



VALLEY
COLLEGE



2011-2012 CATALOG

VALLEY COLLEGE

Catalog 2011 - 2012

Martinsburg

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Beckley

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www.valley.edu

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VALLEY COLLEGE

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Accreditations, Approvals and Licenses

VALLEY COLLEGE: *Martinsburg Campus*

- Accreditation: accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates and an Associate of Applied Science degree

VALLEY COLLEGE: *Beckley Campus*

- Accreditation - accredited by the Accrediting Council for Continuing Education and Training (ACCET) to award certificates and an Associate of Applied Science degree both on campus and on-line

VALLEY COLLEGE: *Princeton Campus*

- Accreditation: accredited by the Accrediting Council for Continuing Education and Training (ACCET) to award certificates.

VALLEY COLLEGE: *Online*

- Online education is administered via the Beckley campus. Accreditation by the Accrediting Council for Continuing Education and Training (ACCET)

VALLEY COLLEGE: *All Campuses*

- Licensed by the West Virginia Council for Community and Technical College Education
- Approved for Veterans and SOC/ConAP

VALLEY COLLEGE VALUES

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.

INTEGRITY

We are above reproach.

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

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.

EFFECTIVENESS

We are results oriented.

We execute with precision and effectively perform to achieve results.

Tony Palmieri

President

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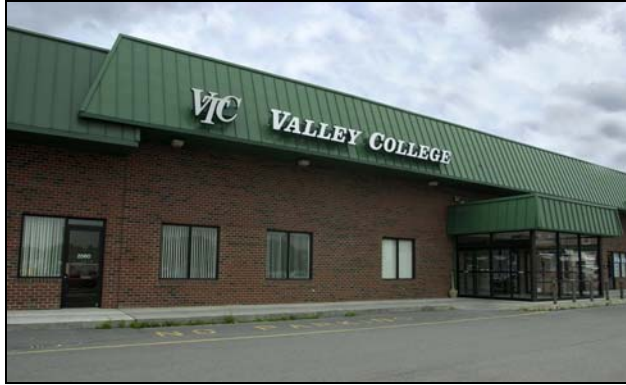
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Martinsburg Campus



Beckley Campus



Princeton Campus

GENERAL INFORMATION

VALLEY COLLEGE

History

Valley College was established 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.

Valley 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 started online delivery of business education in 1997. Today, Valley College offers medical and business programs throughout West Virginia, and continues to offer business programs nationally online.

Philosophy and Mission

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.

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

Communication is the key to success in any educational program; students are encouraged to ask questions. Instructors are available to help clarify points which students may not fully understand or that arise as a result of outside study. Students are also directed toward supplemental reading and study material that enables them to enhance their critical-thinking and problem-solving skills.

Administration

Valley College's ground campuses are located in Martinsburg, Beckley and Princeton, West Virginia. Online headquarters is in Beckley, WV. The local chief administrator is the Executive Director.

Valley Training Centers, Inc. Board of Directors are:

Anthony J. Palmieri, President
David Knobel, Secretary

ADMISSION REQUIREMENTS

Prerequisites

Students applying for admission must meet the following:

1. Be a high school graduate, have obtained a General Education Development (GED) certificate or an equivalent home school credential.
2. Satisfactorily complete Valley College's Admissions Assessment.

All applicants for admission are required to supply the college with evidence of high school graduation or GED completion by class start date. An official form which students may use to request these records from their high school is available from the Admissions Office.

Application for Admission and Enrollment

To be considered for admission, prospective students must:

1. Submit a completed Enrollment Questionnaire/ Application.
2. Be individually interviewed by an Admissions Director who will answer questions and provide a tour of the facilities.
3. Satisfactorily complete Valley College's Admissions Assessment. (Basic benchmarks are a TABE score of 8.0 for the Office Technology program and 10.0 for the Business Administration program and Medical Clinical Assistant program*. Variance from this is at the discretion of the Executive Director.)

The minimum age for admission is 16. Prospective students who do not have a high school diploma or GED are referred to GED testing centers. Career opportunity and occupational outlook information is available from the Admissions Office.

Additional Application Requirements for Medical Clinical Assistant Program

Admissions Criteria:

In addition to the Admission Requirements described above, students must receive a minimum of 10.0 on all of the basic benchmarks of the TABE score. It is preferable for the student to achieve a 12.9+ in reading. Students who have earned a certificate in the Office Technology program may need to retake all or part of the TABE to qualify for entrance in the MCA program.

Students will be required to carry student professional liability insurance, during the externship; details will be provided to the students on the first day of class. Personal Medical Insurance is not required, but recommended. Students must recognize that if they require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases 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.

Medical Clinical Assistant students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED250-Externship and Seminar course. All MCA students must have provided a copy of written documentation from a physician (or health care provider) concerning state vaccinations requirements. The required vaccinations are listed below.

All applicants must provide a copy of written documentation from a physician for:

- 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 enrollment or within the first week of the start of class. The second injection is given four weeks after the first. The third injection is completed eight weeks after the second.
- AND
- 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.
- AND
- 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 few weeks after enrollment. You can have this test up to three months before

entering the program. TB tests are good for one year. If yours expires before you finish the program, you will need to repeat it.

AND (Recommended only)

- 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.

AND

- Proof of Tetanus vaccination within the last 10 years.

Criminal and Background Checks and Drug Screening/Testing: All students in the Medical Clinical Assistant program may be required to submit to a criminal background check and drug screening/testing prior to participating in Externship Clinical placement or employment. This is a cost incurred by the student and is not part of the Laboratory Fees on the Enrollment Agreement. The student will be notified if and when background checks and/or drug screenings are required prior to the start of their Externship. The results will be shared with the designated person at the clinical site. Based on the guidelines of the site, you may or may not be accepted to their site for Externship. Applicants should make an informed decision about whether to participate in a program that may require background checks and/or drug screenings. There are NO REFUNDS for course work if your clinical site denies your participation or if you do not meet the deadline for completing the background checks and/or drug screenings.

CPR Requirement: Students will take MED125, Emergency Procedures, to meet the CPR requirement. If you are able to receive Advanced Standing for this class, you must be able to document that your class included CPR certification for adults and infants as well as first aid and AED. (Provide a card stating all three of the above or a written description of the class with transcript.) CPR certification is usually good for two years.

Acceptance

All applicants who have completed the Enrollment Questionnaire/ Application, have satisfactorily completed the Admissions Assessment and have been interviewed may complete their enrollment by signing an Enrollment Agreement and paying the registration fee.

An enrollment becomes official only after the application has been reviewed by the Executive Director and the Enrollment Agreement is accepted and signed by the Director or authorized school representative. The college will then mail the student the confirmation copy of the fully executed enrollment agreement which contains the signatures of both the student and the Executive Director or authorized school representative. The date of execution of the enrollment agreement is the postmark date of the confirmation letter.

A student may register at any time, but may enter class only on a specified starting date. Classes have a limited enrollment.

Advanced Standing / Credit Transfer

Students interested in obtaining advanced standing should contact the Admissions Director prior to the first day of class. All testing must be completed as part of the enrollment process. Students are required to complete a test or series of tests to measure their current level of knowledge. Each test is correlated with the tests administered in a course. *NOTE: Some courses do not qualify for advanced standing. (i.e. Practical Application and Career Development. Check with the Admissions Department for list.)* Students are granted credit equal to the most advanced test completed with a minimum grade of 70 percent, (letter grade, C). Veterans Administration regulations require veterans with prior related education and training to take advanced standing tests.

Credit for prior education at an accredited institution is granted to incoming students if it is appropriate to the course or program in which the student has enrolled at Valley College, with a grade of "C" or better. An original transcript or other documentation of previous education will be required for review by Valley College. (Note: acceptance or denial of academic credit earned at another institution of higher education will not be based solely on the source of accreditation of a sending institution, provided that the sending institution is accredited by an agency or association that is recognized by the Secretary pursuant to Section 496 (of the current Higher Education Act) to be a reliable authority as to the quality of the education or training offered.) The institution will also consider courses that are offered outside the institutional setting that are recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. If the potential student disagrees with the institution's evaluation of transfer credits, they may appeal to the President, in writing, with appropriate documentation and rationale, before the final decision is made. For impact on student's Satisfactory Academic Progress see pages 9-11.

Total tuition would be reduced, based on the number of credits attempted, at the current per credit rate specified in the Tuition section of the catalog. Any reduction may impact financial aid eligibility, which can be discussed with the Financial Aid Administrator. No fees are assessed for testing, evaluation, or granting transfer of credit.

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. A student may transfer between programs a maximum of two times.

In order to graduate from Valley College, a student must earn at least 60% of the total program credits as a Valley College student. Any student, who has advanced standing or receives credit transfer for more than 40% of the curriculum, will be able to fulfill the 60% requirement by taking additional related courses.

Valley College wishes to assist all incoming students by providing a fair and equitable evaluation of their prior educational credits earned.

Articulation Information

There are two institutions with which Valley College has articulation agreements. They are Mountain State University (MSU), with the main campus in Beckley, WV and branches in many other locations and American Public University System (APUS), whose main campus in Charles Town, WV with online classes nationwide. Valley College will assist graduates or former students in transferring credits to other institutions by providing guidance, course descriptions, transcripts, etc. upon request. Valley College cannot guarantee the transferability of credits earned at the college. A decision on the acceptance of credits earned at Valley College is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

TUITION

Tuition and Fees

The total cost of each program includes all charges for registration, tuition, laboratory and equipment usage, and graduation fee.

Programs	Sem Credits	Reg Fee	Tuition	Lab	Grad Fee	Total Costs
Office Administration (Medical, Professional, Other Specialties)						
Office Technology	32	\$50	\$11,000		\$100	\$11,150
Medical Clinical Assistant (Beckley and Princeton)						
	38	\$50	\$12,375	\$250	\$100	12,775
Business Administration (On Campus, Beckley and Martinsburg)						
Year One	33	\$50	\$11,345			\$11,395
Year Two	40		\$12,375		\$100	\$12,475
Business Administration (Online)						
Year One	33	\$50	\$9,075			\$9,125
Year Two	40		\$9,800		\$100	\$9,900

Note: Book and supplies costs are estimated at \$1325 per academic year (\$1585 for MCA), and are not included in tuition and fees. A per credit tuition rate of \$275 applies if a student retakes a course, and for those individuals who are not enrolled in a program. Tuition effective 11/17/11.

Standard course descriptions can be found in the Appendix.

Credit Hours

Valley College (all three campuses located at Martinsburg, Beckley and Princeton, West Virginia), utilize qualitative and quantitative measurements to assess student progress. The institution is approved as a semester credit hour institution and as such, although both are important, more emphasis is placed on the qualitative aspect of the

student's education rather than the quantitative.

For Academic Purposes:

The faculty at the institution emphasizes, to the student, the need to stay current with their 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 USDE's 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 if approval has not been granted by the appropriate accrediting body.)

This conversion is based on the premise that outside homework and assignments are documented as such, and is part of the grading criterion for the student's final grade in a course. All learning guides (syllabi) for certificate programs contain notations outlining the homework requirement as well as including in the overall course grade a homework component.

Time Extension

Students are expected to complete their program by their scheduled completion date. Any request for an exception will be granted at the sole discretion of the Executive Director.

Refund Policy

The refund policy of Valley College appears below.

1. Students not accepted by the school shall be refunded all monies paid.
2. BUYER'S RIGHT TO CANCEL: Students who wish to withdraw from enrollment must notify the school by certified mail or in person. All monies paid will be refunded if the student notifies the school of withdrawal not later than midnight of the 3rd day after the postmark date of the enrollment agreement which has been signed by the Executive Director or authorized school representative. Students who begin their first day of instruction and then choose to withdraw while within the 3-day period will be refunded according to paragraph 4.
3. Students who withdraw from enrollment after midnight of the 3rd 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 except the Registration Fee.
4. Students who withdraw after the first day of instruction shall be refunded based on the total contract price, less the Registration Fee, according to the following percentages.

1 week or less attendance time: all but the reg. fee and book expense; more than one week, but less than 60% completion of the program length: Pro-rata refund of tuition* plus the graduation fee; 60% completion or more of the program length: Graduation fee refunded only.

5. All refunds shall be made within 30 days of withdrawal, or 30 days of the date of determination of withdrawal if the student does not officially withdraw. (If the student provides proper notification of termination, refunds will be made within 20 days.) Refunds for students funded by third parties will be returned to the appropriate funding agency.

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

* A pro-rata refund is a proportional amount of tuition based on number of scheduled weeks of attendance. (Example of a pro-rata refund: A student who withdraws after completing 7 weeks of a 33-week program would be charged 7/33 or 21.88% of the tuition.)

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. (Valley College will apply this same criteria to SOC/ConAp participants.)

All communication relating to withdrawal or refund must be addressed to the Executive Director. Valley College will acknowledge, in writing, any valid 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 withdrawing 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; the student.

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

FINANCIAL INFORMATION

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 problem occurs, students should contact the Financial Aid Office for assistance on or before the first day of class.

Financial Aid

The cost of a good 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. Such expenses will be considered by Valley College's Financial Aid Office when students apply for financial aid.

Students applying for Federal financial aid are considered for all programs for which they are eligible. Valley College participates in the Pell Grant and Direct Loan programs. The amount of financial aid awarded is generally a combination of grants and loans, based on the student's financial need. All financial aid awards to students are determined by the Financial Aid Office based on the current rules and regulations.

Other sources of financial assistance may be from State grants, Veterans Administration, Workforce Investment Boards, SOC/ConAp, employers, labor unions, or social, fraternal, or religious organizations with whom students or their families may be associated.

Students who become delinquent in their tuition payment may risk 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.

Procedures for Applying for Financial Aid

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

ONLINE:	030844
BECKLEY:	030844
MARTINSBURG:	026094
PRINCETON:	030842

An award notification letter explaining the available financial aid will be given to each eligible applicant.

Requirements for Continued Eligibility

All students receiving financial aid while attending Valley College must maintain satisfactory academic progress as defined elsewhere in this catalog.

Student Grade Transcripts

Student transcripts from Valley College will be sent to properly qualified individuals upon the written request of the student. Valley College adheres strictly to the Family Education Rights and Privacy Act, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization.

Students are entitled to receive one transcript at the time of completion/separation without charge. Additional transcripts are available for \$10.00 each, payable in advance to Valley College. It is school policy to refuse to issue official transcripts on students who have defaulted on a tuition loan obligation to Valley College, owe a refund or recovery to a Title IV program or have defaulted on a student loan.

Scholarships

A list of available scholarships and their criteria can be obtained from the Financial Aid office. An applicant must meet the requirements of the scholarship they are applying for, fully complete an application and be interviewed by Valley College staff to determine eligibility.

If granted a Valley College scholarship, a student must successfully complete their program and fulfill all other financial obligations to the college before the scholarship will be applied to their account. Funds will be applied to the student's account for institutional charges only.

FACULTY & CLASS SCHEDULE

Faculty and Staff

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. This background, when combined with Valley College's system of instruction, computer hardware and software applications, provides the student with a challenging and stimulating yet attentive and supportive learning environment.

See Supplement for list of staff and faculty.

School Calendar / Holiday Schedule

See Supplement for School Calendar/Holiday Schedule

Class Hours

Classes run from Monday through Friday, typically during the following hours (hours may vary slightly from campus to campus):

Morning	8:00 a.m. to 12:30 p.m.	M-F	22.5 Hrs/Wk
Afternoon	12:30 p.m. to 5:00 p.m.	M-F	22.5 Hrs/Wk
Evening	4:30 p.m. to 9:00 p.m.	M-TH	18 Hrs/Wk
or	5:30 p.m. to 10:00 p.m.		

Class Start Schedule

For the **Office Administration, Office Technology** certificate program, classes start approximately every 2 weeks.

For the **Business Administration** and **Medical Clinical Assistant** programs classes start approximately every six weeks.

The class start schedules for these programs may be found in the College Schedule in the Catalog Supplement.

Valley College reserves the right to add or change class start dates to meet the needs of prospective students. For regular attendance, standard completion times are expressed in full weeks:

Day Class		
Office Administration (Medical, Professional, Other Specialties)		
Office Technology	22.5 Hrs/Wk	33 weeks
Business Administration	22.5 Hrs/Wk	68 weeks
Medical Clinical Assistant	22.5 Hrs/Wk	38 weeks
Evening Class		
Office Administration (Medical, Professional, Other Specialties)		
Office Technology	18 Hrs/Wk	41 weeks

All Schedules include break days and holidays.

Business Administration includes scheduled two-week break.

Medical Clinical Assistant Program includes a 180 hour externship.

CURRICULA

Instructional Methods

The Office Administration programs, for which the credential is the **Office Technology** certificate, are comprised of a series of individualized courses. Instructional methods consist of hands-on training which allows students to review lessons and complete computer exercises in a lab environment. Students also use textbooks/workbooks and complete in-class and out-of class assignments.. A structured lesson plan is followed, and instructors are available to provide students with personal assistance, instruction, and academic advice. Students are expected to study every day outside the classroom.

The **Business Administration** associate degree program and the **Medical Clinical Assistant** certificate program are comprised of both traditional lecture classes and individualized learning. 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.

A personal progress schedule is given to each student during the first week of class in each program. The schedule reinforces the student's responsibility for timely completion of instructional material. Instructors monitor the student's achievements and progression according to the schedule on an ongoing basis.

For the Online Business Administration program, the student attends class via the Internet, where they interact with the Instructor and their classmates. Material is presented by qualified instructors, following the same structured lesson plans as for on-campus students.

Program Description

Office Technology Program (Medical Office Administration, Professional Office Administration and other specialties)

The Medical Office Administration Program credential is the **Office Technology** Certificate, Medical Administrative Assistant Specialty. The Professional Office Administration Program credential is the **Office Technology** Certificate, Accounting Specialty. The Legal Office Administration Program credential is the **Office Technology** Certificate, Legal Specialty. The General Office Administration Program credential is the **Office Technology** Certificate, Administrative Specialty.

The student/instructor ratio is normally less than 25 to 1; maximum classroom or lab size is 25 students. Electronic media resources may be used to assist in the learning process. Instructors are available during class hours to answer questions and guide students over possible trouble spots.

The **Business Administration** program and the **Medical Clinical Assistant** program are conducted primarily in a traditional classroom environment. Business Administration is also offered Online via the Internet. The student/instructor ratio would normally be less than 30:1 in the Business Administration program and the Medical Clinical program's student/instructor ratio would normally be less than 25:1.

Prior to beginning course work, students will participate in an orientation period. During this time the students will be advised of Valley College policies and procedures, dress code and other topics as required. Valley College reserves the right to vary the order in which courses are presented in each program. The school also reserves the right to adjust the subject matter, course materials, and time scheduled for a program, with the approval of the accrediting agency, as it may deem necessary and desirable, except that such adjustment shall not reduce the total program length or increase the total program price beyond the amount stated in the enrollment agreement.

Enhancements

Should a student taking an individualized course progress at an accelerated rate, their instructor will assign advanced subject material. This will enable advanced students to expand their knowledge beyond the standard program without additional tuition cost.

STANDARDS AND REGULATIONS

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.

SAP is measured by two standards:

1. Qualitative - a minimum grade point average (GPA) of 2.0 on a 4.0 scale.
2. 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 their calculated credits at the end of each term. A term is a payment period. A term is defined as Midpoint and Completion for the Office Technology and Medical Clinical Assistant programs. The Business Administration terms are Year 1 Midpoint, Year 1 Completion, Year 2 Midpoint and Year 2 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>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	

If the student is not meeting both standards, an automatic Financial Aid **Warning** will be issued. The student is still eligible for financial aid, if at the end of the warning term, the warning is lifted. A Warning period may be at the end of 15 school days but no longer than one payment period in length. A warning is lifted if the student has met both standards (minimum GPA of a 2.0 and Minimum Successful Credit Completion Percentage).

The Financial Aid Director/Administrator will notify the student, Campus Director and Instructor/Advisor that a student has been placed on Financial Aid Warning. The Instructor/Advisor will meet with the student and they will discuss a plan of action that may: 1) identify why the student is not meeting SAP; 2) determine action is necessary to follow to improve their academic circumstances; and 3) set up a schedule that the student can follow to achieve academic success.

If at the end of the **warning term**, the student has not met both standards, the student will be placed on Financial Aid **Probation and financial aid will be terminated**. The student will not qualify for financial aid, effective the next term of attendance, until such a time that student has met all SAP guidelines.

The student may **appeal** the probation decision. The appeal must be in writing to the Executive Director and must be signed and dated by the student. If the appeal is approved by the Financial Aid Director and Campus Director, the aid may be reinstated for that term. To appeal the Probation (termination of financial aid eligibility), a student may submit documented proof of an extenuating circumstance, such as illness, or injury to the student or death of an immediate family member. The appeal must address why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress in the future. Supporting documents should be included with the appeal. The Campus Director will meet with the instructor/advisor and will review the appeal and notify the student in writing regarding the status of the appeal. Office Technology and Medical Clinical Assisting students are limited to one probation appeal requests while attending Valley College. Business Administration students are limited to two probation appeals (one per academic year) while attending Valley College. All requests for appeals must be submitted no later than 10 business days after receiving the Financial Aid Probation notice.

Students whose **appeals** have been approved will be placed on financial aid probation their aid will be reestablished to continue with their studies. The student will work with their instructor/advisor to develop an individualized academic plan that should be followed in order to continue enrollment. The plan may include requirements for academic performance, meetings with an academic advisor, etc. Students who meet these requirements will continue to be on probation for the next term, and a new academic plan will be developed. Continued eligibility for financial aid is contingent on meeting the requirements of each term's academic plan. Financial aid probation status will not end until the student successfully establishes their minimum cumulative GPA and 67% cumulative completion rate. Failure to meet the SAP during any approved financial aid probation term will result in final financial aid termination, cancellation of financial aid. Academic Plans need to be attached to the ED- 20, Financial Aid Probation form and maintained in the student's Academic File and Financial Aid Folders.

The maximum time frame that a student may complete their program is 150% of the published length of the program. If it apparent mathematically that the student will be unable to finish their program, the student becomes ineligible for aid. The student may appeal the timeframe by providing a 'program completion' plan signed by their instructor/academic advisor. If the plan is approved by the Campus Director, the student will receive financial aid on a probationary basis for one or more terms until the degree/certificate is completed.

Treatment of Selected Grades

Course Withdrawal, Incompletes, and Fail: Credit hours in which a student receives a grade of "W", "I", and "F" are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw or fail a class may have difficulty meeting the satisfactory progress requirements. "W" and "I" grades are not included in the calculation of GPA. The "I" is not a final grade and will automatically convert to an "F" grade, if the student does not successfully pass the class within the required timeframe. "F" grades are included in the calculation of GPA.

Transfer Credit: Students transferring from another institution or another Valley College campus (program) will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid will be reduced by the number of transferred credit hours applied towards their program of study at Valley College.

Repeated course: In accordance with Valley College policy, a student is permitted to repeat any course. There is a retake course fee. The “F” grade 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. Successful completion: A grade of A, B, C, or D, is considered successful course completion. These grades are included in the calculation of GPA. **Grade of D Warning:** A grade of D may cause a student’s GPA to drop below the required 2.0 level.

Returning students are evaluated on a continuing basis from the last enrollment, unless an extenuating circumstance is considered. Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning.

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 Executive Director. 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 leave or absence, 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 instructor and approval of the Executive Director. In Valley College Online, the LOA must be submitted to the Online Executive Director. 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. The student’s expected graduation date will be adjusted; however, the total course time excluding leave time must not exceed 1.5 times the total program length for which the student has enrolled.

Authorized leaves of absence are limited to two per every twelve-month period, but additional leaves may be granted due to extenuating circumstances. A request for leave of absence may be approved for up to 30 days, however, a student may request an extension at the end of the first 30 calendar day period, and if approved, up to an additional 30 days may be granted. Failure to request an extension and/or return to class from a leave of absence on the scheduled date may result in termination of the student’s enrollment.

The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period, or ½ of the published program length, whichever is shorter. Note: A leave of absence may affect a student’s financial aid, and will have an impact on their class schedule when they return.

Probation

Financial Aid Probation is discussed in the Satisfactory Academic Progress section.

Grading System

All tests and assigned projects are graded against a 100% score. Sixty percent (60%) is the minimum passing grade. A student who fails to obtain a 60% score on a test or graded assignment will be given the opportunity to review course material and retest or resubmit the assignment one time. A 60% grade is the maximum score that may be received for either a retest or a resubmitted assignment. A re-test should be completed within two weeks of the original test date. Students who have retested or resubmitted assignments and fail to achieve a passing grade for the course will be required to repeat the entire course.

If a student withdraws from a course within the first two weeks, they will receive a “W” (Withdrawal) and must still take the course when it is offered again. If a student does not complete a course on the scheduled completion date, they will receive a grade of “I” (Incomplete). At the end of 30 days, the “I” will become an “F” if the course still has not been completed and if the student has not appealed, to the instructor, for an extension due to mitigating circumstances. The instructor may approve or deny the extension. Under no circumstance will an “Incomplete” grade stand beyond 6 weeks (one block) past the scheduled completion date.

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>Grade</u>	<u>Qual.</u> <u>Pts.</u>	<u>Description</u>
A	4.0	90 to 100%	I	0.0	Incomplete
B	3.0	80 to 89%	W	0.0	Withdraw*
C	2.0	70 to 79%	AS	0.0	Adv. Standing*
D	1.0	60 to 69%	CT	0.0	Credit Transfer*
F	0.0	59% or less			* No penalty

Attendance Policy

Valley College realizes that illness or personal situations may compel a student to be absent from class occasionally. However, excessive absenteeism will have an adverse impact on Satisfactory Academic Progress. Additionally, a student who is excessively absent cannot acquire the knowledge and skills to ensure satisfactory completion of the program. Students are requested to notify the college if they are to be absent and why. Students absent for two (2) consecutive class days without notification to the college may be contacted by the college to ascertain the reason for the absence and may be asked for documentation concerning the absence. Students absent for five (5) consecutive class days may be contacted again by the college, in writing if necessary, to determine the student's intentions. If a response is not received, the student may be subject to termination.

A student who does not make specific arrangements for prolonged absenteeism, such as a leave of absence, will be terminated from a program within 30 calendar days of last date of attendance or last day of educational activity for Online students. (The student's withdrawal date will never be longer than 14 days after the student's last date of attendance, or in the case of an Online student, the last date of educational activity). The on-campus student's attendance percentage is tracked by Valley College staff from student sign-in sheets. Students who have an attendance percentage below 75% cumulative, will be counseled and monitored closely until the attendance percentage improves to 75% or better. If cumulative attendance falls below 70%, the student will be given 30 days to improve their attendance to 70% or better. If improvement above 70% has not been attained at the end of 30 days, and there are not extenuating circumstances, they will be terminated. A 70% attendance percentage is a requirement for graduation.

Additional Attendance Requirements for the Medical Clinical Assistant Program

Because of the nature of the material and lab assignments in the MCA Program, certain courses require a higher attendance rate. These courses are: MED200, Medical Assisting – Clinical; MED205, Medical Assisting – Back Office; MED210, Medical Assisting – Laboratory; and MED125, Emergency Procedures. In addition to signing in on the Daily Sign-In Log, the instructor for these courses will take class attendance daily. The minimum expected attendance will be 83%. For the course, MED250, Externship and Seminar, the minimum attendance expected is 100%.

The intent of this policy is to discourage absenteeism or tardiness. Students who are absent or tardy are expected to make up the scheduled academic work. (Attendance is tracked and rounded to the nearest fifteen (15) minutes.) Students who are terminated due to excessive absenteeism shall receive a refund of tuition in keeping with the college's published refund policy. Readmission of such students is at the sole discretion of the Executive Director.

Make-Up Time

All Office Administration, **Office Technology** certificate classes make-up time can be arranged as required with the Instructor. Makeup of absences exceeding 10% is strongly encouraged. Following return from a leave of absence, students can pick up the program at the point where they left off.

A **Business Administration** student, who misses a test for a valid reason, may schedule an alternate test date with their instructor. A student who fails a course or who misses excessive amounts of class time may be required to wait for the next class cycle to repeat the course.

MCA Program Make Up Time: Students are accountable for all work missed during periods of absence. Students are responsible for contacting their instructors about any make-up of class work missed. All make-up is at the sole discretion of the instructor. Make-up of missed classes does not erase an absence from a student's record. Make up time is REQUIRED for Clinic classes and Externships.

Withdrawal

Withdrawal from the college must be initiated by mailing or delivering to the school a notice of withdrawal. Students may also notify the Executive Director in person.

Termination/Suspension

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 dishonesty, failure to comply with college 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. A student may be suspended for inappropriate behavior for a period of one hour to several days. Suspension may jeopardize successful completion of a course, delaying graduation.

In addition, students may be terminated for the following reasons:

- Failure to maintain and meet the requirements of satisfactory academic progress
- 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 comply with the college standards of conduct
- Failure to comply with the college's dress code upon warning
- Possession, use or distribution of illicit drugs or alcohol

Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy. Valley College policy places readmission of such students at the sole discretion of the Executive Director.

Transfer Students

Students enrolled in a program at any Valley College campus may transfer to another Valley College campus. All credits will transfer when transferring within the same program, (as long as the course grade is a "C" or better). A credit evaluation will be done when transferring between programs. A written request for transfer must be made to the Executive Director at the original campus, and approval is contingent upon the student's academic standing and acceptance at the Valley College campus the student is transferring to. Transferring students should check with the financial aid office to determine how a transfer affects their financial aid or tuition balance.

Graduation

Students who have successfully completed a program within satisfactory academic requirements (2.0 GPA or better, 70% attendance or better and within 1.5 times the program length) and have satisfied their financial obligation to the college will become candidates for graduation. Office Administration, Office Technology certificate graduates will receive a certificate for earning the required 32 semester credit hours, Medical Clinical Assistant graduates will receive a certificate for earning the required 38 semester credit hours, and Business Administration graduates will receive an Associate of Applied Science degree for earning the required 73 semester credit hours as evidence of graduation.

In addition to successful completion of the program, some students may be on the Director's List (overall GPA of 4.0, overall attendance of 95% or above and completion of the program by the scheduled completion date) or the Honor Roll (overall GPA of 3.5-3.99, overall attendance of 95% or above and completion by the scheduled completion date).

Standards of Dress

Valley College students are preparing for careers in the business world where appropriate business or office grooming and attire are generally required. In the work environment, a shirt with collar, slacks and dress shoes are customary for men; conservative business and office dress is expected for women. 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. Wearing of: jeans, shorts, t-shirts with messages, tank tops, tennis shoes, or other casual attire are not permitted during normal class hours. On Thursday evening and Friday "Casual Day," students can be more relaxed in their attire; however, attention must still be given to the appropriateness of the attire for the campus/work environment. Failure to adhere to the dress code upon warning is grounds for termination. Questions pertaining to the standards of dress should be addressed to the Executive Director.

Medical Clinical Assistant

MCA 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 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 short-sleeved white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. Permitted jewelry includes watches, engagement/wedding rings, and no more than 2 discreet (pierced) earrings per ear.

Medical Office Administration

MOA program Standards of Dress: Students are required to wear the Valley College Medical Office Administration program uniform to all classes. 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 short-sleeved white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. Permitted jewelry includes watches, engagement/wedding rings, and no more than 2 discreet (pierced) earrings per ear.

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 the careers and career opportunities they are being trained for. In addition, guest speakers are invited to the campus to speak to the student body about career opportunities, professionalism, self-development, personal health care, etc.

Other events include such things as; contests, college sponsored pot-lucks, holiday parties, food drives, “Day of Caring” activities, career fairs, fund raising for neighborhood agencies, etc.



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 staff. The instructional staff is ready to assist students with problems stemming from classroom experiences, the school program, or related areas. The Admissions Director and/or Executive Director are prepared to advise students on admission, fees, tuition, scholarships, or other related topics.

Placement Assistance

The college maintains a Placement Office for eligible students and graduates. The Placement Office provides students with a centralized service to assist them in their employment search. Although the college provides assistance, the student must assume responsibility for securing employment. ***The college does not guarantee employment to its graduates.*** Career development is an ongoing process that occurs throughout a program. Students who enroll only in a course rather than a program may not have received sufficient training to be prepared for an entry level position; therefore, placement assistance is not available to those students. After completion of all classroom studies, ongoing advice, direction, and support will be available until employment is secured.

Students who wish to utilize the college's placement assistance are required to participate in all career development activities as defined by the Placement Director. Failure to participate 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 Director. Placement statistics are available upon request from the Admissions Office.

Library/Resource Center

The student/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 who have suggestions for additions to the Resource Center or comments on its operation should address their comments to the Executive Director.

Facilities and Equipment

Valley College's campuses are located in Martinsburg, Beckley and Princeton, West Virginia and Online. All ground-based facilities are conveniently located with student parking available at each facility. Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

Students with physical disabilities are encouraged to contact the Admissions Office for a personal tour and interview to determine whether Valley College's program and facilities can reasonably accommodate their particular disability or need. Valley College facilities are accessible to the disabled. All of the campuses are tobacco free environments.

Each campus has the necessary computers, printers, software, and other equipment necessary to deliver the educational programs.

Housing Assistance

The college has no facilities for student housing; however, the school may be aware of available housing in the area and will assist students upon request. The school 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 diagrammed 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. Should an emergency, accident, or illness occur during class hours, the college reserves the right to call for emergency medical assistance or refer the student for medical assistance. 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.

Equal Opportunity

This college does not discriminate against any student or applicant based on race, religion, national origin, sex, age or handicap. Disabled students must, however, be able to satisfactorily use the training equipment appropriate to the course or curriculum. In addition, disabled students must be able to safely and productively handle the equipment and materials customarily used by persons employed in the field. Valley College will make reasonable accommodations for disabled students. Prior to admission, disabled applicants will be interviewed by the Admissions Director and/or Placement Director to discuss future employment opportunities.

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. 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.

Information Security is a high priority at Valley College. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your non-public personal information that we collect. Confidentiality is observed by all employees.

Drug, Alcohol and Tobacco Free Environment

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, possession, use or distribution of illicit drugs or alcohol, or persons under the influence of illicit drugs or alcohol on school premises as a part of any school activity, shall be referred to a treatment center and may be terminated from the program as explained in Valley College's "Drug Free Campus and Work Place Compliance" package. Valley College is also a tobacco free environment.

Copyright Infringement Policy

Valley College's copyright compliance policy attempts to provide practical advice and procedures on copyright-related matters. It is not a substitute for legal advice, and proper legal advice should be obtained when necessary. The Executive Director or designated person serves as the copyright officer and assists staff, faculty and students in these matters.

Copyright infringement is a serious offense and can include costly penalties. These penalties may include monetary damages and the infringer may face criminal charges. The penalties and fines are discussed in the Valley College's Operational Memo 09-1, Copyright Compliance Policy that is posted on the student bulletin board and/or by the campus copier.

Advisory Board

Each of Valley College's campuses has an Advisory Board comprised of local business people. The Boards meet with members of Valley College's staff and management several times each 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.

Refer to Catalog Supplement for listing.

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, who is identified on the student bulletin board.

Statistical information regarding previously reported crimes are distributed to students and staff annually. This information is also available to potential students and employees upon request.

Complaint Resolution

Valley College is confident that students will be fully satisfied with their education program. However, should students have a concern, a discussion with the Executive Director can resolve most issues.

In the unlikely event the student is unable to get satisfaction; the issue must be put in writing and sent to: President, Valley College, 287 Aikens Center, Martinsburg, WV. WIA sponsored students must comply with any grievance procedure provided them.

In the event that a Beckley or Princeton campus student has followed the institution's formal student complaint procedures and the problem(s) have not been resolved, the student has the right to follow the procedures as outlined on ACCET Document 49.1 ACCET Complaint Procedure. ACCET's address is: ACCET, Chair, Compliant Review Committee, 1722 N Street, NW, Washington, DC 20036. , Tel. # (202) 955-1113. Fax, email and website information is available on Document 49.1 which is posted on the student bulletin board.

Valley College - Martinsburg campus students should follow the same procedure, however instead of requesting ACCET Document 49.1, they should write to ACICS, 750 First St. NE, Suite 980, Washington, DC 20002-4241, Tel. # (202) 336-6780.

APPENDIX

PROGRAM OUTLINES
&
COURSE DESCRIPTIONS



Office Administration
OFFICE TECHNOLOGY
CERTIFICATE PROGRAM OUTLINE

COURSES	SEMESTER CREDITS	CLOCK HOURS	
		Lecture (Lec)	Lab (Lab)
<u>CORE COURSES</u>			
COM111	BUSINESS ENGLISH	2.0	30 Lec
CPS131	COMPUTER OPS. & APPS.	3.0	90 Lab
CPS141	DOCUMENT PROCESSING	2.0	15 Lec 30 Lab
CPS142	SPREADSHEET APPLICATIONS	2.0	15 Lec 30 Lab
MAT121	BUSINESS MATH	1.0	30 Lab
OFF101	KEYBOARDING I	2.0	15 Lec 30 Lab
OFF102	KEYBOARDING II	2.0	15 Lec 30 Lab
MKT201	CUSTOMER SERVICE	2.0	30 Lec
<u>ACCOUNTING SPECIALTY</u>			
ACC121	ACCOUNTING/BOOKKEEPING	4.0	15 Lec 90 Lab
ACC241	COMPUTERIZED ACCOUNTING	3.0	30 Lec 30 Lab
CPS201	INTEGRATED SOFTWARE APPLICATIONS	2.0	15 Lec 30 Lab
OFF231	OFFICE PROCEDURES	2.0	15 Lec 30 Lab
OFF251AC	PRACTICAL APPLICATION	2.0	15 Lec 30 Lab
COM210	CAREER DEVELOPMENT	3.0	30 Lec 30 Lab
<u>ADMINISTRATIVE SPECIALTY</u>			
ACC101	BASIC ACCOUNTING	2.0	15 Lec 30 Lab
CPS201	INTEGRATED SOFTWARE APPLICATIONS	2.0	15 Lec 30 Lab
OFF203	ADVANCED KEYBOARDING	1.0	30 Lab
OFF212	RECORDS MANAGEMENT	2.0	15 Lec 30 Lab
OFF231	OFFICE PROCEDURES	2.0	15 Lec 30 Lab
OFF245	PROFESSIONAL DEVELOPMENT	2.0	15 Lec 30 Lab
OFF251AD	PRACTICAL APPLICATION	2.0	15 Lec 30 Lab
COM210	CAREER DEVELOPMENT	3.0	30 Lec 30 Lab
<u>LEGAL SPECIALTY</u>			
CPS201	INTEGRATED SOFTWARE APPLICATIONS	2.0	15 Lec 30 Lab
LEG211	LEGAL WORD PROCESSING	2.0	15 Lec 30 Lab
LEG221	LEGAL TERMINOLOGY & TRANSCRIPTION	4.0	30 Lec 60 Lab
LEG231	LAW OFFICE PROCEDURES	3.0	15 Lec 60 Lab
OFF251L	PRACTICAL APPLICATION	2.0	15 Lec 30 Lab
COM210	CAREER DEVELOPMENT	3.0	30 Lec 30 Lab
<u>MEDICAL ADMINISTRATIVE ASSISTANT SPECIALTY</u>			
CPS201	INTEGRATED SOFTWARE APPLICATIONS	2.0	15 Lec 30 Lab
MED221	MEDICAL TERMINOLOGY	2.0	15 Lec 30 Lab
MED231	BASIC MEDICAL OFFICE PROCEDURES	3.0	15 Lec 60 Lab
MED241	THE AUTOMATED MED. OFFICE	4.0	30 Lec 60 Lab
COM210	CAREER DEVELOPMENT	3.0	30 Lec 30 Lab
Electives (Select 1 of the following three courses)			
MED225	BASIC MEDICAL TRANSCRIPTION	2.0	15 Lec 30 Lab
MED235	ADVANCED MEDICAL OFFICE PROCEDURES	2.0	15 Lec 30 Lab
MED245	BASIC MEDICAL CODING	2.0	15 Lec 30 Lab

PROGRAM TOTALS:

Core: 360 Total Hours (120 Lec/240 Lab) and 16 Credits
 Plus Specialty: 360 Total Hours (120 Lec/240 Lab) and 16 Credits
 Total Program: 720 Hours (240 Lec/480 Lab) and 32 Credits
 Expected Out-of-Class Activities (Homework): 180 hours

OFFICE TECHNOLOGY

The Office Technology program is designed to provide students with the skills necessary to obtain and maintain entry level positions in the Accounting, Administrative, Legal, or Medical Administrative Assistant career fields. Examples of positions graduates may be qualified for include, but are not limited to:

Accounting Clerk	Legal Records Clerk
Accounts Payable Clerk	Legal Secretary
Accounts Receivable Clerk	Legal Transcriptionist
Administrative Assistant	Medical Admin. Assistant
Administrative Clerk	Medical Billing Clerk
Billing Clerk	Medical Receptionist
Bookkeeper	Medical Records Clerk
Clerical Assistant	Medical Secretary
Clerk Typist	Medical Transcriptionist
Customer Service Rep.	Payroll Clerk
Data Entry Clerk	Receptionist
Executive Assistant	Records Clerk
Insurance Claims Processor	Secretary
Inventory Specialist	Telemarketer
Legal File Clerk	Transcriptionist
Legal Receptionist	Trust Specialist

**BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE DEGREE
PROGRAM OUTLINE**

Year 1

COURSES	SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab)
BUS101 THE BUSINESS WORLD	1.0	15 Lec
CPS131 COMPUTER OPERATIONS & APPS.	3.0	90 Lab
CPS103 KEYBOARDING	1.0	30 Lab
ACC121 ACCOUNTING/BOOKKEEPING	4.0	15 Lec 90 Lab
BUS103 BUSINESS LAW	3.0	45 Lec
COM121* EFFECTIVE WRITING	3.0	15 Lec 60 Lab
CPS142 SPREADSHEET APPLICATIONS	2.0	15 Lec 30 Lab
MAT121 BUSINESS MATH	1.0	30 Lab
MGT101 PRINCIPLES OF MANAGEMENT	4.0	30 Lec 60 Lab
MGT102 HUMAN RESOURCE MANAGEMENT	3.0	45 Lec
MKT121 MARKETING AND SALES	3.0	30 Lec 30 Lab
PSY101* GENERAL PSYCHOLOGY	3.0	45 Lec
CPS141 DOCUMENT PROCESSING	2.0	15 Lec 30 Lab

Year 2

COURSES	SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab)
CPS201 INTEGRATED SOFTWARE APPLICATIONS	2.0	15 Lec 30 Lab
ACC241 COMPUTERIZED ACCOUNTING	3.0	30 Lec 30 Lab
BUS201 INTRODUCTION TO ECONOMICS	3.0	45 Lec
BUS211 BUSINESS ETHICS	3.0	45 Lec
COM231 BUSINESS COMMUNICATIONS	3.0	30 Lec 30 Lab
CPS232 ADVANCED SPREADSHEET APPLICATIONS	2.0	15 Lec 30 Lab
HIS201* U.S. HISTORY	3.0	45 Lec
MAT221* BASIC ALGEBRA**	3.0	45 Lec
MGT211 BUSINESS MANAGEMENT	4.0	45 Lec 30 Lab
MGT221 ORGANIZATIONAL BEHAVIOR	3.0	45 Lec
MKT201 CUSTOMER SERVICE	2.0	30 Lec
MKT211 ADVERTISING	3.0	45 Lec
SOC201* INTRODUCTION TO SOCIOLOGY	3.0	45 Lec
COM210 CAREER DEVELOPMENT	3.0	30 Lec 30 Lab
BUS271 PRACTICAL APPLICATION	3.0	15 Lec 60 Lab

*General education courses

**Basic Algebra may be substituted for U.S. History to be determined by Valley College. (Basic Algebra is not available Online.)

PROGRAM TOTALS:

Year 1: 720 Total Hours (270Lec/450Lab) and 33 Credits

Year 2: 720 Total Hours (480Lec/240Lab) and 40 Credits

Total Program: 1440 Hours (750Lec/690Lab) and 73 Credits

Out-of-Class Activities (Homework) is to be expected; hours vary by course

BUSINESS ADMINISTRATION

Business Administration is a two-year Associate of Applied Science degree program that 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 who wish to pursue a career on completion. Examples of positions graduates may be qualified for advancement into include, but are not limited to:

Administrator	Loan Officer
Administrative Assistant	Manager
Admitting Officer	Management Trainee
Bookkeeper	Merchandise Manager
Business Manager	Office Manager
Credit Counselor	Personnel Manager
Customer Service Manager	Property Manager
Database Administrator	Real Estate Agent
Department Manager	Record Management Director
Fundraising Director	Self Employment
Insurance Sales Agent	Supervisor

On completion of their degree, graduates of the Business Administration program may also obtain positions that are available to graduates of the Office Technology program. Employment in those positions will provide the graduate with experience, combined with their education, to advance into the types of positions listed above.

**MEDICAL CLINICAL ASSISTANT
CERTIFICATE PROGRAM OUTLINE**

COURSES	SEMESTER CREDITS	CLOCK HOURS		
		Lecture (Lec)	Lab (Lab)	Externship (Extn)
COM111 BUSINESS ENGLISH	2.0	30 Lec		
COM210 CAREER DEVELOPMENT	3.0	30 Lec	30 Lab	
CPS103 KEYBOARDING	1.0	30 Lab		
CPS120 INTRODUCTION TO COMPUTERS	3.0	15 Lec	60 Lab	
MAT125 COLLEGE MATHEMATICS	2.0	30 Lec		
MED100 MEDICAL ORIENTATION	2.0	30 Lec		
MED105 MEDICAL LAW & ETHICS	2.0	30 Lec		
MED111 ANATOMY & PHYSIOLOGY I	2.0	30 Lec		
MED112 ANATOMY & PHYSIOLOGY II	2.0	30 Lec		
MED121 PHARMACOLOGY	2.0	30 Lec		
MED125 EMERGENCY PROCEDURES	2.0	15 Lec	30 Lab	
MED200 MEDICAL ASSISTING – CLINICAL	2.0	15 Lec	30 Lab	
MED205 MEDICAL ASSISTING – BK OFF PROCED	3.0	30 Lec	30 Lab	
MED210 MEDICAL ASSISTING – LABORATORY	3.0	30 Lec	30 Lab	
MED221 MEDICAL TERMINOLOGY	2.0	15 Lec	30 Lab	
MED250 EXTERNSHIP & SEMINAR	5.0	15 Lec	180 Extn	

Program Totals:

825 CLOCK HOURS: 375 Lecture, 270 Lab, and 180 Externship

Expected Out-of-Class Activities (Homework): 157.50 hours

38 SEMESTER CREDITS

MEDICAL CLINICAL ASSISTANT

The **Medical Clinical Assistant** 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 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 to work in hospitals, clinics, physicians' offices, and home health care.

Examples of positions graduates may be qualified for advancement into include, but are not limited to:

- | | |
|--------------------------------|-------------------------------------|
| Clinical Assistant | Medical Records Clerk |
| Laboratory Technicians | Medical Senior Material Handler |
| Medical Assistant | Patient Registration Representative |
| Medical Assistant Back Office | Patient Service Representative |
| Medical Assistant Front Office | Pharmacy Aid |
| Medical Office Assistant | Sterile Processing Technician |
| Medical Receptionist | |

COURSE DESCRIPTIONS

Reading Course Descriptions

All courses offered at Valley College are listed under alphabetically arranged subject headings, i.e. Accounting, Business, etc. See the individual program outline for the required courses.

The following course number system is used:

100 - 199 First level courses

200 - 299 Second level courses

Prerequisites are noted where appropriate

General Education course descriptions contain a statement identifying them as such.

ACCOUNTING

ACC101 BASIC ACCOUNTING: (2.0 Credits)

This course provides instruction in the essentials of accounting and presents material appropriate to any business office. The focus of the course is the accounting cycle, journal and ledger entries, and methods of gathering accounting information with an emphasis on managing typical office accounts such as checkbooks, petty cash accounts, accounts receivable and accounts payable.

ACC121 ACCOUNTING/BOOKKEEPING: (4.0 Credits)
(Prereq: MAT121 or concurrent with MAT121)

This course is designed to provide the student with a solid foundation of the tools and concepts of accounting and the techniques for using them. Theory and practice will be linked with the logic of procedure. The focus of the course is on the accounting cycle, analysis of business events, methods of accumulating accounting data and the control of accounting data. Instruction on basic accounting principles, financial statements and accounting procedures such as petty cash and payroll will be given.

ACC241 COMPUTERIZED ACCOUNTING: (3.0 Credits)
(Prereq: ACC121)

This course is designed to introduce the student to a typical automated accounting software package using the principles of Accounting/Bookkeeping as their foundation for setting up an automated accounting system. Instruction on adjusting entries, inventory control and depreciation will be given. The student becomes familiar with the concepts and use of an automated accounting system.

BUSINESS

BUS101 THE BUSINESS WORLD: (1.0 Credits)

This course is designed to provide the student with a basic understanding of business concepts. The student is taught about private enterprise in America; the various changes that are occurring in our business environment; and the ethics and social responsibility of working in the business community. The importance of personal organization skills and study habits are also discussed.

BUS103 BUSINESS LAW: (3.0 Credits)

This course is a broad-based survey approach to the study of business law. This course also provides a basic overview of the concepts and terminology essential to understanding the field of business law.

BUS201 INTRODUCTION TO ECONOMICS: (3.0 Credits)
(General Education Course – ACCET)

This course is designed to provide students with a basic understanding of economics and how it applies to a small business setting. Topics discussed are: supply and demand, competition, inflation, interest rates, opportunity costs, and consumer spending.

BUS211 BUSINESS ETHICS: (3.0 Credits)
(Prereq: BUS103)

This course is designed to examine some of the major topics that plague the work place in the United States today. The student will gain a better understanding of the important issues that managers face in today's business environment such as whistle blowing, employee privacy, sexual harassment, and workplace safety.

BUS271 PRACTICAL APPLICATION (Bus. Adm.): (3.0 Credits)
(Prereq: all courses in Business Administration or concurrent with other courses in last block.)

This course is designed to demonstrate the student's ability to utilize and incorporate skills taught in the Business Administration program. The student is required to create, produce and present a business plan with minimal instruction. In order to complete the assigned tasks accurately and in a timely fashion, the student must utilize time management, organizational and cognitive skills.

COMMUNICATIONS

COM111 BUSINESS ENGLISH: (2.0 Credits)

The course provides instruction in basic English fundamentals as well as instruction oriented towards business communication. The student will develop skills in the areas of proper grammar, punctuation, spelling, sentence structure, word choices and written business communication. The course also emphasizes editing skills and how to edit business communications to ensure that they are correct, complete, clear, concise, and courteous.

COM121 EFFECTIVE WRITING: (3.0 Credits)
(General Education Course)

This course is designed to provide the student with practice in the techniques of effective writing and reading. It stresses the rules and principles of effective writing and the patterns of organization necessary for clear, correct and interesting presentation of ideas and information.

COM210 CAREER DEVELOPMENT: (3.0 Credits)

This course is designed to assist students to develop the career skills necessary to find and retain employment. The student will learn specific professional skills such as customer contact, punctuality, attendance, appropriate attire and a professional attitude. In addition, the student will learn such skills as resume preparation, interviewing techniques and accessing the job market.

COM231 BUSINESS COMMUNICATIONS: (3.0 Credits)
(Prereq: CPS131)

This course is designed to build a solid foundation in business communications. Vocabulary, parts of speech, proper sentence structure and punctuation, and style are reviewed. Basic instruction and hands-on practice is given for business document preparation, as well as oral and electronic presentations. The challenges of international business communication are also discussed.

COMPUTER SOFTWARE

CPS103 KEYBOARDING: (1.0 Credits)

This course is designed to teach keyboarding to anyone who uses a computer. The focus is on basic alphabetic, numeric and symbol keyboarding skill development. Business correspondence formatting is introduced and a language skills review is accomplished.

CPS120 INTRODUCTION TO COMPUTERS (3.0 Credits)

After completing this course the student will be able to demonstrate the ability to use a personal computer which is appropriate for the medical office. The student will learn basic skills for using an operating system and application software including electronic health records.

CPS131 COMPUTER OPERATIONS & APPLICATIONS: (3.0 Credits)

After completing this course the student will be able to demonstrate the ability to use a personal computer and be familiar with the relationship between the operating system and application software. Basic instruction and hands-on practice is given for Windows and word processing software that includes managing files, creating, formatting, editing, printing and saving documents.

CPS141 DOCUMENT PROCESSING: (2.0 Credits)

(Prereq: CPS131)

This course builds on the knowledge gained in Computer Operations and Applications and provides the student with instructions relevant to more advanced features in word processing. The course introduces the student to database management. The student is given instructions in the basic layout of a database and the manipulation of data in a database.

CPS142 SPREADSHEET APPLICATIONS: (2.0 Credits)
(Prereq: CPS131)

This course introduces the student to spreadsheet applications using a spreadsheet software package. Topics include creating and modifying worksheets, charting, what-if analysis, basic financial functions, and database options.

CPS201 INTEGRATED SOFTWARE APPLICATIONS: (2.0 Credits)
(Prereq: CPS131, CPS141, and CPS142)

This course is designed to provide the students with the opportunity to integrate word processing, spreadsheet and database software applications. The course also introduces the student to a presentation software package. The student is given instruction on how to create and modify an electronic presentation.

CPS232 ADVANCED SPREADSHEET APPLICATIONS: (2.0 Credits)
(Prereq: CPS142)

This course is designed to strengthen the students understanding of spreadsheet construction. It focuses on advanced spreadsheet applications and formula construction. Topics covered in this course include templates, creation and use of macros, and Excel features such as goal seeking, Solver and Scenario Manager.

HISTORY

HIS201 UNITED STATES HISTORY: (3.0 Credits)
(General Education Course)

This course looks at the social and cultural history of the United States since the 1940s. The expansion of corporate economic power and government consolidation as well as the diverse peoples and social movements that have influenced the history of our nation are discussed.

LEGAL

LEG211 LEGAL WORD PROCESSING: (2.0 Credits)
(Prereq: CPS131)

This course is designed to enhance the student's word processing skills and to provide the student with instruction relevant to features of word processing used when creating legal correspondence and documents. In addition, emphasis is on increasing the student's keyboarding speed and accuracy.

LEG221 LEGAL TERMINOLOGY AND TRANSCRIPTION: (4.0 Credits)

This course is designed to build a firm foundation in legal terminology. Students are taught to correctly spell, pronounce and use selected legal terms. As the student's legal vocabulary expands, practical experience is gained by completing legal documents and reports which contain selected vocabulary.

LEG231 LAW OFFICE PROCEDURES: (3.0 Credits)
(Prereq: CPS131)

This course is designed to introduce the student to legal office procedures by providing instruction in law office management, client and communication skills, timekeeping and billing, calendaring, docket control, file management, and other legal office procedures instruction.

MANAGEMENT

MGT101 PRINCIPLES OF MANAGEMENT: (4.0 Credits)

This course is designed to explore fundamental aspects of the basic management process and the relationship of the process to diverse environments. Additional topics discussed are forms of business, management information and computers, financial management, risk management and insurance.

MGT102 HUMAN RESOURCE MANAGEMENT: (3.0 Credits)

This course is designed to give the student a comprehensive understanding of the principles of human resource management. The emphasis of the course is on developing supervisory skills through a study of a wide range of topics relevant to personnel management. These include employee evaluation, motivation, leadership, managing conflict, effective discipline methods, employee safety and labor relations. It explores the environment unique to supervisors, theories of motivation and productivity, and legal issues in supervision.

MGT211 BUSINESS MANAGEMENT: (4.0 Credits)
(Prereq: MGT101)

This course is designed to build a solid foundation in both theory and practice associated with starting and managing a small business, through well balanced coverage of issues related to small business concerns. Business planning, initial financial requirements and sources of financing, managing small business operations, and financial and administrative controls will be taught.

MGT221 ORGANIZATIONAL BEHAVIOR: (3.0 Credits)

This course is designed to enhance student knowledge of relationships and behaviors in an organization. The student will be analyzing real-world cases of behavioral changes in various corporations around the world. This course will focus mainly on an in-depth look at why organizations behave the way they do and the chain reaction caused by organizational behavior. The student will use self assessments to analysis their individual styles.

MARKETING

MKT121 MARKETING AND SALES: (3.0 Credits)

This course is designed to build a solid foundation in basic marketing concepts and the sales process. The student is instructed in the marketing principles built upon the various economic systems and about the marketing mix: product, place, price and promotion. Sales topics presented are: skills and traits of successful salespeople, the consumer decision-making process, the sales presentation, qualifying, closing and follow-up. Methods for conducting marketing research are also explained.

MKT201 CUSTOMER SERVICE: (2.0 Credits)

This course is a general introduction to customer relations skills with emphasis on the one-to-one relationship. The relationship between good customer relations and good business is emphasized. The student will gain knowledge of the language of customer relations, both verbal and nonverbal.

MKT211 ADVERTISING: (3.0 Credits)
(Prereq: MKT121)

This course introduces students to the advertising process. Some of the topics are creative strategy, consumer behavior, advertising as it relates to a business's marketing strategy and regulation of advertising. The various advertising media are also covered.

MATH

MAT121 BUSINESS MATH: (1.0 Credits)
(General Education Course – ACCET)

This course is designed to provide the student with the math-related skills needed to solve business problems. Topics include: basic math operations and other selected subjects related specifically to daily life as well as the business environment. As each individual math function is mastered, instruction on the use of the calculator is given to solve problems to ensure accuracy.

MAT125 COLLEGE MATHEMATICS: (2.0 Credits)
(General Education Course – ACCET)

This course is designed to provide the student with the math-related skills needed to solve mathematical problems. Topics include: basic math operations, fractions, decimals, ratio, rate and proportion, percent and measurement.

MAT221 BASIC ALGEBRA: (3.0 Credits)
(Prereq: MAT121) (General Education Course)

An introductory course designed to help students learn or review algebraic concepts. Topics include: the language of algebra, linear equations and inequalities, polynomials, fractions of algebra, and solving systems by substitution.

MEDICAL

MED100 MEDICAL ORIENTATION: (2.0 Credits)

This course offers an introduction to the field of healthcare and covers the history of the medical assisting and related health care professions. The student will explore training, job responsibilities, employment opportunities, and career ladder. Professionalism, communication skills, and patient care concepts are emphasized.

MED105 MEDICAL LAW & ETHICS: (2.0 Credits)

The general ethical and legal principles and responsibilities involved in the medical field are presented. Legal responsibilities, professional liability, licensing, contracts, confidentiality, HIPAA, risk management, and other applications of law in medicine are included.

MED111 ANATOMY & PHYSIOLOGY I: (2.0 Credits)

The student will study the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies and an overview of all the body systems. It includes the study of structure, function and related conditions of the integumentary system, skeletal system, muscular system, cardiovascular system respiratory system and nervous system.

MED112 ANATOMY & PHYSIOLOGY II: (2.0 Credits)
(Prereq: MED111)

As a continuation of the study of the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies and an overview of all the body systems presented in Anatomy & Physiology I, this course will assist the student in study of the structure, function and related conditions of the urinary system, reproductive system, lymphatic and immune systems, digestive system, endocrine system and special senses.

MED121 PHARMACOLOGY: (2.0 Credits)
(Prereq: MAT125, MED112, MED221)

The identification of commonly administered drugs, their uses, side effects and interactions will be emphasized. Topics taught include terminology and abbreviations relating to pharmaceuticals, various routes of drug administration, techniques for drug administration, drug calculations, anatomical injection sites, and legal records and ethical standards necessary for the administration and dispensing of drugs by a physician.

MED125 EMERGENCY PROCEDURES: (2.0 Credits)
(Prereq: MED112, MED200, MED221)

The Emergency Procedures course is designed to teach the skills of CPS for victims of all ages, use of an automated external defibrillator (AED), and relief of foreign-body obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. This course also teaches the skills of First Aid needed to manage emergencies that do occur with speed, accuracy, and understanding.

MED200 MEDICAL ASSISTING-CLINICAL: (2.0 Credits)
(Prereq: MED111, MED221)

This competency-based course focuses on the clinical medical assisting skills required to prepare the patient for examination and to assist the physician during patient examination and treatment. Students are trained to obtain vital signs, position the patient for procedures, document in the medical record, obtain infant weight and measurement, and perform patient teaching. Infection control and safety and AIDS-related precautions are stressed.

MED205 MEDICAL ASSISTING-BACK OFFICE PROCEDURES: (3.0 Credits)
(Prereq: MED112, MED200, MED221)

This competency-based course teaches the skills necessary to perform selected diagnostic and surgical procedures that are completed in a physician's office. Training in electrocardiography, respiratory testing, radiology, and wound care is completed. Risk management, HIPAA, infection control, safety and AIDS-related precautions are stressed.

MED210 MEDICAL ASSISTING-LABORATORY: (3.0 Credits)
(Prereq: MED112, MED200, MED221)

This competency-based course teaches the skills necessary for the performance of selected laboratory procedures. Students will learn phlebotomy techniques, glucose testing, microscopic examination skills, gram staining procedures, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and various laboratory-testing procedures performed in the physician's office. Students will practice how to obtain samples for testing and how to follow up patient test results. Risk management, HIPAA, infection control, safety and AIDS-related precautions are stressed.

MED221 MEDICAL TERMINOLOGY: (2.0 Credits)

This course is designed to build a firm foundation in medical terminology. Students are taught to correctly define, spell, pronounce and use selected medical terms. As the student's medical vocabulary expands, practical experience is gained by completing medical documents and reports which contain selected vocabulary.

MED225 BASIC MEDICAL TRANSCRIPTION: (2.0 Credits)
(Prereq: MED221) (ELECTIVE)

The student will be introduced to basic medical transcription guidelines. Applying these guidelines, the student will transcribe and create, proofread and edit medical documents.

MED231 BASIC MEDICAL OFFICE PROCEDURES: (3.0 Credits)
(Prereq: CPS131)

This course is designed to introduce the student to medical office procedures by providing medical keyboarding, transcription, billing, coding, patient files, appointment scheduling, telephone etiquette and message taking, medical reports and other medical office procedures instruction.

MED235 ADVANCED MEDICAL OFFICE PROCEDURES: (2.0 Credits)
(Prereq: MED231) (ELECTIVE)

This course builds on the knowledge gained in Basic Medical Office Procedures and provides the student with concepts relevant to managing the medical office such as facility and equipment management and office security. The students will also be introduced to basic accounting/bookkeeping skills, human resource management and OSHA.

MED241 THE AUTOMATED MEDICAL OFFICE: (4.0 Credits)

This course is designed to introduce the student to medical software designed to be used in the Medical Office. The student will use patient billing software to learn the medical billing process. In addition, the student will use medical software to maintain electronic health records, schedule appointments, work with electronic patient charts and create medical correspondence.

MED245 BASIC MEDICAL CODING: (2.0 Credits)
(Prereq: MED221) (ELECTIVE)

The course will introduce the basic foundation needed to become proficient coders. Both diagnostic (ICD-9-CM) and procedural (CPT/HCPCS) coding is discussed in this class along with a focus on the HIPAA-required code and guidelines.

MED250 EXTERNSHIP AND SEMINAR: (5.0 Credits)
(Prereq: All courses in the MCA program)

Students are assigned for administrative and clinical applications in a suitable physician's office or ambulatory health care facility under the supervision of the externship coordinator and site preceptor. Students receive no remuneration while completing the 180-hour externship. In addition, students attend seminars to discuss topics related to the health care field. Externship hours are required to be served during daytime hours.

OFFICE PROCEDURES

OFFP101 KEYBOARDING I: (2.0 Credits)

This course is designed to teach keyboarding to anyone who uses a computer. The focus is on basic alphabetic, numeric and symbol keyboarding skill development. Business correspondence formatting is introduced and a language skills review is accomplished. The course also focuses on the typist's typing speed and accuracy. The student will be able to key approximately 25 WAM with good accuracy.

OFFP102 KEYBOARDING II: (2.0 Credits)
(Prereq: OFFP101)

This course focuses on further development of basic skills, proofreading for errors, and formatting/editing basic business communication including letters, memos, reports, and tables while using word processing software. Speed and accuracy are emphasized in this course through the extensive use of typing exercises and timed writing drills. The student will be able to key approximately 45 WAM with good accuracy.

OFFP203 ADVANCED KEYBOARDING: (1.0 Credits)
(Prereq: OFFP102)

The course builds upon keyboarding, formatting and communication skills acquired in Keyboarding I and II. Students apply advanced word processing functions when creating business documents with emphasis placed on speed and accuracy.

OFP212 RECORDS MANAGEMENT: (2.0 Credits)

This course is designed to provide specific concepts of records administration. Various types of filing systems are presented and the student will learn the criteria by which records are created, classified, indexed, cross-referenced, stored, retrieved, retained, transferred and archived.

OFP231 OFFICE PROCEDURES: (2.0 Credits)

This course is designed to provide current and long-term significant information relevant to the office environment. The student will receive instruction in basic office duties such as telephone etiquette, scheduling appointments, handling correspondence, customer relations and operating various office machines.

OFP245 PROFESSIONAL DEVELOPMENT: (2.0 Credits)

This course is designed to assist the student in establishing professional skills that will benefit them in the business world. The student will use self analysis to assess their individual talents and skills, gain an understanding of the importance of good communication skills in the work place and learn strategies for developing good relationships with coworkers, supervisors and customers. Additional topics that are examined are self motivation, efficient work habits and self-management skills, managing stress and critical thinking and problem-solving skills.

OFP251AC PRACTICAL APPLICATION: (2.0 Credits)
(Prereq: All courses of Accounting Office Technology specialty)

This course is designed to demonstrate the student's ability to utilize and incorporate skills in an accounting office environment. The student is required to create and produce various work products with minimal instruction. Instructions to the student for creating the work products are given just as they would be by a supervisor; and the student is allowed the flexibility to use their skills in the way that best fits their style. In order to complete the assigned tasks accurately and in a timely fashion, the student must utilize time management, organizational and cognitive skills.

OFP251AD PRACTICAL APPLICATION: (2.0 Credits)
(Prereq: All courses of Administrative Office Technology specialty)

This course is designed to demonstrate the student's ability to utilize and incorporate skills in a general office environment. The student is required to create and produce various work products with minimal instruction. Instructions to the student for creating the work products are given just as they would be by a supervisor; and the student is allowed the flexibility to use their skills in the way that best fits their style. In order to complete the assigned tasks accurately and in a timely fashion, the student must utilize time management, organizational and cognitive skills.

OFP251L PRACTICAL APPLICATION: (2.0 Credits)
(Prereq: All courses of Legal Office Technology specialty)

This course is designed to demonstrate the student's ability to utilize and incorporate skills in a legal office environment. The student is required to create and produce various work products with minimal instruction. Instructions to the student for creating the work products are given just as they would be by a supervisor; and the student is allowed the flexibility to use their skills in the way that best fits their style. In order to complete the assigned tasks accurately and in a timely fashion, the student must utilize time management, organizational and cognitive skills.

PSYCHOLOGY

PSY101 GENERAL PSYCHOLOGY: (3.0 Credits)
(General Education Course)

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

SOCIOLOGY

SOC201 INTRODUCTION TO SOCIOLOGY: (3.0 Credits)
(General Education Course)

This course introduces the student to the fundamentals of sociology. Topics discussed will include: culture, social structure, socialization and organization. Inequalities and some social institutions are studied as well as the effect of society on people and people on society.