



VALLEY
COLLEGE



VALLEY COLLEGE

www.valley.edu

Catalog

2019-2020

Effective Date: July 15, 2019

Valley Training Centers, Inc. is a West Virginia Corporation that operates three Valley College campuses and an online division from one of the locations identified below. TPDK Holdings, LLC is a Florida Limited Liability company that owns 100% of the stocks of Valley Training Centers, Inc. Valley College's ground campuses are located in Martinsburg, Beckley and Princeton, West Virginia. In addition to offering diploma programs at the ground campus, the Martinsburg campus offers online Diploma, Associate's and Bachelor's Degree programs. In 2018, Valley College opened a branch campus in Cleveland, Ohio. The Cleveland campus offers Diploma and Associate degree programs. The campus' local chief administrator at all locations is the Campus Director.

Martinsburg

287 Aikens Center

Martinsburg, WV 25404

(304) 263-0979

fax (304) 263-3006

Online Programs: 1-888-53LEARN

(1-888-535-3276)

Cleveland

8700 Brookpark Road

Cleveland, OH 44129

Phone Number – (216) 453-8201

Fax Number – (216) 938-8507

Ohio School Registration Number: 2142

(Main Campus – Valley College Martinsburg)

Beckley

120 New River Town Center, Suite C

Beckley, WV 25801

(304) 252-9547

fax (304) 254-8372

Princeton

Administrative Offices/Mailing Address

617 Mercer Street

Princeton, WV 24740

Education Building

616 Harrison Street

Princeton, WV 24740

(304) 425-2323

fax (304) 431-2032

Valley College website: <https://www.valley.edu/>

Administration

Valley College's ground campuses are located in Martinsburg, Beckley and Princeton, West Virginia and Cleveland, Ohio. The Martinsburg and Cleveland campuses have online divisions. The local chief administrator at each campus is the Campus Director. The Director, Online Division oversees the online programs.

Valley Training Centers, Inc. Board of Directors:

Tony Palmieri, President

Facilities and Equipment

All ground-based facilities are conveniently located with student parking available at each facility. All relevant parking and traffic regulations must be maintained for the protection of all. Students are required to park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate authorization), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification at their own expense.

Each campus offers classrooms, labs and resource centers equipped with the necessary computers, printers, software, and other equipment necessary to deliver the educational programs.

All of the campuses strive to maintain a tobacco free environment.

Students with Disabilities

The facilities are equipped with ramp access from the parking lot. The classroom/student areas have extra wide hallways and doors, A.D.A. required door handles, and restrooms to facilitate students who use wheelchairs.

About Catalog

This catalog is a publication to inform students and others of Valley College's mission, history, academic programs and policies and procedures. Students enrolling in the College are subject to the provisions stated herein. This Catalog supersedes all previous Catalogs, academic information, policies and practices of the College, and is binding on all students. This Catalog was prepared on the basis of the best information available at the time of the publication. The College reserves the right to make modifications within the term of this Catalog without prior notice to individual students. Such modifications will be published in an Addendum and/or Supplement to the current Catalog. The College expects its students to read and understand the information published in this Catalog and in its accompanying Supplement and Addendum. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or regulation published herein.



Martinsburg Main Campus



Cleveland Branch Campus (Martinsburg Main Campus)



Beckley Campus



Princeton Campus – Administration Building

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Accreditations, Approvals, Memberships and Licensure

Valley College-Beckley, Valley College-Martinsburg, Valley College – Cleveland, and Valley College-Princeton are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC contact information: 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201.

Valley College-Beckley, Valley College-Martinsburg and Valley College –Princeton are licensed by the West Virginia Council for Community and Technical College Education (“WVCCTCE”). WVCCTCE may be contacted at 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.

Valley College – Martinsburg is approved by the West Virginia Higher Education Commission to offer Bachelor degrees. Contact information: West Virginia Higher Education Commission 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.

Valley College – Cleveland is approved by the Ohio Board of Career Colleges and Schools, Certificate of Registration Number is #2142. The Ohio State Board of Career Colleges and Schools may be contacted at: 30 East Broad Street, Suite 2481, Columbus, OH 43215

The Nursing Assistant (CNA) program is approved by the West Virginia Department of Health and Human Resources (“DHHR”). West Virginia DHHR Long-Term Care Nursing Assistant Program can be contacted at 408 Leon Sullivan Way, Charleston, WV 25301.

Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. For the most current list of states who are members of NC-SARA, visit the NC-SARA website.

Valley College programs are approved for students to use veterans’ benefits. Check with the Financial Aid Department to confirm that your program is an approved program.

For the most current information regarding Approval/Accreditation/Authorization, please ask the Campus Director. Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Campus Director. The Campus Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.

VALLEY COLLEGE VALUES

INTEGRITY

We are above reproach.

We are committed to honest practices, communications and relationships that honor each other and our students.

EFFECTIVENESS

We are results oriented.

We execute with precision and effectively perform to achieve results.

LEADERSHIP

We take responsibility.

We take responsibility for performing our duties with excellence and for initiating ways to improve the service we provide.

TEAMWORK

We work together.

We practice mutual cooperation and communication, both within and outside of our campuses, in order to accomplish our common mission.

GROWTH

We are committed to learning and personal growth.

We view learning as an ongoing practice and seek opportunities to improve ourselves, both personally and professionally, and we are committed to providing an opportunity for the personal growth of our students.

History, Mission and Philosophy

History

Valley College (the “College”) was founded in 1987 to deliver career education programs to local communities in West Virginia. Valley College is the trade name of West Virginia corporation - Valley Training Centers, Inc.

The College has evolved over time as the needs of its students and local employers have changed. Valley College was one of the pioneers in online education, having launched online delivery of business education in 1997. Valley College has expanded its online programs and now offers Medical Administration Assistant and Medical Front Office, Billing and Coding diploma programs and Associate and Bachelor degree programs in Business Administration, Health Services Administration, Cybersecurity. The online programs are administrated by Valley College – Martinsburg. At the campus level, Valley College offers Medical Clinical Assistant diploma and Nursing Assistant (CNA) certificate programs at WV campuses. In 2018, Valley College was approved to open a branch campus in Cleveland, OH (Valley College Martinsburg is the main campus). The branch campus has approval to offer Medical Clinical Assistant, Heating, Ventilation, and Air Conditioning, and Veterinary Assistant diploma programs taught on campus. It is approved to offer the Medical Administration Assistant, Medical Front Office, Billing and Coding diploma programs and Health Services Administration and Business Administration Associate Degree programs online.

Philosophy and Mission

Institutional Philosophy: Valley College believes that its educational programs must be diverse and challenging enough to maintain the interest of all students, yet flexible enough to account for individual learning differences.

Mission Statement: *Our mission is to meet the educational and professional needs of the community by delivering quality degree and certificate programs, which are flexible and career oriented.*

Valley College's objectives are to:

- Provide quality educational programs
- Offer career-oriented programs
- Deliver flexible programs
- Use current technology
- Meet the educational needs of the community
- Support the professional needs of the community

Valley College programs are career-oriented programs that contain a robust career-ready skills/theory curriculum. The programs’ objectives conform to the college’s mission as the curriculum is intended for persons who wish to pursue a career position upon completion.

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. Proof of documentation may include: copy of transcript that shows date of graduation or a copy of a standard high school diploma or a GED or TASC certificate. All foreign transcripts must be translated and evaluated for a U.S. High school diploma equivalency by an approved agency, and any costs incurred in connection thereof should be incurred by the applicant. Applicants who were home schooled must provide a transcript that shows all high school-level work. The transcript must be evaluated, signed and approved by a certifying home school agency or evaluator and meet the minimum state graduation requirements. All home school study credentials will be evaluated by the Administrative Office prior to final acceptance to the College.
2. Satisfactory completion of Valley College's Admissions Assessment(s).
3. Be at least 16 years old. The minimum age for the Nursing Assistant (CNA) program is 18. Medical Clinical Assistant students must be at least 18 years old to participate in the Externship course that is a requirement for that program. Students who plan on sitting for certification after graduation – most certification exams require the test taker to be at least 18 years old.
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

1. Satisfactory completion of Valley College's Admissions Assessment(s). 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 programs	15	10.0	17	1050
All Other Programs	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 retake a Wonderlic assessment.

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.

Graduates from Valley College programs are not required to take the admissions assessment if their original assessment meets or exceeds the required programmatic assessment score of the 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 is still on file and the score meets the required programmatic assessment 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 (or designated staff member) and Campus Director will review the material and notify the prospective student of their decision in writing. If the prospective student is still denied admission, he/she may appeal, a second time, addressing the issue with The Vice President of Education, Career Services, and Online Division. The Vice President will review the materials, and the student will be notified in writing of the final decision.

Recommendation for Ground Campus Programs:

Personal Health/Medical Insurance:

If students in the Medical Clinical Assistant, Veterinary Assistant, Heating, Ventilation and Air Conditioning, or Nursing Assistant (CNA) programs require emergency treatment for illness or injury while carrying out their assignments, they will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness. Valley College recommends that all students in these programs carry personal health/medical insurance. If the student's assigned clinic or externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

Additional Prerequisites Information (Requirements/Recommendations) by programs

Medical Clinical Assistant Program Requirements: Medical Clinical Assistant students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED251-Externship & Seminar course. Students will also be participating in clinical classes on campus to prepare for their externship experience. Applicants should make an informed decision about whether to participate in a program that requires (at a minimum) a TB test, state (or national) criminal background check (CBC) and Observed 10-panel rapid drug screen (urinalysis). The cost of the immunizations/vaccinations, CBC and Observed 10-panel rapid drug screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. If it is discovered, after the enrollment process, that a student has a criminal background and/or cannot submit a negative drug screen and cannot qualify for an externship placement, the student will be dismissed from the program. The student is also responsible to cover the cost of a Basic Life Support workshop that is outside of class time. Valley College hosts the BLS workshops periodically throughout the year. This workshop is a pre-requisite for the Externship. In addition, students must be 18 years old or older to participate in the Externship program.

Explanation for Requirements:

* TB (PPD): All students in the MCA program are required to show proof of TB test (PPD skin test or chest x-ray). It is suggested that the student completes this test in Tier 1. The student must have the test and the results submitted to Valley College prior to the beginning of the Tier 3 classes. The test results must with a negative reading must be received by the school prior to the start of the externship. The test date cannot expire prior to the end of the program's externship portion. If the test date expires before the student finishes the program, the student will be required to resubmit a new test result. Some sites may require proof of a 2-step PPD.

*Criminal Background Check results: Students in the Medical Clinical Assistant program are required to initiate a state criminal background check. The students must go to a Valley College approved site. The results are sent directly to the school. The student must pass the criminal background check prior to the starting the externship portion of the program. Some externship sites may require a national background check.

* Observed 10-panel rapid drug screen: All students in the Medical Clinical Assistant program are required to submit to an Observed 10-panel rapid drug screen five weeks prior to the start of the externship. The students must go to a Valley College approved testing site. The results are returned to the school. Valley College must receive a "clean" report prior to the student starting the externship portion of the program.

In addition, the Centers for Disease Control and Prevention (CDC) recommends the following vaccinations and immunizations. However, since many of our externship sites require these vaccinations/immunizations, Valley College **strongly suggests** that all MCA students provide a written copy of their current vaccinations and/or immunization records obtained from their physician (or health care provider). Failing to provide this documentation may limit the availability of externship sites that the student can be placed at.

1. Proof of (a) one (1) Measles, Mumps, and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957.

2. Proof of (a) a second Measles Vaccination (may be a part of a second MMR or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957.
3. Proof that the student has completed the Hepatitis B Vaccination series* or (b) a serum titer confirming immunity. *Hepatitis B is given in a three-part series. If the student hasn't completed the Hep B Vaccination series, the student must be able to provide proof that he/she has received the first dose of the vaccination prior to the start of their externship. Dose 2 is taken 1 month after the first dose. Dose 3 is taken six (6) months after the first dose.
4. Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity.
5. Proof of Tetanus vaccination within the last 10 years.
6. Proof of Influenza immunization (This may be a seasonal requirement).

Externship sites do not always have the same requirements as listed above. The requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for externship sites at Orientation and at different checkpoints during the students' program. Any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Valley College may share the results of the background check, drug screening and immunizations/vaccination records with the designated contact person at the externship site. Based on the guidelines of the site, a student may or may not be accepted at their site for Externship. Furthermore, students who do not provide proof that they have the recommended vaccinations may be required to follow different procedures while performing certain medical proficiency checkpoints.

Nursing Assistant (CNA) Program's Requirements: (Please contact the Beckley or Martinsburg campus for their next start date)

Nursing Assistant (CNA) students' clinical experience will occur in a long-term care (LTC) nursing facility. Students will also be participating in classes on campus that offer them hands-on experiences to prepare for their clinical experience. Applicants should make an informed decision about whether to participate in a program that requires immunizations/vaccinations, WV State Criminal Background Check (CBC) and Observed 10-panel rapid drug screen (urinalysis). The cost of the immunizations/vaccinations, CBC and drug screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. In addition, students may be required to make a down payment at the time of enrollment. For more information on the down payment, please see the Tuition and Fees Information document found on the Valley College web site at <http://www.valley.edu/consumer-information/>. Click on Tuition and Fees Information.

Due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College will strongly recommend applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed or other physical constraints), learning disabilities or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions. This documentation will be reviewed by the designated Valley College staff that may include the Nursing Assistant Program Director, the Director of Academic Affairs (or designated staff member) or the Campus Director and the Nursing Assistant (CNA) Instructor. **The Valley College Nursing Assistant instructor(s) must approve the applicant's enrollment.**

The Valley College Nursing Assistant instructor will review the students' results for WV State criminal background check, Observed 10-panel rapid drug screening (urinalysis), immunization/vaccinations documentation, classroom grade average (must be over 70%), and attendance (must have completed 65 classroom hours) before allowing the student to begin the clinical portion of the class. If the student has not met all of the pre-requirements before the clinical portion of the course, the student will be terminated from the program. There are NO REFUNDS issued for completed course work.

If, while the student is participating in clinicals, the assigned long-term care facility denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to the LTC facility and allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Nursing Assistant Program Director.

- WV State Criminal Background Check results: All students in the Nursing Assistant (CNA) program are **required** to submit to a West Virginia state criminal background check (CBC) prior to being admitted in the CNA program. As long as the College has a receipt that the CBC has been ordered, the student may start the program. However, if the criminal backgrounds check reveals an offense that will disqualify the student the opportunity to participate in the clinical portion of the program, the student will be dismissed from the program. Such offenses include, but are not limited to, any violent felony charges, child/adult abuse or neglect, felony domestic battery or domestic assault, felony or misdemeanor crime against a child or incapacitated adult which causes harm, neglect or abuse by a caregiver or crimes which involve the exploitation of a child or an incapacitated adult. There are NO REFUNDS for completed course work. **The CBC must be addressed to Valley College and may not be more than sixty (60) calendar days from the date of enrollment.**
- Observed 10-panel Rapid Drug Screen: All students in the Nursing Assistant (CNA) program are **required** to submit to a 10-panel rapid drug screen (urinalysis) prior to being admitted in the CNA program. As long as the College has a receipt that the urinalysis has been performed, the student may start the program. However, if the urinalysis comes back positive, the student will be dismissed from the program. There are NO REFUNDS for completed course work. **The Urinalysis may not be any more than sixty (60) calendar days from the date of the enrollment.**

All applicants must provide a copy of written documentation from their healthcare provider for:

- TB (PPD): All students in the Nursing Assistant (CNA) program are **required** to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. Documentation of a recent TB test is required during the first week after class has started. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test.

- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination or (b) a serum titer confirming immunity. Hepatitis B series- The first of this three-part series **needs to be taken prior to the first day of class**. The second injection is given one month after the first dose. (For your information, if the student is in the process of receiving this series, the third injection is completed six months after the first dose and is not required for clinicals.)
- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957. AND
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957.

Recommendations: It is recommended that applicants also provide written documentation from their healthcare provider for:

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity.
- Proof of Tetanus vaccination within the last 10 years.
- Proof of Influenza immunization (This may be a seasonal requirement)

Heating, Ventilation, and Air Conditioning Program Requirement (Not currently offered): Heating, Ventilation, and Air Conditioning (HVAC) applicants should make an informed decision about whether to participate in a program that requires a criminal background check (CBC). It is solely the student's responsibility to research all requirements that may affect their eligibility for career placement, certification, and/or licensure. Valley College does not make any promises or representations concerning students' eligibility for certification/licensure, if any, to take a certification and/or licensing examination, if any, or to secure employment. Successful completion of a background check is required for admission and continuation in the HVAC program. Admission to the Heating, Ventilation, and Air Conditioning program and/or successful completion of the Heating, Ventilation, and Air Conditioning program does not ensure the student's eligibility for future employment. Employers may deny employment to a student or former student who has a criminal history prior to, during or subsequent to the student's enrollment at Valley College. If it is discovered, after the enrollment process, that a student has a criminal background that disqualifies him/her for admission in the program, the student will be dismissed from the program. The applicant is not responsible for the cost of the CBC. In addition, the applicant should be aware that as a student there is an expectation that the student will be able to lift equipment, bend frequently, and stand on concrete floors for up to six (6) hours per day.

Online Programs Requirements: The student is responsible for his or her own computer equipment, broadband (high-speed) Internet connection, recommended speed of 4 Mbps or higher, and any online charges he or she incurs. The online conferencing software and associated fees are included in the tuition. Applicants enrolling in an online program are required to complete an Online Readiness Assessment. This assessment is administered as part of the online Wonderlic Student Assessment. The assessment is used to help determine the applicant's skills, competencies, and access to technology prior to their enrollment in the program or course of study.

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 to participate in class and 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 lecture sessions that can be viewed live or accessed later. Access to Moodle is available by using smart phones; however, not all instructors' comments and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit.

Valley College students will need Microsoft Office 2016 and Windows 10 operating system to complete the program. Courses may require the student to use Microsoft Office Word, Excel, PowerPoint and Outlook to complete assignments. Online students will be assigned a Valley College email account. They will receive an email with directions on how to download a Microsoft Office software plan during Orientation. Due to software license restrictions, the Microsoft Office software plan is only valid for current students. If a student separates from the college due to graduation or withdrawal, the College must deactivate the student's Microsoft Office software plan. The system requirements to run Microsoft products can be found at the Microsoft website, Microsoft.com.

Microsoft Windows 10: Using a PC, the minimum requirements are:

- Processor: 1 gigahertz (GHz) or faster. / Memory: RAM: 2 GB
- Free hard disk space: 16 GB.
- Graphics card: Microsoft DirectX 10 graphics card.
- A Microsoft account and Internet access.

Microsoft Office 365: Using a PC, the minimum requirements are:

- Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1,
- Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2 Office 2007+ or later
- Browser: the current version of Internet Explorer, Microsoft Edge, Safari, Chrome, or Firefox.
- Additional Requirements may be found at the Microsoft Office Web Site <http://office.microsoft.com/>

MoodleRooms:

- Free hard disk space: 20 GB or higher.
- Processor: 2 GHz or faster / Memory: 2 GB or RAM or higher
- Any standards-supporting browser. It is best if you use the most current browser: Internet Explorer, Safari, Chrome or Firefox.
- Some demonstrations and interactions in the courses require the Flash Player 10 plug-in.
- Some takeaway documents and other resources may be 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/>.

Acceptance

All applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. An enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted and signed by the Campus Director or other authorized school representative. The College will provide the student a copy of the fully executed Enrollment Agreement. A student may register for classes at any time, but may start class only on a specified starting date as listed in the Academic Calendar. Classes have a limited enrollment.

Re-entries / Returning Students - Diploma and Degree Programs

Re-entry Status

If a student has withdrawn, either voluntarily or involuntarily, from Valley College and wants to return to the same program within 180 days from the student's last day of attendance (LDA), he or she does not need to retake the admissions assessment.

The student must:

1. Be individually interviewed by an Admissions Representative. (Can be accomplished over the phone)
2. If a student's GPA is below 2.0, the student must meet with the Director of Academic Affairs (or designated staff member): In addition:
 - a. The student must agree to the terms of an approved Academic Plan that is in writing.
 - b. The student may repeat courses for which the student received a passing letter grade of "D" in order to help the student bring up their GPA to a 2.0.
 - c. The student will be required to repeat courses for which the student received a failing grade of "WF" or "F"
 - d. The student will be required to repeat courses for which they student received a grade of "WP"
3. Meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.
 - a. Courses that must be retaken as a result of "F" or "WF" grades are subject to a Course Retake fee and may not be eligible for Student Financial Aid (Title IV funds).
 - b. Courses that the student retakes because of a "D" grade are subject to a Course Retake fee.
4. Be in good financial standing with the College.
5. Have final approval of the Campus Director (The Director, Online Division will provide guidance for students enrolling in an Online program.).

The re-entry student may be required to submit a written statement stating what has changed in the student's life circumstance that will allow the student to be successful this time.

The student who is re-entering their program will return under the same terms of their original contract. The student will maintain their attendance rate and GPA from when they withdrew from the program. If during the 180 days of no attendance, Valley College raises the program's tuition, the student's tuition will remain the same as their original contract. The Registrar will revise the student's original Rotation Schedule. If the program's course offerings have been modified during the 180 days of no attendance, Valley College will allow for course substitutions for any course that is no longer taught in the program and will award credit for the class as long as the student's final grade was a "C" or better. If during the 180 days of no attendance, Valley College releases a new version of the program that entails a more substantive change such as a modification of the program's published length, the number of credits or a program name change, Valley College will determine if the student may return to the version that is being taught out or will be enrolled in the new program version. Any course that is no longer offered will not be counted as part of the calculation of the student's grade point average.

Returning Status

If a student has withdrawn, either voluntarily or involuntarily, from Valley College and wants to return to the same program after 180 days from the student's last day of attendance, he or she will be entering under a new contract and for that purpose be considered a new student. If during the period of non-attendance, Valley College raises its tuition and/or fees, the student is subject to the tuition/fees increases. Valley College follows an academic renewal procedure which allows the Director of Academic Affairs (or designated staff member) to conduct a thorough review of the returning student's transcript and complete a credit transfer evaluation. During this process, any credit attempted and grades earned in a previous period of attendance may be excluded from the calculation of the student's grade point average providing they are from another Valley College program or are no longer offered in the same program. Valley College must include courses applicable to the student's program (whenever taken) when evaluating the student's satisfactory academic progress. The College will allow the student to appeal the decision of the Director of Academic Affairs, but the student must provide evidence that documents the reason why he or she should receive this extra consideration.

This student is only required to take the Admissions Assessment test if proof of the score is unavailable or is lower than the program's benchmark. The student may be required to submit a written statement that states what has changed in the student's life circumstance that will allow the student to be successful this time.

A student's request to return to school is not automatically approved. The Campus Director, with the guidance of the Vice President of Education, Career Services, and Online Division and when appropriate, the Director, Online Division review the documentation and approve or deny the applicants' acceptance back in their program.

Criteria:

1. Medical Clinical Assistant students will need to resubmit to a state (or national) Criminal Background Check (CBC) and Observed 10-panel rapid drug screen (Urinalysis) and provide proof of vaccinations/immunizations, as required. (Requirements may vary depending on the point of the time the student is returning to complete their program.)
2. Meet with the Director of Academic Affairs (or designated staff member) to discuss results of the transcript review.
 - a. Student will be required to retake any course they received an "F", "WF" or "WP" grade that is still required for their (same) program.

- b. A student may retake or be required to audit a course if a student earned a letter grade of “D”, if that course is still required for their (same) program.
 - c. Valley College may require a student to audit a course if the DOAA feels that the student needs to refresh their skills before resuming their (same) program.
 - d. If a Medical Clinical Assistant student is returning to complete their Externship, they will be required to audit the MED211, Medical Assisting – Laboratory course before being placed in an Externship. The Vice President of Education, Career Services, and Online Division may allow the student to substitute either MED201, Medical Assisting – Clinical or MED206, Medical Assisting – Procedures.
 - e. If the student was withdrawn from the school with a GPA of less than 2.0, it is appropriate for the student to be placed on an Academic Plan. The student must agree with the conditions of the plan.
3. Meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.
- a. The student may be required to complete the FAFSA or requalify for Tuition Options Loans or Valley College Payment Plan.
 - b. Courses that must be retaken as a result of “F” or “WF” grades are subject to a Course Retake fee.
 - c. Courses that are retaken as a result of a “D” grade are subject to a Course Retake fee.
 - d. Courses that are retaken as a result of a “WP” grade are considered a new class.
 - e. Courses that must be audited will not incur additional tuition.
5. Have final approval of the Campus Director (Online: With guidance from the Director, Online Program)

Returning Student to a Non-Credit, Certificate program

A student who withdraws from a non-credit, certificate program, such as Nursing Assistant (CNA), and wants to return to restart that program will have to retake the entire program again and is subject to all of the program’s Admissions requirements.

Appealing a Re-Entry or Returning Student Decision

Within seven (7) calendar days, if the student believes the re-entry or returning student decision was reached in error, he or she may submit an appeal in writing to The Vice President of Education, Career Services, and Online Division. The Valley College Appeals Committee will meet to review the materials and make the final determination. The student will be notified of the appeals decision in writing.

Credit Evaluation

Students interested in obtaining advanced standing or receiving credit transfers for courses taken at another college or post-secondary institution, in service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative prior to the first day of class. The granting of such advanced standing/ credit transfer is entirely at the discretion of The Vice President of Education, Career Services, and Online Division. All testing and credit transfer evaluations must be completed as part of the enrollment process unless otherwise authorized at a later date at the sole discretion of the Vice President overseeing Academics. No fees are assessed for evaluating or granting transfer of credit. A reduction of credit taken (attempted) will lower tuition and may impact financial aid eligibility, which can be discussed with the College’s Financial Aid Administrator.

Advanced Standing credit, or credit for prior education, is not calculated as part of the student’s GPA. If a student changes programs at Valley College, all relevant courses for which the student has earned a letter grade of C or better will transfer to the new program.

Before the Director of Academic Affairs can process a credit evaluation, the applicant must provide the College with the appropriate documentation, which may include one or more of the following documents:

- Results from Valley College Advanced Standing Test(s)
- Official Transcripts from the college and/or university
- Military transcripts and training documents
- Copies of test scores that have been evaluated by the American Council on Education (ACE) and recommended for college level credit (i.e. AP Exams, CLEP, DSST, DANTES, etc.)

Advanced Standing

Students are required to complete a test or series of tests to measure their current level of knowledge. There is a minimal fee of twenty-five dollars per test (\$25.00) that is collected prior to when the scheduled test is given. The fee is nonrefundable. There are a limited number of courses in each program that qualify for the Advanced Standing status. Designated tests are created by the Valley College academic team and correlate with tests that are administered in a program’s course. Students may request to obtain a list of courses eligible/not eligible for credit transfer consideration from Admissions Department. Students must take the test(s) at Valley College. Students are granted credit equal to the most advanced test completed with a minimum grade of 70 percent (letter grade, “C”).

Credit Transfer

Credit for prior education at an accredited institution acceptable to Valley College is granted to incoming students if it is appropriate to the program in which the student has enrolled at Valley College. It is the student’s responsibility to secure transcripts and provide school catalogs and/or course syllabi for evaluation to Valley College when requested in order to complete an evaluation. If the transcripts are not in English, they must be translated and evaluated by an approved agency, and any costs incurred in connection thereof should be incurred by the student.

Credit Transfer Restrictions:

- 1) To qualify for credit transfer for a course, the student’s official transcript must show that the student earned a final course grade of a “C” or better for that course. Valley College graduates are not excluded from this rule because they are enrolling in a different program. If a student is returning to the same program, a final course grade of a “D” will qualify for a credit transfer unless the course requires a letter grade of “C”

- 2) For most courses, the credits must be earned within the five (5) year period prior to the enrollment date at Valley College. Valley College graduates who return to Valley College to complete another program are exempt from the five year rule on credit transfers for most courses.
- 3) Courses associated with computer applications must be earned within three years prior to the enrollment date at Valley College. Valley College graduates are not excluded from this rule unless they have prior approval from the Director of Academic Affairs.
- 4) Courses that are considered the program's career readiness course must be earned within one year prior to the enrollment date at Valley College. Valley College graduates are not excluded from this rule.
- 5) Some courses are not eligible for credit transfer because they require the student to perform procedures/processes or require pre-requisites. A list of these courses is available upon request.

Credit for In Service Schools and MOS

Valley College will grant credit for qualified courses that were completed in service schools and in Military Occupational Specialties (MOS) on the basis of recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student's chosen curriculum. Ordinarily such credit may not be applied toward the general education requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as and with the same limitations as those placed in nonmilitary sources of credit.

Valley College may award credit by examination toward the degree programs, provided there is no duplication of other academic credit, and the scores presented meet Valley College standards. Examinations may include the Excelsior College Examinations (formerly ACT/PEP and Regents), the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and the American College Testing/Proficiency Examination program (ACT/PEP). Credit by examination awarded by other approved institutions will be accepted for courses that appear on an official transcript with a grade of C or better.

Students who are not Valley College graduates are required to complete at least 60% of the total program credits as a Valley College student to earn an Associate or Bachelor degree. For diploma programs, due to the nature of the curriculum more restrictions may apply for credit transfer. It is typical that a student may transfer no more than 25% of the program credits for a diploma program. Valley College graduates may be permitted to transfer more credits if they completed similar discipline programs. Information regarding credit transfers and Advanced Standing is available in the Admissions Office.

Students Transferring to another Valley College Campus or Program

Valley College students enrolled in a program at any Valley College campus may transfer to another Valley College campus or program within the same campus. The transferring students should check with the financial aid office to determine how a transfer affects their financial aid or tuition balance. A credit evaluation will be completed by the Director of Academic Affairs (or designated staff member).

Transfer to Same Program at another Valley College Campus: Credits attempted will transfer to the same program at another Valley College campus, as long as the student earned above a course grade of "D" or higher and the student's cGPA is a 2.0 or higher. At the DOAA's discretion, a student may be required to audit a course if the student received a grade of "D" to ensure that the student can demonstrate he/she has mastered the basic concepts taught in that course.

Transfer to Another Program at the same Valley College Campus: A student may transfer from one program to another program at the same campus. To be eligible for credit transfer, the course's descriptions must match or be very similar. Also, the student must have earned a final letter grade of "C" or higher in the course. If the course grade was a "D," "W," "WF," or "WP," the course will be included in the new program's tuition.

Credit Evaluation Grace Period

At the student's request, the Director of Academic Affairs will complete a preliminary credit evaluation for the transfer of credits using an unofficial transcript(s). However, if the official transcript is not received in a timely manner or does not substantiate the transfer of credits, the preliminary credit evaluation will be voided. An Admissions Representative will provide the student with an Enrollment Agreement Addendum that will show the difference of credits, program length and tuition and fees and the student will have time to reassess the information and make a decision if he/she would like to continue in the program.

Student Appeals Process

Within seven (7) calendar days, if a prospective student disagrees with the results of the Valley College's evaluation of transfer credits, the student may appeal the decision. The student must provide The Vice President of Education, Career Services, and Online Division with supporting documentation and a reasonable explanation as to why the school should reevaluate the transfer credits. The student will be notified in writing of the final decision. The impact of Credit Transfers on Satisfactory Academic Progress is discussed in the Standards and Regulations section.

Credit Transfer to another institution

Valley College does not guarantee transferability of its credits earned at the College to any other college, university, or institution. The decision on the acceptance of credits earned at Valley College is at the sole discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College's programs are not designed for transfer to other institutions. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Articulation Agreement: Valley College has entered into an articulation agreement with the Strayer University for the Cybersecurity Associate program. Please note that this does not guarantee the transfer of some or all credits to this institution. To make an informed decision, it is the Cybersecurity student's responsibility to request the current articulation agreements, review it, and then discuss the transferability of credits with

the other educational institution. The Cybersecurity student should check with the other Institution for the most current information before enrolling. The Articulation Agreement is not of indefinite duration and may terminate at any time.

Credit Hours

Valley College utilizes qualitative and quantitative measurements to assess student progress. The institution is approved as a semester credit hour institution.

For Academic Purposes:

The faculty at the institution emphasizes the student's need to stay current with classroom activities by incorporating work outside of class. In addition to the standard classroom hours listed, homework is an integral part of the student's learning experience and is incorporated into the final grade for each course. The standard measurement of a credit hour for academic purposes is:

- 15 classroom hours of lecture equal 1 semester credit and consists of learning new material or theory
- 30 classroom hours of lab equals 1 semester credit and consists of supervised practice of newly introduced principles/theory.
- 45 externship hours equals 1 semester credit and consists of supervised work experience activities related to skills/knowledge acquired during the program.

For Purposes of Title IV Federal Financial Aid:

The institution utilizes the US Department of Education (USDE) definition of a credit hour that measures such in terms of the amount of time in which a student is engaged in academic activity, as follows:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount for a different time, or at least an equivalent amount of work as required above for other academic activities including laboratory work and externships, etc.
- For the credit to clock hour conversion, the institution utilizes the USDEs guideline of "A semester hour must include at least 30 clock hours of instruction" and an additional 7.50 hours of out of class work (homework) for each credit hour.

This conversion is based on the premise that outside homework and assignments are documented as such and are part of the grading criterion for the student's final grade in a course. All syllabi for certificate/diploma programs outline the homework requirement and include a homework component in the overall course grade.

Program Time Extension

Students are expected to complete their program by their scheduled completion date. The Campus Director and Vice-President of Education and Online Division will review any request for an exception to extend the program length.

Financial Information

Tuition and Fees

The total cost of each program includes all charges for registration, tuition, laboratory and equipment usage, and graduation fee may be found in the Tuition and Fees Information Addendum, which is located on the Valley College web site at <http://www.valley.edu/consumer-information/>. Click on Tuition and Fees Information. In addition, the estimated costs of textbooks and supplies for each program and the Course Retake fees are also listed in the Tuition and Fees Information Addendum.

Definition of a Payment Period

Valley College uses the term payment period. A term is defined as Midpoint and Completion for programs that are one (year) or less in program length (diploma programs). Associate degree programs that are more than one year in length are divided into four terms: Year 1 Midpoint, Year 1 Completion, Year 2 Midpoint and Year 2 Completion. Bachelor degree programs that are more than two years are divided in eight terms: Year 1 Midpoint, Year 1 Completion; Year 2 Midpoint and Year 2 Completion; Year 3 Midpoint and Year 3 Completion; and Year 4 Midpoint and Year 4 Completion.

Refund Policy

The refund policy of Valley College for credit earning programs appears below.

- A. Students not accepted by the school shall be refunded all monies paid to Valley College.
- B. **BUYER'S RIGHT TO CANCEL:** Students who wish to cancel their enrollment must notify the school's Campus Director in writing. All monies paid will be refunded if the student notifies the school of cancellation not later than midnight of the 5th day after the date of the enrollment agreement which has been signed by the student and the authorized school admissions representative.
- C. Students who cancel their enrollment after midnight of the 5th day (as described in paragraph 2) but before the first day of instruction, or who never attend class without notification to the college shall be refunded all monies paid to Valley College except the Registration Fee.
- D-1. Students in the diploma and degree programs: Students who cancel/withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages¹:

For Diploma programs offered on campus

*Effective August 2, 2018

Within the five day window, per Paragraph B	All but book/kit expense
Outside of the five day window, per Paragraph B, but within 12 calendar days or less attendance time	All but the registration fee and book/kit expense
<i>*more than twelve (12) calendar days through 60% completion of current payment period</i>	**Prorata refund of tuition of current payment period plus graduation fee
<i>*more than 60% completion of the current payment period:</i>	**No Prorata refund for current payment period plus graduation fee

For Diploma and Degree programs offered online

*Effective August 2, 2018

Within the five day window, per Paragraph B	All but book expense
Outside of the five day window, per Paragraph B, but within 12 calendar days or less attendance time	All but the registration fee and book
<i>*more than twelve (12) calendar days through 60% completion of current payment period</i>	**Prorata refund of tuition of current payment period plus graduation fee
<i>*more than 60% completion of the current payment period:</i>	**No Prorata refund for current payment period plus graduation fee

*NOTE: A Title IV Return of Funds Calculation is required if the student received Federal Student Financial Aid (FSA) funds for the enrollment period. If the student withdraws, Valley College must determine the amount of FSA program assistance that was earned. The institution will perform this calculation on a payment period basis, and any unearned Title IV funds will be returned by the institution for its share and the student will be advised of their portion to return, if any. The student will be obligated to Valley College for any tuition, fees, or books not covered by Title IV funds.

** A pro-rata refund is a proportional amount of tuition based on the number of calendar days from the first day of scheduled class to the end of the current payment period. Refunds are calculated using the pro-rata refund formula prescribed by federal regulations. Please consult with the Valley College Financial Aid Office for more information. (Example of a pro-rata refund: A student who withdraws after completing 30 days of a 240 day payment period would be charged 30/240 or 12.5% of the tuition for that payment period.)

D-2. The Nursing Assistant (CNA) program is not eligible for Federal Student Financial Aid grants/loans programs.

Students in the certificate program: Students who cancel/withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages⁺:

Within the five day window, per Paragraph B	All but NA Kit and book expense
Outside of the five day window, per Paragraph B, but within 7 calendar days or less attendance time	All but the registration fee, NA Kit and book expense
<i>*more than 7 calendar days</i>	No Refund

E. All refunds shall be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. Receipt of a refund may take up to 45 calendar days depending upon the date of withdrawal. Refunds for students funded by third parties will be returned to the appropriate funding agency.

F. If the institution cancels a program subsequent to a student's enrollment, the student shall be refunded all monies paid.

If the account is not paid as agreed to, and it becomes necessary to refer the account to a Collection Agency, the student will be responsible for all collection fees to include reasonable attorney fees, skip tracing fees and court costs and collection agency fees.

Students receiving VA benefits will receive a pro-rata refund for any portion of the program not completed, plus the graduation fee but excluding textbooks. This pro-rata refund includes any registration fee in excess of \$10.00. Refunds will be made as provided in VA Regulations 38CFR21-4255.

All communication relating to withdrawal or refund must be addressed to the Campus Director. Valley College will acknowledge, in writing, any received valid official notice of cancellation.

NOTE: Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any student loan that may be outstanding after appropriate refund has been made by the College. Any refunds due as a result of a student withdrawal from the College will be refunded in the following priority:

Unearned unsubsidized Direct Stafford loans; unearned subsidized Direct Stafford loans; unearned Direct PLUS loans; unearned Federal Pell Grants; required refunds of other Federal, State, private or institutional student financial assistance received by the student.

After applicable refunds are made, Valley College will bill the student for any balance due.

Published Return of Title IV Funds Policy– (34-CFR668.22)

The law specifies how Valley College must determine the amount of Federal Student Aid (FSA) assistance that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

How Student Official Withdrawals:

Voluntary (Official) Withdrawal: Withdrawal from the College must be initiated by mailing or delivering to the school a written notice of withdrawal to the Campus Director. Students may also notify the Campus Director in person. Failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record. Merely stopping class attendance does not constitute official withdrawal.

Involuntary Withdrawal: A student may be administratively withdrawn from the College if he or she fails to make specific arrangements for prolonged absenteeism. The student's withdrawal date will never be longer than fourteen (14) calendar days after the student's last date of attendance/educational activity. A student who fails to return from the Leave of Absence (LOA) on his or her scheduled return date will be withdrawn from their program unless the student requested a LOA extension or additional LOA. A student may also be terminated if he or she does not attend the first day of class for one of the following reasons: was not scheduled for the previous class (SPNE), retook the previous class or audited the previous class. In addition, a student may be terminated from his or her for not meeting the programmatic attendance requirement and/ or poor academic performance which includes not meeting Satisfactory Academic Progress requirements.

Students may also be administratively withdrawn from the college for inappropriate behavior on campus, at their Medical Clinical Assistant externship, or their Nursing Assistant (CNA) clinic site, or while on a campus sponsored event (field trip or student activity).

Date used for Calculation for both voluntary and involuntary withdrawals:

The student's last date of attendance or participation in any academic activity will be the withdrawal date used to calculate the Return of Title IV Funds. This last date of attendance is determined by using the institution's attendance records.

Timeframe:

If the institution is required to return Title IV funds as a result of the Return to Title IV calculation, this return will occur within 45 days of the date the institution determined the student has withdrawn.

Financial Consequences for Withdrawing/Post-Withdrawal Disbursements/Responsibilities for Returning Unearned Aid:

Valley College posts the student's aid at the beginning of a payment period. If a student withdraws during a payment period, the amount of FSA program assistance that was earned up to that point is determined by a specific formula. If the student received (or the school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds; this is called a Post withdrawal disbursement. If you received more assistance than the student earned, the excess funds must be returned by the school and/or the student. The amount of assistance that the student earned is determined on a pro rata basis. For example, if the student completed 30% of his or her payment period, the student would earn 30% of the assistance he or she was originally scheduled to receive. Once the student completed more than 60% of the payment period, the student would earn all the assistance that he or she was scheduled to receive for that period. (The calculation is: Aid to be returned = (100% of the aid that could be disbursed, minus the percentage of aid earned), multiplied by the total amount of aid that could have been disbursed during the payment period or term.)

Aid Earned Calculation

$$\frac{\text{\# of days through last date of attendance}}{\text{Total \# of days in Payment Period}}$$

If the student did not receive all of the funds that were earned, the student may be due a post- withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will obtain the student's (or parent's in the case of a PLUS Loan) permission before it can disburse them. The student (or parent) may choose to decline some or all of the loan funds so that additional debt is not incurred. Valley College may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. Any excess grant funds will be disbursed to the student within 14 days. Valley College needs a student's permission to use the post-withdrawal grant disbursement for all other non-institutional charges. If the student does not give permission, the funds cannot be used for non-institutional charges. If the student does not give permission, the funds cannot be used for institutional charges. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt at the school. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the student (or parent) received excess Title IV program funds that must be returned, the school will return a portion of the excess equal to the lesser of (1) the student's institutional charges multiplied by the unearned percentage of student's Title IV funds, or (2) the entire amount of excess Title IV funds. Valley College must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If Valley College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) must repay in accordance with the terms and conditions of the promissory note. That is, the student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received. A student doesn't have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with Valley College or the Department of Education to return the unearned grant funds.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Unearned financial aid returned by the Valley College must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

The requirements for Title IV program funds when a student withdraws are separate from the refund policy that the school has. Therefore, the student may still owe funds to the Valley College to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. Students should review Valley College's cancellation and refund policy which is described in the Valley College's Student Catalog.

Payment Procedures

Payment of the registration fee is required at the time of enrollment. Arrangements for payment of remaining tuition, books and graduation fee must be made prior to the first day of class. Valley College accepts cash, check, money order, Visa, MasterCard and/or Discover to cover fees, tuition and/or the price of books.

The College offers various plans by which students may finance their education; details are available from the College's Financial Aid Office. If a question arises, students should contact the Financial Aid Office for assistance on or before the first day of class.

Financial Aid

The cost of an education is an important consideration in career planning. It is an investment in the future. The responsibility of financing higher education rests with students and their families. A prospective student at Valley College should expect the following expenses: tuition, books and fees, room and board (if appropriate), personal expenses, medical insurance, transportation, and child care (if applicable). Such expenses will be considered by a Valley College's Financial Aid Office when students apply for financial aid.

Financial aid is available for those who qualify. The College's Financial Aid Advisors will explain all available options. Students applying for Federal Student Aid are considered for all programs for which they are eligible. All financial aid awards to students are determined by the Financial Aid Office based on the current rules and regulations.

Description of Financial Assistance Available to Students:

To determine the eligibility of financial assistance, the applicant must complete and submit a Free Application for Federal Student Aid (FAFSA). Valley College is an eligible institution for Title IV Funds and is approved for Veterans and MyCAA and West Virginia Higher Education and West Virginia Higher Education Adult Part-Time Students Grant Programs. Valley College also works with Vocational Rehabilitation programs and West Virginia Workforce Innovation and Opportunity Act programs. Our programs lead to a degree or diploma or certificate. If a student is enrolling in the program for the first time, he or she is considered a full-time student. Returning students must be considered either a full-time or at least a half-time student to be eligible for financial aid. As each student's eligibility for financial assistance may vary, Valley College Financial Aid Advisors schedules at least one FA appointment with the applicant during the enrollment process. Below is a short description of the Federal Financial Aid programs that Valley College participates in:

Federal Pell Grant: For eligible students, Federal Pell Grants are the base upon which all other federal student financial aid is built. The amount a student may receive depends on the student's expected family contribution year (EFC), the student's enrollment status, Pell Lifetime Eligibility Used, and how much of the student's remaining education falls within the current federal award year (July 1 through June 30). The student cannot have earned a bachelor degree from any institution.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program: A priority is given to Pell Grant recipients with the lowest EFCs. Valley College awards eligible students between \$100 (one hundred dollars) to \$4000 (four thousand dollars) a year depending on their need and the availability of funds at the school. This program is a campus-based program available only to students who do not have a bachelor's degree.

Direct Subsidized Loan Program: These loans are available to eligible students based on the financial need of the student. The Financial Aid Advisor will discuss the loan amount a student can borrow during the enrollment process. The loan is subsidized because the Federal Government pays the interest during the time the student is enrolled and the six (6) months after separation from the college (program completion or withdrawal) and periods of deferment. Students are responsible for attending an entrance and exit counseling session that provides more information regarding the loans and their responsibilities as borrowers.

Direct Unsubsidized Loan Program: These loans are available to eligible students. The Financial Aid Advisor will discuss the loan amount a student can borrow during the enrollment process. The loan is not subsidized, which means that the student is responsible for all interest charges during the time of enrollment, the six months grace period after separation (program completion or withdrawal), and periods of deferments and forbearance. If a student does not pay the interest during the time they are in school or during the grace period or deferment or forbearance periods, the interest will accrue (accumulate) and be added to the principle of the loan. The student will have to pay interest on the accrued interest. Students are responsible for attending an entrance and exit counseling session that provides more information regarding the loans and their responsibilities as borrowers.

Direct Plus Loan Program: These loans are available to the parent(s) of dependent eligible students enrolled in a program of study. The Financial Aid Advisor will discuss the loan amount a parent can borrow during the enrollment process. The parent(s) must have a favorable credit history. The Direct Plus Loan enters repayment once the loan is fully disbursed.

Federal Work Study (FWS) Program: The Federal Work Study Program provides jobs for eligible student to earn funds to pay a portion of their educational expenses. Valley College will announce FWS work study positions to eligible students. The salary is generally current minimum wage. The number of hours is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds available at Valley College. The Financial Aid office oversees this program.

Students must file a FAFSA as part of the application process for FWS assistance. The student must indicate on the FAFSA that they are interested in participating in the FWS program. The Financial Aid Advisor (FAA) will determine the student's eligibility and other factors such as the availability of work study positions. Valley College requires that the student is a full-time student to maintain work study eligibility. The student must also maintain (meet or exceed) the minimum Satisfactory Academic Progress requirements, the attendance requirements for his or her program, and be in good financial aid standing with Valley College. The students will need to complete a specific amount of credits to qualify for the Federal Work Study program. The amount of credits varies from program to program and a listing of required credits is available in the Financial Aid Office. Students may not participate in Work Study during their Externship (MCA). Work study openings will be communicated to qualified students through bulletin board postings and/or e-mails.

Other Grants and Financial Aid Assistance Programs: Below is a short description of the other grants or financial aid assistance programs that Valley College participates in:

Need-based state grant program administered by the Higher Education Policy Commission: Awards are given to West Virginia residents and amounts vary by institution. Awards are based on Expected Family Contribution, and students must be enrolled full-time. Since it is a need-based program, the student must complete a FAFSA to determine eligibility.

WV HEAPS (Higher Education Adult Part-time Student) Grant Program: Students who are residents of West Virginia and complete the Free Application for Federal Student Aid (FAFSA) may qualify for the HEAPS Grant. Unlike loans, HEAPS Grants do not have to be repaid. The amount a student is awarded depends on financial need, costs of attendance, at least part-time enrollment, and length of academic study. The application process begins July 1st of every award year and is only for certificate/diploma programs which meet in demand criteria as determined annually by the West Virginia Higher Education Policy Commission. Contact the Valley College Financial Aid office for more information.

WV HEGP (Higher Education) Grant Program: Students who are residents of West Virginia for least one year and complete the Free Application for Federal Student Aid (FAFSA) by the respective due date every year may qualify for the WV HEGP grant. This grant is a need-based grant. The amount a student is awarded depends on financial need, costs of attendance, full-time enrollment, and length of academic study. HEGP may be used for diploma or degree programs.

WV High School Equivalency Diploma Scholarship: Students who are residents of West Virginia and who have attained the State of West Virginia High School Equivalency Diploma (TASC or GED) are eligible to apply for this scholarship administered by the West Virginia Department of Education. Submission criteria and deadlines are established and communicated by the West Virginia Department of Education. Eligibility and selection are based upon financial need as determined by the Free Application for Federal Student Aid (FAFSA) and the State of West Virginia High School Equivalency Diploma scores. Scholarships amounts for Valley College recipients, as set by Valley College, are \$1,000 per year for degree programs and \$500 for diploma programs. Recipients must be current residents of West Virginia, accepted or enrolled in the school, and meet minimum scores for TASC, GED, or a combination of averages from each depending on which high school equivalency exam the applicant completed. Candidates must complete and submit the scholarship application by a specified deadline to: West Virginia Department of Education, Bldg. 6, Suite 825, 1900 Kanawha Blvd., East, Charleston, WV 25305-0330. For more information, including the current year's submission deadline, contact the Valley College Financial Aid office.

Military and Veterans Administration Education Assistance: The Veterans Administration provides a number of programs for veterans and service personnel seeking funding for education and/or training. Please contact the Veterans Certifying Official at Valley College to inquire about available assistance. Apply for Veteran Education Benefits at www.va.gov or for questions regarding benefits call 1-888-442-4551

Vocational Rehabilitation: Students with physical or learning disabilities may be eligible for assistance with education expenses through their state department of vocational rehabilitation. Students should contact the local Division of Rehabilitation Services to inquire about programs available.

Other sources of financial assistance may be available from Workforce Investment Boards, MyCAA, employers, labor unions, or social, fraternal, or religious organizations with whom students or their families may be associated.

Valley College Interest Free, In-School Payment Plan

Valley College offers an interest free, in-school payment plan for unmet financial obligations. The student's Financial Aid Award letter will show the amount of money owed to the institution, payment amount and payment schedule. The student must sign the Financial Aid Award letter to acknowledge his or her agreement to the terms of the payment plan. The maximum time frame for payment plans extends no longer than twelve (12) months.

Valley College Alternative School Loan and Extended Payment Plans

For financial obligations better served and managed by a longer payment term, Valley College offers an alternative school loan or an extended payment plan as applicable both of which extend beyond graduation. The alternative school loan and extended payment plan are administered

with the support of a third party service firm, Tuition Options. The student must complete an application. A credit check may be required. The student will be provided with a detailed explanation of all financial obligations in regards to Tuition Options alternative school loans and all payment plans. The explanation will include the amount owed to the institution, the student's payment amount, and payment schedule. Unlike the Valley College in-school payment plan, Tuition Options alternative school loan and extended payment plans accrue interest and the scheduled payments extend beyond the student's completion date. The student has the option of using auto-payments. Valley College cannot guarantee that all student loans or extended payment plans will be approved.

Students who become delinquent in their tuition payment may risk suspension of services, suspension or termination and shall be subject to all legal collection procedures. If the account is not paid as agreed to, and it becomes necessary to refer the account to a collection agency, the student will be responsible for all collection fees, including reasonable attorney fees, skip tracing fees and court costs. The College also reserves the right to not release Official Transcripts or Diplomas to graduates/current or former students who are not in good financial standing at the time of the request.

Consent to be Contacted:

When a student has a financial obligation to pay on their extended payment plan, they provide their consent to be contacted per terms of their signed Enrollment Agreement.

Procedures for Applying for Financial Aid

Students should apply for financial aid by submitting a completed Free Application for Federal Student Aid (FAFSA) and additional supporting documents to Valley College. Forms may be obtained from the school's Financial Aid Offices. Alternatively, students may complete the FAFSA online using the following school code for their campus of choice:

BECKLEY	030844
MARTINSBURG	026094
CLEVELAND	026094
PRINCETON	030842

ONLINE: Students who are considering enrolling in an online program should use the Martinsburg school code:
MARTINSBURG 026094

In order to be eligible to receive a financial aid award, the student must be admitted to and enrolled in Valley College. The Financial Aid Office will not award financial aid to any student who has not officially enrolled in the College. An award notification letter explaining the available financial aid will be given to each eligible applicant.

Valley College students and parents should be aware that if they enter into an agreement regarding a Title IV, HEA loan that information will be disclosed to NSLDS and will be accessible by authorized agencies, lenders, and other post-secondary educational institutions.

Financial Aid Title IV Code of Conduct

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Valley College, as a school eligible to participate in the Title IV Federal Student Aid Program, abides by the following policy:

Valley College does not nor will it ever have revenue sharing agreements with any lender. As the College is presently operating, its only lender is the U.S. Department of Education (USDOE) with whom it participates for Direct Loans and any servicer the Department may assign to service its loans. Valley College does offer institution loans to students and uses Tuition Options as its servicer.

In no situation should any other lender relationship be initiated without the approval of the College's President and in no circumstances should any agent or employee of Valley College engage in 1) revenue sharing arrangements with any lender, 2) any activities that would steer borrowers to a particular lender, 3) offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of Federal Title IV loans, a specific loan value, or a preferred lender agreement, or 4) accept money gifts, favors, discounts, entertainment, hospitality, loan or other items having a monetary value of more than a de minimus amount from any lender with whom the College may now or at some point in the future engage or work to provide Title IV loans to Valley College's students.

This Code of Conduct applies to all officers, board members, employees and agents of Valley College. This policy places specific emphasis on all employees of the business including but not limited to financial aid administrators to avoid any relationships or associations with lenders, granting agencies, or loan services.

Financial Aid Professional Judgment

Valley College Financial Aid Office will consider requests for reconsideration of financial aid eligibility using professional judgment. Students should contact the Financial Aid Office to determine eligibility for professional judgment. Students will be required to submit an appeal in writing detailing the changes in household and/or financial circumstances since the completion of FAFSA. The FAA will collect the necessary documents and submit requests to the Director of Financial Aid for approval or denial. The decision is made in accordance with institutional policy and is not regulated by the Federal Government. If a student disagrees with the decision, he or she may submit a written appeal to the Vice President overseeing Financial Aid.

Requirements for Continued Eligibility

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. To remain eligible for Title IV federal student aid, veterans' or military service personnel benefits, most agencies' funding, and many scholarships or grants, a student must be maintaining Satisfactory Academic Progress (SAP). For more information regarding Satisfactory Academic Progress ("SAP"); refer to the SAP section of this Catalog.

Entrance, Exit Counseling and Loan Repayment Information

Entrance Counseling: Any student borrowing under the Direct Loan Program for the first time is required to complete Entrance Counseling online at www.studentloans.gov website. When the loan is being processed, a first-time borrower must sign a Master Promissory Note (MPN). The promissory note should be signed electronically at www.studentloans.gov. The electronic confirmation of entrance counseling and completion of an MPN are sent directly to the Financial Aid Office.

Exit Counseling: Any student borrower under the Direct Loan Program must complete the Federal Financial Aid Exit Counseling online at the www.studentloans.gov website.

Loan Repayment Information: William D. Ford Direct Loans do not have to be repaid until six (6) months after the student graduates (completes his or her program) or ceases to be enrolled in a program. Only one six-month grace period is granted to each student. The repayment process for parent loans begins within sixty (60) days after the last disbursement for the year. To view repayment plan options go to www.studentaid.gov/repay-loans/understand/plans.

Institutional Scholarships and Grants

A list of available scholarships and grants along with their criteria can be obtained from the campuses' Financial Aid office. An applicant must meet the requirements of the relevant scholarship, complete and submit an application, and be interviewed by Valley College's staff to determine eligibility. Students enrolled at Valley College-Beckley and Valley College-Martinsburg (including online) may be eligible for the scholarships with the designation (WV). Students enrolled at the Valley College-Cleveland (including online) may be eligible for the scholarships or grants with the designation (Ohio).

Valley College High School Scholarship (WV)

The High School Scholarship is intended for qualified individuals who enroll in a diploma or degree program at Valley College on/or before the designated date found on the application that is available in the Financial Aid Office. This scholarship is designed to encourage these individuals to continue their education at Valley College and begin to build their career path.

Timing of award and award amount is as follows:

The award is \$2,000 toward tuition for a Valley College degree or diploma program and is awarded upon successful completion of the program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:

1. Provide the College with a copy of your High School Transcript or GED or TASC Transcript
2. Must meet one of the following three criteria:
 - (1) graduated from high school with a GPA of 2.0 or higher in 2018 or 2019 academic year
 - (2) passed the GED /TASC test in 2018 or 2019
 - (3) score above 12 on the Wonderlic Assessment
 - (4) have a 2.0 GPA at the end of six weeks in the program
3. If student submits for the scholarship by the fourth criterion, and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, they will not qualify for the scholarship.
4. Complete the scholarship application including the essay question
5. Failure to graduate from the program for any reason will lead to forfeiture of the scholarship award.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

Valley College Step-Up Associate Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) program and who enroll in a Valley College Associate degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

Timing of award and award amounts are as follows:

- The award is up to \$2,000 per enrollment in an Associate degree program

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional scholarship funds will be applied to previous program balance(s) first.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Associate degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) program
3. Complete the scholarship application
4. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process. Step-Up Scholarship Grace Period, if it was discovered during the student's first year of their degree program that they qualified for a Step-Up Scholarship, but did not apply, they may contact the Financial Aid office for a scholarship application.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

Valley College Step-Up Bachelor Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) program and who enroll in a Valley College Associate degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

Timing of award and award amounts are as follows:

- For Diploma program graduates: the award is \$5,000 per enrollment in a Bachelor degree program.
- For Associate degree program graduates: the award is \$3,000 per enrollment in a Bachelor degree program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional scholarship funds will be applied to previous program balance(s) first.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Bachelor degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) or Associate program
3. Complete the scholarship application
4. The Step-up Student Bachelor Scholarship may not be combined with any other Valley College scholarship.
5. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process. Step-Up Scholarship Grace Period, if it was discovered during the student's first year of their degree program that they qualified for a Step-Up Scholarship, but did not apply, they may contact the Financial Aid office for a scholarship application.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

Valley College Cybersecurity Senior Scholarship (WV)

This scholarship is intended for students who enroll in the Cybersecurity Bachelor degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the Bachelor degree program. The Valley College Senior Scholarship cannot be combined with any other scholarship.

Timing and Amount of the Scholarship:

- 1) The Senior Scholarship is awarded upon successful completion of the program.
- 2) The Senior Scholarship award is \$7,000.

Terms and Conditions:

1. Enrollment in a Valley College Cybersecurity Bachelor degree program offered online.
2. If the student has earned credits in the Cybersecurity Associate program, the qualifying credits may transfer to the Bachelor program.
3. Failure to graduate from the degree program will lead to forfeiture of scholarship.
4. When the student completes the Bachelor program, if the student has an outstanding balance for any previous attended Valley College program, the College will apply the scholarship monies to that outstanding balance first, and then will apply the remaining balance to student's account for the Bachelor program. If the student does not have any previous balance with Valley College, the scholarship funds will be applied to the balance due for the Bachelor program.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval. The Director of Financial Aid will grant the final approval.

Valley College Business Administration or Health Services Administration Senior Scholarship (WV)

This scholarship is intended for students who enroll in either the Valley College Health Services Administration (HSA) or Business Administration (BA) Bachelor degree program offered online and is not a Step-up Eligible graduate. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

Timing of award and award amounts are as follows:

The award is up to \$5,000 per enrollment in either the HSA or BA Bachelor degree program.

This Valley College scholarship will be applied to an account balance owed to the college and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:

1. Enrollment in either the Valley College HSA or BA Bachelor degree program offered online
2. May not have graduated from either a Valley College diploma, (or qualifying certificate program), or Associate degree program
3. Complete the scholarship application
4. The Senior HSA or BA Bachelor Scholarship may not be combined with any other Valley College scholarship.
5. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

Valley College - UMWA/DMIW (Displaced Mining Industry Workers) Scholarship (WV)

This scholarship is intended for persons who are displaced "mining industry" workers. The applicant must enroll in a Valley College diploma/degree program. The scholarship is not awarded until the student actually completes his or her program. The award amount is up to \$1,000 dollars and will be applied toward tuition, lab fees, and /or books.

Terms and Conditions:

1. Must meet all enrollment criteria the Valley College program he/she is enrolling in.
2. Must enroll in one of the Valley College programs/location:

Medical Clinical Assistant (MCA) @ Beckley or Martinsburg campuses.

Medical Administrative Assistant (MAA) and Medical Front Office Billing and Coding (MFOBC) diploma programs @ online.

Business Administration (BA), Health Services Administration (HSA) and Cybersecurity (CSY) Associate programs @ online.

(Qualifying online programs are administrated by Valley College-Martinsburg)

3. Must be an approved recipient of a UMWA grant
4. The student must complete their program by the date designated on the Scholarship Form, if applicable.

Application Procedure:

1. Contact the Admissions Office at Valley College for a complementary Career Consultation.
2. If the student and the Admissions Representative agree that a Valley College program is right for the student, and the program can be completed prior to the scholarships completion deadline, the student will pay the registration fee and submit the required documents to complete enrollment.
3. Meet with the Financial Aid office to arrange for financing your education which will include the following:
 - a. Complete a UMWA/DMIW scholarship application which includes proof of UMWA Grant
 - b. Complete a Free Application for Federal Student Aid (FAFSA) and any additional required documents to complete financing for your education.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

Valley College CNA Continuing Education Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College Nursing Assistant (CNA) Program and who enroll in a Valley College medical diploma or associate degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the diploma or degree program. This scholarship can only be awarded one time.

Timing of award and award amounts are as follows:

- * The award is \$3,000 per associate degree program and is awarded as follows: \$1,500 upon completion of the first academic year; \$1,500 upon successful completion of the total degree program.
- * For students who enroll in a diploma program, the award is \$3,000 and is awarded as follows: \$3,000 scholarship is awarded upon successful completion of diploma program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:

1. Enrollment in a Valley College medical diploma or associate degree program
2. Must have completed (graduated) from the Valley College Nursing Assistant (CNA) program
3. Complete the scholarship application
4. Failure to graduate from the diploma or degree program will lead to forfeiture of scholarship
5. Failure to remain current on Tuition Options Private Loan Payment (if applicable) may lead to forfeiture of scholarship

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
 2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process.
 3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.
- Qualified ground program taught at the Beckley and Martinsburg campuses: Medical Clinical Assistant (Diploma).
 - Qualified online programs administrated by the Martinsburg campus: Medical Administrative Assistant (Diploma), Medical Front Office Billing and Coding (Diploma) and Health Services Administration (Associate Degree).

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

Valley College High School Institutional Grant (Ohio)

The Valley College High School Institutional Grant is awarded to qualified individuals who enroll in a Valley College- Cleveland's diploma or degree program on/or before the designated date found on the application that is available in the Financial Aid Office. The Valley College High School Institutional Grant is designed to encourage individuals to continue their education and to build their career path at a career school.

Timing of award and award amount is as follows:

- *The award is up to \$2,000 toward tuition for a Valley College-Cleveland degree or diploma program and is awarded upon successful completion of the program.

The Valley College High School Institutional Grant will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

Terms and Conditions:

1. The Applicant (Student) must provide Valley College with a copy of his/her High School Transcript or GED/TASC Transcript.
2. The Applicant (Student) must meet one of the following four criteria:
 - (1) Graduated from high school (with a GPA of 2.0 or higher) in 2018 or 2019 (calendar year); or
 - (2) Passed the GED /TASC test in 2018 or 2019; or
 - (3) Score at least a 12 on the Wonderlic Assessment
 - (4) Have a 2.0 GPA at the end of six weeks in the program.
3. If the student is approved for the grant by the fourth criterion, and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, he/she will not qualify for the grant.
4. The Applicant (Student) must complete the grant application including the essay question.
5. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
6. The Valley College High School Institutional Grant is not renewable and may not be combined with other institutional grants.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.

Valley College Step-Up Institutional Grant (Ohio)

The Valley College Step-Up Institutional Grant is intended for graduates of a Valley College - Cleveland diploma program who enroll in a Valley College Associate degree program offered through Valley College – Cleveland via online. The applicant is considered a candidate for the grant during his or her enrollment in the Associate degree program.

Timing of award and award amounts are as follows:

The award is up to \$2,000 per enrollment in an Associate degree program.

The Valley College Step-Up Institutional Grant will be applied to an account balance owed to Valley College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

For students receiving this grant who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional grant funds will be applied to previous program balance(s) first.
2. Any remaining institutional grant funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Associates degree program offered online
2. Must have graduated from a Valley College diploma program (or qualifying certificate program)
3. Complete the grant application
4. Failure to complete/graduate from the degree program will lead to forfeiture of grant.
5. The Valley College Step-Up Institutional Grant is not renewable and may not be combined with other institutional grants.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.

Valley College Community Enhancement Grant (Ohio)

The Valley College Community Enhancement Grant is designed to encourage individuals that reside in Northern Ohio to continue their education and build their career path at a career school. The Valley College Community Enhancement Grant is awarded to qualified individuals who reside in the following Ohio counties: Cuyahoga, Medina, Summit, and Lorain.

The qualified individual must be enrolled in a Valley College diploma or degree program before June 1, 2019.

Timing of award and award amounts are as follows:

* \$1,000 per academic year (applied at the completion of each academic year)

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

Terms and Conditions:

1. The Applicant (Student) must provide Valley College with proof of residency in the Ohio counties of Cuyahoga, Medina, Summit and Lorain.
*Acceptable documentation includes a valid picture ID, utility bill, lease, or written statement.
2. The Applicant (Student) must complete the grant application including the essay question.
3. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
4. The Valley College Community Enhancement Grant is not renewable and may not be combined with other institutional grants.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.

OMACCS Scholarship Valley College LEADS Scholarship (Ohio)

Valley College -Cleveland in cooperation with the Ohio-Michigan Association of Career Colleges and Schools (OMACCS), offers the LEADS Scholarship to eligible students that have recently graduated from a high school in Michigan or Ohio. Finances for the scholarships are provided by Valley College and no state or federal funds are involved.

The primary objective of these scholarships is to provide students with the education and training necessary to obtain a job in an Ohio or Michigan business or industry and encourage students to learn more about leadership in their communities.

Scholarship recipients will receive:

- up to \$500 dollars for a Valley College - Cleveland diploma program awarded upon successful completion of the program.
- up to \$1,000 dollars for a Valley College - Cleveland degree program awarded upon successful completion of the degree program.

Conditions:

This institutional scholarship is intended to help some students reduce or eliminate the need to utilize a private loan, including the Valley College Payment Plan (Institutional Loan).

1. To remain eligible to receive the disbursement, students must be in an active school status.
2. Disbursements of the Valley College LEADS Scholarship will be posted to a student's account upon:
 - a. Completion of a diploma program; or
 - b. At the end of an academic year for a degree program.
3. Scholarship funds may be used for tuition, processing fees, books, lab charges, and student activity fees.

Who is Eligible?

- These scholarships are available to any current high school senior graduating from any Ohio or Michigan High School by end of the academic year. The academic year begins in July and ends in June.
- The applicant needs a "C" average or better to apply.
- Students do not have to demonstrate financial need.
- The scholarship recipient must start classes either the summer or the fall term following their high school graduation.
- Any recipient of a scholarship must be able to meet Valley College's entrance requirements.
- Some programs may have additional different entrance requirements. Refer to the Admissions Requirement in the Valley College Student Catalog.
- Each applicant must be nominated by a local civic or community leader or by a current member of the Ohio or Michigan Legislature.

The Scholarship

- The scholarship amount will be allocated over the length of the program.
- Scholarships awards are not transferable from one school or program to another.

- Scholarship funds may be used for tuition, processing fees, books, lab charges, and student activity fees.
- The recipient must meet the requirements of the college offering the scholarship.
- A scholarship committee will select the winner for each scholarship.
- Scholarships recipients will be notified in May and recipient information will be posted on the OMACCS website at www.omaccs.org. (Scholarship winners will be notified in **May** of the academic year. The academic year runs from July to June.)

How to Apply

To apply for the Valley College LEADS Scholarship: Applicants will go to the OMACCS scholarship website: www.omaccs.org/scholarships and follow the steps below:

1. Select Valley College from the participating schools listed, and then select the program of their choice.
2. Complete the information on the Scholarship Application and obtain the appropriate signatures.
3. Submit two current letters of recommendation from teachers, counselors, employers, or others, with your application.
4. A copy of your high school transcript (grades) and attendance records for the past 4 semesters and verification of your grade point average (GPA) signed by the school guidance counselor or principal, must accompany each application.
5. Submit a written statement of approximately 250 words describing why you want a career in the field you have listed on this application and how you would be successful in this field. This can be typed or handwritten, but must be on the standard 8 ½" X 11" paper. Your name, address, phone number and high school name should be printed in the upper left-hand corner.
6. Complete the Nomination Form. Choose a civic leader from your community or from the Michigan General Assembly to nominate you for this scholarship. Examples could be: local elected officials, community project leaders, business leaders but no family members, teachers, priests or pastors. Send a note or call your chosen leader to introduce yourself and what you are doing. If they agree, send them a short note with the Nomination Form by email, fax, or U.S. Mail. NOTE: This form should be returned to you or your counselor from your nominator and then submitted with your application.
7. Scholarship submission deadlines are posted on the OMACCS website. Applications are to be submitted to: Ohio-Michigan Association of Career Colleges and Schools at the following address: 2109 Stella Court, Suite 125, Columbus, OH 43215 Phone: 614.487.8180 Fax: 614.487.8190
8. Applications are due in **April** of the academic year. (The academic year runs from July to June.) **For specific deadlines, see the Scholarship and Grants Catalog Addendum posted on the Valley College web site.**

Academic Information

Satisfactory Academic Progress

Students are required to meet Satisfactory Academic Progress (SAP) standards in order to continue as a regular student and to remain eligible for federal student aid, agency funding, including Veterans' and Military Service personnel benefits, and most grants and scholarships. A regular student is one who is enrolled for the purpose of receiving a degree or diploma. The Satisfactory Academic Progress evaluation process is followed for all students, even if a student is not receiving federal student aid. The Nursing Assistant (CNA) program standards are defined by the WV DHHR. The student must maintain a minimum GPA of 2.0 and complete 120 hours of supervised training (65 classroom and 55 clinicals).

SAP is measured by two standards:

- a) Qualitative - a minimum grade point average (GPA) of 2.0 on a 4.0 scale.
- b) Quantitative – the minimum percentage or amount of work which allows the student to complete the program within the maximum time frame. The maximum time frame is not to exceed 1.5 times (150%) of the published length of the program.

The student must have a cumulative GPA of 2.00 and a cumulative completion rate of 66.67% of his or her calculated credits at the end of each term. A term is a payment period. A term is defined as Midpoint and Completion for programs that are one (year) or less in program length (diploma programs). Associate degree programs that are more than one year in length are divided into four terms: Year 1 Midpoint, Year 1 Completion, Year 2 Midpoint and Year 2 Completion. Bachelor degree programs that are more than two years are divided in eight terms: Year 1 Midpoint, Year 1 Completion; Year 2 Midpoint and Year 2 Completion; Year 3 Midpoint and Year 3 Completion; and Year 4 Midpoint and Year 4 Completion. Evaluation points include an assessment of the qualitative (GPA) and quantitative measure of the student's rate of progress (PACE).

Minimum Successful

<u>Evaluation points:</u>	<u>Minimum GPA</u>	<u>Minimum Credit Completion %</u>
50% of standard program length	2.0	66.67
100% of standard program length	2.0	66.67
150% of standard program length	2.0	

Maximum time frame within which students may complete their program is 150% of the published length of the program. Students enrolled in diploma programs are limited to one probation appeal request while attending Valley College. Students enrolled in degree programs are limited to multiple probation appeals (one per academic year) while attending Valley College.

Financial Aid Warning

Valley College checks SAP at the end of each payment period for students regardless of their financial aid funding sources. To meet Satisfactory Academic Progress, the student must have above a 2.0 cGPA and have earned at least 66.7% of the credits attempted. Students who do not meet or exceed SAP requirements at the end of the evaluation point will be notified in writing that they have been placed on financial aid warning. Students who are placed on financial aid warning will be notified in writing. Financial Aid Warning status lasts for one payment period only, during which the student may continue to receive financial aid from the funding source that they were packaged for (federal student Title IV financial aid, agency funding, Veterans' and Military Service personnel benefits, and/or any grants and scholarships funding).

SAP Coaching (Counseling)

Students who do not meet SAP at the end of the program's payment period must be counseled by the Academics department. The SAP coaching session(s) focuses on the impact of not meeting SAP plays on program completion and graduation. The Academics department will monitor the students' progress and will keep in contact with the students during the Financial Aid Warning period.

Financial Aid Loss of Eligibility

If a student who has been placed on Financial Aid Warning does not meet SAP requirements by the end of the next payment, he or she will lose his or her financial aid eligibility from their financial aid funding source(s). The student will receive a Financial Aid Loss of Eligibility Notification. This notification letter will explain the Appeals Process available to students. If the student does not appeal, the student will be withdrawn from the program.

Appeal Process

If a student receives a Financial Aid Loss of Eligibility Notification, he or she has seven (7) calendar days to appeal the decision. The appeal must be in writing (signed and dated) and state why the student was not able to meet SAP requirements. The student must also state what circumstances have changed in his or her situation that would allow him or her to be successful in school and meet the SAP requirements. The College may request additional documentation supporting the students' identified mitigating circumstances.

After the Appeal Letter is received by the College, the Director of Academic Affairs, Campus Director, and Vice President of Education, Career Services and Online Division will meet to discuss the student's appeal. The student will be notified in writing if the appeal has been approved or denied. If approved, the student will be eligible for financial aid funds. The student has from the date of the approved appeal until the next payment period to meet SAP requirements. All appeal decisions are final. In most cases, if the student's appeal is not approved, the student will be withdrawn from the program. Reasons for denying an appeal vary, including but not limited to the student's failure to follow the appeal process, or it has been deemed mathematically impossible for the student to meet the SAP and/or Graduation requirements.

Financial Aid Probation / Academic Plans

When a student, who was placed on Financial Aid Warning and lost his or her financial aid eligibility for federal student aid, agency funding, including Veterans' and Military Service personnel benefits, and most grants and scholarships, has successfully appealed the loss of his or her financial aid eligibility, the school will place him or her on Financial Aid Probation. This status means that the student's eligibility to receive Financial Aid has been reinstated for one payment period. During this period of probation, Valley College will work with the student to create a written Academic Plan. The Academic Plan will describe a plan that will focus on measures the student must take to improve his or her grade point average and earn the designated credits needed to meet SAP. The student will be on Financial Aid Probation for one payment period. As long as the student is meeting the requirements of the Academic Plan, he or she is eligible for Financial Aid funds. If it is determined that the student is not on track to meet by or has not met SAP requirements at the end of the probation period, he or she will be withdrawn from the program.

Length of program

The length of the student's program dictates what action Valley College may take in regards to Financial Aid Warning, Loss of Eligibility, Appeals Process, and Financial Aid Probation. At no time will Valley College permit a student to go beyond 150% of the published length of the program.

Reestablishing Financial Aid Eligibility

A student can regain financial aid eligibility only by taking action that brings him or her into compliance with Valley College's satisfactory progress standards. A student who is following an Academic Plan may regain his or her financial aid eligibility after the probation (payment) period in which he or she meets Standards of Academic Progress (SAP), regains good standing status by having at least a 2.0 cumulative GPA, earns at least a 66.7% completion rate, and does not exceed 150 percent of his or her published program length.

Status of Student who is not eligible for Financial Aid

If a student is not eligible for financial aid because he or she did not meet SAP requirements, the student will be placed on Financial Aid Warning (or Financial Probation) status. The student may pay cash for any class he or she has to retake while reestablishing their GPA or credit earned/credit attempted percentage, and he or she has time to complete their program within the 150 percent published program length. A Retake status is also used if a student has to retake a course for any reason. All students should speak to a Financial Aid Advisor before they retake any course as the Course Retake Fee might not be covered by financial aid. Students should expect to have to cover the Course Retake Fee on their own.

Treatment of Selected Grades

For financial aid purposes, passing grades are "A," "B," "C," and "D." Grades of "F," "I," or "WF" indicate a failing grade or the course was not completed. Failing or Incomplete grades do count as credit hours attempted. Repeated coursework also counts in credit hours attempted. Grades of "I" are temporary grades and will be converted to a letter grade by the 5th (fifth) calendar day following a course completion date.

Grade Warning: Even though a grade of D is a passing grade, too many "D" grades may cause a student's cumulative GPA to drop below the required 2.0 level and may result in the student not meeting SAP requirements. Too many grades of "WF" or "F" may also cause the student's cumulative GPA to drop below the required 2.0, and the student may also not reach the expected 66.67% of credits earned/credits attempted. This may mean the student will not reach the requirements of SAP at a SAP Evaluation Point.

Courses dropped before or on the fifth calendar day after the start of a course (WP) or courses taken as an audit will not be counted in the credit hours attempted and do not impact the student's satisfactory academic progress status. (See additional information regarding special considerations in the Grading System section.)

Treatment of Transfer Credit

Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid may be reduced by the number of transferred credit hours applied towards his or her program of study at Valley College. Transfer credit hours accepted by Valley College will be included in calculating both cumulative attempted credit hours and cumulative earned credit hours.

Treatment of Repeat Course

In accordance with Valley College policy, a student is permitted to repeat any course that they have received a letter grade of a "D" or "F". There is a Course Retake fee. If a student retakes a class due to a low grade or they withdrew from the course and received a "WF" grade, the previous low grade of "D" or "F" or "WF" and the last grade earned are both calculated in the GPA. For financial aid purposes, the previous hours attempted and earned will continue to be counted in the student's cumulative hours attempted and earned for the student's current program.

Returning Students

Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning. Valley College follows an academic renewal procedure which allows the Director of Academic Affairs (or designated staff member) to conduct a thorough review of the returning student's transcript and complete a credit transfer evaluation. During this process, any credit attempted and grades earned in a previous period of attendance must be included when evaluating the student's satisfactory academic progress and the student's grade point average. Valley College may make an exception and does not need to associate courses from the previous period of attendance if the courses are no longer taught in the same program or are not associated with the student's new program.

Program Changes

If a student transfers to another Valley College program, all relevant courses for which the student has earned a letter grade of "C" or better will transfer to the new program. Transfer of these credits will be reflected in the new program's maximum time frame, count towards completion, and are calculated in the cumulative GPA. A transfer to another program request is not automatically approved.

Additionally, when a student changes programs, or seeks an additional credential, the student's satisfactory academic progress determination will include the credits attempted and grade earned that count toward the student's new program of study. The same rule applies when a student transfers credits (See Credit Evaluation).

Attendance Policy

Students attending classes on campus are expected to be present and on time and maintain a high attendance rate. Students who are absent or tardy for an excused reason are expected to make up the scheduled academic work. Attendance is tracked and rounded to the nearest fifteen (15) minutes. Instructors take class attendance daily and record the attendance electronically in the student management system. The students' attendance percentages are tracked by Valley College staff.

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning the absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. If the student does not return to school, the College will continue to attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Additionally, Valley College may contact the references (contact people) that the student provided the College. If the College is unable to reach the student, or the student does not return to class, the student is subject to termination from his/her program. New students who do not attend class regularly during the Start Period (the first twelve calendar days from the class start date) may be reclassified as a No-Start status and withdrawn from the program at any point during the Start Period.

Valley College takes attendance and has a procedure in place for routinely monitoring attendance records and can determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance or educational activity for online students as determined by the institution from its attendance records. The on-campus student's attendance percentage and the online student's educational activity are recorded electronically and tracked by Valley College staff.

Program Specific Attendance Requirements:

In addition to the general Attendance Policy outlined above, students are required to follow additional program specific attendance requirements:

The following attendance rates are required for Graduation:

- Medical Clinical Assistant - 80%.
- Heating, Ventilation, and Air Conditioning – 75%
- Veterinary Assistant – 75%

Consequences of Excessive Absenteeism: Valley College realizes that illness or personal situations may compel a student to be absent from class occasionally. However, if a student misses excessive class time, and his or her attendance drops below his or her program required attendance rates, he or she will be counseled and monitored closely until the attendance percentage reaches or exceeds the expected attendance rate. If the student does not reach the expected attendance rate, he or she will be terminated from the program. A student who is excessively absent during a course may not acquire the knowledge and skills to ensure satisfactory completion of that course. Too many low grades will adversely impact the student's ability to meet the Satisfactory Academic Progress (SAP) requirement. Students who are terminated due to excessive absenteeism shall receive a refund of tuition in accordance with the College's published Refund Policy. Students who are terminated from the

program and wish to return to finish their program must follow the Re-entry/Returning Student process discussed in the Admission section of this Valley College Student Catalog.

Make Up Time: Students who attend classes on campus are accountable for all work missed during periods of absence and are responsible for contacting their instructors about any make-up of class work missed. Make up time is dependent on faculty availability. A student must schedule make-up time with the campus designated academic lead. Make-up of missed classes does not erase an absence from a student's record.

Externship: If a student must call out during their externship, they must reschedule the time. Students must complete 180 hours of training at their externship site.

How Missed Class Time Affects Grades for On Campus Diploma Programs:

A student who misses class will have points deducted from their Classroom Participation Grade regardless of the reason the student is absent. The instructor also has the discretion whether to allow a student to make up any and all missed tests, quizzes, in class assignments, and/or competencies within three school days of the student's return. The instructor has the right to impose point deductions on the missed class assignment/tests. The maximum deductions will be 10% for any missed work/tests. In the rare incidents that the instructor imposes penalties for missed work, and the student can show that he/she missed class due to an extenuating circumstance such as, but not limited to, a death in the family or hospitalization, the student may submit an appeal to the Campus Director. The student may be asked to give supporting documentation.

Attendance Policy for the Nursing Assistant (CNA) Certificate Program:

The attendance policy for the Nursing Assistant program is written in accordance with the State's attendance requirements and is strictly enforced. The schedule for each class, including make-up time, is preapproved by the WV State DHHR's OHFLAC Office. Orientation is required. If a student misses Orientation, the student will be reclassified as a No-Start Status and may be able to re-enroll for a later start. The students are expected to contact Valley College if he or she must be absent from class. Students are required to make up time during the pre-scheduled make up times. Students must have an attendance rate of 100% at the end of the classroom portion of the class to proceed to the clinicals. Any student who does not meet this requirement will be dropped from the program. The students must maintain 100% attendance throughout clinicals. If a student does not have 100% attendance before the pinning ceremony, he/she will be dropped from the program. The students in this program may not request a Leave of Absence. Students who drop from the program voluntarily or involuntarily shall receive a refund of tuition in accordance with the College's published Refund Policy. Students who do not complete their program and return must complete the whole course again.

Attendance for Online Students:

Online students are expected to log on to the student learning platform (Moodlerooms) every two or three days and participate in class (have educational activity). Simply logging on to Moodle will not count as attendance. "Academic attendance" and "attendance at an academically-related activity" in a distance education program include, but are not limited to:

- (1) Student submission of an academic assignment;
- (2) Student submission of an exam;
- (3) Documented student participation in an interactive tutorial or computer-assisted instruction;
- (4) A posting by the student showing the student's participation in an online study group that is assigned by the institution;
- (5) A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- (6) An e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When an online student completes educational activity in Moodlerooms, attendance is automatically "pushed" (transferred) and recorded in CampusVue, the Student Management System. The designated online staff member will monitor the attendance. A daily report is run by the Administrative Office to check for any issues with integration and the data push.

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning the absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. If the student does not return to school, the College will continue to attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Additionally, Valley College may contact the references (contact people) that the student provided the College during the enrollment period. If the College is unable to reach the student, or the student does not return to class, the student is subject to termination from his/her program. New students who do not attend class regularly during the Start Period (the first twelve calendar days from the class start date) may be reclassified as a No-Start status and withdrawn from the program at any point during the Start Period.

Valley College takes attendance and has a procedure in place for routinely monitoring attendance records and can determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance or educational activity for online students as determined by the institution from its attendance records. The on-campus student's attendance percentage and the online student's educational activity are recorded electronically and tracked by Valley College staff.

How Late Submissions of Work Affects Grades for Online Programs:

Online instructors may use a Rubric scorecard when grading discussion questions, assignments, homework, tests, and quizzes that includes on time submission in the grade formula. Unless the student has made arrangements with the instructor, discussion questions will not be awarded points if they are posted after their submission date. The instructor also has the discretion to allow a student to make up any and all

missed tests, quizzes, class assignments, and/or competencies as long as all work is submitted by the end of the incomplete period. The instructor has the right to impose point deductions on the missed class work. The maximum deductions will be 10% for any missed work/tests. In the rare incidents that the instructor imposes penalties for missed work, and the student can show that he/she did not submit work (etc.) due to an extenuating circumstance such as, but not limited to, a death in the family or hospitalization, the student may submit an appeal to the Director, Online Division. The student may be asked to give supporting documentation.

Leave of Absence

A leave of absence (LOA) may be granted to accommodate a temporary situation beyond the student's control. A Leave of Absence must be in writing stating the reason for the LOA, it must be signed and dated by the student and be submitted to the Campus Director (ground students) and Vice President of Education, Career Services and Online Division. Title IV recipients will also need to meet with the Financial Aid Administrator (FAA) to discuss the impact to their repayment of student loans and "grace period." The request must be submitted in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. The request must be documented on Valley College form ED-19, Student Leave of Absence Request. It is the College's policy to grant leaves of absence upon recommendation of the Director of Academic Affairs (or designated staff member) and approval of the Campus Director for ground programs. For Valley College Online, the LOA must be submitted to the Director, Online Division. Leaves of absence are not granted for periods shorter than five class days. Tuition shall not be charged against time covered by an approved leave of absence. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. The student's expected midpoint and/or graduation date will be adjusted; however, the total course time excluding leave time must not exceed 1.5 times, or 150%, the total program length for which the student has enrolled. LOA can occur at any time; however, students are urged to arrange LOAs at the beginning of a course, during the drop period.

The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period. It will impact his or her class schedule when he or she returns. A Leave of Absence may affect a student's financial aid and scheduled graduation date. Failure to return to class from an LOA on the scheduled date or requesting an extension or additional LOA may result in the termination of the student's enrollment.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.

Military Service LOA/ Readmissions

If a student who is either a service member or reservist is temporarily unable to attend class or has to suspend his or her studies due to military service requirements, he or she may either request a Leave of Absence (LOA) or withdraw from the program. An LOA may be granted if the student's service requirements can be served in 180 calendar days or less. If the student cannot return within 180 calendar days, the student will need to withdraw from the program. He or she will be eligible to return as a re-entry student, if he or she is able to return within three years. If the service requirements will result in the student being out of school for more than 180 days, and the student has expressed either verbally or in writing that it is his or her intention to return to school within three years, the student will be able to return to class and resume his or her program. Valley College will evaluate the student's educational program when the student returns to school and will work with the student to resolve any scheduling difficulties. If for some reason, Valley College is no longer offering the program or has dramatically altered the program, Valley College will work with the student to find an alternative program option and educational plan. The College will evaluate the student's completed courses and transfer credits as it sees appropriate to ensure that the student is able to resume his or her program with the same number of credits as when he or she left the program. The student will be considered a re-entry student, and tuition rules for reentry will be applied.

Class Size

Class sizes may vary. For degree and diploma programs, the student/instructor ratio would normally be less than 25:1. The Nursing Assistant (CNA) program's student/instructor ratio will not exceed 10:1.

Grading System

All tests and assignments are graded against a 100% score. Sixty percent (60%) is the minimum passing grade. The instructor does have the option of offering the student who fails to obtain 60% score on a test or a major graded assignment the opportunity to complete extra credit work to show that he or she has a better understanding of the course material. All extra credit work must be submitted within two days after it is assigned. Students who fail to achieve a passing grade for the course will be required to repeat the entire course and will incur a Course Retake fee. (See Tuition)

Courses withdrawn from, or failed, must be repeated. Successful completion of each course is required for graduation.

Course grades are recorded on the grade transcript as follows:

<u>Grade</u>	<u>Qual.</u>	<u>Pts.</u>	<u>Description</u>	<u>Counts in Calculation for GPA</u>
A		4.0	90 to 100%	Yes
B		3.0	80 to 89%	Yes
C		2.0	70 to 79%	Yes
D		1.0	60 to 69%	Yes
F*		0.0	59% or less	Yes
WF*		0.0	Withdraw Fail	Yes
WP*		0.0	Withdraw Pass	No
I*		0.0	Incomplete	Yes
AS*		0.0	Advanced Standing	No
CT*		0.0	Credit Transfer	No
AU*		0.0	Audit Grade	No

Special Notation /Explanation of Grades:

Unsatisfactory grades of “F” (Failure) and “WF” (Withdraw Fail) do not count as completed courses but will count as attempted credits. In addition, repeated coursework is counted as attempted hours for financial aid eligibility. When these courses are repeated, the student will be charged a Course Retake fee. The “WF” grade is assigned when a student has withdrawn from a course after the fifth (5th) calendar day after the start of class. Both the “F” and “WF” grade will remain on the student’s transcript as well as the letter grade the student earns after retaking the course.

Grade of “I” (Incomplete) is a temporary grade. The grade of “I” is recorded when a student has approval to submit class work after the course’s scheduled completion date. At the end of five (5) calendar days extension period, the “I” will be replaced by the grade the student has earned. Exceptions for periods greater than five (5) calendar days are at the sole discretion of the Campus Director or The Vice President of Education, Career Services, and Online Division.

Grade of “WP” (Withdraw Passing) does not count toward attempted credit. If a student withdraws from a course within the first week (5 Calendar Days), he or she will receive a “WP” (Withdraw Passing) grade and must take the course when it is offered again. The student is not charged a Course Retake fee when he or she has to take the course again. The grade “WP” remains on the student’s transcript as well as the letter grade the student earns after retaking the course.

Special Consideration: If a student must request a Leave of Absence or an Emergency Leave of Absence at the end of the course, The Vice President of Education, Career Services, and Online Division may approve an extension to the Incomplete grade period or grant the student a “WP” grade. In these rare occurrences 1) the reason for the LOA as written on the Leave of Absence form and any other supporting documentation, 2) the student’s current grade in the course and 3) the student’s attendance or class participation will be taken in consideration.

Grades of “AS” or “CT” are awarded during the enrollment process. Advanced Standing (AS) is awarded to a student if he or she passed Advanced Standing tests. Credit Transfers (CT) are awarded if the student has received credit for courses he or she completed in other Valley College programs or from other institutions. The grades of “AS” or “CT” will appear on the student’s transcript as applicable.

Grade of “AU” Valley College allows students to audit courses as long as auditing a course does not prevent the student from completing their program within 150% the published program length. The student must have prior approval to audit a course. The grade “AU” will appear on a returning student’s transcript and will not count as credits attempted. The student is not charged a Course Retake Fee when auditing a course.

Special Consideration for Military Service: If a student is active military service personnel and reservist or an immediate family member and must withdraw from a class because he or she is called for active duty, he or she may take an LOA and will receive a “WP” for his or her current class regardless of when he or she withdrawals from the course.

Grade Point Average: A student’s grade-point average is computed on all work that a student has attempted for college credit while attending Valley College. Courses with a grade of “WP” and “AU” are not considered courses attempted for college credit in the computation of a student’s grade point average. Quality points are based on the point value per semester hour multiplied by the number of hours of course work attempted. A student taking a three-hour course and receiving a grade of “C” would earn 6 quality points. (C = 2 quality points times 3 hours.) To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 99 quality points accumulated divided by 36 credit hours attempted for college credit = $(99/36) = 2.75$ GPA).

Appeal on a Final Course Grade: Within **seven (7) calendar days** of the end of class, if a student feels that a mistake was made on his or her final grade, he or she should discuss the matter with the instructor. If the matter is not resolved, the student may discuss the matter with the Director of Academic Affairs (or designated staff member). The student must be prepared to provide reasonable arguments for requesting a change of grade. A grade may be appealed exclusively for the following reasons: error in calculation, an apparent error, or that the grade was awarded in an arbitrary or capricious manner. If matter is still not resolved, the student may appeal to The Vice President of Education, Career Services, and Online Division. **After a complete investigation, the student will be notified in writing of that decision.**

Retaking Courses: Students are permitted to retake courses when the original grade is below the letter grade of “C” and retaking the course does not push the student to complete his or her program beyond the 150% maximum published program length. A Course Retake fee will be charged for any course that is retaken. Receiving grades of “D”, “F” or “WF” for multiple courses places a student in jeopardy of not completing his or her program within the allowable time frame.

Audit Courses: If a student or graduate wants to audit a course, he or she needs to submit a completed Audit Class Request Form. No additional tuition or fees are charged for the audited class. The request is not automatically approved. An audited course cannot cause the student’s program completion date to go beyond their SAP 150% maximum evaluation date. Also, courses may not be audited if the class’ enrollment will exceed the 25 to 1 student/faculty ratio. To successfully complete an audit course, the student or graduate must meet all of the conditions that are outlined on the Audit Class Request Form. When the student successfully audits the course, the audited course name and grade of “AU” will be recorded on the student’s transcript. Upon request, the College will provide the graduate, who has successfully completed an audit course, written acknowledgement that he or she completed the course.

Academic Probation

Valley College requires that all students maintain a GPA of a 2.0 or higher. If a student fails to maintain at least a 2.0 GPA even for one course, he or she will receive an immediate Academic Counseling. If at the students’ Midpoint evaluation the student has not improved his or her GPA to 2.0 or higher, he or she will receive an Academic Warning. Similarly, any student who fails any course will also receive a Failed Class warning. These warnings are designed to alert students of potential consequences if the low academic achievements continue.

If the student fails to meet SAP at a sequential evaluation point, he or she will be placed on Academic Probation. Academic Probation is monitored and issued solely by the College's Academics Department. A student on Academic Probation is required to meet with a faculty advisor for additional guidance and to create an Academic Plan. This Plan may include participating in tutoring sessions, attending study skills workshops, and/or completing extra homework. Repeating courses is an option at the discretion of the student; however, the student must be able to complete these courses within their 150% maximum SAP date. Furthermore, the student will need to cover the cost of extra tuition. Typically, academic probation lasts only one term (payment period), as a student should be able to regain their GPA and continue in the program. If a student does not regain his or her GPA, the student may be terminated from the program.

Reinstatement: Students who are terminated from the program for not meeting Satisfactory Academic Progress may appeal by submitting a written appeal for reconsideration to the Campus Director or Vice President of Education, Career Services and Online Division within seven (7) consecutive calendar days of termination. If it is determined that the circumstances presented by the student were mitigating, the student may be allowed to continue. Student will be notified of the decision in writing. These students must arrange for a financial aid interview to determine the status of his or her financial aid award and continued eligibility.

Consecutive Failed Courses: Any student, enrolled in a diploma program, who receives a grade of "F" or "WF" for three consecutive courses, will be involuntary (administratively) removed from his or her program. Likewise, any student enrolled in a degree program, who receives a grade of "F" or "WF" for four consecutive courses will be involuntary (administratively) removed from his or her program. For both the diploma and degree program, this is an automatic withdrawal and the student does not have to be placed on Academic Warning or Academic Probation prior to the termination. **The student may not appeal this decision. The student, however, may reapply for admissions after 181 calendar days after the student's last day of attendance.**

Withdrawal

From a course: A student may drop without penalty from a course within the first five (5) calendar days of a course. However, a student may not register for another course during this time. The on campus student needs to contact the Director of Academic Affairs or Campus Director and put his or her request in writing. The student will receive a "WP" for the course. The student will not be penalized for withdrawing from a course; however, too many "WP" grades may affect the student's ability to meet Satisfactory Academic Progress requirements for credits earned. Online students will follow the same procedure but will either contact the Student Success Coach or Online Director of Academic Affairs or Director, Online Division.

If a student, who attends classes on campus, wants to drop a course after the fifth (5th) calendar day, the student needs to contact the Director of Academic Affairs or Campus Director and put his or her request in writing. The student will receive a "WF" for the course. The student will be reminded that the "WF" grade may affect the student's ability to meet Satisfactory Academic Progress requirements for both credits earned and GPA. Online students will follow the same procedure but will either contact the Student Success Coach, Online Director of Academic Affairs or Director, Online Division.

Voluntary (Official) Withdrawal: Withdrawal from the College must be initiated by mailing or delivering to the school a written notice of withdrawal to the Campus Director. Students may also notify the Campus Director in person. Failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record. Merely stopping class attendance does not constitute official withdrawal.

Involuntary Withdrawal: A student may be administratively withdrawn from the College if he or she fails to make specific arrangements for prolonged absenteeism. The student's withdrawal date will never be longer than fourteen (14) calendar days after the student's last date of attendance/educational activity. A student who fails to return from the Leave of Absence (LOA) on his or her scheduled return date will be withdrawn from their program unless the student requested a LOA extension or additional LOA. A student may also be terminated if he or she does not attend the first day of class for one of the following reasons: was not scheduled for the previous class (SPNE), retook the previous class or audited the previous class. In addition, a student may be terminated from his or her for not meeting the programmatic attendance requirement and/ or poor academic performance which includes not meeting Satisfactory Academic Progress requirements.

Students may also be administratively withdrawn from the college for inappropriate behavior on campus, at their Medical Clinical Assistant externship, or their Nursing Assistant (CNA) clinic site, or while on a campus sponsored event (field trip or student activity).

Conduct Administrative Withdrawal.

Valley College strives to provide the best learning environment possible. In addition to being termed from a program because of poor attendance and/ or academic performance, students may be administratively withdrawn, suspended, or temporarily blocked from their course(s)/program based on any one or more of the following issues.

- Failure to meet and maintain the programmatic requirements (academic or attendance)
- Failure to meet Satisfactory Academic Progress (SAP) Requirements
- Failing three consecutive classes in a diploma program
- Failing four consecutive classes in a degree program
- Failure to follow safety rules in the lab environment
- Excessive absenteeism
- Falsification, misrepresentation, or omission of significant facts at the time of enrollment
- Failure to meet financial obligations related to the college
- Failure to submit documents required for Admissions, Financial Aid or Academics
- Failure to comply with the college's Code of Conduct or classroom rules
- Failure to comply to the college's Academic Integrity policy

- Failure to comply with the college's dress code upon warning
- Possession, use or distribution of illicit drugs or alcohol
- Possession of weapons on campus
- Failure to meet the specific program requirements to be placed in a clinical or externship experience (such as providing documentation necessary for clinical or externship experience)
- Suspension or dismissal from or refusal of Externship or Clinical experience site for any reason
- Any other actions that the College may deem to be in violation of its policies and procedures.

Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy. Students who are terminated from the program and wish to return to finish their program must follow the Re-entry/Returning Student process discussed in the Admission section of this Valley College Student Catalog.

Code of Conduct

The College expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the College or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with College policies, procedures and regulations, or with the directions of College officials acting in performance of their duties, harassment, physical or verbal abuse of any person on campus or at College functions, and theft of or damage to College property or to property on campus belonging to any member of the campus community.

Valley College aims to provide students with comprehensive training and education necessary for entry into professional employment. In accordance with the Valley College Values of Integrity, Effectiveness, Leadership, Teamwork, and Growth, students are expected to adhere to the following code of conduct to ensure a professional atmosphere and positive learning experience.

Rules and regulations governing student conduct are based on the premise that attending class in an environment conducive to learning is the right of each student. The Student Code of Conduct is the set expectations regarding professionalism, attitude, appearance, academic integrity, attendance, classroom conduct, and course expectations. Students have the right to a professional, non-discriminatory, non-violent, harassment free, and drug, alcohol, and tobacco free environment. Adherence to the Student Code of Conduct is expected of all students, and any violation will be subject to disciplinary action.

Individuals engaged in professional employment or professional training are expected to interact with colleagues and peers in a polite and respectful manner. Students are expected to display characteristics such as respect, organization, prioritization, efficiency, and positivity. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

Non-Discrimination Policy

Students at Valley College can expect a campus free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. Valley College does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the campus non-discrimination policy.

Bullying and Harassment

A bully is an aggressive, confrontational, overbearing individual who habitually harasses and intimidates others. Intimidating others based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, disability, academic performance, learning ability, or anything deemed inappropriate by Valley College faculty or staff will be dealt with appropriately. Valley College does not condone bullying nor will bullying be tolerated on Valley College Campuses. Students should report cases of bullying to a member of Valley College staff and/or faculty.

Harassment includes verbal or physical conduct that denigrates or shows hostility or aversion to another person because of characteristics and that has the purpose or effect of creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and otherwise verbal or physical conduct of a sexual nature that creates a hostile environment. Students should report cases of sexual harassment to Valley College staff and/or faculty.

Title IX Compliance

Title IX of the Education Amendments of 1972 protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Valley College is committed to compliance in all areas addressed by Title IX including access to higher education, career education, standardized testing, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

If a student, staff or faculty member feels that he/she has experienced or witnessed sexual harassment or sexual violence, he/she should notify the Title IX Coordinator designated below. Valley College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy, it is also a violation of a federal law. Additional details on this policy can be found in the *Valley College's Title IX and the Violence against Women Act Policy, Procedures and Notice of Petitioner's Rights*, as well as at the following link <http://www.valley.edu/consumer-information/> Click on [Title IX Compliance](#)

Contact: Campus level: Campus Director

Beckley Campus	Princeton Campus	Martinsburg Campus	Cleveland Campus
Beth Gardner (304) 252-9547	Beth Gardner (304) 425-2323	Marianela Alberto (304) 263-0979	Lynn Mizanin (216) 453-8201

Valley College Title IX Coordinator: Margaret Stafford, Compliance Director, 287 Aikens Center, Martinsburg, WV, 25404.

Student Code of Conduct**Classroom Rules**

In addition to the statements above, each instructor will distribute specific class rules and expectations for their class. Lab Safety documents are distributed at the appropriate time to Medical Clinical Assistant, Veterinary Assistant, and Heating, Ventilation, and Air Conditioning programs that specifically addresses the Code of Conduct and/or Classroom Rules that apply to those programs. Students in the Medical Clinical Assistant and Nursing Assistant (CNA) programs also receive Handbooks specific to their programs' off site clinical experience. The MCA Student Externship Handbook and a Nursing Assistant Handbook discuss the Code of Conduct and expectations for those programs.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include:

Students are expected to:

- Be present for the entire class.
- Keep cell phones off or on vibrate.
- Beverages and food are not permitted in any lab classes.
- Beverages may be allowed in lecture rooms as long as they are in a container with a lid.
- Tobacco usage is restricted in the classrooms and at all school events except for in designated smoking areas at each campus..
- Take all personal, valuable items when leaving the room.
- Refrain from profane or obscene language and any unprofessional verbiage in the classroom, lab or clinical setting.
- Follow verbal and written instructions in the classroom, lab and clinical settings.
- Communicate and exhibit a positive attitude, good judgment, and respect for faculty, staff, and peers.
- Display professional behavior and demeanor when offsite on school sponsored functions such as field trips, community service activities or other school functions.

Practice Labs Code of Conduct

Valley College employs Practice Labs in the Cybersecurity programs. Students, staff and faculty members who use Practice Labs shall not introduce any software virus or other malware (including any bugs, worms, logic bombs, Trojan horses or any other self-propagating or other such program) that may infect or cause damage to the Practice Labs platform or the Service Provider's system or otherwise disrupt the provisions of the Practice Labs platform or the Training Partner Services. In addition, any unauthorized use of Practice Labs intellectual property is prohibited by law. Failing to comply with the Code of Conduct may result in disciplinary action such as the suspension of using Practice Labs or termination from the student's program.

Internet Usage Policy

The Internet Usage Policy applies to all students of Valley College who have access to computers and the Internet to be used in the performance of their collegiate activities. Use of the Internet by students of Valley College is permitted and encouraged where such use supports the goals and objectives of the college. However, access to the Internet through Valley College is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at Valley College and lead up to and include suspension or termination from the student's program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

Computer, Email and Internet Usage

- * Valley College students are expected to use the Internet responsibly and productively. Internet access is limited to College and/or job search activities only and personal use is not permitted.
- * Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- * All Internet data that is composed, transmitted and/or received by Valley College computer systems is considered to belong to Valley College and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- * The equipment, services and technology used to access the Internet are the property of Valley College, and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- * Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- * All sites and downloads may be monitored and/or blocked by Valley College if they are deemed to be harmful and/or not productive to the academic environment.
- * The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- * Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
- * Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- * Stealing, using, or disclosing someone else's password without authorization
- * Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- * Sharing confidential material, trade secrets, or proprietary information outside of the organization.

- * Hacking into unauthorized websites.
- * Sending or posting information that is defamatory to the college.
- * Introducing malicious software onto the Valley College network and/or jeopardizing the security of the organization's electronic communications system.
- * Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
- * Passing off personal views as representing those of Valley College.
- * Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
- * Conducting a business using the Valley College network for personal business use.

If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Director of Academic Affairs or his/her Instructor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all students of Valley College network and Internet connections. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Valley College, such as suspension of the use of the Internet at Valley College and lead up to and include suspension or termination from the student's program.

Dress Code Standards

Valley College students are preparing for various careers in a workforce. Students are encouraged to reflect the proper image of their future careers by dressing appropriately, and should also be aware that excessive visible body piercing and extreme hairstyles may inhibit their career opportunities. Students are expected to wear the appropriate Valley College Uniforms during normal class times. Failure to adhere to the Dress Code upon warning may be grounds for termination. Questions pertaining to the Dress Code should be addressed to the Campus Director.

Students are permitted to wear watches, engagement and wedding rings, and two discreet (pierced) earrings per ear. Any facial piercings must be removed and/or plugged while in the classroom, lab, clinical setting, and any other function organized through Valley College. The plugs must be removed from gauged ears while in the classroom, lab, clinical setting, and any other function organized through Valley College.

Casual Days: The Campus Director may allow students to have casual or theme dress days. Safety and professionalism is a consideration at all times. The wearing of torn or badly frayed jeans, shorts, t-shirts (or other shirts/sweatshirts) with messages, tank tops, and open-toed shoes are never permitted.

Tattoos: In accordance with professional workplace expectations, tattoos not covered by appropriate clothing will need to be covered with either a band aid or bandage material so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College.

Medical Clinical Assistant (MCA) Standard of Dress (Uniform)

Medical Clinical Assistant Program Standards of Dress: Students are required to wear the Valley College Medical Clinical Assistant program uniform to all classes. Lab coats are required only when performing lab procedures during clinical classes. The Valley College uniform (scrub top and bottom) is hunter green in color with a white lab coat. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized, but must be either black or white leather covered shoes (nursing shoes) or solid "Croc" style shoes (no holes). Stockings are to be plain white, dark or tan (hose). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo ID name tag.

Veterinary Assistant Standard of Dress (Uniform)

Veterinary Assistant Program Standards of Dress: Students are required to wear the Valley College Veterinary Assistant program uniform to all classes. The Valley College uniform (scrub top and bottom) is navy blue in color. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized, but must be solid style shoes (no holes). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo ID name tag.

Heating, Ventilation and Air Conditioning (HVAC) Standard of Dress (Uniform)

Heating, Ventilating, and Air Conditioning students' uniform is a black polo shirt with a Valley College Logo/HVAC and (due to safety considerations) blue denim jeans (long pants) or khaki slacks (long pants). Sturdy, closed-toed work shoes or boots are also required. The polo shirts are purchased through the College. Jeans/Slacks must be clean and cannot have rips or frayed edges. When name tags are required, the student should use his or her Valley College issued photo ID. Students will also receive a baseball style cap with the Valley College Logo during their program.

Nursing Assistant (CNA) Standard of Dress (Uniform)

Students must wear Valley College uniform/lab coat and name badge during classroom and clinical hours. The Valley College uniform (scrub top/pants) is royal blue in color with white lab coat. The Valley College name is embroidered on the scrub top and lab coat. The uniform is purchased through the College during Orientation. Shoe styles are not standardized, but must be either black or white walking style shoe, leather covered shoes (nursing shoes) or solid "Croc" style shoes. Shoes may not have holes, including those that may be the result of wear. Stockings are to be plain white, dark or tan (hose). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. During clinicals, the student is also required to wear a Valley College issued photo ID name badge that will identify the student as a Valley College Nursing Assistant Student.

Code of Conduct: Consequences and Appealing a Violation Decision:

A student may be suspended for inappropriate behavior for a period of one hour to five calendar days. The student will be marked absent from class. Upon his or her return to class, the student will be allowed to make- up class hours (work) within the guidelines of Valley College

Attendance Policy. If the student fails to successfully complete the class, the student will need to retake the course and will be charged a Course Retake Fee. Failing a course or receiving a grade lower than a "C" will negatively impact the student's cumulative GPA and satisfactory academic progress.

Within seven (7) calendar days of notification of a decision, if a student believes he or she was not guilty of a Code of Conduct violation, the student may submit an appeal, in writing, to the Director of Academic Affairs (or designated staff member). The Appeals Committee will review the appeal and any supporting documentation and make a determination. However, if the student finds the decision of the Appeals Committee unsatisfactory, he or she may submit appeal, in writing, to The Vice President of Education, Career Services, and Online Division. The Vice President will review the necessary materials and make a determination. The student will be notified of the decision in writing. If, during the appeals process, the student is suspended from class, the student will be placed on a temporary out status. Attendance is not taken during this period of time.

STUDENT SERVICES

Academic and Financial Advising

If any problems or questions arise during the course of study, students may bring them to the attention of the College's staff. The instructional staff is ready to assist students with problems stemming from classroom experiences, the school program, or related areas. The Financial Aid Department personnel are prepared to advise students on questions regarding fees, tuition, scholarships, FA eligibility, or other related topics within the knowledge of their department. Academic and financial advising is based on individual student's needs.

Placement Assistance

The College maintains a Career Service Office for eligible students and graduates. The Career Service Office provides students with a centralized service to assist them in their employment search. *Valley College does not guarantee employment to its graduates.* Although the College provides assistance, the student must assume ultimate responsibility for securing employment in his or her field of study and is expected to make independent efforts to obtain employment.

Career development is an ongoing process that occurs throughout the student's tenure. The Career Services Advisors (Director) meet with students during their program and are available to answer questions and assist students/graduates during their job search. Students are expected to complete additional activities that may not be part of any class, mock interviews, write/revise resumes, contact potential employers, follow up on job leads, and schedule and go to actual interviews. These are all essential to the job search process. Failure to follow up with job leads (etc.) may result in loss of eligibility to further utilize this assistance. No fee is charged to graduates or employers for use of this service. Students electing to use the placement assistance service will be required to read and sign the Placement Disclaimer form that will be provided to them by the Admissions Representative. The College's placement statistics as previously reported to the accrediting agency are available upon request from the Admissions Office and are also posted on the College's website. Students should not base their decision to enroll at Valley College on placement statistics or information alone because prior performance is no guarantee of future results.

Due to the nature of the trade careers that Valley College offers, students need to be aware that some employers may choose not to hire graduates who do not pass (their) drug screenings and/or criminal background checks. Valley College requires a state background check for its Medical Clinical Assistant and Nursing Assistant (CNA) programs. Graduates need to be aware that some employers require a national background check that goes beyond the scope of West Virginia or Ohio. A criminal conviction may prevent the student from obtaining an externship site and/or gaining employment. In addition, students with criminal histories may not be eligible for professional certification after graduation, depending on the requirements of the student's chosen program at the time of completion.

A national criminal background check is required for admissions in the Heating, Ventilation and Air Conditioning program. Graduates of this program need to understand that employers may have more stringent requirements than Valley College. Admission to the Heating, Ventilation and Air Conditioning program and/or successful completion of the Heating, Ventilation and Air Conditioning program does not ensure the student's eligibility for future employment. Employers may deny employment to a student or former student who has a criminal history prior to, during or subsequent to the student's enrollment at Valley College.

Library/Resource Center

The student and staff Resource Center provides access to text materials, reference books, trade journals, periodicals, and Internet research, which may be used as supplemental reading for course work and for general background information. Students are requested to comply with the Resource Center rules on book checkouts and return. Students and staff/faculty also have access to an Internet Library service. The College subscribes to the Gale Internet Library. Log on information is provided to the student at Orientation. All students, faculty and staff have free access to the library. Online training is available for users. Students who have suggestions for additions to the Resource Center or comments on its operation should address their comments to the Campus Director.

Housing Assistance

The College has no facilities for student housing; however, the school may be aware of available housing in the area and will make a reasonable effort to assist students upon request. The College does not inspect such housing and makes no recommendations regarding its desirability.

Emergency

Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Evacuation routes are diagramed and posted in each classroom. The locations of fire extinguishers are also shown. A discussion of emergency procedures is conducted during class orientation.

All cases of illness or injury should be reported promptly to the Instructor. The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

Food Service

Students may use the Break Room during class breaks and before and after classes. Cooperation in keeping this area clean is essential. Beverages and food are not permitted in lab classes. Beverages are allowed in lecture rooms as long as they are in a container with a lid.

Student Activities

Valley College provides students with a variety of activities throughout the year. Field trips to local employers provide students with an opportunity to learn more about career opportunities they are being trained for. Guest speakers are invited to the campus to speak to the student body about a variety of topics that may include career opportunities and self-development. Other events include such things as contests, college sponsored pot-lucks, holiday parties, food drives, community service activities, career fairs, fund raising for neighborhood agencies.

General Information

Non-Discrimination and Equal Opportunity

Valley College does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. The College abides by these policies in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities.

Valley College is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the "Disability Laws"), and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Valley College provides equal opportunity for qualified persons with disabilities. Valley College will make reasonable accommodations for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. Such requests, along with supporting documentation, should be directed to the Campus Director. Online students may contact the Director, Online Division.

The Campus Director serves as the campus' Equal Opportunity Officer. Contact information is posted on the campus' Student Bulletin Board.

Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others.

Generally, the College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA (34 CFR §99.31) allows schools to release student information without the student's written consent if the disclosure is to:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, diplomas/degrees, enrollment status, and dates of attendance. However, the student may specifically request in writing that such directory information not be disclosed, in which case the information should not be released.

Students who feel that their rights under the Act have been violated are entitled to request a hearing before a school official who has no direct interest in the outcome of such hearing in an effort to resolve the problem. A copy of the school's policy and procedure on "Rights of Student Privacy" is posted on the student bulletin board.

Safeguarding Data

It is the responsibility of every student to protect his or her personal electronic data from loss. From time to time, students are required or may elect to turn in assignments or provide documents to Valley College faculty or staff on electronic media (CDs, USB "thumb drives" or similar medium). Valley College expects this information to be a duplicate copy of information that is owned by the student, and assumes no responsibility for loss of same. All disposable media (including paper, artwork, CDs, etc.) become the sole property of Valley College and may not be returned. If a reusable media device (excluding Rewritable CD media) is provided to any staff member with the expectation that this device will be returned (as is the case with USB thumb drives, for example), the extent of Valley College liability will be for the return or replacement of the device only, and not the data contained therein.

Student Privacy Protected

Valley College takes measures to protect an online student's privacy in their online classroom. Each student is given 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. Accessibility into the Moodle (online) 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 identity verification is stated in writing in our Honor Code Pledge which students are required to sign during their enrollment. The institution currently verifies student identification in three (3) ways and ties it together with an 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.

Drug, Alcohol and Tobacco Free Environment

<http://www.valley.edu/consumer-information/> Click on [Drug and Alcohol Abuse Prevention Policy](#)

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, student's or staff's use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on College property, or while participating in College related activities, is strictly prohibited. Students and employees who violate this policy are subject to disciplinary action up to and including drug testing, expulsion and termination respectively even for a first offense.

Valley College reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs, as well as alcohol. Investigation may include but is not limited to classroom inspection or request students to submit to drug screening in cases of strong suspicion of drug or alcohol use. Refusal to submit to these measures at time of request may be viewed as strong evidence of drug/or alcohol use which may result in student's termination from the program.

Students or employees may be referred to the outside counseling and treatment help centers or programs. The College will have a sole discretion to determine the exact conditions of continued enrollment or employment in such case. Valley College is also a tobacco free environment. Tobacco is restricted in the classrooms and at all school events except for in designated smoking areas at each campus.

Copyright Infringement Policy

<http://www.valley.edu/consumer-information/> Click on [Copyright Infringement Policy](#)

Unauthorized copying or distribution of copyrighted material violates the [U.S. Copyright Act](#), as well as Valley College's Copyright Compliance Policy. Copyrighted material should not be shared over the campus network via web pages, peer-to-peer file sharing software, emails, or in any other way that violates the law. The Campus Director or designated person serves as the copyright officer and assists staff, faculty and students in these matters. For more information regarding copyright law and related matters, please refer to Title 17 of the United States Code, available at www.copyright.gov/title17/index.html, and the website of the United States Copyright Office: www.copyright.gov.

Valley College's Copyright Compliance Policy informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that Valley College will take to detect and punish illegal distribution of copyrighted materials. Specifically, the penalties and fines are discussed in Valley College's Operational Memo 09-1, Copyright Compliance Policy that is posted on the student bulletin board and/or by the campus copier.

Academic Integrity Policy (Honor Code)

At Valley College, we are committed to honest practices, communications and relationships that honor each other and our students. Students are given a copy of the Valley College Academic Integrity Policy during the Admission process. We expect academic honesty from our students. Academic honesty means to neither give nor receive unauthorized aid on tests and graded assignments. It is the responsibility of the students to avoid all forms of cheating and plagiarism. Plagiarism is defined as "the unauthorized use of the language and thoughts of another author and the presentation of them as one's own". Academic dishonesty of any kind is not allowed. Any offense will be taken seriously.

Consequences for a First offense: If a student who is caught (or the instructor suspects the student of) cheating or plagiarizing on an assignment, the student will be formally counseled. The instructor will give the student a second chance and allow him/her to resubmit the assignment. **Cheating on a test will result in the student receiving a zero on the test.**

Consequences for a Second offense: A student who is caught cheating or plagiarizing a second time in the same class or a different class will be counseled by the Director of Academic Affairs. The student will receive a zero for the class. **Cheating on a test, in the same or a different class will result in the student receiving a zero in that class.** If the student fails a class, the student will have to retake the course again when it is offered.

Consequences for a Third offense: A student who is caught cheating or plagiarizing a third time (in any class) will be terminated from the program.

If a student feels like he/she has been unjustly accused of academic dishonesty he/she has the right to appeal the instructor's decision by appealing to The Vice President of Education, Career Services, and Online Division. After the Vice President has investigated the circumstances, the student will be notified of the results of the investigation in writing.

Crime Awareness and Campus Security

Valley College encourages each student and staff member to be responsible for their own security, the security of others, and to be observant of any unusual circumstances or activity which may be illegal. Valley College requires that each student and staff member report crimes or potential illegal activity or behavior to the Campus Security Monitor identified on the student bulletin board and in the campus Catalog Supplement.

The Student Right To Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal

student aid programs to disclose campus security policies and certain crime statistics. Statistical information regarding previously reported crimes is updated annually and made available to students and staff. This information is also available to potential students and employees upon request. The statistical information is posted on the College's website at <http://www.valley.edu/consumer-information/>. Click on [Valley College Campus Security Report and Crime Statistics](#)

Student Complaint Procedure

Valley College strives to ensure that its students are fully satisfied with their education program. However, in order to afford full consideration to students' complaints or concerns, this grievance procedure is set forth to create the framework for problem resolution. Should students have a concern, a discussion with the faculty member or campus staff member can resolve most issues.

All students' complaints will be handled in the following manner:

1. The student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.
2. If the student does not feel that the issue has been resolved, the student should present a written grievance to the Director of Academic Affairs (or designated staff member). The Director of Academic Affairs (or designated staff member) should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The Director of Academic Affairs (or designated staff member) will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.
3. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division. If the student submits a written complaint, the student will receive an acknowledgement of receipt and the opportunity to meet with the appropriate Valley College management staff. After the school has the opportunity to respond to the complaint in writing that addresses the issue and describes any corrective action, as applicable, the student will receive a written response.
4. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's President at the following address: 287 Aikens Center, Martinsburg WV 25404. The President will respond to the student in writing with the proposed resolution.
5. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: **Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212**. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org. West Virginia Students may contact West Virginia Community and Technical College Systems (WVCTCS), 1018 Kanawha Blvd, East, Suite 700, Charleston, WV 25301, (304) 558-0265. Ohio Students may contact Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752 or toll free 877-275-4219.

Students taking courses online have the right to file a complaint in either their state of residence OR the state where the host campus is located using the following address <http://ncsara.org/content/state-portal-entity-contacts>. These procedures are optional.

Nursing Assistant (CNA) Students Only: Valley College is confident that students will be fully satisfied with their educational program. If a student has a concern, he or she should discuss the matter with the campus' Nursing Assistant Program Director or Campus Director. In accordance with the Long-Term Care Nurse Aid Training Program, any grievances/complaints that a student may have in regards to his or her training program, either in the classroom or at the clinic site, will be recorded and maintained in a Compliant File. Form CP-NA101 will be provided for a student to use to record his or her grievance/complaint in writing. The student should place the completed form in the Grievance Box. The campus' Nursing Assistant Program Director will follow up with all grievances. She will speak with a student directly if he or she identifies himself or herself on the form.

Some of the agencies that provide funding for Valley College students may have separate Grievance procedures.

Non-Fraternization Policy

Valley College desires to avoid situations where a romantic, personal or marital relationship exists between an employee and a student, since such personal relationships may create an actual conflict of interest, cause disruption, create a negative or unprofessional work environment, present problems regarding supervision, work performance, attitude, safety, security or morale or cause other work related problems. Employees with, or who develop, such relationships must immediately notify and disclose all relevant circumstances to their immediate supervisor. The management reserves the right to take appropriate action, on a case by case basis, according to the relevant circumstances. Any failure to disclose the nature of the relationship as described in this policy may result in disciplinary action up to and including termination.

Curriculum

Valley College's objectives are to provide quality educational programs that are career-oriented. Valley College believes that their educational programs must be varied and challenging enough to maintain the interest of all students, yet flexible enough to address individual learning differences. Members of the teaching staff at Valley College have been carefully selected for their experience, technical competence, and ability to relate their experience and knowledge to their students in accordance with the accreditation requirements. Faculty background and Valley College's system of instruction encourages student interactions through hands-on training or computer interactive simulations and provides challenge and stimulation for students in an attentive and supportive learning environment. Students are assigned homework (out of class assignments) that enables them to develop and enhance their critical-thinking and problem-solving skills.

For each program, a course schedule and class syllabus, which reinforces the student's responsibility for timely completion of instructional material, is generally available to students on the first day of class. Instructors monitor student achievements and progression according to the

schedule on an ongoing basis. Additional information such as the program outline and course descriptions are found in the Program Outlines and Course Descriptions section of this catalog.

The school also reserves the right to adjust the subject matter, course materials, curriculum, the instructional staff, equipment, and time scheduled for a program, to consolidate classes and to change locations with the approval of the approving agency or agencies, if applicable, as it may deem necessary. These adjustments shall not reduce the total program length or increase the total program price beyond the amount stated in the enrollment agreement.

Program Advisory Committees

Each of Valley College's campuses has Program Advisory Committees comprised of local business people. The Program Advisory Committees meet with members of Valley College's staff and management during the year to review and advise on curricula and skill requirements for employees in the workplace. This is one of Valley College's ways to better prepare students for the local job market and maintain linkages with the business community. A list of Program Advisory Committee members is available upon request.

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)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but may not be eligible to walk at his or her scheduled graduation ceremony, or will not receive their diploma or will not receive an official or unofficial transcript until their account is in good financial standing according to Valley College policies.

Summary of Graduation Requirements / Credential Earned

Program	Credentials	Minimum CGPA	Earned Credits	Attendance Percentage
Medical Clinical Assistant	Diploma	2.0	38	80%
Veterinary Assistant	Diploma	2.0	29	75%
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
Health Services Administration	Associate Degree -AAB	2.0	60	N/A
Business Administration	Associate Degree –AAB	2.0	60	N/A
Cybersecurity	Associate Degree –OAS	2.0	60	N/A
Health Services Administration	Bachelor Degree –BS	2.0	120	N/A
Business Administration	Bachelor Degree –BS	2.0	120	N/A
Cybersecurity	Bachelor Degree –BS	2.0	120	N/A

(O.A.S. Degree: Occupational Associate of Science degree; AAB – Associate of Applied Business degree; and B.S Degree: Bachelor of Science)

Academic Honors at Graduation

- a. Director's List
 1. An overall GPA of 4.0;
 2. Overall scheduled attendance of 95% or above, including make-up time; and
 3. Completion of the program by the scheduled completion date.
- b. Honor Roll
 1. An overall GPA of 3.5 to 3.99;
 2. Overall scheduled attendance of 95% or above, including make-up time; and
 3. Completion of the program by the scheduled completion date.
- c. Valedictorian and Salutatorian
 1. An overall GPA of 4.0. or if not a 4.0 is achieved, the highest GPA will be used;
 2. Overall scheduled attendance of 95% or above, including make-up time;
 3. Completion of the program by the scheduled completion date; and
 4. Must be eligible to participate in the Graduation Ceremony.

Nursing Assistant (CNA) Pinning Ceremony

A Candidate for Pinning Ceremony has achieved the following:

- * successfully completed a program earning a 70% or better
- * met the 100% programmatic attendance requirement
- * is considered, by the Campus Director, to be in good standing in regards to their financial obligation to the college at the time of the pinning ceremony.

The successful student will receive a Valley College Certificate of Completion and pin.

Student Grade Transcripts

Valley College adheres to the Family Education Rights and Privacy Act, Federal Law 93380 and does not release grade information regarding any student without the student's signed authorization. A student must be in good financial standing at the time of the request before a transcript will be released. The official transcript request form is available on the Valley College web site, (search for Request Transcript). The form must be completely filled out and electronically signed before it will be processed. Valley College reminds students/graduates that some business and colleges may not consider transcripts that are released to the student/graduate as Official Transcripts.

After Valley College has verified that the request can be process, the Student Finance Specialist will contact the requester to facilitate payment of transcript fees. The transcript fee is listed on the Transcript Request form and the Tuition and Fee Information Addendum. It may take up to ten business days to process the request. After processing the transcript request, Valley College's standard practice for sending Official Transcripts is to mail the transcript via US postal Service to the address on the Transcript Request form. For more information, please contact the Valley College Student Finance Specialist at transcript@valley.edu

Class Start Schedules / School Calendar / Holiday Schedule

The class start schedules for these programs may be found in the College Schedule in the Catalog Supplement. The Catalog Supplement is found at <https://www.valley.edu/catalog/>. Select and click on the individual campus' Catalog Supplement. Online programs are administratively operated through the Valley College-Martinsburg campus and information appears on the Valley College-Martinsburg's Catalog supplement. Diploma and Degree classes start approximately every three weeks. Valley College reserves the right to add or change class start dates based on enrollments.

Nursing Assistant (CNA) program start dates are less frequent. Please contact the campus for the next class start date.

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	Credential	Delivered	Hrs/Wk	Weeks	Months
Cybersecurity	Bachelor of Science (BS)	Online	20.0	111 weeks	34 months
Business Administration	Bachelor of Science (BS)	Online	20.0	114 weeks	34 months
Health Services Administration	Bachelor of Science (BS)	Online	20.0	114 weeks	34 months
Business Administration	Associate (AAB)	Online	20.0	60 weeks	16 months
Health Services Administration	Associate (AAB)	Online	20.0	60 weeks	16 months
Cybersecurity	Associate (OAS)	Online	20.0	57 Weeks	15 months
Medical Administrative Assistant	Diploma	Online	20.0	33 weeks	9 months
Medical Front Office, Billing and Coding	Diploma	Online	20.0	33 weeks	9 months
Medical Clinical Assistant	Diploma	On Campus	20.0	39 weeks	10 months
Veterinary Assistant	Diploma	On Campus	20.0	36 weeks	10 months
Heating, Ventilation and Air Conditioning	Diploma	On Campus	20.0	36 weeks	9 months
Nursing Assistant (CNA)	Certificate	On Campus	20.0	6 weeks	

The Occupational Applied Science (OAS) and Associate of Applied Business (AAB) degrees are Occupational Associate Degrees. Valley College will launch its Online programs in Cleveland in 2019.

Rotation Schedules: Courses are scheduled in specific tiers. The tiers are built to consider any pre-requisites. Most students will complete or have received credit transfers/advanced standing in one tier before they are scheduled for a course in the subsequent tier of classes. If a student has to have a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all pre-requisites and course availability. A modified schedule may alter the number of weeks/months a student attends school.

Medical Clinical Assistant (MCA)

www.valley.edu/programs/medical-clinical-assistant

Credential: Diploma

Approved to be offered at Valley College -Beckley, Valley College –Martinsburg, and Valley College –Cleveland. Valley College – Princeton is in teach-out status.

Program Description

The **Medical Clinical Assistant** diploma program is designed to equip graduates with a broad range of skills necessary to enter the health care profession. The program is intended for persons who desire a concentrated certificate/diploma in medical clinical assisting and wish to pursue a career on completion. On completion of their program, graduates of the Medical Clinical Assistant program may be qualified for entry-level positions in hospitals, clinics, physicians' offices, and other healthcare-related facilities.

The Medical Clinical Assistant program is conducted primarily in a traditional classroom environment and is comprised of both traditional lecture and lab classes. Material is presented by qualified instructors who follow structured lesson plans and utilize audio-visual techniques to enhance learning and facilitate note taking. Practical lab exercises and projects are assigned to reinforce what is learned. Students also use textbooks/workbooks and complete in-class and out-of-class assignments. Students are expected to study every day outside the classroom. Through an integrated curriculum that includes hands on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The assignments/activities/projects can transfer to the work environment.

Program/Student Learning Outcomes

1. Describe and demonstrate compliance with, in the context of a healthcare facility front and back-office, HIPAA procedures and requirements for filing and maintaining accurate and complete electronic and paper medical records.
2. Develop clinical medical assisting skills required to prepare a patient for examination and to assist the physician during patient examination and treatment.
3. Demonstrate the ability, in accordance with written directions provided by the healthcare facility, to ensure that patients are taking their prescribed oral medication at designated times.
4. Identify commonly administered drugs along with their uses, side effects and interactions.
5. Learn phlebotomy techniques, glucose testing, gram staining procedures, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other laboratory-testing procedures and drug administration techniques performed in a healthcare facility.
6. Learn how to obtain samples for testing and how to follow up patient test results.
7. Explain and demonstrate the ability to use medical instruments in order to measure vital signs and body measurements that include: temperature, pulse, respirations, vision/hearing screening, height, and weight while providing superior patient service skills.
8. Complete training and exhibit the ability to demonstrate fundamental procedures in electrocardiography, respiratory testing, and radiology.
9. Perform supportive and ongoing therapeutic care for patients using both their hands and/ supporting durable medical equipment in accordance with instructions provided by qualified medical personnel.
10. Demonstrate and describe the procedures used to clean, dress/bandage, and continually care for minor wounds that also include re-dressing/bandaging the wound and communicating progress to designated members of the healthcare facility.
11. Demonstrate the ability to provide an appropriate level of patient education that is focused on subjects that include personal hygiene, health and wellness behavior, and nutritional guidance.
12. Effectively use EHR software and/or fundamental paper filing systems in a healthcare facility in order to create, log, retrieve, maintain, and archive medical records.
13. Effectively read, prepare documentation, communicate, and act upon directions using proper medical terminology.
14. Exhibit an effective balance of soft skills with patients, co-workers, and vendors that accounts for communication, customer service, and professionalism.
15. Follow all safety, sanitation, and infection control procedures required in a medical environment.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab	Externship	Homework Hours
1	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
1	MED102	Medical Front Office Procedures	4.0	60	60	0	0	15
1	MED122	Medical Terminology	3.0	60	30	30	0	15
1	MED116	Anatomy & Physiology I	4.0	60	60	0	0	15
2	COM211	Career Development-MCA	2.0	45	15	30	0	11.25
2	MED118	Anatomy & Physiology II	4.0	60	60	0	0	15
2	MED222	Pharmacology	4.0	60	60	0	0	15
2	MED243	Medical Records Management	2.0	60	0	60	0	15
3	MED201	Medical Assisting-Clinical	3.0	60	30	30	0	15
3	MED206	Medical Assisting-Procedures	3.0	60	30	30	0	15
3	MED211	Medical Assisting-Laboratory	3.0	60	30	30	0	15
Last Class	MED251	Externship & Seminar	4.0	180	0	0	180	0
		Total	38.0	825.0	375.0	270.0	180.0	161.25

Career Opportunities

CIP CODE 51.0801

On completion of their program, graduates of the Medical Clinical Assistant program may be qualified to work in hospitals, clinics, and physicians' offices. Examples of entry-level positions graduates may be qualified for include, but are not limited to:

- | | |
|--------------------------------------|-----------------------------------------------------------------|
| *Medical/Clinical Assistant | *Medical Reception/Receptionist |
| *Front Office Assistant | *Patient Care Technician / Patient Care Assistant (PCA) |
| *Medical Office Assistant/Specialist | *Patient Registration/Service Representative/Registration Clerk |

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, www.nhanow.com. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. The West Virginia Valley College campuses are NHA Testing Sites.

EXTERNSHIP

MED251, Externship & Seminar is the final class in the Medical Clinical Assistant (MCA) program. Externship and Seminar will be delivered through the use of a suitable medical facility where students will be asked to complete various administrative and clinical competencies while simultaneously utilizing the professionalism skills taught to them at the campus. Students will participate in group discussions at the site and campus and further, will be evaluated using their Extern Site Evaluations noted below.

The Valley College staff who place students in externships must consider the students' results for their criminal background check, Observed 10-panel rapid drug screen (urinalysis), immunization/vaccinations records, final grades, attendance, Externship Preparation Checklists, and feedback from faculty members. Instructor's approval is necessary before a student is allowed to begin their externship. Using the Externship Preparation Checklist and their professional judgement, instructors determine whether a student has met the requirements and is prepared to begin the externship. The student must have a 2.0 or 70% CGPA or higher and a 75% or higher attendance rate. The student must obtain Basic Life Support Training prior to starting their Externship. Valley College hosts the BLS workshops periodically throughout the year.

Valley College will provide proof that professional liability insurance has been purchased for the student. Students are required to wear their Valley College Uniforms and provide their own transportation to the externship site. Students will sign a Confidentiality Statement before starting their externship. A confidentiality statement is necessary because in a clinical setting, students will be required to use health information and read patient records. **Students are not considered employees of the facility and shall not receive payment for the services provided.**

Students are instructed at the time of enrollment that they are required to submit to a criminal background check and drug screening or testing prior to participating in Externship Clinical placement. The results (forwarded to Valley College by the companies performing the tests) must be on file at the College before the student will be placed at a site. This is a cost incurred by the student and is not part of the Laboratory Fees on the Enrollment Agreement. The results may be shared with the designated person at the clinical site. Based on the guidelines of the site, the student may or may not be accepted to his or her site for Externship. Students are given the opportunity to make an informed decision about whether to participate in a program that requires background checks and/or drug screenings. If for some unforeseen reason the MCA student has completed all of the Medical Clinical Assistant course work, but cannot start his or her externship because the school does not have all of the prerequisite requirements for an externship, the student will have fourteen calendar days to show proof that they have taken the steps to meet the prerequisite requirements or they will be terminated from the program. The student may not start the externship until all prerequisites requirements are met. If the student is unable to complete the externship within his or her 150% SAP timeframe, the student will be terminated from the program.

All attempts are made to place the student in a suitable externship site. However, based on the guidelines of the site, a student may or may not be accepted to their site for Externship. If at the time the student is to start his or her externship and a site is not available or will not accept a student due to any factor that is not related to the Valley College student code of conduct or the student's ability to complete any pre-externship program requirement, Valley College will actively work with the student to place him or her at an externship site as soon as possible. Once a site has been identified, the student will be placed at the site and provided with an opportunity to finalize the program. The student will not be penalized in regards to attendance or academic progress.

If no site will accept the student due to factors related to Valley College student code of conduct or the student's ability to complete a pre-externship program requirement, the student will be termed from the program. Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy.

Attendance: To successfully complete the externship, students will complete 180 hours of supervised activity at the site. Students should contact his or her externship site and the Valley College Extern Coordinator if he or she absolutely must be absent (written excuse may be required). The student must make up any missed hours during externship, regardless of the reason. Students who are habitually late or absent from their externship may fail their externship (course) because they may not meet the attendance requirement.

This student's externship schedule has been prepared in coordination with a scheduled 6-week Externship at an externship site (30 hours per week in order to complete the required 180 hours). In addition, the student will have reading assignments and may have additional assignments and/or activities as a means to review key points. The reading assignments, etc. are listed on the course syllabus and will be distributed to the

student by the first day of class. The schedule may vary based on scheduling and the activities coordinated with the Site and/or Extern Coordinator.

Supervision and Evaluation: During the externship, the Preceptor is a selected staff member (employee of the clinic) who will serve as a mentor and will be available to explain procedures and policies and to give constructive feedback about the student's performance. The Preceptor will provide most of the supervision, the majority of the instruction and will oversee and evaluate a student's progress while at the externship and submit evaluations to the Instructor at Valley College. The MCA Extern Coordinator will periodically make rounds at the externship facility.

Throughout externship training, the student will be evaluated informally by the Preceptor. (It is also possible that other staff and patients will provide feedback to the student.) It is easy to take compliments; however, areas of deficiencies will also be brought to the student's attention as soon as identified. **It is expected that the student will accept any constructive criticism in a professional manner, no matter how it is delivered by the preceptor, extern coordinator, staff personnel, or patients.** In the event of any problem related to clinical performance, the Preceptor shall notify the Extern Coordinator. If the Preceptor and Extern Coordinator agree that the student needs more practice on skills at the college, the student will be asked to return to class on campus and rejoin the clinical class. This is not looked upon as a dismissal from the externship site.

Student Evaluations at the Site: Students will be evaluated by their Externship Site Preceptor on two separate occasions. The first evaluation will be conducted at approximately the mid-point of Externship (90 hours). The second evaluation will be conducted at the conclusion of the student's Externship. The results of the evaluations will be used to calculate the student's overall grade.

Scores on the site evaluation range from 2 to 5 with N/A to demonstrate "not applicable". All scores will be totaled and then, an average of all scores from the evaluation will be taken into account for the student's final grade for the evaluation using the following scale:

- 4.5 to 5.0 = A
- 4.0 to 4.4 = B
- 3.0 to 3.9 = C
- Below 3.0 = Failing Grade

Valley College Externship checklists are provided to the Preceptor to complete and submit to the Extern Coordinator. The Extern Coordinator will coordinate a schedule that will ensure that the student is formally evaluated at least twice during the externship. The formal evaluations are written performance evaluations which will be completed using the school's performance standards that identify strengths and deficiencies that the student is exhibiting during their externship. Even though the Preceptor is providing much of the feedback to the Extern Coordinator, the Extern Coordinator will assign the grade for both the midpoint and final evaluation. The Evaluation grades are part of the overall final grade. *See Grading and Grade Scale*

Weekly Review Sessions: Externs will be required to complete a weekly review session at a mutually agreed up time with the Extern Coordinator. The weekly review session can be conducted over the phone or in person but cannot be done via email or any other form of non-verbal communication. Students will be asked to review items that include their work on the text assignments, Time-Sheets, key learning outcomes, questions, progress on action items established from previous calls, journal entries and other items related to their ability to productively perform as an Extern.

Notes from the weekly review will be kept with the Extern's records and will be reviewed leading up to the final Weekly Review, student self-evaluation, and site evaluation. Students will be graded on timeliness of the communication, overall communication with the Extern Coordinator, and completing the action-items taken from the weekly review session. Please note, students will receive a deduction in points for this activity if they do not keep their weekly scheduled call and/or visit, or, pro-actively contact and work with the Extern Coordinator to reschedule at a mutually acceptable time.

Weekly Journal Entries: Students will complete daily journal entries based on their experiences at the Externship site. These journal entries will include information specific to their experiences at the site, their ability to meet the stated course learning outcomes, progress with their textbook based activities and assignments, interaction with employees, patients, and other stakeholders at the site, and action items established by the Extern Coordinator based weekly communication. All written entries must comply with HIPAA and confidentiality rules and regulations.

Journal entries should be submitted to the Extern Coordinator via email, fax, or hand delivery on a weekly basis and should have entries for each day the student was at the site. Failure to submit on the stipulated day or in the manner described in this syllabus will result in a deduction in points for this graded activity.

Grading and Grade Scale: Evaluation Forms are part of the MCA Externship Resource Booklet and will be distributed prior to the student starting his or her externship. Students will be graded using a numeric grade that will then be transferred into the following alphabetic grading scale.

The following scale will also be used to determine the student's final grade:

Evaluations*	70%	90-100%	A
Weekly Review Sessions and Textbook Assignments	15%	80-89%	B
Journals	10%	70-79%	C
Student Evaluation of Clinical Setting	05%	60-69%	D
Total	100%	00-59%	F

*Each evaluation, conducted at approximately the midpoint (90 hours) and conclusion of the Externship (180 hours) will each count for 35% of the student's total grade.

Student Evaluation of Clinical Setting: At the conclusion of Externship, the student will complete an evaluation of the clinical setting. This document should be turned in to the Extern Coordinator on the last day of their Externship. The template for this evaluation is part of the Externship Resource Booklet.

Dismissal from the Externship: The student may not graduate from the program if he or she fails to successfully complete the externship course. The externship is a required component (course) of the program. A student cannot participate in the externship course if the student has not met satisfactory academic requirements, programmatic attendance requirements, or followed the code of conduct (followed classroom rules/regulations).

Reasons for suspension or dismissal from the externship may include, but are not limited to:

- *Clinic's Refusal of Student for Externship:* A clinic's refusal of a student for clinical externship participation or refusal to allow a student to return to the clinic's site to complete externship requirements
- *Demonstrated Inability to Provide Safe Medical Assisting Care:* A student who demonstrates repeated unsatisfactory medical assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical assisting care
- *Any violation of Valley College's Policies as discussed in the Valley College Student Catalog*

The college respects the Preceptor's right to refuse to allow a student to participate at their site. This means that Valley College may immediately remove a student from an externship site based solely on the recommendation of the Preceptor. After the student has been removed, the Campus Director, Director of Academic Affairs (or designated staff member) and Extern Coordinator will investigate the situation and determine the best course of action. After the investigation, the following options may occur:

After the student is counseled and given a written corrective action plan and follow up plan:

1. The student will be allowed to return to the externship site. The student will sign an Externship Reinstatement Agreement. (OR)
2. If the student cannot return to the same site, but will be allowed to continue in the program provided that an alternate site is available. The student will sign an Externship Reinstatement Agreement. If an alternative site is not immediately available, the student will be expected to audit a clinical class until an externship site is available. (OR)
3. The student will be suspended from the program with the opportunity to return to an alternative site after a period of time designated. The student will sign an Externship Reinstatement Agreement. Up to ten points will be deducted from the student's final grade.

If after the investigation, it is determined by the Campus Director, Director of Academic Affairs (or designated staff member) and Extern Coordinator that the student is no longer a candidate for an externship, the student will fail the externship course and be terminated from the program. The student may follow the re-entry or returning student process as described in the Valley College Student Catalog. The Campus Director with guidance from The Vice President of Education, Career Services, and Online Division will make the final determination if a student will be accepted back in the program.

The process will be followed if a student is asked to be removed from a second site. A student will not be allowed to continue in the program if they are asked to be removed from a third site.

If a student voluntarily withdraws from their externship (MED251, Externship & Seminar) for personal circumstances, he or she will not be able to complete the Medical Clinical Assistant program. The student will receive a grade of "WP" or "WF" depending on the reason and how many hours the student has completed at the time he or she withdraws from the externship. Students who voluntarily withdraw from their externship and wish to return to finish the program must follow the Re-entry/ Returning Student process discussed in the Admissions section of this Valley College Student Catalog.

Heating, Ventilation and Air Conditioning (HVAC)

www.valley.edu/programs/hvac

Credential: Diploma

Approved to be offered at the Valley College – Cleveland (OH) branch campus (The program is not offered at this time.)

Program Description

The **Heating, Ventilation and Air Conditioning** diploma program is designed to equip graduates with a broad range of skills necessary to enter the HVAC field. The program is intended for persons who desire a concentrated certificate/diploma in the HVAC field and wish to pursue an entry-level career in the HVAC field on completion of their program. On completion of their program, graduates will be prepared for positions such as: installation technicians, shop service technicians, repair technicians, and maintenance mechanics.

The Heating, Ventilation and Air Conditioning program is conducted primarily in a traditional classroom environment and is comprised of both traditional lecture and lab classes. Material is presented by qualified instructors who follow structured lesson plans and utilize audio-visual techniques to enhance learning and facilitate note taking. Practical lab exercises and projects are assigned to reinforce what is learned. Students also use textbooks/workbooks and complete in-class and out-of-class assignments. Through an integrated curriculum that includes hands on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The assignments/activities/projects can transfer to the work environment. Students are expected to study every day outside the classroom.

Program/Student Learning Outcomes

- Demonstrate a practical application of introductory refrigeration techniques;
- Develop a working knowledge of building environments and occupant comfort;
- Demonstrate an understanding of load management concepts;
- Develop a working knowledge of electricity and its principles;
- Develop a working knowledge of HVAC controls;
- Demonstrate a practical application of reading blueprints and plans;
- Develop a working knowledge of the soft skills needed in the HVAC profession;
- Apply practical consideration to various customer scenarios;
- Demonstrate a practical application of introductory air conditioning techniques;
- Demonstrate the ability to solve math problems as they relate to the HVAC profession;
- Demonstrate a practical application of heating service call techniques;
- Actively participate in class discussion and share ideas that pertain to the concepts taught;
- Demonstrate a practical application of diagnostics and repair for select domestic appliances and specialized equipment;
- Demonstrate a practical application of commercial refrigeration repair techniques;
- Develop a working knowledge of testing requirements for the R-410a and Section 608 tests;
- Demonstrate safe practices in the handling of refrigerants;
- Demonstrate a practical application of common service calls.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab	Externship	Homework Hours
1	HVAC100	Introduction to Refrigeration	3.0	60	30	30	0	15
1	HVAC105	Building Environments	3.0	60	30	30	0	15
1	HVAC110	Principles of Electricity and HVAC Controls	3.0	60	30	30	0	15
1	HVAC115	Blueprints and Plans	3.0	60	30	30	0	15
2	HVAC200	Professionalism for Technicians	3.0	60	30	30	0	15
2	HVAC205	Air Conditioning	3.0	60	30	30	0	15
2	HVAC210	HVAC Math	3.0	60	30	30	0	15
2	HVAC215	Heating Systems and Boilers	3.0	60	30	30	0	15
3	HVAC230	Specialized Equipment	3.0	60	30	30	0	15
3	HVAC235	Commercial Systems	3.0	60	30	30	0	15
3	HVAC240	Safety and Handling Regulations	3.0	60	30	30	0	15
3	HVAC245	Troubleshooting for the HVAC Technician	3.0	60	30	30	0	15
		Total	36.0	720.0	360.0	360.0	0	180.0

Career Opportunities

CIP CODE: 47.0201

On completion of their program, graduates will be prepared for entry-level positions such as, but not limited to:

- | | |
|------------------------------------------------|---------------------|
| *Installation Technician / Installation Helper | *HVAC Helper |
| *Maintenance Mechanic / Maintenance Helper | *HVAC Installer |
| *Repair Technician /Repair Helper | *Service Technician |
| *Shop Service Technician | |

EPA Universal Refrigerant Certification (Section 608) and R-410A Certification Tests

Qualified Valley College HVAC students are eligible to take the EPA Universal Refrigerant Certification (Section 608) and R-410A Certification tests. Students are not automatically certified upon graduation. Students are to be at least 18 years old to be eligible to take the certification tests. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. It is the responsibility of the student to understand the certification application to their field of study. Students are responsible for researching the requirements that may affect their eligibility with the appropriate agencies prior to enrollment, as well as during the course of a program, and if a student's circumstances change. A criminal background check may be required for certification. A student should contact the appropriate agency to understand the scope of the background check and what crimes may prohibit certification.

Veterinary Assistant

<https://www.valley.edu/veterinary-assistant-training-in-cleveland-ohio/>

Credential: Diploma

Approved to be offered at the Valley College – Cleveland (OH) branch campus

Program Description

The Veterinary Assistant program has been designed to provide graduates with the skills, knowledge, and core competencies necessary to effectively work as a Veterinary Assistant in a wide range of veterinary- animal based medical facilities. Students will gain a strong foundation of fundamental skills required to function in a veterinary-animal related setting through a balanced approach of classroom instruction and practical hands on work in a laboratory setting that will enable the student to master the core competencies required to become a Veterinary Assistant. In correspondence with the core content of the program, the program has been designed to build and strengthen both critical thinking skills and hands-on skills to work professionally and safely in a veterinary related facility.

The Veterinary Assistant program is delivered by a team of qualified educators with industry experience. Faculty will deliver the program through a series of structured lessons, which is provided through a host of Active Learning/Learner-Centric activities. Students will learn a variety of topics that include fundamental animal care procedures and practices, collection and preparation of laboratory samples, how to administer medication, key office procedures and medical records management procedures, client communication, preventative animal health care, animal behavior and restraint, veterinary medical terminology, anatomy and physiology, and essential safety precautions and procedures in the veterinary workplace. Building on this program description, students will focus on the primary program learning objectives.

Specific Program Objectives

1. Demonstrate the ability to participate in facility management practices aligned with the Veterinary Assistant's scope of practice while accounting for safety and sanitation.
2. Understand and use appropriate veterinary medical terminology and abbreviations.
3. Schedule appointments, admit, discharge and triage according to client, patient and facility needs.
4. Create and maintain individual client records, vaccination certificates, and other appropriate forms while accounting for client privacy and protection of information.
5. Perform basic filling of medical records, radiographs, and lab reports.
6. Manage inventory control for office and/or lab supplies and equipment.
7. Demonstrate an understanding of interpersonal skills and how to ensure effective forms of communication with all stakeholders and teamwork with staff members.
8. Provide client education in a clear, empathetic, and accurate manner.
9. Recognize and perform responsibilities in coordination with legal requirements and ethical standards of the veterinary-client-patient relationship.
10. Apply crisis intervention and/or grief management skills with clients.
11. Perform and/or assist with basic grooming of dogs and cats.
12. Provide safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.
13. Recognize and assess behavioral signs of animals.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab	Externship	Homework Hours
	ENG116	English Writing	2.5	60	60	0	0	15
	MED123	Veterinary Terminology	2.5	60	30	30	0	15
	CPS121	Computer Applications - Medical	2.0	60	0	60	0	15
	MED113	Biology	2.5	60	30	30	0	15
	VT105	Veterinary Medical Office Procedures	2.5	60	30	30	0	15
	VT110	Veterinary Anatomy & Physiology I	2.5	60	60	0	0	15
	COM110	Foundations of Communication	2.5	60	60	0	0	15
	VT115	Avian, Exotic & Small Mammal Procedures	2.5	60	30	30	0	15
	COM220	Veterinary Career Development	2.5	60	30	30	0	15
	VT111	Veterinary Anatomy & Physiology II	2.5	60	60	0	0	15
	VT200	Small Animal Theory	2.5	60	30	30	0	15
	VT205	Large Animal Theory	2.5	60	30	30	0	15
		Total	29.0	720.0	450.0	270.0	0	180.0

Career Opportunities

CIP CODE: 51.0808

On completion of their program, graduates will be prepared for entry-level positions such as, but not limited to:

*Veterinary Assistant *Large Animal Veterinary Assistant

*Small Animal Veterinary Assistant

*Veterinary Front Office Personnel

*Veterinary Receptionist

*Laboratory Animal Caretakers

Nursing Assistant (CNA)

www.valley.edu/programs/certified-nursing-assistant

Credential: Certificate Non-credit program

WV DHHR Approved

Approved to be offered at the Beckley and Martinsburg (WV) campuses

For information on the next start date, please contact the campus.

Program Description

The **Nursing Assistant (CNA)** program is designed to train students in all of the vital medical skills needed to deliver quality care. Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care. On completion of their program, graduates of the Nursing Assistant certificate level program may be qualified for entry-level positions in long-term care facilities, hospitals and home health care.

The **Nursing Assistant (CNA)** program is conducted primarily in a traditional classroom environment. The classroom portion of the program is 65 hours and taught by a qualified instructor who follows structured lesson plans and includes demonstrations to enhance learning. The clinicals portion of the program is 55 hours and takes place in long-term care nursing facilities. It is supervised by a qualified instructor. Students use a textbook/workbook and complete in-class and out-of-class assignments. The assignments/activities/projects can transfer to the work environment. Students are expected to study everyday outside the classroom. The Nursing Assistant (CNA) program's student/instructor ratio will be no more than 10:1 in the classroom and 10:1 during clinicals.

Program/Student Learning Outcomes

1. Identify the job responsibilities and personal qualifications of the nursing assistant.
2. Understand ethical and legal issues affecting the nursing assistant.
3. Demonstrate how to effectively communicate with patients, coworkers, and management.
4. Understand the risks of infection and practice proper infection control.
5. Measure and record vital signs, height, and weight.
6. Provide quality care in basic and comfort needs.
7. Describe the body systems, their common disorders, and related care procedures.
8. Demonstrate how to respond to emergency situations.

Program Outline

Course Number and Name	Semester Credits	Clock Hours
NUR101 Nursing Assistant	0.0	65 hours Lecture (classroom) 55 hours Clinicals Lab (supervised at clinicals site) Expected Out-of-Class Activities (Homework): 12 hours

Program Totals: 120 Clock Hours: 65 Lecture and 55 Clinicals

GPA and Attendance Requirements to qualify for Clinical experience: The classroom instructor will use tests, quizzes, and skill proficiency checklists to gauge the student's success in the course. A Nursing Assistant (CNA) student must maintain a cumulative GPA of 70% or higher in the classroom section of the course and have completed 65 classroom hours (100% attendance) to **participate** in the clinical experience. In addition, instructor approval is required before the student may start the clinical experience.

Attendance is taken every day and students are required to have completed 120 hours (65 classroom/55 clinical) Make up days are pre-scheduled; exceptions must be approved. There are only three make up days for the classroom sessions and three make up days for the clinicals. Class schedules are subject to change. **A class schedule will be provided for students during Orientation.**

Test eligible for the West Virginia Nursing Assistant Certification Exam: Students who complete the program will be test eligible for the West Virginia Nursing Assistant Certification Exam. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. It is the responsibility of the student to understand the certification application to his or her field of study. Students are responsible for researching the requirements that may affect their eligibility with the appropriate agencies prior to enrollment, as well as during the course of a program and if a student's circumstances change. Students are not automatically certified upon graduation.

Career Opportunities

CIP CODE 51.3902

On completion of their program, graduates of the Nursing Assistant (CNA) program may be qualified to work in long-term care facilities (nursing homes) and home health care. Examples of entry-level positions graduates may be qualified for include, but are not limited to:

- *Certified Nursing Assistant (or Orderly or Nurse Aide) – Long Term Care
- *Certified Nursing Assistant (or Orderly or Nurse Aide) – Hospital
- *Certified Nursing Assistant (or Orderly or Nurse Aide) – Clinic
- *Home Health Aide

Business Administration Associate

<http://online.valley.edu/online-programs/business-administration/>

Credential: Associate of Applied Business Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

Program Description

The Business Administration Associate degree program is designed to equip graduates with the skills associated with operating a business or managing a department for a business. This program is intended for persons who desire a concentrated program in business and prepares graduates for entry-level positions in various business settings. The emphasis of the program focuses on small business management or management of a department in an organization.

Business specific courses (Accounting/Bookkeeping, Principles of Management, Human Resource Management, Business Management, Business Law and Ethics, Introduction to Economics, Strategic Business Planning, Marketing and Sales, and Customer Service) are designed to provide the student with a solid foundation in the basic concepts and theories that are necessary when managing a business. Computer Software Application courses, (Computer Operations and Applications, Document Processing, Spreadsheet Applications and Presentation Software Applications) allow the students to perform various computer application skills. The Career Development course provides the student with the opportunity to learn work force readiness skills. In addition to creating employment related documents including a resume, students learn interview techniques and participate in a mock interview. Students also complete general education courses ensure that they have a well-rounded education.

Through an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions, students 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.

Program/Student Learning Outcomes

1. Apply an understanding of business processes to the daily operational functions of an organization.
2. Perform customer service related activities using multiple forms of communication in coordination with the goals and objectives of the organization they are supporting.
3. Perform various computer application skills using Word Processing, Spreadsheets, Email, and/or Presentations.
4. Effectively and compliantly use different e-based programs, applications, or systems in order to support the overall scope of responsibilities in an organization.
5. Operate in a professional setting in an ethical, legal, and compliant manner.
6. Plan, organize, and compose clear, concise, and effective written messages to internal employee team members or different forms of external stakeholders.
7. Verbally communicate with a wide-range of individuals in an effective and professional manner that accounts for the beliefs, needs, and goals of all individuals involved.
8. Demonstrate an understanding of the fundamental principles as to how an organization coordinates the efforts of multiple departmental efforts and resources to create, deliver, and service products and/or services.
9. Execute business processes and functions in either a staff and/or management role that demonstrate the ability to either understand and/or apply management functions and decisions in relation to the daily operations of the business.
10. Develop the skills to create and/or apply basic accounting or payroll principles and create, complete, and prepare financial reports.
11. Apply fundamental marketing and/or sales skills in an effort to introduce, position, and/or sell a product or service for an organization.
12. Develop a fundamental understanding of Human Resource principles and concepts and apply that understanding in day to day activities.
13. Understand the major components of a complete Business Plan and how that plan is used to drive the various parts of an organization's efforts to be productive and profitable.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	CPS135	Computer Operations & Applications	3.0	60	30	30	0	60
1	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
1	CPS148	Document Processing	3.0	60	30	30	0	60
2	ENG122*	Effective Writing	3.0	60	30	30	0	60
2	CPS205	Presentation Software Applications	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	MGT103	Principles of Management	3.0	60	30	30	0	60
3	ACC122	Accounting/Bookkeeping	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MKT122	Marketing and Sales	3.0	60	30	30	0	60
3	PSY102*	General Psychology	4.0	60	60	0	0	120
4	BUS105	Business Law and Ethics	3.0	60	30	30	0	60
4	MGT104	Human Resource Management	3.0	60	30	30	0	60
4	MGT212	Business Management	3.0	60	30	30	0	60
4	MKT202	Customer Service	3.0	60	30	30	0	60
5	HIS200*	US History	3.0	60	30	30	0	60
5	BUS202	Introduction to Economics	3.0	60	30	30	0	60
5	BUS275	Strategic Business Planning	4.0	60	60	0	0	120
5	MAT140*	College Algebra	3.0	60	30	30	0	60
*Denotes General Education courses			Totals	60	1200	610	590	1235

Career Opportunities

CIP CODE: 52.0201

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including, but are not limited to:

Business Administration and Management –Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Business Manager, Team Leader,

Selling Skills and Sales Operations: Manager, Store Manager, Assistant Manager, Department Manager, Shift Manager, Assistant Store Manager, Branch Manager, Sales Manager, Sales Supervisor, Sales Representative

Entrepreneurial and Small Business Operations/Small Business Administration/Management –Self-employed, Business Owner

Payroll and Timekeeping Clerks: Accounting Assistant, Human Resources Assistant (HR Assistant), Payroll Assistant, Payroll Clerk

Customer Service Representative: Customer/Client Service Representative, Customer Service Associate, Account Representative, Member Services Representative, Account Service Representative, Call Center Representative

Insurance Representative: Insurance Claims Clerks, Claims Representative, Customer Service Representative (CSR), Claims Service Representative, Claims Processor, Insurance Specialist, Claims Adjuster, or Processing Clerk

Administrative Assistant and Secretarial: Administrative Assistant, Executive Assistant/Secretary, Office Manager, Administrative Coordinator, Administrative Associate, Assistant, Secretary, Community Liaison

Receptionist and Information Clerk: Receptionist, Clerk Specialist, Office Assistant, Clerk, or Registration Clerk

Banking and Financial Support Services: Collector, Patient Account Representative, Debt Collector, Account Representative, Collections Manager, Credit Clerk, Patient Access Specialist, Accounts Receivable Specialist, Customer Service Representative (CSR), Bank Teller, Member Services Representative, Account Representative, Customer Relationship Specialist, Customer Service Associate (CSA), Personal Banking Representative, Member Service Representative, New Accounts Representative, Financial Services Representative, Loan Processor, Retail Service Representative

Meeting, Convention, and Event Planners: Convention/Conference Services Assistant Manager, Conference Planning/Services Assistant Manager, Conference Services Manager, Conference Planner, Event Planner, Wedding Planner

Business Administration Bachelor

<http://online.valley.edu/online-programs/business-administration/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

Program Description

Business Administration, Bachelor of Science degree program, is designed to prepare graduates with the ability to enter an industry or advance in their current position within various professional industries, while demonstrating the knowledge, professional behavior, critical thinking, and problem-solving skills that are essential for effective outcomes in today's evolving business world. This program is intended for individuals that are seeking a multi-layered business based education that ultimately, will allow the student to move into a variety of industries and professions at an entry-level, mid-level, management, and/or leadership role.

The Business Administration Bachelor of Science degree program contains an assortment of Business courses that include Production and Service Operations Management, Advertising and Promotions, Customer Service, Finance, Managerial and Cost Accounting, Sales and Sales Management, Change Management and other forms of management along with Human Resources Development and Management. In addition, the Business Administration program also includes an assortment of courses essential for today and tomorrow's professionals that include an assortment of technology based courses, written, verbal, and market based communications, business strategy and policy, leadership, money and banking, and working with multiple cultures in coordination with social innovation and change.

This wide-ranging collection of courses are designed to provide the student with a solid foundation of fundamental and advanced concepts and theories that today's professionals need to employ on a day to day basis in an assortment of positions. The emphasis of the program focuses on providing a graduate with the ability to then extend these concepts and theories in a variety of industries, occupations, and professional settings.

Finally, Valley College offers an integrated curriculum that is supported by an Active Learning environment where students are provided with an assortment of hands on assignments/activities/projects and computer-mediated discussions that place the student in a variety of hypothetical situations that they can expect to face as a professional in today and tomorrow's marketplace. Students are assessed based on their ability to master program and learning objectives, which will be measured by graded assignments, activities, discussion responses, quizzes, tests, and rubrics based assessment of projects. Students will also complete general education courses to ensure that they have a well-rounded education.

Program/Student Learning Outcomes

1. Apply an understanding of business processes to the daily operational functions of an organization.
2. Perform customer service related activities using multiple forms of communication in coordination with the goals and objectives of the organization they are supporting.
3. Perform various computer application skills using Word Processing, Spreadsheets, Email, and/or Presentations.
4. Effectively and compliantly use different e-based programs, applications, or systems in order to support the overall scope of responsibilities in an organization.
5. Operate in a professional setting in an ethical, legal, and compliant manner.
6. Plan, organize, and compose clear, concise, and effective written messages to internal employee team members or different forms of external stakeholders.
7. Verbally communicate with a wide-range of individuals in an effective and professional manner that accounts for the beliefs, needs, and goals of all individuals involved.

8. Effectively apply the critical thinking process in order to create solutions, solve problems, and improve the overall quality of the product and/or service delivered to the marketplace.
9. Demonstrate an understanding of principles related to effective Human Resource policies, processes, and employee safety and requirements.
10. Execute fundamental and/or advanced accounting practices that include the preparation of different forms of financial statements and/or reports.
11. Apply different forms of management and/or leadership principles to effectively manage people, processes, systems, and/or change for an organization.
12. Create or participate in the creation of a marketing strategy that includes effective advertising or promotional efforts to support a product or service.
13. Demonstrate the impact of financial considerations on day to day or strategic decisions, projections, operational activities, or sales/marketing activities.
14. Perform various forms of sales or sales management techniques to effectively position, provide, and sell products or services to the personal or business marketplace.
15. Analyze business events that include operational, financial, and projected activities in order to arrive at a supportable conclusion or recommendation for an organization.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	CPS135	Computer Operations & Applications	3.0	60	30	30	0	60
1	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
1	CPS148	Document Processing	3.0	60	30	30	0	60
2	ENG122*	Effective Writing	3.0	60	30	30	0	60
2	CPS205	Presentation Software Applications	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	MGT103	Principles of Management	3.0	60	30	30	0	60
3	ACC122	Accounting/Bookkeeping	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MKT122	Marketing and Sales	3.0	60	30	30	0	60
3	PSY102*	General Psychology	4.0	60	60	0	0	120
4	BUS105	Business Law and Ethics	3.0	60	30	30	0	60
4	MGT104	Human Resource Management	3.0	60	30	30	0	60
4	MGT212	Business Management	3.0	60	30	30	0	60
4	MKT202	Customer Service	3.0	60	30	30	0	60
5	HIS200*	US History	3.0	60	30	30	0	60
5	BUS202	Introduction to Economics	3.0	60	30	30	0	60
5	BUS275	Strategic Business Planning	4.0	60	60	0	0	120
5	MAT140*	College Algebra	3.0	60	30	30	0	60
6	MGT300	Production & Service Operation Management	3.0	60	30	30	0	60
6	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60
6	MKT300	Advertising and Promotion	3.0	60	30	30	0	60
7	FIN300	Principles of Finance	3.0	60	30	30	0	60
7	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120
7	MKT325	Professional Sales and Sales Management	3.0	60	30	30	0	60
8	ACC315	Managerial Accounting	3.0	60	30	30	0	60
8	ENG320*	Advanced Effective Writing	3.0	60	30	30	0	60
8	MGT310	Change Management	4.0	60	60	0	0	120
9	INC305*	Environmental Sciences and Sustainability	3.0	60	30	30	0	60
9	INC300*	Social Innovation and Change	4.0	60	60	0	0	120
9	MGT400	Human Resource Development	3.0	60	30	30	0	60
10	BUS400	Money and Banking	3.0	60	30	30	0	60
10	COM400*	Communications	4.0	60	60	0	0	120
10	MGT405	Collaborative Leadership	4.0	60	60	0	0	120
11	MKT400	Integrated Marketing Communications	3.0	60	30	30	0	60
11	BUS420	Entrepreneurship	3.0	60	30	30	0	60
11	BUS410	Business Strategy and Policy	4.0	60	60	0	0	120
*Denotes General Education courses Totals			120	2280	1330	950	0	2675

Career Opportunities

CIP CODE: 52.0201

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities for include, but are not limited to:

Business Administration and Management – General and Operations Manager: Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Production Manager, Store Manager

Credit Analysts: Analyst, Credit Administrator, Credit Analyst, Credit and Collections Analyst, Credit Manager, Credit Representative, Credit Risk Analyst, Risk Analyst, Underwriter

Administrative Service Managers: Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

Selling Skills and Sales Operations: Manager, Store Manager, Assistant Manager, Department Manager, Shift Manager, Assistant Store Manager, Office Manager, Branch Manager, Sales Manager, Sales Supervisor, Sales Representative

Entrepreneurial and Small Business Operations/Small Business Administration/Management: Self-employed, Business Owner, Chief Executive Officer (CEO), President

Accounting Technology, Technician and Bookkeeping: Bookkeeping, Accounting and Auditing Clerks- other job titles: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Accounts Payable Specialist, or Accounting Associate

Customer Service Management: Office Manager, Team Leader, Customer Service Manager, Director, or Office Coordinator

Financial Support Services: Client Manager, Financial Consultant, Financial Services Representative, Financial Specialist, Investment Officer, Personal Banker, Registered Representative, Relationship Banker, Relationship Manager

Financial Counselors: Financial Aid Counselor, Financial Aid Director, Financial Aid Administrator, Financial Assistance Advisor, Financial Aid Advisor, Financial Aid Officer, Loan Counselor, Pell Coordinator

Meeting, Convention, and Event Planners: Convention/Conference Services Assistant Manager, Conference Planning/Services Assistant Manager, Conference Services Manager, Conference Planner, Event Planner, Wedding Planner

Cybersecurity Associate

<http://online.valley.edu/online-programs/cybersecurity-professional/>

Credential: Occupational Associate of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

Program Description

Cybersecurity Occupational Associate 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. The Cybersecurity program prepares students for entry-level positions in the Information Technology/Cybersecurity industry.

Cybersecurity students receive a license to use Practice Labs. Due to software license restrictions, the plan is only valid for current students. The College must deactivate the student's access to Practice Labs when he or she graduates or withdrawals from the program. The student must abide by additional requirements as described in the Student Code of Conduct to be able to use Practice Labs.

Program/Student Learning Outcomes

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

Career Opportunities

CIP CODE: 11.1006

This program is intended for persons who desire a concentrated program in the Information Technology/ Cybersecurity industry and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities into include, but are not limited to:

- *Network Security Specialist
- *IT Security Specialist
- *Information Assurance Security Specialist
- *Operating Systems Security Specialist
- *Help Desk Specialist
- *Application Security Specialist
- *Information Systems Security Specialist

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	CSY100	Computer Applications	3.0	60	30	30	0	60
1	CSY105	Introduction to Networking	3.0	60	30	30	0	60
1	CSY235	IT Project Management	3.0	60	30	30	0	60
2	CSY110	Networking Hardware	3.0	60	30	30	0	60
2	CSY115	Routing & Security Protocols	3.0	60	30	30	0	60
2	CSY125	Operating Systems	3.0	60	30	30	0	60
2	CSY130	Network Security	3.0	60	30	30	0	60
3	CSY200	Introduction to Programming	3.0	60	30	30	0	60
3	MAT140*	College Algebra	3.0	60	30	30	0	60
3	CSY140	Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY145	Advanced Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY120	Network Application Support	3.0	60	30	30	0	60
4	ENG115*	English Composition	4.0	60	60	0	0	120
5	CSY210	Cloud Computing with Security	3.0	60	30	30	0	60
5	CSY215	Information Security	3.0	60	30	30	0	60
5	PSY102*	General Psychology	4.0	60	60	0	0	120
6	CSY240	Ethical Hacking and System Security	4.0	60	60	0	0	120
6	MAT165*	Statistics	3.0	60	30	30	0	60
6	CSY220	Secure Wireless Networks	3.0	60	30	30	0	60
*Denotes General Education courses			Totals	60	1140	660	480	1320

Cybersecurity Bachelor

<http://online.valley.edu/online-programs/cybersecurity-professional/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

Program Description

Cybersecurity Bachelor of Science program is designed to provide graduates with the ability to analyze, evaluate, and create solutions for the security, networking, and administration needs of organizations in various forms of industry. Graduates will gain the skills to create and recommend pro-active safeguards for computer and network systems and manage the design, coordination of efforts, implementation, and ongoing service of security devices, systems, networks, and procedures. The program also includes instruction in digital forensics, help desk practices, database management, security countermeasures, cyber-crime and law, emerging technologies, scripting, biometric systems, communication, and strategic thinking and decision- making.

Through an integrated curriculum that is based on the introduction of theory, concepts, and principles that are synthesized with a series of practical hands on assignments/activities/projects and computer-mediated discussions, students will have an opportunity to comprehend essential learning objectives in each course and ultimately, demonstrate mastery of these objectives. Learning objectives will be measured through a balanced assortment of graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The skills and knowledge gained from these assessments are based on practical examples the graduate will face in the work environment and can directly transfer to their work as a Cybersecurity professional. The Cybersecurity program prepares students for entry-level and higher positions in the Information Technology/Cybersecurity industry.

Program/Student Learning Outcomes

1. Discuss and demonstrate the components, features, technologies, and process to setup and monitor the performance and security of a wired and/or wireless network infrastructure.
2. Understand, analyze, and discuss the impact of technologies that may include; the internet, email, instant messaging, information management systems, social media, and other digital technology, and the impact each has on an organization.
3. Explain and demonstrate security needs and solutions for wired or wireless networking devices (end-user equipment).
4. Describe and analyze the methods for intrusion detection and how a cybersecurity professional can establish pro-active security prevention measures and systems to protect data and other forms of key information.
2. Effectively communicate through written, verbal, and listening skills with various levels of an organization, end-users, and/or external stakeholders to deliver effective customer service.
3. Demonstrate data management and security services associated with a database management system.
4. Understand the network and/or security needs of an organization and tailor solutions that fit the needs of the organization.
5. Demonstrate effective data and/or network security techniques that can be used to protect and secure electronic data.
6. Describe the key elements and processes associated with initiating a project and then ensuring the overall research, analysis, execution, quality control, and completion of the project.
7. Explain and demonstrate the methods and processes of working within an IT department to manage ongoing technology innovation and management of security and/or networking needs.
8. Perform the various steps associated with creating and/or executing scripts.
9. Learn how to gather important information, assess and analyze data, and identify key data points and/or trends to solve problems.
10. Understand how to identify and evaluate the best possible solution, communicate to key members involved in the process and how to use adaptive techniques when applying ethical and sound solutions.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	CSY100	Computer Applications	3.0	60	30	30	0	60
1	CSY105	Introduction to Networking	3.0	60	30	30	0	60
1	CSY235	IT Project Management	3.0	60	30	30	0	60
2	CSY110	Networking Hardware	3.0	60	30	30	0	60
2	CSY115	Routing & Security Protocols	3.0	60	30	30	0	60
2	CSY125	Operating Systems	3.0	60	30	30	0	60
2	CSY130	Network Security	3.0	60	30	30	0	60
3	CSY200	Introduction to Programming	3.0	60	30	30	0	60
3	MAT140*	College Algebra	3.0	60	30	30	0	60
3	CSY140	Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY145	Advanced Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY120	Network Application Support	3.0	60	30	30	0	60
4	ENG115*	English Composition	4.0	60	60	0	0	120
5	CSY210	Cloud Computing with Security	3.0	60	30	30	0	60
5	CSY215	Information Security	3.0	60	30	30	0	60
5	PSY102*	General Psychology	4.0	60	60	0	0	120
6	CSY240	Ethical Hacking and System Security	4.0	60	60	0	0	120
6	MAT165*	Statistics	3.0	60	30	30	0	60
6	CSY220	Secure Wireless Networks	3.0	60	30	30	0	60
7	BUS212	Business Ethics	3.0	60	30	30	0	60
7	CSY320	Digital Forensics	3.0	60	30	30	0	60
7	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60
8	ENG320*	Advanced Effective Writing	3.0	60	30	30	0	60
8	CSY340	Security Countermeasures	4.0	60	60	0	0	120
8	CSY330	IT Help Desk	3.0	60	30	30	0	120
9	INC300*	Social Innovation and Change	4.0	60	60	0	0	120
9	CSY360	Introduction to Cyber Crime and Homeland Security	3.0	60	30	30	0	60
9	CSY350	Database Management	3.0	60	30	30	0	60
10	COM400*	Communications	4.0	60	60	0	0	120
10	CSY410	Evaluating Emerging Technologies	3.0	60	30	30	0	60
10	CSY400	System Analysis and Design	4.0	60	60	0	0	120
11	COM315	Systems and IT Security Career Success	2.0	60	0	60	0	15
11	SOC300*	Sociology	4.0	60	60	0	0	120
11	CSY420	Cyber Law	4.0	60	60	0	0	120
12	CSY440	Biometric Systems	3.0	60	30	30	0	60
12	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120
12	CSY430	Introduction to Scripting	3.0	60	30	30	0	60
*Denotes General Education courses			Totals	120	2220	1380	840	2835

Career Opportunities

CIP CODE: 11.1003

This program is intended for persons who desire a concentrated program in the Information Technology/ Cybersecurity industry and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities into include, but are not limited to:

*Application Developer

*Computer Network Security Administrator

*IT Security Consultant

*Network Security Consultant

*Information Assurance Engineer

*Information Technology Auditor

*Information Security Analyst

Health Services Administration (HSA) Associate

<http://online.valley.edu/online-programs/health-services-administration/>

Credential: Associate of Applied Business Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

Program Description

The Health Services Administration Associate degree program that is designed to equip graduates with the skills associated with an administrative professional position in the healthcare field. The Health Service Administration program is designed to provide students with a broad foundation of general medical administrative skills and prepares students to develop, plan and manage health care operations within health care facilities and across health care systems. The Health Services Administration program prepares students for entry-level positions in the healthcare industry including in hospitals, clinics, physicians' offices, community service organizations and insurance companies.

The Health Services Administration student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Through an integrated curriculum that includes hands on activities/assignments and computer-mediated discussions students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of

projects. The assignments/activities/projects can transfer to the work environment. Although not mentioned in this section, the student also completes general education courses to ensure that the student has a well-rounded education.

Program/Student Learning Outcomes

- Develop professional communication skills.
- Plan, organize, and compose effective business messages.
- Demonstrate the ability to navigate an operating system, the Internet, and application software (word processing, spreadsheets and/or presentations).
- Demonstrate a sound knowledge of the mathematical concepts needed to solve problems in a business environment.
- Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation.
- Effectively use EHR software to create, retrieve, and maintain medical records.
- Demonstrate the ability to perform insurance claims preparation, transmission, and follow-up.
- Develop a working knowledge of the 10 steps of the billing cycle.
- Identify coding systems used for reimbursement and indicate the relationship between patient record documentation and accurate coding.
- Assign accurate codes using the ICD-9-CM, ICD-10-CM/PCS, and HCPCS coding manuals.
- Develop a sound foundation in medical business operations and IT hardware, software, networking, and security.
- Demonstrate knowledge of healthcare information technology components, systems, and processes.
- Gain a broad understanding of the laws, regulations, agencies, and accreditations that govern health care organizations.
- Create a sample compliance plan and/or training program.
- Demonstrate the ability to create a progressive sanction plan for healthcare organizations.
- Gain a broad understanding of organization design, management, and regulation in healthcare.
- Demonstrate the ability to use strategic thinking and conflict management effectively.
- Gain a broad understanding of the components that make up a successful customer satisfaction plan in a healthcare organization.
- Create a basic patient satisfaction assessment program.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.										
Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours	
1	Both	COM112	Business English	3.0	60	30	30	0	60	
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60	
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60	
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15	
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60	
2	Both	MAT122	Business Math	3.0	60	30	30	0	60	
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15	
2	MAA	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15	
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60	
2	MAA	MED255	Patient Service and Communication	3.0	60	30	30	0	60	
3	Both	COM215	Career Development	2.0	60	10	50	0	20	
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60	
3	MAA	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60	
3	MAA	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60	
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60	
3	Both	MED101	Medical Assisting-Front Office	4.0	60	60	0	0	120	
4	Both	ISD205	Ethics	3.0	60	30	30	0	60	
4	Both	ENG122*	Effective Writing	3.0	60	30	30	0	60	
4	Both	HSA210	Healthcare Delivery in the United States	3.0	60	30	30	0	60	
5	Both	PSY102*	General Psychology	4.0	60	60	0	0	120	
5	Both	HSA220	Principles of Healthcare Management	4.0	60	60	0	0	120	
5	Both	MAT140*	College Algebra	3.0	60	30	30	0	60	
6	Both	HSA230	Essentials of Healthcare Compliance	3.0	60	30	30	0	60	
6	Both	HSA250	Healthcare Customer Relations and Outcomes	3.0	60	30	30	0	60	
*Denotes General Education courses				Totals for MAA Track	60	1200	610	590	0	1250
				Totals for MFOBC Track	60	1200	610	590	0	1250

Career Opportunities

CIP CODE: 51.0706

This program is intended for persons who desire a concentrated program in health service administration and may be qualified for entry-level positions and/or may find advancement opportunities into career opportunities found in hospitals, clinics, physicians' offices, community service organizations, insurance companies and other healthcare related facilities. Graduates may be qualified for such positions as, but limited to:

*Medical Administrative Assistants
 *Hospitals Admissions Coordinators
 *Medical Assistant Front/Office

*Medical Office Managers
 *Medical Records Coordinator/Supervisor
 *Patient Service Representative

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

- Certified Medical Administrative Assistant (CMAA) (Tracks- MAA and MFOBC)
- Certified Billing and Coding Specialist (CBCS) (Track MFOBC)
- Certified Electronic Health Records Specialist (CEHRS) (Tracks- MAA and MFOBC)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, www.nhanow.com. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. The West Virginia Valley College campuses are NHA Testing Sites.

Health Services Administration (HSA) Bachelor

<http://online.valley.edu/online-programs/health-services-administration/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administered through Valley College - Martinsburg (WV)

Program Description

The Health Services Administration Bachelor of Science degree program is designed to prepare graduates with the ability to enter the health industry or advance to new levels based on their current position in the health industry. This program provides students with a balanced combination of skills and knowledge that are predicated on a variety of topics that provide the framework for a Health Services professional along with a complimentary focus on the critical thinking and problem-solving skills that are essential to achieve the goals, objectives, and requirements of the organization that the Health Services professional will support.

The Health Services Administration Bachelor Science degree contains a variety of courses that include Front Office Procedures, Patient Service and Administration, Customer Outcomes, Regulation and Affairs, Operations Management, Law, Legislation, Ethics, Finance, Management, and Leadership. In addition, the Bachelor of Science program provides additional depth in Human Resource Development and Management, Rural and Health Trends, Change Management, Marketing and Strategy, and Quality Improvement. The program culminates with a Capstone where each student will have an opportunity to synthesize the key ingredients of their program into a self-directed field based study with staff and faculty support and guidance.

This comprehensive collection of courses have been designed to provide the student with the framework to perform at various levels of a health services organization while simultaneously, giving the student a multitude of career choices. Finally, Valley offers an integrated curriculum that is supported by an Active Learning environment where students are provided with an assortment of hands on assignments/activities/projects and computer-mediated discussions that place the student in a variety of hypothetical situations that they can expect to face as a professional in today and tomorrow's marketplace. Students are assessed based on their ability to master program and learning objectives, which will be measured by graded assignments, activities, discussion responses, quizzes, tests, and rubrics based assessment of projects. Finally, not mentioned in this section, students will also complete general education courses to ensure that they have a well-rounded education.

Program/Student Learning Outcomes

1. Communicate with a wide-range of individuals in an effective and professional manner that accounts for the beliefs, needs, and goals of the individuals involved.
2. Plan, organize, and compose clear, concise, and effective written messages, statements, or reports to internal employee team members or different forms of external stakeholders.
3. Perform various computer applications using skills that include a focus on Electronic Health Records, Word Processing, Spreadsheets, Email, and/or Presentations.
4. Effectively apply the critical thinking process in order to create solutions, solve problems, and improve the overall quality of the health services delivered to the marketplace.
5. Demonstrate the ability to read, write, and/or utilize medical terminology in daily operational activities.
6. Effectively use EHR software to create, retrieve, maintain, or manage medical records.
7. Demonstrate the ability to perform, coordinate, or manage insurance claim or billing preparation, transmission, and follow-up.
8. Identify and utilize different billing and coding systems used for reimbursement and demonstrate the relationship between patient record documentation and accurate coding.
9. Exhibit and apply an understanding of the ethical, legal, and regulatory requirements agencies, and accreditations that govern health care organizations.
10. Coordinate or support the principles and daily activities associated with effective Human Resource development and/or management while accounting for and/or developing internal organizational policies, processes, and employee and patient safety and requirements.
11. Exhibit an understanding of the components that make up a successful customer satisfaction plan in a healthcare organization.
12. Perform, organize, manage, or coordinate various operational processes in healthcare service delivery to the marketplace.
13. Understand the financial considerations that impact internal staffing, policies, initiatives, policies, or strategic decisions related to delivering effective healthcare services.
14. Participate in the ongoing review and potential update or change of internal departmental or organizational processes and strategy in order to continuously improve the overall quality of health service delivery while accounting for patient and employee safety, organizational goals, and regulatory requirements.
15. Coordinate and participate in daily planning and administration based activities in order to achieve optimal patient or vendor satisfaction for a variety of healthcare organizations and patient populations.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours	
1	Both	COM112	Business English	3.0	60	30	30	0	60	
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60	
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60	
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15	
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60	
2	Both	MAT122	Business Math	3.0	60	30	30	0	60	
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15	
2	MAA	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15	
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60	
2	MAA	MED255	Patient Service and Communication	3.0	60	30	30	0	60	
3	Both	COM215	Career Development	2.0	60	10	50	0	20	
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60	
3	MAA	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60	
3	MAA	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60	
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60	
3	Both	MED101	Medical Assisting-Front Office	4.0	60	60	0	0	120	
4	Both	ISD205	Ethics	3.0	60	30	30	0	60	
4	Both	ENG122*	Effective Writing	3.0	60	30	30	0	60	
4	Both	HSA210	Healthcare Delivery in the United States	3.0	60	30	30	0	60	
5	Both	PSY102*	General Psychology	4.0	60	60	0	0	120	
5	Both	HSA220	Principles of Healthcare Management	4.0	60	60	0	0	120	
5	Both	MAT140*	College Algebra	3.0	60	30	30	0	60	
5	Both	HSA230	Essentials of Healthcare Compliance	3.0	60	30	30	0	60	
5	Both	HSA250	Healthcare Customer Relations and Outcomes	3.0	60	30	30	0	60	
6	Both	HSA300	Healthcare Regulation and Affairs	3.0	60	30	30	0	60	
6	Both	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60	
6	Both	HSA305	Healthcare Operations, Planning, & Administration	3.0	60	30	30	0	60	
7	Both	HSA310	Healthcare Law and Legislation	3.0	60	30	30	0	60	
7	Both	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120	
7	Both	HSA315	Principles of Healthcare Finance	3.0	60	30	30	0	60	
8	Both	INC305*	Environmental Sciences and Sustainability	3.0	60	30	30	0	60	
8	Both	ENG320	Advanced Effective Writing	3.0	60	30	30	0	60	
8	Both	MGT310	Change Management	4.0	60	60	0	0	120	
9	Both	HSA325	Healthcare Human Resource Development	3.0	60	30	30	0	60	
9	Both	INC300*	Social Innovation and Change	4.0	60	60	0	0	120	
9	Both	HSA400	Health Services Marketing & Strategy	3.0	60	30	30	0	60	
10	Both	HSA405	Health Services Leadership	3.0	60	30	30	0	60	
10	Both	COM400*	Communications	4.0	60	60	0	0	120	
10	Both	HSA410	Issues and Theory in Rural and Urban Health	3.0	60	30	30	0	60	
11	Both	HSA415	Health Services Quality Improvement	3.0	60	30	30	0	60	
11	Both	HSA445	Professional Research and Writing	4.0	60	60	0	0	120	
12	Both	HSA450	Health Services Capstone	4.0	60	60	0	0	120	
*Denotes General Education courses for ACCSC				Totals for MAA Track	120	2280	1300	980	0	1250
				Totals for MFOBC Track	120	2280	1300	980	0	1250

Career Opportunities

CIP CODE: 51.0706

This program is intended for persons who desire a concentrated program in health service administration and may be qualified for entry-level positions and/or may find advancement opportunities into career opportunities found in hospitals, clinics, physicians' offices, community service organizations, insurance companies and other healthcare related facilities. Graduates may be qualified for such positions as, but limited to:

*Health Information Director

*Administrator or Manager in an Insurance Office

*Health Manager

*Mental Health Program Manager

*Medical Office Managers

*Medical Records Coordinator/Supervisor or Manager

*Practice Administrator

*Program Manager

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

Certified Medical Administrative Assistant (CMAA) (Tracks- MAA and MFOBC)

Certified Billing and Coding Specialist (CBCS) (Track MFOBC)

Certified Electronic Health Records Specialist (CEHRS)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, www.nhanow.com. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. The West Virginia Valley College campuses are NHA Testing Sites.

Medical Administrative Assistant (MAA)

<http://online.valley.edu/online-programs/medical-administrative-assistant/>

Credential: Diploma

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

Program Description

The Medical Administrative Assistant program is designed to provide students the skills necessary to obtain an entry-level position where they may perform administrative duties and provide customer service for visitor reception, patient intake and/or discharge services. The program includes instruction in medical office procedures, medical terminology, interpersonal skills, record-keeping, customer service, telephone skills, data entry, interpersonal communications skills, and applicable policies and regulation.

The Medical Administrative Assistant program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understand concepts that can transfer to the work environment. The Medical Administrative Assistant student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms.

Program/Student Learning Outcomes

1. Develop professional communication skills.
2. Plan, organize, and compose effective business messages.
3. Demonstrate the ability to navigate an operating system, the Internet, and application software (word processing, spreadsheets or presentations).
4. Demonstrate a sound knowledge of the mathematical concepts needed to solve problems in a business environment.
5. Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation.
6. Effectively use EHR software to create, retrieve, and maintain medical records.
7. Demonstrate the ability to perform insurance claims preparation, transmission, and follow-up.
8. Demonstrate the ability to utilize spreadsheets applications for a variety of numerical and mathematical business functions.
9. Demonstrate familiarity with the body systems and their structural organization.
10. Develop a working knowledge of all facets of medical front office management.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	MED122	Medical Terminology	3.0	60	30	30	0	60
1	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
2	MED255	Patient Service and Communication	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60
3	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60
Totals			30	660	250	410	0	530

Career Opportunities

CIP CODE 51.0712

Graduates may find employment in hospitals, clinics, physicians' offices and other medical-related office settings. Examples of positions graduates may be qualified for include, but are not limited to:

- * Admissions Coordinator
- * Medical Administrative Assistant
- * Medical Receptionist
- * Medical Secretary
- * Office Specialist
- * Patient Coordinator
- * Scheduler
- * Unit Support Representative

Graduates are eligible to sit for the following National Healthcareer Association (NHA) certification test:

- Certified Medical Administrative Assistant (CMAA)
- Certified Electronic Health Records Specialist (CEHRS)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, www.nhanow.com. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. The West Virginia Valley College campuses are NHA Testing Sites.

Medical Front Office, Billing and Coding (MFOBC)

<http://online.valley.edu/online-programs/medical-front-office-billing-coding/>

Credential: Diploma

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

Program Description

The Medical Front Office, Billing and Coding program is designed to provide students with the skills necessary to obtain and maintain entry-level positions in the Medical Administrative Assistant career field. The Medical Front Office, Billing and Coding program is designed to prepare students to perform medical administrative procedures for the front office with a focus on the expanded functions of insurance, patient billing, and coding for health care claims.

The Medical Front Office, Billing and Coding program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understand concepts that can transfer to the work environment. The Medical Front Office, Billing and Coding student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms.

Program/Student Learning Outcomes

1. Develop professional communication skills.
2. Plan, organize, and compose effective business messages.
3. Demonstrate the ability to navigate an operating system, the Internet, and application software (word processing, spreadsheets or presentations).
4. Demonstrate a sound knowledge of the mathematical concepts needed to solve problems in a business environment.
5. Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation.
6. Effectively use EHR software to create, retrieve, and maintain medical records.
7. Demonstrate the ability to perform insurance claims preparation, transmission, and follow-up.
8. Develop a working knowledge of the 10 steps of the billing cycle.
9. Identify coding systems used for reimbursement and indicate the relationship between patient record documentation and accurate coding.
10. Demonstrate familiarity with the body systems and their structural organization.
11. Develop a working knowledge of all facets of medical front office management.
12. Interpret CPT section guidelines, coding notes, and modifiers and assign CPT procedure and service codes for patient and outpatient care.

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	Both	COM112	Business English	3.0	60	30	30	0	60
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	Both	MAT122	Business Math	3.0	60	30	30	0	60
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60
3	Both	COM215	Career Development	2.0	60	10	50	0	20
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60
Totals				30	660	250	410	0	530

Career Opportunities

CIP CODE 51.0712

Medical Front Office, Billing and Coding graduates may find employment in hospitals, clinics, physicians' offices and other medical-related office settings. Examples of positions graduates may be qualified for include, but are not limited to:

*Administrative Assistant
 *Billing Coordinator
 *Customer Service Representative
 *Health Information Clerk
 *Health Unit Coordinator

*Medical Administrative Assistant
 *Medical Records Clerk
 *Medical Secretary
 *Patient Coordinator
 *Records Clerk

Graduates from this program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

- Certified Billing and Coding Specialist (CBCS)
- Certified Medical Administrative Assistant (CMAA)
- Certified Electronic Health Records Specialist (CEHRS)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, www.nhanow.com. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. The West Virginia Valley College campuses are NHA Testing Sites.

Course Numbering System

The following course number system is used:

- 100 - 199 First level courses
- 200 - 299 Second level courses
- 300 - 399 Third level courses
- 400 - 499 Fourth level courses

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. Courses are scheduled in specific tiers. Most students will complete or have received credit transfers/advanced standing in one tier before they are scheduled to take classes from a subsequent tier. If a student has to have a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all pre-requisites and course availability.

If you have a question regarding a course that is no longer listed in this catalog, please contact the Campus Director or the Director, Online Division.

Course Descriptions

ACC122 - Accounting/Bookkeeping

3.0 semester credits

Prereq: MAT122

Accounting/Bookkeeping has been designed to provide students with a solid foundation of accounting. Students will gain an understanding of key accounting principles, concepts, and techniques used in the US businesses. Accounting/Bookkeeping will provide students with a balanced approach of theory and practical application of the principles, concepts, and techniques through various practical activities.

Students will focus on The Accounting Cycle, analysis of business events and the impact on accounting activities, and efficient and effective methods to both accumulate and control accounting data. Students will also gain instruction and complete practical activities associated with the application of procedures that relate to financial statements, petty cash, and payroll.

ACC315 - Managerial Accounting

3.0 semester credits

Prereq: ACC122

Managerial Accounting will build on previous accounting courses with a thorough presentation of concepts that allow students to assist organizational leadership to identify and evaluate performance in order to plan, forecast, organize, and deploy corporate resources. The concepts presented in this course will include forecast reports, various budgeting options, cost systems, variance analysis, and performance management.

Building on the presentation of these concepts, students will be provided with an opportunity to apply each concept in a series of activities that allow them to conduct a detailed and systematic decision-making process whereby they can create and communicate recommendations to various stakeholder that account for known and potential risks and benefits associated with project and/or organizational short and long-term goals.

ANT400- Cultural Appreciation

4.0 semester credits

Course: Non-technical – General Education for Degree Program

Cultural Appreciation will provide students with the various elements of a society and how the culture of a society directly and indirectly impacts behavior, beliefs, social hierarchies, and economic growth. Students will be presented with concepts that deal with the social and cultural construction of a society and the impact of this construction on the individual, social hierarchy, economic development, family patterns, and conflict.

Students will apply the theoretical concepts presented in this course to a series of activities where they will assess and analyze various scenarios and situations in multiple cultures. Students will evaluate behaviors and patterns and ultimately, provide conclusions on the impact of those behaviors and beliefs on various situations. Finally, students will also compare and contrast the different cultural elements presented in this course to those of the US culture in order to better understand the various elements of US culture, beliefs, and behaviors.

BUS105 – Business Law and Ethics

3.0 semester credits

Course: Non-technical – Applied General Education for Degree Program

Business Law and Ethics will provide students with the ability to understand, integrate, and apply ethical considerations in the workplace while simultaneously, accounting for various laws, rules, and regulations. Students will learn a variety of laws, regulations, and essential business rules along with a host of ethical principles and concepts. Students will also examine the impact on product and service offerings to the market along with environmental and safety considerations. Ultimately, students will then be asked to synthesize these topics with a host of business considerations that impact decisions, day to day business activities, strategic decisions, and short and long-term development needs and goals.

BUS202 – Introduction to Economics

3.0 semester credits

Course: Non-technical –General Education for Degree Program

Introduction to Economics provides students with a fundamental introduction to economics. This course introduces essential concepts and principles with specific focus on how these concepts and principles relate to small businesses in the United States. Specific topics that are presented in this class include: Supply, Demand, Competition, Inflation, Interest Rates, Opportunity Costs, and Consumer Spending.

Students will apply the economical concepts presented in class to a series of discussions and case studies that center on the impact of a small business on both consumers and the economy. The course will culminate with a study on the current economic climate of the US and several suggested initiatives to help sustain small business in the US.

BUS212 – Business Ethics

3.0 semester credits

This course is designed to provide students with a thorough understanding of the various business ethical considerations, theories, and concepts in the United States and foreign countries. This course will examine a variety of topics that organizations, leaders, and individuals face in today's marketplace.

Students will apply the ethical concepts presented in class to a series of discussions and case studies that illustrate ethical challenges that include but are not limited to work with stakeholders, employee privacy, rights, responsibility, diversity, discrimination, whistleblowing, organizational behavior, sexual harassment, and workplace safety, and organizational behavior. Students will also apply ethical concepts to challenges that face organizations and individuals in foreign countries.

BUS275 – Strategic Business Planning

4.0 semester credits

Prereq: MKT122 and MGT212

Strategic Business Planning will require students to demonstrate their ability to think critically and utilize effective strategic business planning techniques. In order to demonstrate these strategic planning techniques, students will create, develop, and ultimately present a Strategic Business Plan with minimal instruction.

Students will utilize the skills presented throughout their program and specifically in MKT122 and MGT212 to create a well-rounded business plan that accounts for items that include effective marketing strategies, organizational planning, staffing, resource allocation, and financial planning.

BUS400 – Money and Banking

3.0 semester credits

Money and Banking will provide students with a series of concepts and principles that relate to the US Monetary System along with the policies that govern the US Monetary system. Building on this subject, students will conduct a thorough study on alternative values of money along with a functional analysis of the Federal Reserve System, the Treasury, and the US banking industry. Students will also conduct an in-depth analysis of credit, interest rates, the money supply, and the impact of international economics from the perspective of individual consumers, small business, and larger organizations. Finally, students will be asked to apply the concepts in the course with a financial analysis using a series of analytical tools to present their findings on the current state of affairs specific to US Monetary policy along with a series of recommendations for continued growth.

BUS410 – Business Strategy and Policy

4.0 semester credits

Business Strategy and Policy will provide students with an opportunity to analyze and evaluate the most effective manner to synthesize a variety of departmental topics and functions in an organization that include operations, finance, accounting, human resources, marketing and promotion, sales, service, compliance/legal, and information technology. Students will focus on how organizational leadership will review reports, analyze market trends, evaluate organizational goals, study consumer behavior, and apply financial considerations in order to devise a strategy and corresponding set of policies and processes that corresponds with organizational needs, goals, and capabilities.

In addition, students will an opportunity to learn how to write different forms of reports, create various forms of written communication, and how to deliver different forms of verbal communications that correspond with effective design, delivery, and execution of the overall strategy. Finally, students will be provided with an opportunity to apply what they have learned by creating various strategies that correspond with historical case studies and difference business scenarios that organizations face in today's market.

BUS420 – Entrepreneurship

3.0 semester credits

Entrepreneurship will provide students with the founding principles related to creating and developing the ideas that lead to a business. Students will learn the essential elements of a business plan, which include the development, launch, and distribution of a product or service, account for e-marketing and the internet as a tool in product and service development, and how to use an analysis of market conditions to form conclusions that will drive the creation of the business. In coordination with the development of a business idea, students will also learn how to identify and evaluate the different financing options and further, how to use financing to support the overall development and growth of the business. Students will also learn how to build a team that accounts for all major functions of the organization to ensure optimal delivery and service of products and/or services.

Finally, students will be introduced to a series of examples and case studies that demonstrate both successful and non-successful entrepreneurial ventures. Based on these practical examples, students will be asked to apply course principles and concepts to assess, analyze, evaluate, and form recommendations to launch a new organization in the local community in which they reside.

COM100: Foundations of Communication

2.5 Semester Credits

Foundations of Communication provides students with an examination of human communication. This course will focus on verbal, non-verbal, and written forms of communication. Students will be introduced to the impact that one's generation, gender, nationality, and other core human beliefs have on communication. In addition, students will be presented an in-depth look and corresponding results of technology and Social Media on how individuals communicate today. This course will be delivered through a combination of concept, theory, and historical examples

through current day use of technologies. Students will culminate the course with an assessment of current communication challenges and methods to ensure clear, concise, and positive forms of communication.

COM112 – Business English

3.0 semester credits

Business English provides students with instruction in basic and fundamental English topics. The English topics that will be introduced will be directly linked to essential business communication practices that include specific emphasis on editing various forms of business communications to ensure that each form of communication is accurate, complete, clear, concise, and speaks to the person/group reading the communication.

Based on the concepts presented in Business English, the student will develop skills in areas that include grammar, punctuation, spelling, sentence structure, word choices, written communication, and verbal communication.

COM211 – Career Development – MCA

2.0 semester credits

Career Development - MCA is designed to assist Medical Clinical Assistant “MCA” students develop the career development skills necessary to search for, find, and retain employment as a professional in their chosen field in the medical industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

COM215 – Career Development

2.0 semester credits

Career Development is designed to assist students develop the career skills necessary to search for, find, and retain employment as a professional in their chosen field. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of their employment.

COM220- Veterinary Career Development

2.5 Semester Credits

Veterinary Career Development is designed to assist Veterinary Assistants and Veterinary Technicians develop the skills necessary to search for, find, and retain employment as a professional in their chosen field within the veterinary industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

COM315 – Systems and IT Security Career Success

2.0 semester credits

Systems and IT Security Career Success is designed to assist students develop the career skills necessary to search for, find, and obtain employment in the field of Information Technology and more specifically, as a Cybersecurity professional. The student will learn specific professional skills such as an independent job search, professionalism, evaluating future career options, written and verbal communication, listening, and critical thinking.

In addition, the student will learn such skills to effectively prepare a professional resume, portfolio, and career plan. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of their employment.

COM400 – Communications

4.0 semester credits

Course: Non-technical –General Education for Degree Program

The Communications course has been designed to assist students develop the communication skills that are required to interact with a wide range of individuals from different generations, social backgrounds, ethnicities, and cultures. In this course, students will be presented with and asked to analyze and then evaluate a series of studies, data points, and characteristics of a wide range of individuals that they will interact with on a daily basis.

Building on this information, students will also be presented with and asked to form positive practices in a variety of simulations and scenarios that they can support using the concepts presented in the course. In coordination with these efforts, students will be asked to explain and then demonstrate effective writing, reading, listening, and/or verbal skills in a variety of situations.

CPS121- Computer Applications – Medical

2.0 Semester Credits

Computer Applications - Medical will provide students with the fundamental computer skills that they will need to perform in a medical facility. The student will be introduced to fundamental technology skills that focus on application software that includes: word processing, spreadsheets, presentations, and email.

Students will also be introduced to typing and asked to complete daily typing exercises to develop typing skills. Finally, Computer Applications Medical will also provide students with the fundamental elements of an operating system and the skills to complete Internet-based professional research.

CPS135 – Computer Operations & Applications

3.0 Semester Credits

Computer Operations & Applications will provide students with the fundamental knowledge and corresponding skills to operate a personal computer in a professional setting. Students will be presented concepts and principles that will enable them to understand the relationship between the operating system and application software.

Computer Operations & Applications will provide students with a balanced approach to instruction that includes both basic instruction and hands-on practical activities that are focused on the various functions of both an operating system and a desktop information management program.

CPS143 - Spreadsheet Applications

2.0 Semester Credits

Spreadsheet Applications provides students with a thorough introduction to various elements of spreadsheet applications using the Microsoft® Excel software package. Students will be introduced to a series of topics that include creating and modifying worksheets, charts, formulas, and functions. Students will first be presented with the concepts for each of these topics and then, will be asked to execute the steps associated with each topic through a series of practical activities.

CPS148 – Document Processing

3.0 Semester Credits

Document Processing has been designed to provide students with a thorough understanding of beginning, intermediate, and advanced features in word processing. This course will provide the students with the ability to create, format, edit, print, and save documents.

Students will utilize Microsoft Word and will conduct hands-on practical activities in order to utilize a host of functions and features that correspond with various types of documents.

CPS205 - Presentation Software Applications

3.0 Semester Credits

Presentation Software Applications provide students with a thorough introduction to presentation software most commonly used in business. Students are provided with an opportunity to learn concepts, guidelines, and best practices for the software package and supporting applications.

Based on the concepts provided in this course students are then given instruction on how to create and alter the presentation using the various elements of the software package. Ultimately, students will create a final presentation using all of the concepts provided in the course.

CSY100 - Computer Applications

3.0 Semester Credits

Computer Applications 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

3.0 Semester Credits

Introduction to Networking 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. Students will also be introduced to additional topics that revolve around LANs, VLANs, Wireless Networks, TCP/IP, and Ethernet. In addition, students will also be presented with a series of practices that they can use to proactively protect networks from internal and external intrusion.

Students will also gain an understanding of protocols, topologies, hardware, and troubleshooting. Finally, students will apply the concepts presented in this course to a host of activities and case projects that explore various networking activities that cybersecurity professionals face in industry settings.

CSY110 --Networking Hardware

3.0 Semester Credits

Networking Hardware will introduce students to a host of fundamental topics. Students will be introduced to networking fundamentals and additional supporting topics that include the OSI Reference Model and TCP/IP. Students will also be exposed to topics that include network components, Ethernet, IPv4, IPv6, and Routing IP Packets. Building on these subjects, students will then gain an understanding of WAN's, Wireless LAN's, Network Optimization, Management, and Security.

As an element of these of these activities, students will also work with the different network topologies, hubs, bridges, switches, routers, and modems will all be explored. Students will also learn about Ethernet technology and network design. Finally, students will apply these concepts

to a host of practical based activities to help them understand how to effectively and proactively troubleshoot and protect networks from internal and external intrusions.

CSY115 - Routing & Security Protocols

3.0 Semester Credits

Routing & Security Protocols offers an introduction to the different levels of network protocols. The course will cover topics such as: IP addressing, IP packet structures, IP address auto-configuration, name resolution, and interoperation.

CSY120 - Network Application Support

3.0 Semester Credits

Network Application Support 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

3.0 Semester Credits

Operating Systems 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. Building on the theories and concepts of each major operating system, students will be placed into a series of labs that will require them to install and manage various systems. Further, students will also troubleshoot various operating system issues through a host of simulated scenarios that will enable the student to create problem-solving strategies for protecting each type of operating system.

CSY130 - Network Security

3.0 Semester Credits

Network Security provides an introduction to network security and cryptography. Students will learn about core computer system security, OS hardening and virtualization, application security, network design elements and corresponding threats, security network media, encryption levels, hardware and software components, and forensic techniques.

Troubleshooting techniques will also be emphasized as an element of teach topic. Finally, students will be presented with an opportunity to practically apply the concepts and theories throughout the course with a host of labs and simulations specific to key course content.

CSY140 - Network & Security Fundamentals

3.0 Semester Credits

Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will develop problem-solving skills and additional means to proactively configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

CSY145 - Advanced Network & Security Fundamentals

3.0 Semester Credits

Prereq: CSY140

Advanced Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will build on previous coursework with advanced work specific to proactively assessing and analyzing networks and systems in order to proactively configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

CSY200 -Introduction to Programming

3.0 Semester Credits

Introduction to Programming provides an introduction to fundamental programming skills. Students will learn to follow the problem-solving process when coding. Students will be introduced to concepts that include control statements, strings, lists, dictionaries, and how to design using functions. In addition, students will also be introduced to simple graphics, image processing, and instructed on how to design with classes. Finally, students will also be introduced to graphical user interfaces, multithreading, client/server programming, and the principles of searching, sorting, and complexity analysis.

CSY210 -Cloud Computing with Security

3.0 Semester Credits

Cloud Computing with Security 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

3.0 Semester Credits

Information Security 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

3.0 Semester Credits

Secure Wireless Networks 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.

CSY235 - IT Project Management

3.0 Semester Credits

Prereq: CSY100

IT Project Management 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

CSY240 - Ethical Hacking and System Security

4.0 Semester Credits

Ethical Hacking and System Security 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.

CSY320 - Digital Forensics

3.0 Semester Credits

In Digital Forensics, students will be presented with a thorough understanding of the techniques and practices associated with gathering, preparing, and analyzing evidence in an effort to perform root cause analysis of crimes involving computers and other technological devices and resources. This course will provide students with a combination of the theoretical concepts, practical tools, and techniques through each of the essential steps of computer and digital based forensic investigation and analysis.

Students will apply these concepts, tools, and techniques through a host of case studies and hands-on projects. Finally, Students will be asked to illustrate the process, procedures, ethical considerations, legal/compliance requirements, and reporting associated with the various computer forensic investigations presented in this course.

CSY330 - IT Help Desk

3.0 Semester Credits

IT Help Desk will prepare students for working with customers in the role of an IT Help Desk professional. Students will gain important customer service skills that focus on active listening, written and verbal communication, problem-solving, decision-making, managing stress, time management, and teamwork.

Throughout the course, students will learn how to relate these customer service skills to the current and emerging trends of the information technology industry, which includes supporting; personal computers/laptops, operating systems, cloud and mobile computing, virtualization, network communication setup and troubleshooting, as well as Linux and Apple Mac OS. Students will apply the skills they have learned in this class to complete case studies, projects, and practical on-the-job activities. Finally, students will need to utilize these skills to create solutions in an IT Help Desk environment.

CSY340 - Security Countermeasures

4.0 Semester Credits

This course will provide students with the fundamental concepts associated with intrusion detection, prevention systems (IDS/IPS) concepts, and the corresponding skills associated with developing a security policy to apply to an IDS/IPS. In coordination with the security policy, students will also learn how to implement the security policy by establishing packet filtering, installing proxy servers, firewalls, and Virtual Private Networks (VPN). In addition, students will also be introduced to the concepts associated with cryptography, perimeter defense and security counter-measures in networks.

CSY350 - Database Management

3.0 Semester Credits

Database Management introduces students to the knowledge and skills that Cybersecurity professionals need as it pertains to database design, data integrity, concurrent updates, and data security. Students will learn the concepts and techniques that correspond with SQL and further, includes additional focus on core topics that include Entity Relationship (E-R) diagrams, normalization, database administration, and management. Building on these concepts, students will also learn concepts that relate to distributed databases, data warehouses, stored procedures, triggers, data macros, and web-based applications.

Students will apply the concepts and techniques presented in this course to various types of case studies and organizational examples presented in the course. The labs will enable the students to demonstrate critical thinking skills and the application of the concepts presented in each chapter in order to create a solution for various sorts of security and intrusion threats to multiple forms of databases.

CSY360 - Introduction to Cyber Crime and Homeland Security

3.0 Semester Credits

This course provides students with a comprehensive foundation of concepts and drivers behind the evolving world of cybercrime and how it could impact their personal lives and the organization that they represent. Students will learn the various elements of cybercrime including its history, types, forms, sources, current and evolving trends, and frequency. In addition, students will also be exposed to the domestic and global responses to cybercrime.

Building on these topics, students will be presented with a host of challenges and issues that they could expect to see as a cybersecurity professional when responding to or pro-actively preparing for the various forms of cybercrime. Utilizing the concepts and techniques presented in this course, student will then be asked to create a solution to either solve the immediate problem, provide a long-term solution, or create a pro-active countermeasure to potential threats.

CSY400 - System Analysis and Design

4.0 Semester Credits

Systems Analysis and Design presents students with a thorough understanding of systems analysis and design. This course will provide essential concepts and techniques that will enable the students to learn how to analyze business needs and then, manage systems, projects, utilize various modeling plans, and design data and the overall system architecture. Further, students will also learn to manage the implementation of a new system in a business environment and then, create and execute the steps associated with managing systems support and security efforts for the organization.

Students will have an opportunity to apply these concepts to a series of real-world examples and case studies throughout the course. These examples and case studies will require the student to apply critical thinking skills to assess, analyze, and evaluate the overall situation. Based on the evaluation of these situations, students will be asked to apply the concepts and techniques introduced in this course to create a solution that meets the needs and requirements of the organization.

CSY410 - Evaluating Emerging Technologies

3.0 Semester Credits

Evaluating Emerging Technologies provides the student with an understanding of linking business strategy, innovation, and technology into one cohesive and coordinated effort. Students will learn how these three core functions are inter-related and further, how these three roles impact process layout, systems, structural design, product development, security management, and risk management.

Based on the concepts presented in this course, students will have an opportunity to apply what they have learned through web-based and text-based case studies and practical situations that have faced organizations in the past. Students will combine the concepts presented in this course with project management concepts, critical thinking, the identification of trends and the latest research in their organization and industry, and strategic decision-making.

CSY420 - Cyber Law

4.0 Semester Credits

Cyber Law presents students with the complex legal issues that are related to today's business environment and more specifically, the technology based elements of business today. Students will be presented with essential topics and concepts that deal with; privacy, patents, antitrust, copyright, trademarks, domain names, biotechnology, tort liability, contracts, and conduct.

Students will also be presented with a series of historical and landmark cases and judicial decisions that will enable the student to associate the topics and concepts with practical real-life examples. Students will then have the opportunity to apply the topics and concepts presented in this course, along with the cases and decisions presented in the text, through various exercises and case studies in order to understand the impact of practices on potential legal issues and considerations that are related to technology and corresponding business practices.

CSY430 - Introduction to Scripting

3.0 Semester Credits

Introduction to Scripting presents students with a comprehensive understanding of the concepts and principles associated with programming and scripting. This course will provide students with an opportunity to learn the fundamental step in interacting with software to create the scripts and further, to focus on scripting functions that include; object-based scripting, power shell, the relationship of .NET, implementing conditional logic, setting up and using loops, locating and debugging errors and using software to effectively interact with Windows Management Instrumentation.

Students will also be provided with an opportunity to apply the concepts and principles presented in this course with a series of hands-on activities where they will develop their own scripts. Students will create a computer games based on the concepts presented in this class and through each hands-on activity, students will gain the foundation of knowledge and practical skills that will prepare them for the challenges they will face as a Cybersecurity professional.

CSY440 - Biometric Systems

3.0 Semester Credits

Biometric Systems presents students with a fundamental introduction to biometrics. The student will learn to recognize individuals based on their specific physical and behavioral characteristics as they relate to computer security. Students will be presented with essential concepts and principles that deal with biometric technologies and will explore why biometric systems are becoming more prevalent in information security.

Specifically, students will be introduced to; authentication, authorization, identification, access control, security management techniques, and additional techniques used to provide control and over access and security for computers, networks, and other digital equipment. Students will apply the concepts and principles presented in this course to a series of practical hands-on activities, questions, and projects that will help prepare the student for a career in the field of Cybersecurity.

ENG115 – English Composition

4.0 Semester Credits

Course: Non-technical – General Education for Degree Program

English Composition will provide students an introduction to the essential elements of effective college-level writing. Students will learn a host of structural, grammatical, and organizational concepts that will that will enable them develop their skills, style, and tone in accordance with various forms of papers.

Students will be taken through a series of exercises where they are asked to fully develop their ideas in accordance with the requirements of the assignment while simultaneously, accounting for the creation of a central theme or idea, preparing a detailed outline, completing effective research, accurate inclusion of citations, and preparation of a progressive collection of drafts as the project evolves. Students will also learn how to proof, edit, and ensure that their final draft meets the requirements of the assignment and further, contains effective use of grammar, punctuation, organization.

ENG116: College Writing

2.5 Semester Credits

College Writing will enable students to write at the college level by introducing them to core writing principles, practices, and requirements associated with college writing. Students will be introduced to topics that include structural, grammatical, and organizational concepts that will enable them to write in accordance with a required format, style, and tone for a variety of types of papers and projects throughout their college career. Students will be provided a series of exercises where they are asked to create and then, fully develop their ideas in accordance with the requirements associated with the assignment while also accounting for the creation or identification of a central theme or idea, a detailed outline, executing the steps for basic research, and accurate inclusion of citations. Students will also learn how to proof, edit, and take steps to ensure their final draft meets the requirements associated with the assignment and contains effective use of grammar, punctuation, and organization.

ENG122 – Effective Writing

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Effective Writing provides students with the fundamental concepts and principles that will enable them to understand and apply effective reading and writing techniques. Effective Writing will also provide the primary rules and guidelines for effective writing.

Effective Writing will provide students with the ability to organize their thoughts, research, and work in order to generate a clear, concise, accurate, and interesting presentation of ideas and information. Finally, students will also learn to shape the overall message of their writing to speak directly to the audience reading the information.

ENG320 – Advanced Effective Writing

3.0 Semester Credits

Prereq: ENG122

Course: Non-technical – General Education for Degree Program

Advanced Effective Writing will enable students to build on previous writing courses with a focus on academic based writing. Students will be provided a series of topics that will require them to read, critically analyze, and then through a series of activities provide an academic paper that focuses on concepts that range from definition, classification, processes, comparing/contrasting, cause/effect, analysis, and evaluation.

In order to prepare these academic papers, this course will provide students with an overview of the writing process, while maintaining an understanding of the rhetorical situation. In addition, students will be presented with concepts that demonstrate how to start, build, refine, and proof their work. Finally, students will learn multiple forms of research, while accounting for plagiarism, in order to build a credible academic document.

FIN300 - Principles of Finance

3.0 Semester Credits

Principles of Finance begins by examining the fundamental theories and concepts associated with finance. Building on these theories and concepts, students will learn how to use financial and market data, accounting statements, logistics, human resource information, and the evolution of organizational and industry dynamics in order to analyze and evaluate financial and organizational development goals and questions in an objective, factual, and logical manner. Through a series of examples and case studies, students will then learn how to interpret the depth of these financial questions or problems in order to form various conclusions and recommendations to maximize an organization's value, industry placement, and short and long term growth.

HIS200 – U.S. History

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

This course, U.S. History, presents students with an in-depth look at the political, social, and cultural history of the United States since the 1940s. Students will be presented with an array of topics that focus on how the US evolved coming out of World War II, the beginning of the Cold War, the political evolution of the country, and the emergence of Civil Rights movement, the Vietnam Era, and the evolution of the nuclear threat.

Building on the political concepts, students will also review the corresponding cultural and social evolution of the United States. In coordination with cultural and social factors, this course will also present the student with the economic development of the country and a detailed review of the diverse people and social movements that have influenced the history of the United State through current day.

HSA210 - Healthcare Delivery in the United States

3.0 Semester Credits

Healthcare Delivery in the United States will provide students with a comprehensive account of the history of healthcare in the United States. This course will also describe the roles, functions, and accountabilities of the various types of healthcare professionals.

Students will also develop a solid foundation of the internal environments of various healthcare delivery systems and further, the impact it has on external stakeholders. Finally, students will analyze and evaluate the strengths and weaknesses of healthcare delivery and information management across the country.

HSA220 -Principles of Healthcare Management

4.0 Semester Credits

Principles of Healthcare Management provides students an in-depth introduction to the various elements of healthcare administration. This course will provide students with instruction on corresponding topics that include organized delivery systems, legal implications of business, and project management. Students will also be introduced to labor employment laws and management skills that correspond with healthcare administration.

Based on the topics presented in this course, students will be asked to assess and analyze the various forms of policy, regulations, systems, ethical decisions, consumer behavior, and the impact of globalization. In accordance with the assessment and analysis, students will use strategic thinking and conflict management to recommend and direct effective, legal, and efficient decisions and actions.

HSA230 – Essentials of Healthcare Compliance

3.0 Semester Credits

Essentials of Healthcare Compliance is designed to provide students with a deep foundation of knowledge in the laws, regulations, agencies, and accreditations that govern various types of healthcare organizations. Students will assess and analyze various compliance based requirements and challenges faced by the Healthcare industry.

Based on the concepts presented in this course, students will work through a variety of activities that will enable them to create effective compliance plans and training program for healthcare organizations.

HSA250 - Healthcare Customer Relations and Outcomes

3.0 Semester Credits

Healthcare Customer Relations & Outcomes introduces students to essential customer service principles and concepts that will enable students to create solutions to customer service needs in the medical industry. Through the analysis of several different industries, students will be presented with a host of tools that will enable them to understand the needs of, communicate with, and create solutions for their customers.

Ultimately, students will have a thorough understanding of determining and measuring customer satisfaction and based on their findings, creating methods to both improve and achieve optimal customer satisfaction. Finally, students will be introduced to essential communication skills that are required to work with a wide range of individuals that incorporate organizational culture, teamwork, relationships, and understanding your customer.

HSA300 - Healthcare Regulations and Affairs

3.0 Semester Credits

Healthcare Regulations and Affairs provide students with an in-depth analysis of the various regulations that apply to the healthcare industry along with the overall role, focus, and impact of the regulatory agencies that govern and oversee the healthcare industry. Students will assess and analyze the daily and long-term impact on the healthcare industry of these regulations by focusing on various required activities, best-practices, patient and staff safety, and compliance requirements. Based on federal, state, local, and other regulatory body requirements, students will analyze and evaluate various performance measures, communication tools and approaches, and training methods to ensure accreditation and compliance with regulatory requirements while ensuring a high level of quality.

HSA305 - Healthcare Operations, Planning, & Administration

3.0 Semester Credits

Healthcare Operations, Planning, & Administration provides students with the skills and techniques required to effectively perform in a functional management role in various forms of healthcare organizations. Students will analyze and evaluate multiple methods behind the process of planning, organizing, and managing various functions in a dynamic healthcare environment.

Students will also develop the ability to work through the various steps associated with strategic planning of various programs, initiatives, and daily organizational activities. Specially, students will learn how the concepts associated with design, implementation options, training, administrative oversight, quality control, staff management, and ongoing service. As part of this process, students will also identify essential ethical considerations, how to control costs, communicate results with stakeholders, and problem-solve through various challenges, and create solutions so as to ensure the continued success and execution of different healthcare based programs, initiatives, and organizational activities.

HSA310 - Healthcare Law and Legislation

3.0 Semester Credits

Healthcare Law and Legislation provides students with the legal and legislative concepts, topics, and challenges that face healthcare organizations today. Topics that are analyzed include payment and reimbursement issues, Medicare and Medicaid, state and federal requirements and regulations, and the corresponding working relationship between different forms of healthcare institutions, providers, and federal and state legislative bodies. Students will also analyze various legal and ethical positions specific to quality, patient access, healthcare costs, and the selection of medical benefits. Finally, students will also focus on the challenges specific to fraud and abuse, privacy, and disclosure and will be asked to form supportable conclusions on various professional scenarios faced by healthcare administrators and leaders using concepts, law, and ethical concepts.

HSA315 - Principles of Healthcare Finance

3.0 Semester Credits

Principles of Healthcare Finance focuses on the synthesized relationship between managing and controlling revenue and expenses along with short and long-term investment in a healthcare organization. Students will be presented with a variety of concepts specific to finance, budgeting, planning, and investing.

Building on these concepts, students will be presented with an opportunity to learn how collect, organize, analyze and evaluate various forms of financial data in correspondence with the processes and methods using by various healthcare organizations today. Finally, students will be provided with essential terminology, accounting concepts, communication practices, and decision-making processes used by healthcare finance professionals in today's market in order to learn how to create and deliver various financial based recommendations.

HSA325 - Healthcare Human Resource Development

3.0 Semester Credits

Healthcare Human Resource Development will enable students to understand how to effectively acquire, develop, deploy, support, manage, motivate, and lead human capital in the healthcare industry. Students will take a practical view and approach that incorporates the impact of various behavioral tendencies and sciences in coordination with the technical, legal, and compliant components of creating, implementing, and managing the Human Resources function in today's healthcare environment. Specifically, students will learn how to account for each of these topics while accounting for the leadership, values, and mission/vision of the healthcare organization while also accounting for market conditions and the evolving dynamics of the healthcare industry that their healthcare organization is placed.

HSA400 - Health Services Marketing & Strategy

3.0 Semester Credits

Health Services Marketing & Strategy will provide students with the skills and knowledge to create effective messaging for patient centered health information and in-demand intervention programs for various forms of patient populations.

Students will learn how to communicate information and programs via various forms of media that incorporate the effective use of research, education, and medical strategies to reach and motivate patient participation. In order to effectively communicate with diverse groups of patient populations, students will learn essential marketing mix concepts and techniques along with other key promotional activities while considering budgeting, legal and ethical considerations, market reaction, and the ability to deliver a program in correspondence with organizational focus and capabilities.

HSA405 - Health Services Leadership

3.0 Semester Credits

Health Services Leadership will provide students with the critical concepts associated with leading and developing various healthcare organizations in today's market. Students will focus creating and leading the visionary development of the organization, account for regulation, oversight, political impact, team-building, problem-solving and conflict resolution, negotiating, and forming new professional relationships. Students will also learn how to organize and develop both internal and external communication in coordination with mission and focus of the healthcare organization. Finally, students will be placed in various current hypothetical situations faced by healthcare organization leaders where they will learn how analyze and evaluate different problems, challenges, and situations and then, form a positive and supportable course of action in line with organizational goals using the concepts presented in this course.

HSA410 - Issues and Theory in Rural and Urban Health

3.0 Semester Credits

Issues and Theory in Rural and Urban Health Development will explore the differences and consistencies that reside in communicating with and treating the health needs of rural and urban patient populations. Students will focus on considerations that include economics, employment, demographics, family history, behavioral tendencies, social considerations, historical and trending chronic conditions, insurance coverage, and provider access. In coordination with these topics, students will also analyze and evaluate the impact of federal and state regulations along with the methods and practices employed by various members of the healthcare industry. Finally, students will be asked to synthesize each of the topics presented this course with current practices employed by healthcare organizations today in order to form substantiated strategies for enhanced medical treatment and intervention programs for each patient population.

HSA415 - Health Services Quality Improvement

3.0 Semester Credits

Health Services Quality Improvement provides students with the concepts, skills, and methods necessary to conduct a thorough and meaningful assessment, analysis, and evaluation of various healthcare programs, services, and initiatives. Students will focus on subjects that include effective use of various tools and techniques necessary to conduct personnel, performance, and program improvement activities, coordinated efforts with multiple departments and teams, collaborate and communicate with various departmental members of an organization, operational efficiency and effectiveness, incorporation of legal, ethical, and compliance based requirements, and patient and staff safety. Ultimately, students will synthesize these concepts to identify, implement, track, manage, and support opportunities for improvement and enhancements to the overall level of quality and service delivered to various groups of patient populations.

HSA445 – Professional Research and Writing

4.0 Semester Credits

As a pre-cursor to the Capstone, Professional Research and Writing will introduce students to the purpose and process surrounding health care based research. Students will be introduced to a series of quantitative and qualitative research strategies and how to effectively execute these strategies in an effort to assemble a balanced collection of data and information. Based on this initial research collection process, students will then be presented with a series of concepts to organize, assess, analyze, and evaluate the overall scope of their research.

Building on this process, students will then be presented with a series of concepts and practices that are designed to help them draw conclusions on the problem or topic being researched. Students will then learn how to prepare their conclusions and proposed solution in a clear and concise manner. Finally, students will be asked to exercise these steps through a series of hands on activities that will require them to work through each of the research steps noted above in order to form a conclusion on a relevant problem facing the healthcare industry.

HSA450 - Health Services Capstone

4.0 Semester Credits

Prereq: HSA445

Students will culminate their studies in the Health Services Administration Bachelor Degree program by consolidating what they have learned throughout the program in order to create strategies and potential solutions for challenges and problems that they will face in the healthcare industry. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a healthcare setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in the healthcare industry.

Students will synthesize various concepts, skills, and knowledge gained in the program through a series of critical thinking activities, while also accounting for ethical considerations in order to create a detailed account of the problem, previous efforts to solve the problem, challenges associated with these efforts, and other key considerations that account for the short and/or long-term solution. Based on their efforts, students will present a suggested course of action to solve the problem that incorporates their experiences at the healthcare site.

HVAC100 – Introduction to Refrigeration

3 Semester Credits

Introduction to Refrigeration has been designed to introduce students to basic refrigeration concepts, properties, and applications. Students will be thoroughly introduced to safety procedures, essential tools, and how to properly and safely use equipment.

Introduction to Refrigeration will also provide students with a series of best practices that correspond with the safety, tools, procedures, and equipment. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC105 – Building Environments

3 Semester Credits

Building Environments provide students with the practical and theoretical skills necessary to create and maintain healthy building environments. In order to create and maintain healthy building environments, students will learn essential concepts about heat, cold/cool air, temperature, and pressure and how each impact the building environment and ultimately, human comfort.

Finally, this course will present the student with the relationship between mechanical and control systems and how this relationship also impacts indoor building environments in various settings.

HVAC110 – Principles of Electricity and HVAC Controls

3 Semester Credits

Principles of Electricity and HVAC Controls provides a complete introduction to the concepts and principles associated with electricity and automatic controls. In correspondence with these concepts and principles, students will also be provided with hands-on practical activities that focus on electrical tools and meters.

Students will also be exposed to topics that include wiring, circuits, current flow, control components, electric motors, and how to effectively troubleshoot. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC115 – Blueprints and Plans

3 Semester Credits

Blueprints and Plans provides students with the fundamental concepts and corresponding skills to read blueprints. Students will focus on topics that include linear and angular measurements, types and weights of lines, letterings and notations, shading and crosshatching, and ductwork planning. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC200 – Professionalism for Technicians

3 Semester Credits

Professionalism is designed to assist HVAC students with the ability to develop the career development skills necessary to search for, find, and retain employment as a professional in their chosen field in their industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

HVAC205 – Air Conditioning

3 Semester Credits

Air Conditioning provides students with the critical concepts and supporting applications of residential air conditioning systems. Students will gain a combination of theoretical principles that focus on Psychometrics, Air Distribution, Energy Auditing, and Operating Conditions and corresponding hand-on practical based activities focused on air conditioning equipment.

Air Conditioning will also provide students with the skills required to troubleshoot in a safe and effective manner. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC210 – HVAC Math

3 Semester Credits

HVAC Math will provide students with essential mathematical concepts that will enable them to effectively operate in the HVAC field. Topics that will be covered include; fractions, ratios, proportions, percentages, discounts, direct measure, computed measure, arcs, and graphs.

Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC215 – Heating Systems and Boilers

3 Semester Credits

Heating Systems and Boilers will introduce the students to a host of theories that relate to heating, heating systems, and service. Based on the theories presented in this course, students will also be presented with the specifics elements of different types of electric, oil, and gas heating systems.

In coordination with the theoretical concepts presented in this course, students will also gain hands-on instruction in the operation of heating systems and the safe and effective troubleshooting of these heating systems. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC230 – Specialized Equipment

3 Semester Credits

Specialized Equipment will provide students with an introduction to specialized equipment that they will encounter as an HVAC professional. The equipment that will be covered includes Ice Makers, Domestic Refrigerators, Room Air Conditioning Units, and Dehumidifiers.

Students will learn the various elements of each piece of equipment and further, they will also be provided with instruction on how to trouble shoot and service the equipment using a series of efficient, effective, and safe procedures. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC235 – Commercial Systems

3 Semester Credits

Commercial Systems provides students with the primary principles and concepts that deal directly with Commercial Refrigeration and Systems. Students will focus on topics that include Evaporators, Condensers, Compressors, Expansion Systems, Tower Materials, Chillers, and Rooftop Packages.

This course will also provide students with the ability to troubleshoot, service, and repair various types of commercial systems. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC240 – Safety and Handling Regulations

3 Semester Credits

Safety and Handling Regulations will provide students with the principles required to understand and demonstrate the proper, safe, and compliant methods of handling and transport of refrigerants. Students are also provided with essential OSHA standards.

Specific topics include Leak Detection, Sales Restriction, Recover Techniques, Service Tools, and Job Site Safety. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

HVAC245 – Troubleshooting for the HVAC Technician

3 Semester Credits

Troubleshooting for the HVAC Technician provides students with the processes, procedures, safety requirements, and best practices for troubleshooting the different types of HVAC Systems. Students will gain hands-on experience through a host of practical based applications and scenarios that they will use as HVAC professionals during both the heating and cooling seasons.

INC300 - Social Innovation and Change

4.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Social Innovation and Change will provide students with an opportunity to analyze, evaluate, and form conclusions on creating positive social, economic and environmental change. Students will be provided with a variety of social, economic, and environmental concepts and theories throughout world. Building on this knowledge, students will analyze various perspectives on these concepts and then, draw conclusions that will enable them to create solutions that will lead to a meaningful and sustained impact on various segments of populations.

Students will develop a foundation in social innovation and change along with the steps necessary to create positive and sustentative action. Finally, in order to create these solutions, students will learn about the history of social innovation and emerging definitions; actively explore local and global issues, current thought processes and the tools, processes, and practices required to effect meaningful social innovation and change.

INC305 - Environmental Sciences and Sustainability

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

This course focuses on the relationship between environmental sustainability, economic development, and government policy. Student will analyze the principles of sustainability through each of these disciplines and then synthesize the relationship of each along with the corresponding challenges each discipline imposes on one another. In order to synthesize this relationship, students will analyze and evaluate the various components of environmental science, biodiversity, population growth, infrastructure, extinction and resources, and U.S. environmental policy.

Based on the various components of these topics students will analyze and then evaluate existing measures taken to in order to prepare a sustainable and equitable relationship. This course will then provide students with the ability to develop strategies and recommendations for a sustainable future environmental future that accounts for economic growth and evolving government policy.

ISD205 – Ethics

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Ethics will provide students with the essential historical context surrounding the various practices associated with professional and personal ethical conduct. Students will be presented with essential terminology, concepts, and theories that have shaped ethical behavior and further, will include perspectives from both a professional and personal context. Building on the concepts and historical context presented in the course, students will be presented with and asked to assess, analyze, and evaluate an assortment of personal and professional ethical dilemmas. Based on this process, students will be asked to form a series of positions that can be supported with historical context, ethical principles, and various concepts presented in the course.

MAT122 – Business Math

3.0 Semester Credits

Course: Non-technical – Applied General Education for Degree Program

Business Math has been designed to provide students with fundamental math-related skills that are required to solve business problems. The topics that the student will be introduced to include basic math operations, fractions, decimals, and percentages.

Students will gain the fundamental skills associated with each operation and further, learn to solve various forms of business problems in the form of both equations and word problems. Finally, students will also be introduced to two additional essential business topics, payroll and the various forms insurance used to protect a business.

MAT140 – College Algebra

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

College Algebra provides students with a study and focus of the properties of algebraic, exponential and logarithmic functions. Students will learn about algebraic and graphical techniques used for solving problems that involve linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.

Finally, students will be asked to apply each of these concepts to a series of problems and exercises to demonstrate their ability to execute and describe each concept.

MAT165 – Statistics

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Statistics 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.

MED101 – Medical Assisting – Front Office

4.0 Semester Credits

Medical Assisting – Front Office provides students with an introduction to the field of healthcare and more specifically, being a Medical Assistant in the front office of a medical facility. This course also provides students with a comprehensive history of medical assisting and other related health care professions. In addition, students will learn about job responsibilities, employment opportunities, and career ladder as a member of the medical field.

Further, this course will introduce the student to essential concepts that include; communication, professionalism, legal/ethical standards, patient interaction, records/documentation, and scheduling. Students will apply these concepts through a host of scenarios that will place them in the role of a Medical Assistant functioning in a medical front office.

MED102 – Medical Front Office Procedures

4.0 Semester Credits

Medical Front Office Procedures provides students with an introduction to the field of healthcare and what encompasses being a Medical Assistant in the front office of a medical facility. This course will introduce the student to essential concepts that include; communication, professionalism, legal/ethical standards, patient interaction, records/documentation, scheduling, insurance, and coding.

Students will apply the concepts gained in the class through a host of scenarios that will place them in the role of a Medical Assistant functioning in a medical front office.

MED111 - Basic Anatomy

3.0 semester credits

Basic Anatomy provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system.

The student will focus on the Skeletal, Nervous, Muscular, Respiratory, Circulatory, Digestive, Endocrine, Urinary, Reproductive, Lymphatic, and Immune Systems and the Special Senses.

MED113 - Biology

2.5 Semester Credits

Biology is a foundational course that introduces the student to cell structure and function, metabolism, cell division, energy production, reproduction, growth and development, basic genetics, and DNA structure and function. This course prepares the student for courses in anatomy and physiology and is comprised of a classroom/lecture and corresponding lab component. Practical examples in both the lecture and lab will enable students to develop the ability to integrate scientific concepts throughout future medical based activities.

MED116 – Anatomy & Physiology I

4.0 Semester Credits

Anatomy & Physiology I provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system. Anatomy & Physiology I will focus on the integumentary, skeletal, muscular, circulatory (to include the heart, blood, and lymphatic), immune, and special senses.

MED118 – Anatomy & Physiology II

4.0 Semester Credits

Prereq: MED116

Anatomy & Physiology II provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system. Specifically, Anatomy & Physiology II will focus on the special senses, nervous, urinary, reproductive, digestive, and endocrine systems.

MED122 - Medical Terminology

3.0 semester credits

Medical Terminology provides students with the essential principles and concepts for medical terminology. This course establishes a foundation for students to apply these principles and concepts in order to accurately define, spell, pronounce, and transcribe medical terms used throughout the medical industry.

Based on the various activities in Medical Terminology, students will have the ability to expand their medical vocabulary, gain practical hands-on experience that will benefit them in the medical industry, and complete/interpret various medical documents, forms, and reports that contain medical terminology.

MED123 - Veterinary Terminology

2.5 Semester Credits

Students will be presented with an introduction to common veterinary-related terminology that includes: body structure and physiology, organ systems, diseases, surgical and emergency procedures, and medical abbreviations. Students will focus on word parts by breaking down and defining medical terms into their root, prefix, and suffix form. In order to properly prepare for work in the field, students will also work on terminology spelling, pronunciation, and usage in various office-based scenarios. Finally, students will be asked to identify and apply correct medical terminology when describing clinical signs, symptoms, and medical conditions.

MED132 – Basic Medical Office Procedures

3.0 semester credits

Basic Medical Office Procedures provides students with an introduction to what encompasses managing a medical office and key elements of the office that include the facility, equipment, and office security.

This course will introduce the student to essential concepts that will enable them manage the office that include basic bookkeeping, human resource management, OSHA, billing, coding, patient and facility filing, communication (verbal and non-verbal), professionalism, legal/ethical standards, patient interaction, medical reporting and other medical office procedures.

MED201 - Medical Assisting – Clinical

3.0 semester credits

Medical Assisting - Clinical focuses on the medical assisting skills that are required to prepare the patient for examination and assist the physician during the patient examination and corresponding treatment. Students will work in a competency based environment where they will obtain hands-on instruction on procedures and techniques that include vital signs, positioning the patient for procedures, ensuring accurate and complete medical documentation, obtaining infant weight and measurement, and performing patient education in coordination with the physician's efforts.

As a compliment to each concept introduced in Medical Assisting - Clinical, students will also learn how to communicate with the physician and various types of patients, problem-solving, and utilize patient service skills. Further, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions as part of each procedure.

MED206 - Medical Assisting – Procedures

3.0 semester credits

Medical Assisting - Procedures focuses on developing the skills necessary for students to perform selected diagnostic and surgical procedures that are completed in a physician's office. Student will work in a competency-based environment where they will obtain hands-on instruction on procedures that include electrocardiography, respiratory testing, radiology, and wound care.

As a compliment to each procedure reviewed in this course, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions. Finally, Medical Assisting - Procedures will also provide students with additional training on working with various types of patients in a host of different practical scenarios.

MED211 - Medical Assisting – Laboratory

3.0 semester credits

Medical Assisting - Laboratory focuses on developing the skills necessary for students to perform selected laboratory procedures that they will be required to complete in a physician's office. Student will work in a competency-based environment where they will obtain hands-on instruction on procedures and techniques that include phlebotomy, glucose testing, microscopic examination skills, gram staining, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other various laboratory procedures and techniques that will arise in a physician's office.

As a compliment to each procedure reviewed in Medical Assisting - Laboratory, students will also learn how to obtain results for each of the laboratory procedures introduced in this course and how to follow-up on patient results by utilizing communication, professionalism, and customer service skills. Further, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions as part of each procedure. Finally, this course will also provide students with additional training on working with various types of patients in a host of different practical scenarios.

MED222 – Pharmacology

4.0 semester credits

Pharmacology introduces the student to the calculation, identification, and distribution of medication. Students will begin with a fundamental introduction to key mathematical concepts that they will use to perform the preparation and delivery of medication to patients.

Building on the mathematical concepts, students will then apply Medical Terminology to Pharmacology concepts, routes and techniques of administration and safety of administration. In addition, students will be presented with ethical standards of administration and dosage calculations and further, students will be introduced to essential communication concepts with both the patient and their medical team.

MED237 – Fundamentals of Electronic Health Records

3.0 semester credits

Fundamentals of Electronic Health Records provides students with essential principles and concepts that focus on Electronic Health Records "EHR" through a technology-based representation of a medical facility. Students will be introduced to the overall flow of medical information, fundamental computer operations, privacy requirements, patient interaction, registration, and billing.

Students will have an opportunity to apply these principals and concepts through a series of practical activities in a systematic manner. Ultimately, this class will bring the student through the process that they will complete in a medical facility when working with patients and their corresponding patient records.

MED238 – Medical Insurance Administration & Billing

3.0 semester credits

Medical Insurance Administration & Billing provides students with the concepts and principles necessary to understand the 10-step billing cycle. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

Students will then transition to the fundamental concepts associated with ICD-10, CPT, HCPCS, and other key coding concepts. Finally, students will also be introduced to additional medical insurance, billing, claim coding, and follow-up essential in the Health Care industry.

MED240 – Introduction to Medical Insurance Administration and Coding

3.0 semester credits

Introduction to Medical Insurance Administration and Coding provides students with an introduction to the concepts and principles associated with medical insurance administration and coding. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

Students will also be provided with the fundamental concepts associated with coding and specifically, key concepts and principles that relate to ICD-9 and ICD-10.

MED243 – Medical Records Management

2.0 semester credits

Medical Records Management provides students with an introduction to the various elements of medical software used in a medical facility. Students will be introduced to several elements of the cycle for a patient that include; registration, on-going Electronic Medical Record "EHR" development, future appointments, patient correspondence, billing, and claims.

Students will have an opportunity to apply these principals and concepts through a series of practical activities using medical software. Based on the use of the medical software, students are expected to understand each step of the medical records management process.

MED244 – Basic Coding – Diagnostic

3.0 semester credits

Basic Coding - Diagnostic provides students with the fundamental concepts and principles that they will need to become proficient at medical coding. In order to prepare the student to become proficient at medical coding, this course will introduce the student to Diagnostic Coding that will then lead to an introduction to ICD-9 and ICD-10 concepts that include; coding conventions, guidelines, hospital inpatient coding, and

physician office coding. Students will have an opportunity to apply these principals and concepts through a series of practical coding-based lessons and activities.

MED247 – Basic Coding – Procedural

3.0 semester credits

Basic Coding - Procedural will give students an opportunity to continue to build the concepts and principles that they will need to become proficient at medical coding. This course will give students the opportunity to apply ICD-9 and ICD-10 coding concepts and principles to Procedural Coding (CPT) with specific focus on HIPAA requirements for coding guidelines. Students will have an opportunity to apply these principals and concepts through a series of practical coding-based lessons and activities.

MED251 – Externship & Seminar

4.0 semester credits

Prereq: All courses in the Medical Clinical Assistant program. The student must be maintaining 2.0 or higher GPA and 75% or greater attendance rate. Students must be at least 18 years old when they start their externship.

Externship and Seminar provides students with an opportunity to be assigned to a suitable medical facility where they will be asked to demonstrate the administrative and clinical applications that they learned during their on-campus educational experience in the Medical Clinical Assistant (MCA) program. Students will be under the supervision of the campus Extern Coordinator and the Extern Site Preceptor. To successfully complete the externship, students will complete 180 hours of supervised activity at the site and further, will not receive any remuneration while completing the 180 hours.

During Externship, students will also be asked to complete various activities that focus on an assortment of topics related to healthcare. Further, students will also be required to conduct a weekly review session with their Extern Coordinator to discuss their overall progress and associated activities at the site. Students will also be asked to maintain and submit a journal documenting their experiences and key learning outcomes while performing Externship activities at the site along with their weekly textbook activities and assignments.

Finally, students will also focus on the development of their professionalism skills. Students will be assessed on their self-directed work habits that include attendance, preparedness, communication, timeliness of assignments, and (where appropriate) professional vocabulary and overall professional behavior with both the campus and the site.

MED255 - Patient Service and Communication

3.0 semester credits

Patient Service and Communication provides students with essential patient service and communication concepts that they will need in order to effectively provide superior patient support in various types of medical organizations. Students will apply these concepts to a host of situations that will require them to utilize different techniques that focus on customer service, all forms of communication, and professionalism.

Students will also learn to assess and analyze organizational goals as part of their technique in order to achieve patient service satisfaction. Finally, students will also focus on the importance of ethics and privacy as important elements to their overall patient service and communication activities.

MGT103 – Principles of Management

3.0 Semester Credits

Principles of Management will provide students with the opportunity to explore, assess, and analyze the fundamental elements of basic management principles and processes. Building on the principles and processes presented in this course, students will gain an understanding of the management process for various professional environments.

Students will also focus on specific business related concepts that focus on the different forms of business, management information, the use of IT and other technological tools and resources, financial management, risk management, and multiple forms of insurance.

MGT104 – Human Resources Management

3.0 Semester Credits

Course: Non-technical – Applied General Education for Degree Program

Human Resource Management provides students with a comprehensive understanding of the principles of human resources management concepts, philosophies, and practices. Students will gain the skills and knowledge required to develop and successfully execute supervisory skills. In order to gain these skills, students are presented with a wide range of relevant topics that focus on personnel management.

Focus will be applied to employee evaluation, motivating employees, leadership principles, managing conflict towards a successful resolution, effective discipline methods, and ultimately, employee safety and productive labor relations. Finally, as part of this focus, students will be presented with various scenarios and activities that deal with those unique to supervisors, which include motivation, productivity, and legal challenges.

MGT212 – Business Management

3.0 Semester Credits

Business Management will provide students with a deep foundation in the theoretical concepts and corresponding practical techniques that are associated with starting, operating, and managing a small business. Students will be presented with a host of practical and realistic assortment of topics, challenges, and activities that relate to those of a small business and small business owner.

The topics, challenges, and activities presented to the student will include business planning, initial and ongoing financial requirements and resources, managing and coordinating daily business operations, and financial and administrative controls.

MGT300 – Production & Service Operation Management

3.0 Semester Credits

Production and Service Operations Management provides students with an in-depth presentation of concepts, processes, and procedures that underlie the effective and efficient operation, management, and control of manufacturing and service operations based organizations. Students will be presented with opportunities to apply these concepts to a series of case studies and current day scenarios. In these activities, students will assess, analyze, and evaluate various operational based situations in order to create a series of strategies to effectively address manufacturing and service operations options, questions, improvements, safety, and overall efficiency.

In order to make these decisions, students will learn how to effectively plan for and manage individuals/teams, create quality management standards, production control, establishing an inventory policy, facilities planning and oversight, processes and procedures improvement, and the use of automation and other forms of technological support.

MGT310 – Change Management

4.0 Semester Credits

Change Management will teach students how to navigate planned and identifiable stages of development along with unforeseen and unplanned changes. Students will learn how to identify, assess, analyze, and evaluate the risks, benefits, and trends associated with their organization, industry, and the market in which they have a presence. Students will learn how to understand the impact and meaning of change in the workplace, skills to support and nurture innovation, how to plan for changes, introduce changes to team members and the market, implement, and monitor change to determine how effective along with any necessary updates and changes.

Finally, students will practically apply these skills through a series of case studies and hands-on activities that will include an opportunity to research, recommend, design, and implement a major initiative that will enable them to manage the process of change in an organization.

MGT400 – Human Resource Development

3.0 Semester Credits

Human Resource Development will enable students to understand how to effectively acquire, develop, deploy, support, manage, motivate, and lead human capital in an organization. Students will take a practical view and approach that incorporates the impact of various behavioral tendencies and sciences in coordination with the technical, legal, and compliant components of creating, implementing, and managing the Human Resources function in today's business environment. Finally, students will learn how to account for each of these topics while accounting for the leadership, values, and mission/vision of the organization while also accounting for market conditions and the evolving dynamics of the industry that their organization is placed.

MGT405 – Collaborative Leadership

4.0 Semester Credits

Collaborative Leadership will provide students with the process that encompasses how to effectively bring the appropriate people together using a series of constructive and ethical methods with good and accurate information in order to address shared concerns goals and objectives. Further, students will first assess and then, analyze and evaluate a series of concepts, theories, and practices to help ignite the process of collaboration.

Students will then learn how to generate buy-in from those directly and/or indirectly involved, spur involvement during implementation, build trust, enhance communication, and build a sense of team during the process. Finally, students will learn how to create an environment that encourages and enables the group to work through a dedicated process to work through the creation of a viable and sensible solution, create something new, or execute an organizational initiative

MKT122 – Marketing and Sales

3.0 Semester Credits

Marketing and Sales is designed to provide students with essential fundamental marketing concepts and a thorough understanding of the sales process. Students are presented with marketing concepts in correspondence with the marketing mix, which is comprised of: product, place, price, and promotion along with additional topics that include the marketing environment, ethics/social responsibility, target markets, the product-life cycle, branding, pricing, packaging, and delivery.

Building on the marketing concepts presented in this course, students will also focus on specific processes and topics that include: the skills and traits of successful sales people, the factors involved in the consumer decision-making process, the elements of and delivery of a sales presentation, qualifying sales opportunities, closing a sale, and following up sales opportunities in an effective manner. Finally, in correspondence with each marketing and sales topic presented in this course, students will also learn different methods for conduct marketing research.

MKT202 – Customer Service

3.0 Semester Credits

Non-technical – Applied General Education for Degree Program

Customer Service will provide students with an introduction to the various customer service skills and concepts that are used in various types of industries in the United States. Students will also receive an emphasis on developing and maintaining a positive one-to-one relationship in a professional setting.

Further, students will also be introduced to the relationship and nuances of establishing and maintaining good customer relations and establishing and conducting productive business practices. Finally, students will also learn key verbal and non-verbal cues that contribute to developing and maintain positive and productive customer language and relationships.

MKT300 – Advertising and Promotion

3.0 Semester Credits

Advertising and Promotional Strategy will provide students with a detailed presentation of advertising and corresponding promotional practices that will enable them to learn how to effectively introduce, position, and stimulate market interest, need, and demand for a given product or service. Students will learn essential planning practices to build strategies and further, will learn essential terminology, concepts, and theories that relate to effective advertising and promotional practices.

This course also presents a series of print, media, and interest based advertising and promotional case studies and examples of that allow students to take a hands-on approach to assess, analyze, and evaluate the effectiveness of different strategies. Based on their evaluation, students will form conclusions on optimal product and/or service advertising and promotional placement in coordination with short and long-term organizational goals.

MKT325 - Professional Sales and Sales Management

3.0 Semester Credits

Professional Sales and Sales Management provides students with a thorough knowledge of essential sales principles and concepts that are delivered through a series of selling strategies. These strategies will incorporate practices in market knowledge, identification of a target market, initiating contact, communication, identifying and assessing needs and demand, effective product/service placement, continual client relationship building activities, and referral based prospecting efforts.

Building on these sales professional sales practices, students will then examine the elements of managing sales in alignment with the marketing, operational, and service capabilities of an organization. Students will learn how to understand and measure sales processes and goals and ultimately, find new methods, processes, and technology to improve the effectiveness of their sales force.

Students will learn how to recruit, select, hire, train, motivate, and manage new sales force personnel in coordination with corporate goals while accounting for compensating and retailing sales force personnel. Finally, students will conclude this course by building a formal sales strategy and further, a recommendation for managing this sales strategy.

MKT400 - Integrated Marketing Communications

3.0 Semester Credits

Integrated Marketing Communications will enable students to build on previous coursework where they will create an integrated campaign that begins with the concepts and principles associated with an effective Marketing Mix. Building on these fundamental concepts, students will delve into the various strategies that lead to the creation, implementation, and ongoing evolution of marketing communications to a given target market. Students will integrate advertising, promotion, positive publicity opportunities, consumer behavior, market trends, various methods to communicate, media outlets, sales, service, budgetary variables, production, ethics, and legal considerations. Finally, students will be given an opportunity to apply these concepts through the study of different integrated marketing cases that will ultimately enable them to create the driving strategy behind a new integrated marketing communication for a given product or service.

NUR101 – Nursing Assistant (CNA)

0 Semester Credits

Approved by WV DHHR

This course/program is a non-credit program/Module

The Nursing Assistant (CNA) course trains students in all of the vital medical skills needed to deliver quality care. Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care.

PHI300 - Philosophy of the Mind and Knowledge

3.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Philosophy of Knowledge and the Mind is an analysis of the human mind and how various types of knowledge is formed. Topics that will be analyzed include sense perception, environment and family, beliefs, need, experience, and self-truth.

Based on these topics, students will be asked to evaluate the impact on the conscious and the sub-conscious and how individuals use their knowledge to approach various forms of problems. Students will be asked to evaluate the various problems of the mind and then form and present conclusions as to how those problems impact an individual's actions, decision-making, communication, and problem-solving capabilities.

PSY102 - General Psychology

4.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Psychology provides students with the foundational elements, concepts, and theories. This course will provide students with a balance of practical activities to apply the theories and concepts presented in this course.

Students will focus on topics that include a through introduction to psychology, sensation and preparation, learning, memory, thinking, language, intelligence, motivation and emotion, personality, stress, and social behavior. Ultimately, this course will culminate with students having an opportunity to assess analyze and evaluate the elements, layers, and background of a topic related to Psychology.

SOC300 – Sociology

4.0 Semester Credits

Course: Non-technical – General Education for Degree Program

Sociology will provide students with the ability to analyze and evaluate various forms of society, culture, and social interactions in both the United States (US) and abroad. Students will assess and analyze the impact of diversity, the composition, beliefs, and norms of different social classes, and how these differences shape the behaviors and development of various people throughout the world.

Students will also analyze and compare the impact of recent social change that have been shaped by economic, political, and social powers in both the US and abroad. Building on these topics, students will be asked to evaluate the overall impact of these recent changes and form conclusions that they can substantiate on future challenges and opportunities in different societies throughout the world.

VT A105 - Veterinary Medical Office Procedures

2.5 Semester Credits

Veterinary Medical Office Procedures provides students with the skills required to execute a host of essential administrative and front office procedures. In this course, students will be presented with the core competencies required to manage medical records, schedule and prepare clients for office visits, comprehend and process pet insurance, conduct inventory, and complete basic client billing activities. An in-depth look at bereavement, grief and euthanasia in addition to compassion fatigue will be covered in this course. This course will place a heavy emphasis on all forms communication and professionalism skills through a series of role plays and practical based scenarios to effectively prepare the student for working with all forms of organizational stakeholders.

VT A110 - Veterinary Anatomy and Physiology I

2.5 Semester Credits

Veterinary Anatomy and Physiology I provides students with essential principles and concepts that focus on animal anatomy and physiology. This course will include topics that relate to veterinary medicine. Students will also be introduced to major body systems that will include specific attention to the structure, function, and the related conditions of each system. Body systems that will be covered include: integumentary system, skeletal system, muscular system, immune system, blood and lymph, and the reproductive system.

VT A111 - Veterinary Anatomy and Physiology II

2.5 Semester Credits

Prerequisite: VT A110

Veterinary Anatomy and Physiology II builds on concepts in VT A110 and provides students with essential principles and concepts that focus on animal anatomy and physiology and other key topics related to veterinary medicine. Students will be introduced to major body systems that will include specific attention to the structure, function, and related pathology of each system. Body systems that will be covered include the nervous system, cardiovascular system, respiratory system, urinary system, endocrine system and digestive system.

VT A115 - Avian, Exotics & Small Mammal Procedures

2.5 Semester Credits

This course is designed to introduce students to the regulations and protocols used in a laboratory setting in research facilities. The focus will be on husbandry, nutrition, physical examination, and the care of avian, exotics and small mammals. Guest speakers and field trips will be included in this course. Students will be presented with a combination of both theoretical concepts and principles and further, will have an opportunity to apply these concepts through a series of lab based activities with a variety of avian, exotic, and small animals.

VT A200 - Small Animal Theory

2.5 Semester Credits

Small Animal Theory provides students with the essential concepts associated with the different life stages of companion animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative health care. Companion animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

VT A205 - Large Animal Theory

2.5 Semester Credits

Large Animal Theory provides students with the essential concepts associated with the different life stages of large animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative healthcare. Large animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.