(2) Provide copies of student transcripts for DAU courses. Students applying for the certificate programs will coordinate delivery to UCLA Extension of proof of their DAWIA level of certification furnished from their Defense Acquisition Career Manager or other appropriate Defense agency or official.

g. Other Programs: As this strategic agreement evolves and includes additional programs, the Memorandum of Understanding (MOU) will be updated and reissued accordingly. Additions will be reflected as addenda to the basic MOU.

2. Both parties to this agreement intend to conduct the certificate programs on a continuing basis, subject to at least an annual review of academic matters, and subject to sufficient student participation. All academic policies and regulations of UCLA Extension are understood to apply to this program.

3. Either party reserves the right to terminate, without liability, the professional certificate programs when the interest of that party so dictates. Every effort will be made by either party to give 90-days notice prior to effective date of termination. Credits awarded to the point immediately preceding termination will be considered UCLA Extension units. UCLA Extension understands that the DAU support described in paragraph 1f of this agreement is provided with no guarantee of continuation of that support.

The parties hereto agree, understand, and acknowledge that this agreement shall be without cost or liability to the U.S. Government.

Use of Names

Except as provided for under the terms of this MOU, neither party shall make use of the name of the other party in any publication, advertisement or news release without prior consultation and written approval.

Contacts:

The following are designated as institutional contacts for the purposes of the MOU:

UCLA Extension:

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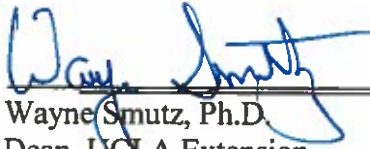
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For Administrative Matters

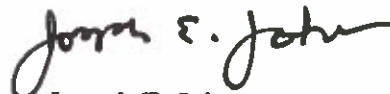
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Agreed:

UCLA EXTENSION


Wayne Smutz, Ph.D.
Dean, UCLA Extension

Defense Acquisition University


Joseph E. Johnson
Chief of Staff
Defense Acquisition University

Date: 11/10/2016

Date: 10/28/2016

ADDENDUM

CERTIFICATE IN MANUFACTURING ENGINEERING (CE0011)

The Certificate in Manufacturing Engineering (CE0011) is an eight-course program. Manufacturing engineering is the application of science and mathematics to efficiently convert raw materials into manufactured products according to an organized plan and in response to market demands. This certificate program provides students with a solid foundation in the field using a practical approach that will develop their ability to apply current principles and practices in the manufacturing work environment.

Students must:

- Complete all four core courses and four elective courses.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X428.10	Statistical Process Control in Manufacturing
X428.64	Managing Technical Teams
X428.66	Manufacturing Engineering Project Management
X428.67	World-Class Manufacturing Principles: The Tools for Excellence

Elective Courses (4 Required):

X 428.63	Principles of Operations Management
X 428.65	Product Design for Manufacturability
X 428.68	Lean Operations
X 428.69	Lean Six Sigma Green Belt
X 428.73	Product Development Using Robust Design Techniques

***DAU courses with Acquisition (ACQ) and Production Quality Manufacturing (PQM) prefix with a designated specialty and approved by ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than two (2) DAU ACE approved courses may be used toward this certificate.

PROFESSIONAL DESIGNATION IN CONTRACT MANAGEMENT (CE0141)

The Professional Designation in Contract Management (CE0141) is a 6 course (24-unit) program for new and experienced contract managers in both the public and private sector. Learn the skills to advance your career in contract management in this newly-designed, six-course, Contract Management Certificate. The four required courses address both Commercial and Government topics. In addition, students choose two electives based on their interest in either Commercial or Government contracts.

This certificate can be completed entirely online and/or at our Downtown LA location. Offered in cooperation with the Los Angeles-South Bay Chapter of the National Contract Management Association (NCMA).

Students must:

- Complete all four core courses and two elective courses for a total of 24 units, 6 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X 408.5	Negotiation Principles and Techniques
X 408.7	Types, Application & Structuring of Contracts
X 445.5	Legal Aspects of Supply Chain and Commercial Contracts & Subcontracts
X 408.61	International Business Contracting

Electives (Select 2 courses from the following list):

X 408.4	Legal Aspects of Government Contracts and Subcontracts ++
X 408.64	Technology Contracting +
X 408.65	Government Contracts: Bidding & Financial Management ++
X 408.66	Commercial Contracts: Bidding & Financial Management +
X 445.7	Federal Acquisition Regulations (FAR) ++

***DAU courses with Acquisition (ACQ) and Contracts Management (CON) prefix with a designated specialty and approved by ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than two (2) DAU ACE approved courses may be used toward this certificate.

- + Courses of Commercial Interest
- ++ Courses of Government Interest

**PROFESSIONAL DESIGNATION IN GOVERNMENT COST ESTIMATING AND PRICING
(CE0345)**

The Professional Designation in Government Cost Estimating and Pricing (CE0345) is a six-course program designed for personnel who are involved in the estimating, preparation and/or evaluation of cost proposals, including estimators, project managers, pricers, business managers, price analysts, auditors and cost analysts. The courses cover all aspects of the cost proposal and evaluation cycles.

This certificate is offered entirely online.

Students must:

- Complete all six core courses for a total of 24 units, 6 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Courses:

X 442.11	Government Acquisition Process
X 442.12	Proposal Planning
X 442.13	Principles of Cost Estimating
X 442.14	Cost/Price Analysis
X 442.15	Compliance
X 442.16	Pricing and Proposal Development

***DAU courses with Acquisition (ACQ) and Business Cost and Financial Management (BCF) prefix with a designated specialty and approved by ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than one (1) DAU ACE approved course may be used for this certificate.

PROFESSIONAL DESIGNATION IN SUPPLY CHAIN MANAGEMENT (CE0142)

The Professional Designation in Supply Chain Management (CE0142) is an 8 course (32-unit) certificate that offers the precise tools and practical knowledge to help you manage all aspects of supply chain management, including purchasing, logistics, inventory management, compliance, and outsourcing. Elective courses benefit both government and private sectors so supply chain managers can tailor the program to fit their professional needs.

This certificate is offered in cooperation with the Los Angeles Chapter of the Institute for Supply Management (ISM-LA) and California Association of Public Purchasing Officers (CAPPO). All courses may be used as continuing education credit hours to maintain all ISM certifications and will help prepare students for ISM exams.

This certificate is offered entirely online.

Students must:

- Students must start the certificate with X 445 Fundamentals of Supply Chain Management as it is the prerequisite for other courses.
- Complete all six core courses and two elective courses for a total of 32 units, 8 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X 445	Fundamentals of Supply Chain Management
X 445.4	Supply Chain Analysis & Compliance
X 445.5	Legal Aspects of Supply Chain and Commercial Contracts & Subcontracts
X 445.6	Principles and Practices of Negotiations
X 445.66	Technology & Cost Management in the Supply Chain
X 445.67	Logistics, Operations, Methods and Systems

Electives (Select 2 courses from the following list):

X 408.4	Legal Aspects of Government Contracts and Subcontracts
X 443.5	Managing Outsourced Projects
X 445.1	Advanced Topics in Supply Chain Management
X 445.61	Global Sourcing
X 445.68	Supply Chain Inventory Management
X 445.7	Federal Acquisition Regulations (FAR)

***DAU Courses with Contract Management (CON) and Life Cycle Logistics (LOG) prefix with a designated specialty and approved ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than two (2) DAU ACE approved courses may be used for this certificate.

PROFESSIONAL DESIGNATION IN PROJECT MANAGEMENT (CE0493)

The Professional Designation in Project Management (CE0493) is a 6 course (24-unit) certificate that provides grounding in key aspects of PMI's A Guide to the Project Management Body of Knowledge (PMBOK® Guide), and prepares you to take the Project Management Professional (PMP)® exam and achieve the internationally recognized PMP certification. Taught by experienced project management professionals, UCLA Extension courses will enhance your career opportunities and prepare you to obtain or maintain the PMP Certification.

This curriculum benefits professionals in all industries and government services, including banking, construction, defense, entertainment, health, information technology, and many others!

This certificate can be completed entirely online and/or in classrooms in Westwood and/or Downtown LA.

Students must:

- Start with X 443.1 Fundamentals of Project Management their first quarter. X 443.3 Managing Project Quality and/or X 443.4 Leadership and the Human Element in Project Management may be taken concurrently with X 443.1.
- Complete all five core courses and one elective course for a total of 24 units, 6 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X 443.1	Fundamentals of Project Management
X 445.17	Project Earned Value, Procurement, and Cost Management
X 443.2	Risk Analysis and Project Management
X 443.3	Managing Project Quality
X 443.4	Leadership & the Human Element in Project Management

Electives (Select 1 course from the following list):

X 412.8	Construction Project Management Software
X 418.26	Information Technology Project Management
X 418.31C	Agile Project Management
X 428.69	Six Sigma Green Belt
X 443.14	Program and Portfolio Management
X 443.5	Managing Outsourced Projects
X 443.6	Project Planning with Microsoft Project
X 443.8	Project Monitoring and Control

***DAU courses with Contract Management (CON), Program Management (PM) or Acquisition Management (ACQ) prefix with a designated specialty and approved by ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than two (2) DAU ACE approved courses may be used for this certificate.

PROFESSIONAL DESIGNATION IN INFORMATION TECHNOLOGY MANAGEMENT (CE0483)

The Information Technology Management Certificate 8 course (32-unit) certificate is designed for IT professionals and managers to learn how to effectively manage their resources, implement new technologies, and efficiently use existing technology to maximize their IT investments.

Effective information technology (IT) management is a critical factor for organizations to reduce cost, increase profit, expand into new markets, and gain a competitive edge. This certificate is available entirely online and in-class at our Westwood location.

Students must:

- Start with X 418.24 Information Technology Management I before enrolling in X 418.24A Information Technology Management II
- Be experienced IT and computer science professionals who would like to transition into management; recent graduates of computer science and related fields who would like to prepare for career entry into IT Management; and individual IT consultants who would like to enhance their business and finance planning skills.
- Complete all five core courses and three elective courses for a total of 32 units, 8 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X 418.24	Information Technology Management I
X 418.24A	Information Technology Management II
X 418.26	Information Technology Project Management
X 418.27B	Business Cases for IT Projects & Investments
X 418.27C	Information Technology Finance

Electives (Select 3 courses from the following list):

X 414.20	Fundamentals of Software Development
X 414.51	Relational Database Management
X 417.96	Network Communications with TCP/IP
X 418.31C	Agile Project Management
X 420.1	Fundamentals of Information Systems Security
X 443.1	Fundamentals of Project Management
X 443.2	Risk Analysis and Project Management
X 443.4	Leadership and the Human Element in Project Management
X 443.5	Managing Outsourced Projects

** In addition to the following, any X 400 level course offered in Computer Science/Information Systems portfolio by UCLA Extension may qualify as an elective toward this certificate upon approval by the department.

***DAU courses with a Contract Management (CON), Program Management (PM), Information Technology (IT) or Acquisition Management (ACQ) prefix with a designated specialty and approved by ACE for lower or upper-division credits may be used for selected topic courses with advisor approval. Not more than two (2) DAU ACE approved courses may be used for this certificate.

PROFESSIONAL DESIGNATION IN INFORMATION SYSTEMS SECURITY (CE0584)

The Information Systems Security Certificate is a 6-course (24-unit) program that provides training and education for those who would like to specialize in information systems security and cybersecurity. The program is intended for those who would like to become info system security professionals, the info systems administrators, and software developers. The program is designed to be consistent with relevant portions of the Certified Information System Security Professional (CISSP) certification exam's Common Body of Knowledge (CBK). Courses cover network security, cryptography, database and network risk management and regulatory policies. Additionally, the certificate includes hands-on training on network security penetration testing and defensive strategies. The certificate consists of four required courses and two elective courses with a total of 24 quarter units.

This certificate is offered entirely online.

Students must:

- Complete all four core courses and two elective courses for a total of 24 units, 6 courses total.
- Receive a GPA of 2.0 or better in all courses.
- Complete the certificate curriculum within five years.

Required Core Courses:

X 420.1	Fundamentals of Information Systems Security
X 420.2	Information Systems Security Risk Management
X 420.3	Information Systems Infrastructure Security Management
X 420.5	Network, Operating System, and Database Security

Electives (Select 2 courses from the following list):

X 420.7	Information System Security Regulatory Compliance
X 420.8	Information System Security Lab (Offensive Tools)
X 420.9	Information System Security Lab (Defensive Tools)
X 420.11	Foundation of Malware and Rootkits

EMERGENCY MANAGEMENT AND HOMELAND SECURITY CERTIFICATE (CE0501)

This 6-course professional certificate provides a comprehensive curriculum covering the core aspects of homeland security and emergency management theory and practice, which are essential to leaders in today's world of emergency planning, security, protection and emergency response. All candidates completing the requirements are awarded a certificate that bears the gold seal of the University of California and is signed by the dean of UCLA Extension.

Students must:

- Complete all courses within a 5-year period for a total of 22 units.
- Take all courses to be applied toward this certificate for a letter grade.
- Complete and pass the curricular requirements of the program and earn an overall 2.5 GPA or better to achieve certificate award.
- Apply for candidacy and pay the required processing fee prior to the third course of the program.

The Certificate Curriculum

Required Courses:

MGMT X 408.801	Emergency Preparedness and Homeland Security: An Overview
MGMT X 408.802	Fundamentals of Emergency Preparedness
MGMT X 408.803	Human, Legal-Compliance, and Ethical Issues of Emergency Preparedness
MGMT X 478.5	Crisis Management and Communications: Safeguarding Image and Viability
MGMT X 408.804	Testing Training and Exercises for Business and Government Agencies
MGMT X 408.805	Building the Preparedness Plan or
MGMT X 408.806	Internship in Homeland Security and Emergency Management

*** If any equivalent coursework has been completed in the past, students may transfer up to 1 course by submitting official transcripts to student affairs advisor for evaluation and approval.

ENTERPRISE RISK MANAGEMENT (CE0541)

This 7-course professional certificate provides a comprehensive curriculum covering both the theory and practical application of Enterprise Risk Management (ERM). The rise in the volume and complexity of risks facing organizations requires an enterprise-wide approach, and ERM provides a structured, proven process for proactively identifying and evaluating how events and forces of change impact an organization and its strategy, and for developing measures for dealing with the risks that constantly threaten the achievement of an organization's objectives. All candidates completing the requirements are awarded a certificate that bears the gold seal of the University of California and is signed by the dean of UCLA Extension.

Students must:

- Complete all courses within a 5-year period for a total of 28 units.
- Take all courses to be applied toward this certificate for a letter grade.
- Complete and pass the curricular requirements of the program and earn an overall 2.5 GPA or better to achieve certificate award.
- Apply for candidacy and pay the required processing fee prior to the third course of the program.
- If any equivalent coursework has been completed in the past, students may transfer up to 1 course by submitting official transcripts to student affairs advisor for evaluation and approval.

The Certificate Curriculum

5 Required Courses:

MGMT X 408.809	Foundations of Enterprise Risk Management
MGMT X 408.810	Designing and Implementing an Enterprise Risk Management Program
MGMT X 408.811	Enterprise Risk Management: Toolkit
MGMT X 408.813	Enterprise Risk Management: Advanced Techniques
MGMT X 408.803	Human, Legal-Compliance, and Ethical Issues of Emergency and Risk Management

Elective Courses (Choose 2)

MGMT X 408.812	Cyber Security and Privacy for ERM Professionals
MGMT X 408.814	Internship in Enterprise Risk Management
MGMT X 408.815	Crisis Management and Communications in Enterprise Risk Management
MGMT X 408.816	Local Government Risk Management: Cities, Counties, School Districts, and Special Districts
MGMT X 408.817	Risk Transfer: Insurance Requirements, Contractual Risk Transfer, and Indemnification
MGMT X 443.2	Risk Analysis and Project Management
MGMT X 408.801	Emergency Preparedness and Homeland Security: An Overview

*** If any equivalent coursework has been completed in the past, students may transfer up to 2 courses by submitting official transcripts to student affairs advisor for evaluation and approval.