

VALLEY COLLEGE

Catalog Addendum

Supplement for New Program
Cybersecurity

From Pages 9-10, Admissions Requirements:

Admissions Requirements

Prerequisites

Students applying for admission must meet the following requirements:

1. Be a high school graduate, or have obtained a General Education Development (GED) certificate/Test Assessing Secondary Completion ("TASC") or have obtained an equivalent home school credential.
2. Satisfactory completion Valley College's Admissions Assessment.
3. Be at least 16 years old. The minimum age for the Nursing Assistant (CNA) program is 18. Medical Clinical Assistant student must be at least 18 years old to participate in the Externship course that is a requirement for that program.
4. Additional admissions requirements may apply to specific programs. Please refer to the program specific admissions requirements listed in this Catalog.

Application for Admission and Enrollment

To be considered for admission, prospective students must:

1. Be individually interviewed by an Admissions Representative in order to gain better understanding of the College and receive a tour of the facilities. Online students who are able to be interviewed by an Admissions Representative at a Valley College campus will have a tour of the learning platform, Moodlerooms. If an applicant is unable to come to the campus, the applicant will have a telephone interview and will be able to view an electronic presentation describing the online classroom environment.
2. Provide the College with proof of standard high school graduation or successfully passing the GED/ TASC or supply a transcript showing all high school-level work, evaluated, signed and approved by a certifying home school agency or evaluator. If the applicant does not have proof of graduation readily available at the time of enrollment, the student must show proof that he or she has requested this necessary documentation from his or her high school transcript or transcript from the GED/TASC Testing Center. Continued enrollment in the program is contingent on Valley College's receipt of the proof of graduation documentation. Students may be required to submit an official high school or GED transcript to the College upon request.
3. Satisfactory completion Valley College's Admissions Assessment. Valley College uses the Wonderlic Assessment. Valley College also accepts TABE (Tests of Adult Basic Education), ACT or SAT scores. Basic benchmarks scores for the Assessment (based on assessment evaluation tool) for all programs are as follows:

Program	Wonderlic Score	TABE Score	ACT Score	SAT Score
Cybersecurity	15	10.0	17	1050
Business Administration	10	10.0	17	1050
Health Services Administration	10	10.0	17	1050
Medical Administrative Assistant	10	10.0	17	1050
Medical Front Office, Billing and Coding	10	10.0	17	1050
Medical Records Specialist	10	10.0	17	1050
Nursing Assistant (CNA)	10	10.0	17	1050

Admissions Assessment Test process: A designated (trained) Valley College staff /faculty member will administer the admissions assessment test on site or will set up a remote test. Valley College utilizes the online Wonderlic Assessment. A written version of the Wonderlic may be given if it is determined that the prospective student is experiencing computer anxiety or if the Wonderlic web site is not available due to technical reasons. The Wonderlic Admissions Assessment may be taken no more than three times. The prospective student must wait at least fifteen (15) minutes before he or she can take a Wonderlic retest.

Online applicants who are unable to come to the campus to take their Wonderlic assessment test may take it remotely. The designated person who sets up Wonderlic assessment tests for on-campus students may also set up the online assessment. The applicant will receive notification via email from Wonderlic when the assessment is set up

If the prospective student returns, at least six (6) weeks later to apply for the second time, he or she must complete entire Admissions process. However, if the prospective student is not accepted in the program at that time, he or she must wait at least six (6) months before reapplying to the school for a third time. Variance from this is at the discretion of the Campus/Executive Director.

Graduates from Valley College programs are not required to take the admissions assessment if they enroll in a subsequent program. Reentry students (but not graduates) who are returning to finish their program are not required to retake an admissions assessment if their original assessment with passing scores is still on file and they meet the admissions requirements score in effect at the time of application.

Appealing an Admission Decision

Within seven (7) calendar days of the initial admissions decision, if a prospective student feels that he or she has received a denial of admission in error, the prospective student may appeal the decision. The written appeal should include a reasonable explanation as to why the prospective student feels he or she would do well at Valley College. The Director of Academic Affairs and Campus/Executive Director will review the material and notify the prospective student of their decision in writing. The determination of the DOAA is not final, and the prospective student may appeal, a second time, addressing the issue with the Vice President-Campus Operations. The Vice President will review the materials, and the student will be notified in writing of the final decision.

From Page 14: Online Admissions Requirements (The highlighted text pertains to the new program)

ONLINE PROGRAMS REQUIREMENTS:

Valley College uses Moodlerooms course management system. Valley College students and faculty will use the Moodle Learning Management System (LMS) as deployed by MoodleRooms, which leverages high-availability servers and multiple backup layers to ensure an accessible and reliable environment. Moodle allows users to use activity modules, such as forums and databases, to build collaborative learning communities. It allows the students participate in class, communicate via electronic messages with instructors and other students. The online asynchronous delivery method enables the student to learn on his or her own time within a prescribed time schedule. The coursework is transmitted through a variety of interactive methods including e-lectures, electronic presentations or prerecorded eLecta sessions that can be viewed live or access later.

The student is responsible for his or her own computer equipment, Internet connection, and any online charges he or she incurs. The online conferencing software and associated fees are included in the tuition. Valley College teaches computer classes using current Microsoft Office applications and Windows operating software. The college facilitates the purchase of the proper Microsoft software for students when needed. The system requirements to run Microsoft products can be found at the Microsoft website, Microsoft.com.

Valley College teaches computer classes using current Microsoft Office application and Windows operating software. Any deviation from this requirement must be approved by the Online Camps Director. If a student has a different operating system or a lower version of Microsoft Office, he or she still can be successful in the program, but he or she will need to work with instructors to resolve issues involving the different software packages, including material covered in the textbooks.

Microsoft Windows 8 and Microsoft Office 365 (download) or Microsoft Office 2013, Home & Business Software Requirements:

- Required Processor: Computer and processor 1 gigahertz (Ghz) or faster x86- or x64-bit processor with SSE2 instruction set
- Required Operating System: Windows 8, Windows 7, Windows Server 2008 R2, or Windows Server 2012
- Required Memory: 1 GB RAM (32 bit); 2 GB RAM (64 bit)
- Required Hard Disk Space: 3.0 GB available
- Required Display: Graphics hardware acceleration requires a DirectX 10 graphics card and 1024 x 576 resolution
- Required .NET Version: 3.5, 4.0, or 4.5
- Multi-touch: A touch-enabled device is required to use any multi-touch functionality. However, all features and functionality are always available by using functionality are always available by using a keyboard, mouse, or other standard or accessible input device. Note that new touch features are optimized for use with Windows 8.
- Additional Requirements may be found at the Microsoft Office Web Site <http://office.microsoft.com/>
- (Microsoft Office 2013 Student edition does not come with Outlook. Outlook is used in CPS135)

MoodleRooms

- Any standards-supporting browser from the past few years (e.g., Firefox 3 or later, Safari 3 or later, Google Chrome 4 or later, Opera 9 or later, MS Internet Explorer 7 or later).
- Some demonstrations and interactions in the courses require the Flash Player 10 plug-in.
- Some takeaway documents and other resources in this course are provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader/>.

Software specific requirements for courses:

In most classes, students will use Microsoft Office Word and PowerPoint to complete assignments.

CPS135 Computer Operations and Applications Microsoft Windows and Microsoft Outlook

CPS148 Document Processing Microsoft Word

CPS202 Presentation Software Microsoft PowerPoint

CPS143 Spreadsheet Applications Microsoft Excel

ACC122 Accounting/Bookkeeping Microsoft Excel

CSY100 **Computer Applications** Microsoft: Windows, Outlook, Word, PowerPoint, and Excel

CPS121 Computer Applications – Medical Microsoft: Windows, Outlook, Word, PowerPoint and Excel

From Page 34 – Student Privacy

Valley College takes measures to protect an online student's privacy in their online classroom. Valley College gives each student a unique User ID and temporary password that is used while the student is enrolled in the program. Instructors take care to send messages that are considered more private in nature, (feedback about course work, schedules and grades) to the student's private Moodle mailbox that only the student may access.

The institution does verify the student's identity at the time of enrollment by using either a photo id or birth certificate. The institution does verify at the time of enrollment how online student's identity will be verified throughout the course of the program. Accessibility into the Moodle classroom requires specific directions and the directions are provided in the Online Student Orientation Guide, which is only given to students who have completed our admissions process and are prepared to start in the online program. The institution currently verifies student identification in three (3) ways and ties it together with an Honor Code Pledge. The identity verification is stated in writing in our Honor Code Pledge which students are required to sign during their enrollment. We verify student ID by these three (3) methods plus the Honor Code Pledge:

1. Students are issued a unique student ID number and password which they must use to log onto Moodle.
2. Instructors are able to "police" assignment submittals since they become familiar with students' writing styles and levels of capability.
3. Students are required to read and sign an Honor Code Pledge which acknowledges their understanding that any breach of this pledge will likely result in termination from the program.

From Pages 36 -37 – Graduation Requirements (Replace the following text with the text below. The highlighted text is for the proposed new program.)

Graduation Requirements

A Candidate for Graduation has achieved the following:

- 1) Passed all required courses in the student's program.
- 2) Earned an overall cumulative 2.0 ("C" average) or better on a 4.0 scale
- 3) Met or surpassed the programmatic attendance requirement
- 4) Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP)

Summary of Graduation Requirements / Credential Earned

Program	Credentials	Minimum CGPA	Earned Credits	Attendance Percentage
Medical Clinical Assistant	Diploma	2.0	38	80%
Heating, Ventilation and Air Conditioning	Diploma	2.0	36	75%
Medical Administrative Assistant	Diploma	2.0	30	N/A
Medical Front Office, Billing and Coding	Diploma	2.0	30	N/A
Medical Records Specialist	Diploma	2.0	30	N/A
Health Services Administration	O.A.S. Degree	2.0	60	N/A
Business Administration	O.A.S. Degree	2.0	60	N/A
Cybersecurity	O.A.S. Degree	2.0	60	N/A

(O.A.S. Degree is Occupational Associate of Science degree)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but will not receive their diploma or official transcript until their account is brought to current. The student will not be eligible to walk at his or her scheduled graduation ceremony.

Program Completers: If a student completes his or her program by earning the full amount of credits required for their program, but does not meet the required 2.0 cGPA standard or the programmatic attendance requirement, the student is considered to be a program completer not graduate. This student is ineligible to receive a diploma or walk at his or her scheduled graduation ceremony. This student's transcript will show the student's status as Completer.

Class Hours Schedules:

The class start schedules for these programs may be found in the College Schedule in the Catalog Supplement. For regular attendance, standard completion times are expressed in full weeks/months. The week schedules are for instructional/contact hours. The range in estimated month schedules includes holidays and breaks and varies depending on time of year of the start date.

Program	Delivered	Hrs/Wk	Weeks	Months
Business Administration	Online	20.0	60 weeks	16 months
Cybersecurity	Online	20.0	57 Weeks	15 months
Health Services Administration	Online	20.0	60 weeks	16 months
Medical Administrative Assistant	Online	20.0	33 weeks	9 months
Medical Front Office, Billing and Coding	Online	20.0	33 weeks	9 months
Medical Records Specialist	Online	20.0	33 weeks	9 months
Heating, Ventilation and Air Conditioning	On Campus	20.0	36 weeks	9 months
Medical Clinical Assistant	On Campus	20.0	39 weeks	10 months
Nursing Assistant (CNA)	On Campus	20.0	6 weeks	

Class Start Schedules / School Calendar / Holiday Schedule

See Supplement for School Calendar/Holiday Schedule

Valley College reserves the right to add or change class start dates based on enrollments

From the Catalog Supplement – Program Schedules (Add the following text)

Programs Delivered Online - Schedules

While a class is in session, students may access their classes 24/7, unless there is a scheduled or unscheduled maintenance issue with Moodlerooms. Notices for scheduled maintenance will be posted to allow students to adjust their schedules accordingly.

Cybersecurity

OAS Degree Program

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
August 1, 2016	September 28, 2017
August 22, 2016	October 19, 2017
September 12, 2016	November 9, 2017
October 3, 2016	November 30, 2017
October 24, 2016	December 21, 2017
November 14, 2016	January 25, 2018
December 5, 2016	February 15, 2018

In the Appendix, approximately starting on Page 38 insert the following Program Description. Course Descriptions will appear in alphabetically order by Course Number prefix.

APPENDIX

PROGRAM OUTLINES & COURSE DESCRIPTIONS

Cybersecurity

Offered through the Online Delivery – Beckley, Princeton, Martinsburg campuses
OAS Degree Program

Program Description

Cybersecurity Occupational Associates of Science program is designed to equip graduates with the skills to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. The program also includes instruction in computer concepts, information systems, networking operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

Through an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions, students will demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The skills and concepts learned can transfer to the work environment.

Student Learning Outcomes:

General Core Student Learning Outcomes include:

- Write clearly and effectively;
- Think analytically and logically;
- Analyze quantitative problems;
- Define and solve problems;
- Use computing and information technology;
- Learn effectively on their own;

Specific Student Learning Outcomes include:

- Learn to effectively manage the setup, use, maintenance, and upgrading of a PC.
- Demonstrate an understanding of concepts, skills, and tips necessary to become a proficient computer user.
- Learn the basic components, features, and technologies needed to set up and support a network.
- Demonstrate troubleshooting techniques that can be used to solve hardware problems.
- Learn deployment practices for TCP/IP concepts.
- Demonstrate an understanding of network protocols and how they are used.
- Demonstrate the ability to identify and evaluate information systems options.
- Learn how operating systems function.
- Demonstrate the ability to differentiate between the major operating systems and their features.
- Learn how to secure, monitor, and defend a network.
- Demonstrate the ability to assess evolving network security needs.
- Learn how to utilize tools and resources to protect and secure computer systems.
- Demonstrate the ability to resolve incidents effectively, promptly, and professionally.
- Learn how to install, operate, and troubleshoot network equipment.
- Demonstrate a sound knowledge of key network fundamentals.
- Learn to differentiate between fundamentals of IPv4 and IPv6.
- Demonstrate the ability to read, write, and interpret basic code.
- Demonstrate the ability to plan, analyze, lead, and evaluate an IT project.
- Demonstrate the ability to explain cloud technologies, concepts, mechanisms, and models.
- Demonstrate the ability to explain intrusion detection technologies and prevention system.
- Demonstrate an understanding of wireless concepts and technologies.
- Demonstrate an understanding of intrusion detection and response.

Career Opportunities

CIP CODE: 11.1003

This program is intended for persons who desire a concentrated degree program for career in the Information Technology/Cybersecurity industry. Graduates may qualify for, but are not limited to the following positions:

Computer Specialist Information Security Officer/Specialist
 Computer Security Specialist Information Systems Security Analyst
 Data Security Administrator Information Technology Specialist
 Front Desk Support Network Security Engineer
 Help Desk Specialist Network Security Technician
 Information Security Manager Security Consultant/Specialist

Program Outline

Computer, Network and Security Specialist (CNSS)

Classes start approximately every three weeks.

			CLOCK HOURS
	COURSES	SEMESTER CREDITS	Lecture(Lec) Lab (Lab)
First Rotation			
CSY100	Computer Applications	3.0	30 LEC 30 LAB
CSY105	Introduction to Networking	3.0	30 LEC 30 LAB
CYS235	IT Project Management	3.0	30 LEC 30 LAB
Second Rotation			
CSY110	Networking Hardware	3.0	30 LEC 30 LAB
CSY115	Routing & Security Protocols	3.0	30 LEC 30 LAB
CSY125	Operating Systems	3.0	30 LEC 30 LAB
CSY130	Network Security	3.0	30 LEC 30 LAB
Third Rotation			
CSY200	Introduction to Programming	3.0	30 LEC 30 LAB
MAT140	College Algebra	3.0	30 LEC 30 LAB
CSY140	Network & Security Fundamentals	3.0	30 LEC 30 LAB
Fourth Rotation			
CSY145	Advanced Network & Security Fundamentals	3.0	30 LEC 30 LAB
CSY120	Network Application Support	3.0	30 LEC 30 LAB
COM140	Technical Writing	4.0	60 LEC 0 LAB
Fifth Rotation			
CSY210	Cloud Computing with Security	3.0	30 LEC 30 LAB
CSY215	Information Security	3.0	30 LEC 30 LAB
PSY102	General Psychology	4.0	60 LEC 0 LAB
Sixth Rotation			
CSY205	Ethical Hacking and System Security	3.0	30 LEC 30 LAB
MAT160	Statistics	4.0	60 LEC 0 LAB
CSY220	Secure Wireless Networks	3.0	30 LEC 30 LAB

*General education courses

Courses are listed by Course Number and not necessarily the order in which they will be offered.

Most students will complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. The campus Director may approve any variation of the schedules.

PROGRAM TOTALS:

Year 1: 600 Hours (300Lec/300Lab) and 30 Credits

Year 1: Expected Out-of-Class Activities (Homework): 600 hours

Year 2: 540 Hours (360Lec/180Lab) and 30 Credits

Year 2: Expected Out-of-Class Activities (Homework): 720 hours

Total Program: 1140 Hours (660Lec/480Lab) and 60 Credits

Total Program: Expected Out-of-Class Activities (Homework): 1320 hours

COURSE DESCRIPTIONS

The following course number system is used:

100 - 199 First level courses

200 - 299 Second level courses

Courses are scheduled in specific rotations. Students must complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. Any variation of the schedules must have prior approval from the Campus Director.

General Education course descriptions contain a statement identifying them as such. Pre-requisites are contained in a notation identifying them as such with the course descriptions.

(The subject/courses will be inserted in alphabetical order)

Communications

COM140-Technical Writing

4 credits 60 hours

General Education – Humanities

This course will cover the writing and design skills needed to communicate in a business environment. Students will learn to approach planning, persuasion, research, and prose with a reader-centered approach.

Cyberspace

CSY100-Computer Applications

3 credits 60 hours

This course is designed to introduce the student to basic computer terminology, file management, and PC system components. This course will provide an overview of the Internet, the Web, email, and application software, including word processing, spreadsheets, databases, and presentation graphics software.

CSY105-Introduction to Networking

3 credits 60 hours

This course offers an introduction to computer networks and related technologies. Students will develop a solid foundation in basic networking fundamentals, including design, configuration, backup, and recovery.

CSY110-Networking Hardware

3 credits 60 hours

This course will cover the most fundamental topics in networking hardware. Network topologies, hubs, bridges, switches, routers, and modems will all be explored. Students will also learn about Ethernet technology and network design.

CSY115- Routing & Security Protocols

3 credits 60 hours

This course offers an introduction to the different levels of network protocols. The course will cover topics such as: IP addressing, IP packet structures, IP address autoconfiguration, name resolution, and interoperation.

CSY120-Network Application Support

3 credits 60 hours

This course provides an overview of common network applications from both user and administrator perspectives. Typical support issues and troubleshooting techniques for electronic mail, the Internet, and business information systems are presented.

CSY125-Operating Systems

3 credits 60 hours

This course is designed to offer students an introduction to computer operating systems. Students will learn about the different theories, concepts, and technologies that go into the functionality of the major operating systems.

CSY130-Network Security

3 credits 60 hours

This course provides an introduction to network security and cryptography. Students will learn about encryption levels, hardware and software components, and forensic techniques. Troubleshooting techniques will also be emphasized.

CSY140- Network & Security Fundamentals

3 credits 60 hours

This course will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and subnetting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting.

CSY145- Advanced Network & Security Fundamentals

3 credits 60 hours

(Prerequisites: CSY140)

This course will cover advanced key network fundamentals, such as advanced IPv4 addressing concepts and services. Topics will include route summarization, network address translation, and subnet design. Ipv6 fundamentals will also be explained.

CSY200-Introduction to Programming

3 credits 60 hours

This course provides an introduction to fundamental programming skills. Students will learn to follow the problem-solving process when coding. Topics such as functions, arrays, strings, classes, and objects will be covered.

CSY205-Ethical Hacking and System Security

3 credits 60 hours

This course provides students with a balanced approach of ethical hacking procedures and guidelines and the corresponding practical skills that will enable students to utilize tools and resources to protect and secure their system. Students will be presented with essential concepts that illustrate ethical and hacking principles. Building on these concepts and principles, students will then be introduced to countermeasures that can be taken from both a pre-emptive perspective and in response to system attacks. Ultimately, students will use this balanced approach to minimize the risk and impact of cyber-attacks from both potential internal and external sources. *Certification Prep EC-Council CEH

CSY210-Cloud Computing with Security

3 credits 60 hours

This course is designed to provide students with an overview of the concepts, technology, and architecture of cloud computing. Students will be introduced to the material from an industry-centric and vendor-neutral point of view.

CSY215-Information Security

3 credits 60 hours

The course is designed to offer students a broad perspective of the entire field of information security. Students will learn key information security terms, the history of information security, and an overview of how to properly manage information security.

CSY220-Secure Wireless Networks

3 credits 60 hours

This course provides an introduction to wireless data communications. Students will learn the fundamentals of wireless communication, including protocols, transmissions, and standards that make the communication possible and secure. Technologies for wireless network capabilities will also be discussed.

CNS235-IT Project Management

3 credits 60 hours

This course will introduce students to the concepts of project management from an IT perspective. Students will learn how to effectively manage project scope, time, cost, quality, and risk for IT projects.

Math

MAT140 College Algebra

(General Education Course – Mathematics and the Sciences)

3.0 Credits 60 hours

This course offers the student a study of the properties of algebraic, exponential and logarithmic functions. Students will learn about algebraic and graphical techniques used for solving problems involving linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.

MAT160 Statistics

(General Education Course – Mathematics and the Sciences)

4.0 Credits 60 hours

This course offers a broad overview of statistical methods from a real-world business perspective. Students will gain a conceptual knowledge of statistical analysis by using a problem-scenario approach enhanced by the use of Microsoft Excel. Topics covered will include probability, distributions, and comparisons.

Psychology

PSY102 General Psychology

(General Education Course – Social Sciences)

4.0 Credits 60 hours

This course will cover the most fundamental topics in psychology. The course will cover such topics as: an introduction to psychology, sensation and perception, learning, memory, thinking, language, and intelligence, motivation and emotion, personality, stress and social behavior.