



VALLEY  
COLLEGE



# VALLEY COLLEGE

[www.valley.edu](http://www.valley.edu)

## Catalog

2016-2017

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

### **Martinsburg**

287 Aikens Center  
Martinsburg, WV 25404  
(304) 263-0979  
fax (304) 263-2413  
Online Programs: 1-888-53LEARN  
(1-888-535-3276)

### **Beckley**

120 New River Town Center, Suite C  
Beckley, WV 25801  
(304) 252-9547  
fax (304) 252-1694

### **Princeton**

#### **Administrative Offices/Mailing Address**

617 Mercer Street  
Princeton, WV 24740

#### **Education Buildings**

616 Harrison Street  
Princeton, WV 24740  
609 Mercer Street (Learning Site)  
Princeton, WV 24740  
(304) 425-2323  
fax (304) 425-5890

Valley Training Centers, Inc. Board of Directors:

*Tony Palmieri, President*

## **Facilities and Equipment**

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

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

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

## **Students with Disabilities**

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

## **About Catalog**

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

Martinsburg Campus



Beckley Campus



Princeton Campus – Administration Building



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## **Accreditations, Approvals and Licensure**

- Valley College is deemed to hold recognized accreditation by the U.S. Department of Education through the period ending June 12, 2018. Accreditation is a continuing requirement for an institution to maintain eligibility to receive funds under Title IV, HEA programs. The institution's accrediting agency through December 2016, the Accrediting Council of Independent Colleges and Schools (ACICS), did not receive renewal of its own recognition by the Department. To ensure continued eligibility for Title IV funds, Valley College must receive approval by June 12, 2018 under a new accrediting agency recognized by the U.S Department of Education.
- Valley College schools are licensed by the West Virginia Council for Community and Technical College Education ("WVCCTCE"). WVCCTCE may be contacted at 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.
- The Nursing Assistant non-credit program is approved by the West Virginia Department of Health and Human Resources ("DHHR"). West Virginia DHHR Long-Term Care Nursing Assistant Program can be contacted at 408 Leon Sullivan Way, Charleston, WV 25301
- Approved for Veterans: All programs are approved for Veterans and Military Spouse Career Advancement Accounts Program ("MyCAA"). All programs that award credits are approved for the Yellow Ribbon program.

# VALLEY COLLEGE VALUES

## ***INTEGRITY***

***We are above reproach.***

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

## ***EFFECTIVENESS***

***We are results oriented.***

We execute with precision and effectively perform to achieve results.

## ***LEADERSHIP***

***We take responsibility.***

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

## ***TEAMWORK***

***We work together.***

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

## ***GROWTH***

***We are committed to learning and personal growth.***

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

Tony Palmieri, President/CEO of Valley College



## History, Mission and Philosophy

### History

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

The College has evolved over time as the needs of its students and local employers have changed. Valley College was one of the pioneers in online education, having launched online delivery of business education in 1997. Today, Valley College offers allied health and trade programs at its ground campuses throughout the state of West Virginia, and offers business, technological and allied health programs via online delivery.

### Philosophy and Mission

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

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

Valley College's objectives are to:

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

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

## Admissions Requirements

### Prerequisites

Students applying for admission must meet the following requirements:

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

### Application for Admission and Enrollment

1. Satisfactory completion Valley College's Admissions Assessment. Valley College uses the Wonderlic Assessment. Valley College also accepts TABE (Tests of Adult Basic Education), ACT or SAT scores. Basic benchmarks scores for the Assessment (based on assessment evaluation tool) for all programs are as follows:

Program	Wonderlic Score	TABE Score	ACT Score	SAT Score
Cybersecurity	15	10.0	17	1050
All Other Programs	10	10.0	17	1050

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

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

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

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

### ***Appealing an Admission Decision***

Within seven (7) calendar days of the initial admissions decision, if a prospective student feels that he or she has received a denial of admission in error, the prospective student may appeal the decision. The written appeal should include a reasonable explanation as to why the prospective student feels he or she would do well at Valley College. The Director of Academic Affairs (or designated staff member) and Campus Director will review the material and notify the prospective student of their decision in writing. If the prospective student is still denied admission, he/she may appeal, a second time, addressing the issue with the Vice President-Campus Operations. The Vice President will review the materials, and the student will be notified in writing of the final decision.

## **Re-entries / Returning Students**

### **Re-entry Status**

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

The student must:

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

The Campus Director/Director, Online Division or Director of Academic Affairs may request that the student submit a written statement (appeals letter) that states what has changed in the student's life circumstance that will allow the student to be successful this time.

The student who is re-entering their program will return under the same terms of their original contract. The student will maintain their attendance rate and GPA from when they withdrew from the program. If during the 180 days of no attendance, Valley College raises the program's tuition, the student's tuition will remain the same as their original contract. If the program's course offerings have been modified during the 180 days, the student's transcript will be evaluated by the Director of Academic Affairs (or designated staff member) under the guidance of the Associate Registrar. Valley College will allow for course substitutions for any course that is no longer taught in the program. The student will receive credit for those classes as long as they have earned a grade of "C" or better. Any course that is no longer offered will not be counted as part of the calculation of the student's grade point average. If during the 180 days of no attendance, Valley College releases a new version of a program that entails a more substantive change such as a modification of the program's published length, the number of credits or a program name change, Valley College will determine if the student may return to the version that is being taught out or will be enrolled in the new program version.

### **Returning Status**

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

This student is only required to take the Admissions Assessment test if proof of the score is unavailable or is lower than the program's benchmark. The Campus Director/Director, Online Division or Director of Academic Affairs may request that the student submit a written statement (appeals letter) that states what has changed in the student's life circumstance that will allow the student to be successful this time.

The student must:

1. If a Medical Clinical Assistant or Nursing Assistant student - resubmit to a Criminal Background Investigation (CBI) and Drug Screening (Urinalysis) and provide proof of vaccinations/immunizations.
2. If a Heating, Ventilation and Air Conditioning student – the student must pass a Criminal Background Investigation prior to being accepted back in the program.
3. Meet with the Director of Academic Affairs (or designated staff member) to discuss results of the transcript review.
  - a. Student will be required to retake any course they received an "F", "WF" or "WP" grade that is still required for their (same) program.
  - b. A student may be required to retake or audit a course if a student earned a letter grade of "D", if that course is still required for their (same) program.
  - c. Valley College may require a student to audit a course if the instructor feels that the student needs to refresh their skills before resuming their (same) program.
  - d. If a Medical Clinical Assistant student is returning to complete their Externship, they will be required to audit the MED211, Medical Assisting – Laboratory course before being placed in an Externship. The Director of Education may allow the student to substitute either MED202, Medical Assisting – Clinical or MED206, Medical Assisting – Procedures.
  - e. If the student was withdrawn from the school with a GPA of less than 2.0, it is appropriate for the student to be placed on an Academic Plan. The student must agree with the conditions of the plan.
4. Meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.
  - a. The student may be required to complete the FAFSA or requalify for Tuition Options Loans or Valley College Payment Plan.
  - b. Courses that must be retaken as a result of "D", "F" or "WF" grades are subject to a Course Retake fee.
  - c. Courses that must be retaken as a result of a "WP" grade be considered a new class.
  - d. Courses that must be audited will not incur additional tuition.
5. Have final approval of the Campus Director/ Director, Online Division under the guidance of the Director of Education.

### ***Appealing a Re-Entry or Returning Student Decision***

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

## **Additional Prerequisites Information (Requirements/Recommendations) by programs**

### **NURSING ASSISTANT (CNA) PROGRAM:**

Nursing Assistant (CNA) students' clinical experience will occur in a long-term care (LTC) nursing facility. Students will also be participating in classes on campus that offer them hands-on experiences to prepare for their clinical experience. Applicants should make an informed decision about whether to participate in a program that requires immunizations/vaccinations, Criminal Background Investigation (CBI) and drug screening (urinalysis). The cost of the immunizations/vaccinations, CBI and urinalysis test/screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student.

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

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

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

## NURSING ASSISTANT (CNA) PROGRAM REQUIREMENTS

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

### All applicants must provide a copy of written documentation from a physician (healthcare provider) for:

- TB (PPD): All students in the Nursing Assistant (CNA) program are **required** to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. Documentation of a recent TB test is required during the first week after class has started. TB tests are good for one year. If a student's TB test results expires before he or she finishes the program, the student must repeat the test.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination or (b) a serum titer confirming immunity. Hepatitis B series- The first of this three-part series **needs to be taken prior to the first day of class**. The second injection is given one month after the first dose. (For your information, if the student is in the process of receiving this series, the third injection is completed six months after the first dose and is not required for clinicals.)
- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957. AND
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957.

### Recommendations: It is recommended that applicants also provide written documentation from a physician (healthcare provider) for:

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

**Personal Health/Medical Insurance:** Nursing Assistant (CNA) students must recognize that if they require emergency treatment for illness or injury while carrying out their assignments, they will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness. Valley College recommends that all students in the Nursing Assistant (CNA) program carry personal health/medical insurance. If the clinic site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

### ONLINE PROGRAMS REQUIREMENTS:

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

The student is responsible for his or her own computer equipment, Internet connection, and any online charges he or she incurs. The online conferencing software and associated fees are included in the tuition. The system requirements to run Microsoft products can be found at the Microsoft website, Microsoft.com. Valley College students will need Microsoft Office 2016 and Windows 10 operating system to complete the program. Access to Moodle is available by using smart phones, however, not all comments and feedback from your instructor may be accessible through your phone. Therefore, it is necessary that you access your course page through a computer processing unit. You will receive Microsoft Office through your Valley College email address, which you will download during Orientation. Any deviation from this requirement must be approved by the Director, Online Division. If a student has a different operating system or a lower version of Microsoft Office, he or she should work with the online Help Desk Specialist during Online Orientation to determine if the student has adequate experience to be successful in the program.

#### Microsoft Windows 10:

Using a PC, the minimum requirements for are:

- Processor: 1 gigahertz (GHz) or faster.
- RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
- Free hard disk space: 16 GB.
- Graphics card: Microsoft DirectX 9 graphics device with WDDM driver.
- A Microsoft account and Internet access.

#### Microsoft Office 365:

Using a PC, the minimum requirements for are:

- Windows 7, Windows 8, or Windows 2008 R2 with .NET 3.5 or later
- Office 2007+ or later
- Microsoft Internet Explorer 8, 9, or 10; Mozilla Firefox 10.x or a later version; or Google Chrome 17.x
- Additional Requirements may be found at the Microsoft Office Web Site <http://office.microsoft.com/>

#### MoodleRooms:

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

#### Software specific requirements for courses:

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

ACC122	Accounting/Bookkeeping	Microsoft Excel
CPS121	Computer Applications – Medical	Microsoft Word, Microsoft Excel and Microsoft PowerPoint
CPS135	Computer Operations and Applications	Microsoft Windows and Microsoft Outlook
CPS143	Spreadsheet Applications	Microsoft Excel
CPS148	Document Processing	Microsoft Word
CPS205	Presentation Software Applications	Microsoft PowerPoint

### Additional Program Information (Requirements/Recommendations) by programs

#### Medical Clinical Assistant Program (MCA):

Students must be 18 years old or older to participate in the Externship program.

Medical Clinical Assistant students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED251-Externship & Seminar course. Students will also be participating in clinical classes on campus to prepare for their externship experience. Applicants should make an informed decision about whether to participate in a program that requires (at a minimum) a TB test, criminal background investigation check (CBI) and drug screening (urinalysis). The cost of the immunizations/vaccinations, CBI and urinalysis test/screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. If it is discovered, after the enrollment process, that a student has a criminal background and/or cannot submit a negative drug screen that disqualifies him/her for an externship placement, the student will be dismissed from the program.

If for some unforeseen reason the student has completed all of the Medical Clinical Assistant course work, but cannot start his or her externship because the school does not have proof that all of the prerequisite requirements for an externship, the student will be marked as absent from the class (MED251). The student will have only fourteen calendar days to meet the prerequisite requirements or will be terminated from the program. If during this period of time, the student is waiting for documentation to be gathered and his or hers attendance rate drops to below 75% overall, the student will be terminated from the program.

The Valley College staff who place students in externships must consider the students' results for criminal investigation background, drug screening (urinalysis), final grades, attendance, Externship Preparation Checklists, and feedback from faculty members. The results may be shared with the designated person at the clinical site. All attempts are made to place the student in a suitable externship site. However, based on the guidelines of the site, a student may or may not be accepted to their site for Externship. If at the time the student is to start his or her externship and a site is not available or will not accept a student due to any factor that is not related to the Valley College student code of conduct or the student's ability to complete any pre-externship program requirement, Valley College will actively work with the student to place him or her at an externship site as soon as possible. Once a site has been identified, the student will be placed at the site and provided with an opportunity to finalize the program. The student will not be penalized in regards to attendance or academic progress.

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

#### **MCA Program Requirements:**

- TB (PPD): All students in the MCA program are required to show proof of TB test (PPD skin test or chest x-ray) with a negative reading. Due within fifteen (15) calendar days after start of the program (approximately the end of the first course). The test date cannot expire prior to the end of the program's externship portion. If the test date expires before the student finishes the program, the student will be required to resubmit a new test result.
- Criminal Background Investigation results: All students in the Medical Clinical Assistant program are required to submit to a criminal background check, due no earlier than twelve (12) weeks after start, and must be submitted prior to the externship portion of the program.
- Urinalysis - Drug Screen: All students in the Medical Clinical Assistant program are required to submit to a drug screening/testing (Urinalysis), due no earlier the five (5) weeks before the externship, and must be submitted prior to the externship portion of the program.

Although not required, Valley College recommends that all MCA students provide a copy of written documentation from a physician (or health care provider) concerning current vaccinations and/or immunization records. The list below lists recommendations of many of the externship sites and Valley College. These recommendations are from the CDC.

- 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.
- 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.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination or (b) a serum titer confirming immunity. Hepatitis B is given in a three-part series. Dose 2 is taken 1 month after the first dose. Dose 3 is taken six (6) months after the first dose.
- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity.
- Proof of Tetanus vaccination within the last 10 years.

Students who do not provide proof that they have the recommended vaccinations may be required to follow different procedures while performing certain medical proficiency checkpoints. Furthermore, they may not be qualified for placement in externships that require proof of such vaccinations and/or immunizations. Any recommended vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. The results will be shared with the designated person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted to their site for Externship.

**Personal Health/Medical Insurance:** Medical Clinical Assistant (MCA) 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. Valley College recommends that all students in the MCA program carry personal health/medical insurance. If the clinic/externship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

#### **Heating, Ventilation and Air Conditioning Program Requirement:**

Heating, Ventilation and Air Conditioning applicants should make an informed decision about whether to participate in a program that requires a criminal background investigation check (CBI). It is solely student's responsibility to research all requirements that may affect their eligibility for career placement, certification, and/or licensure, if any. Valley College does not make any promises or representations concerning students' eligibility for certification/licensure, if any, to take a certification and/or licensing examination, if any, or to secure employment. Successful completion of a background check is required for admission and continuation in the Heating, Ventilation and Air Conditioning program. However, admission to the Heating, Ventilation and Air Conditioning program and/or successful completion of the Heating, Ventilation and Air Conditioning program does not ensure the student's eligibility for future employment. Employers may deny employment to a student or former student who has a criminal history prior to, during or subsequent to the student's enrollment at Valley College. If it is discovered, after the enrollment process, that a student has a criminal background that disqualifies him/her for admission in the program, the student will be dismissed from the program. The applicant is not responsible for the cost of the CBI.

#### **Heating, Ventilation and Air Conditioning Program Recommendations:**

Applicant should be able to lift equipment, bend frequently, and stand on concrete floors for up to six (6) hours per day. Students must recognize that if they require emergency treatment for injury due to working with tools/equipment, heat and refrigerants 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. Valley College recommends that all students in the Heating, Ventilation and Air Conditioning program carry personal health/medical insurance.

## Acceptance

All applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. An enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted and signed by the Campus Director/ Director, Online Division or other authorized school representative. The College will provide the student a copy of the fully executed Enrollment Agreement.

A student may register for classes at any time, but may start class only on a specified starting date as listed in the Academic Calendar. Classes have a limited enrollment.

## Advanced Standing / Credit Transfer

Students interested in obtaining advanced standing should contact the Admissions Representative prior to the first day of class. The granting of such advanced standing/ credit transfer is entirely at the discretion of the Director of Education. All testing must be completed as part of the enrollment process unless otherwise authorized at a later date at the sole discretion of the Valley College Vice President – Campus Operations. Students are required to complete a test or series of tests to measure their current level of knowledge. There is a minimal fee of fifty dollars (\$25.00 per test) that is collected prior to when the scheduled test is given. The fee is nonrefundable. There are a limited number of courses in each program that qualify for the Advanced Standing status. Designated tests are created by the Valley College academic team and correlate with tests that are administered in a program's course. Students may request to obtain a list of courses eligible/not eligible for credit transfer consideration from Admissions Department. Students 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. An original transcript and/or other documentation of previous education will be required for review by Valley College.

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

### Credit Transfer Restrictions:

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

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 College's Financial Aid Administrator. No fees are assessed for evaluating 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.

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

## Students Transferring to another Valley College Campus or Program

Students enrolled in a program at any Valley College campus may transfer to another Valley College campus or program within the same campus. A written request for transfer must be made to the Campus Director/Director, Online Division at the original campus and approval is contingent upon the student's academic standing and acceptance at the 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. A credit evaluation will be completed by the Director of Academic Affairs (or designated staff member).

Transfer to Same Program at another Valley College Campus: Credits attempted will transfer to the same program at another Valley College campus, as long as the student earned above a course grade of "D" or higher. Students will need to retake courses for which they earned "WF" or "F" and they will be charged a Course Retake Fee for those courses. Students will need to retake courses for which

they earned a “WP;” however that course will be considered a new class. The student may be required to audit the course if he or she received a grade of “D”.

**Transfer to Another Program at the same Valley College Campus:** The Director of Education will determine what courses are eligible for credit transfer between Valley College programs. The two courses’ descriptions must be either very similar or identical. To be eligible for credit transfer, the final grade must be a letter grade of “C” or higher. If the student has earned a grade of “D,” “W,” “WF,” or “WP,” the credits will not transfer and the student will have to take those courses as part of his or her new program.

### **Credit Evaluation Appeals Process**

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

### **Credit Transfer**

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

### **Credit Hours**

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

#### **For Academic Purposes:**

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

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

#### **For Purposes of Title IV Federal Financial Aid:**

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

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

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

### **Program Time Extension**

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

### **Tuition and Fees**

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



## Refund Policy

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

1. Students not accepted by the school shall be refunded all monies paid to Valley College.
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 Campus Director/Director, Online Division 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 paid to Valley College except the Registration Fee.
- 4a. Students in the diploma and degree programs: Students who withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages<sup>†</sup>:

12 calendar days or less attendance time	All but the registration fee and book expense
<i>*more than twelve (12) calendar days through 60% completion of current payment period</i>	<b>**Prorata refund</b> of tuition of current payment period plus graduation fee
<i>*more than 60% completion of the current payment period:</i>	<b>**No Prorata refund</b> for current payment period plus graduation fee

<sup>†</sup>Effective January 9, 2017

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

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

- 4b. **Nursing Assistant (CNA) Program: (non-credit program)**  
Students who withdraw after Student Orientation shall be refunded based on the total contract price, according to the following percentages:
 

• Seven (7) calendar days or less attendance time	All but the registration fee, NA Kit and book expense
• *more than seven (7) calendar days	No Refund
5. All refunds shall be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. Receipt of a refund may take up to 45 calendar days depending upon the date of withdrawal. Refunds for students funded by third parties will be returned to the appropriate funding agency.
6. If the institution cancels a program subsequent to a student's enrollment, the student shall be refunded all monies paid.

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

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

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

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

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

## **Financial Information**

### **Financial Aid Title IV Code of Conduct**

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

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

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

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

### **Payment Procedures**

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

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

### **Financial Aid**

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

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

### **Description of Financial Assistance Available to Students:**

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

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

**Federal Supplement Education Opportunity Grant (FSEOG) Program:** A priority is given to Pell Grant recipients with the lowest EFCs. Valley College awards eligible students between \$50 to \$200 a year, given the limited amount of FSEOG funds available.

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

**Direct Subsidized Loan Program:** These loans are available to eligible students based on the financial need of the student. The Financial Aid Advisor will discuss the loan amount a student can borrow during the enrollment process. The loan is subsidized because the Federal Government pays the interest during the time the student is enrolled and the six (6) months after separation from the college (program

completion or withdrawal) and periods of deferment. Students are responsible for attending an entrance and exit counseling session that provides more information regarding the loans and their responsibilities as borrowers.

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

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

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

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

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

**Higher Education Assistance for Part-time Student Grants (HEAPS):** This is a need-based state grant for part-time students in degree or eligible certificate programs who are West Virginia residents. The award amount is based on tuition charges and is determined by individual schools. A student is required to complete a FAFSA to determine eligibility.

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

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

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

#### **Valley College Interest Free, In-School Payment Plan**

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

#### **Valley College Alternative School Loan**

For financial obligations better served and managed by a longer payment term, Valley College offers an alternative school loan that extends beyond graduation. This alternative school loan is administered with the support of a third party service firm, Tuition Options. The student must complete an application. A credit check may be required. The student will be provided with a detailed explanation of all financial obligations in regards to Tuition Options alternative school loans and all payment plans. The explanation will include the amount owed to the institution, the student's payment amount, and payment schedule. Unlike the Valley College in-school payment plan, the Tuition Options alternative school loan accrues interest and the schedule payments extend beyond the student's completion date. The student has the option of using auto-payments. Valley College cannot guarantee that all student loans will be approved.

Students who become delinquent in their tuition payment may risk suspension of services, suspension or termination and shall be subject to all legal collection procedures. If the account is not paid as agreed to, and it becomes necessary to refer the account to a collection agency, the student will be responsible for all collection fees, including reasonable attorney fees, skip tracing fees and court costs.

### **Procedures for Applying for Financial Aid**

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

BECKLEY:	03084400
MARTINSBURG:	02609400
PRINCETON:	<b>03084200</b>

**ONLINE:** Students who are considering enrolling in an online program should use the Martinsburg school code  
MARTINSBURG: 02609400

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

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

### **Financial Aid Professional Judgment**

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

### **Requirements for Continued Eligibility**

All students receiving financial aid while attending Valley College must maintain Satisfactory Academic Progress ("SAP"); please refer to the SAP section of this Catalog. Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year.

### **Entrance, Exit Counseling and Loan Repayment Information**

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

Exit Counseling: Any student borrower under the Direct Loan Program must complete the Federal Financial Aid Exit Counseling online at the [www.studentloans.gov](http://www.studentloans.gov) website.

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

### **Scholarships**

A list of available scholarships and their criteria can be obtained from the campuses' Financial Aid office. An applicant must meet the requirements of the relevant scholarship, complete and submit an application, and be interviewed by Valley College's staff to determine eligibility.

### **VALLEY COLLEGE STEP UP SCHOLARSHIP**

This scholarship is intended for students who have either graduated or have transferable credits from a Valley College diploma (or for-credit certificate) program and who enroll in the Valley College Associates degree programs offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program.

Timing of award and award amounts are as follows:

- \* For Graduates: the award is \$4,000 per Associates degree program and is awarded upon successful completion of the total degree program.

- \* Students who earned 1 or more credits but did not earn a credential, the award is \$2,000 per Associates degree program. The scholarship is awarded upon successful completion of the total degree program.

#### Terms and Conditions:

1. Enrollment in a Valley College Associates degree program offered online
2. Must have earned transferable credits in a Valley College diploma program
3. Complete the scholarship application
4. Failure to complete/graduate from the degree program will lead to forfeit of scholarship

#### Application Procedure:

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

#### Submission Procedure

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

### **VALLEY COLLEGE - UMWA/DMIW (DISPLACED MINING INDUSTRY WORKERS) SCHOLARSHIP**

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

#### Terms and Conditions

1. Must meet all enrollment criteria for Valley College programs
2. Must enroll in one of the Valley College programs: \*
  - Medical Clinical Assistant (MCA) is offered at the Beckley, Martinsburg and Princeton campuses.
  - Heating, Ventilation and Air Conditioning (HVAC) is offered at the Beckley and Martinsburg campuses.
  - Medical Administrative Assistant (MAA) is offered online.
  - Medical Front Office Billing and Coding (MFOBC) is offered online.
  - Business Administration (BA) is offered online.
  - Health Services Administration (HSA) is offered online.
  - Cybersecurity is offered online.
3. Must meet one of the following:
  - a. be an approved recipient of a UMWA grant
  - b. be a displaced "mining industry" worker whose affected company is on the current list at Valley College\*\*
4. The student must complete their program by the date designated on the Scholarship Form.

\* The scholarship requires that the student complete the program before a set deadline. The FAA will inform the applicant at the time of enrollment if a program is no longer available for the scholarship.

\*\*A current list of mining industry companies affected by the downturn is continually updated and can be obtained from the Valley College Financial Aid office.

#### Application Procedure:

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

#### Submission Procedure:

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

## **VALLEY COLLEGE CNA CONTINUING EDUCATION SCHOLARSHIP**

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

Timing of award and award amounts are as follows:

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

### Terms and Conditions:

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

### Application Procedure:

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

### Submission Procedure

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

## **VALLEY COLLEGE HVAC BUSINESS SCHOLARSHIP**

This scholarship is intended for qualified graduates from the Valley College Heating, Ventilation and Air Condition (HVAC) career training Diploma program who enroll in the Valley College Occupational Associate of Science in Business Administration program offered online. This scholarship is designed to encourage HVAC graduates to develop business skills for future management and business opportunities. All scholarship applicants are strongly encouraged to research all business ownership and HVAC licensing requirements in any state they wish to pursue a license to operate. The applicant is considered a candidate for the scholarship during his or her enrollment in the Business Administration associate degree program.

Timing of award and award amount is as follows:

- \*The award is \$10,000 for the Business Administration associate degree program and is awarded as follows: \$5,000 upon completion of the first academic year; \$5,000 upon successful completion of the total degree program.

### Terms and Conditions:

1. Enrollment in the Valley College Business Administration (OAS) associate degree program offered online
2. Must have graduated from the HVAC program at Valley College
3. Must have graduated with a minimum 2.75 GPA from the HVAC program
4. Complete the scholarship application including an essay question
5. This scholarship cannot be combined with any other Valley College scholarships
6. Failure to complete/graduate from the degree program for any reason will lead to forfeiture of the scholarship award

### Application Procedure:

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

### Submission Procedure

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

## **Academic Information**

### **Satisfactory Academic Progress**

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

SAP is measured by two standards:

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 his or her calculated credits at the end of each term. A term is a payment period. A term is defined as Midpoint and Completion for programs that are one (year) or less in program length (diploma programs). Programs that are more than one year in length (degree programs) are divided into four terms: 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>Minimum Credit Completion %</u>
50% of standard program length	2.0	66.67
100% of standard program length	2.0	66.67
150% of standard program length	2.0	

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

### **Financial Aid Warning**

Valley College checks SAP at the end of each payment period and will place students on financial aid warning as a consequence of not making satisfactory academic progress. Students who are placed on financial aid warning will be notified in writing. Financial Aid Warning status lasts for one payment period only, during which the student may continue to receive FSA funds.

### **SAP Counseling**

Students who do not meet SAP at the end of the program's payment period must be counseled by the Academics department. SAP counseling focuses the impact not meeting SAP plays on program completion and graduation. To meet Satisfactory Academic Progress, the student must have above a 2.0 cGPA and have earned at least 66.7% of the credits attempted.

### **Financial Aid Loss of Eligibility**

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

### **Appeal Process**

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

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



### **Financial Aid Probation / Academic Plans**

When a student, who was placed on Financial Aid Warning and lost his or her financial aid eligibility, has successfully appealed the loss of his or her financial aid eligibility, the school will place him or her on Financial Aid Probation. This status means that the student is eligible to receive Financial Aid has been reinstated for one payment period. During this period of probation, the Valley College will work with the student to create a written Academic Plan. The Academic Plan will describe a plan that will focus on measures the student must take to improve his or her grade point average and earn the designated credits needed to meet SAP. The student will be on Financial Aid Probation for one payment period. If the student is meeting the requirements of the Academic Plan, he or she is eligible for Financial Aid funds.

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

### **Reestablishing Financial Aid Eligibility**

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

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

### **Treatment of Selected Grades**

For financial aid purposes, passing grades are "A," "B," "C," and "D." Grades of "F," "I," or "WF" indicate the course was not passed or not completed. However, these grades do count as credit hours attempted. Repeated coursework also count in credit hours attempted. Grades of "I" are temporary grades and will be converted to a letter grade by the 5<sup>th</sup> (fifth) calendar day following a course completion date. **Grade Warning:** Even though a grade of D is a passing grade, too many "D" grades may cause a student's cumulative GPA to drop below the required 2.0 level and may result in the student not meeting SAP requirements. Too many grades of "WF" or "F" may also cause the student's cumulative GPA to drop below the required 2.0, and the student may also not reach the expected 66.67% of credits earned/credits attempted. This may mean the student will not reach the requirements of SAP at a SAP Evaluation Point.

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

### **Treatment of Transfer Credit**

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

### **Treatment of Repeat Course**

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

### **Returning Students**

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

### **Program Changes**

If a student changes programs, all relevant courses for which the student has earned a letter grade of "C" or better will transfer to the new program. Transfer of these credits will be included in the new maximum time frame in the new program, count towards completion, and are calculated in the cumulative GPA. A student may transfer between programs a maximum of two times.



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

### **Attendance Policy**

Students enrolled in on ground campus diploma programs are expected to be present and on time and maintain high attendance rate. 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. Instructors take class attendance daily and record the attendance electronically in the student management system. The students' attendance percentages are tracked by Valley College staff.

Students are requested to notify the College if they are to be absent and why. Students absent for two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence and may be asked for documentation concerning the absence. The College will continue to attempt to contact the student via phone, email or social media. An Attendance Alert Letter will be sent to a student with the time frame of three (3) to nine (9) consecutive calendar days of missed class. Additionally, Valley College will contact the references (contact people) that the student provided the College during the enrollment period. If a response is not received, the student is subject to termination. New students who do not attend class regularly during the first twelve calendar days (otherwise referred to the Start Period) may be reclassified as a No-Start status and withdrawn from the program.

Students who do 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 fourteen (14) calendar days after the student's last date of attendance/educational activity.**

Students who are absent or tardy for an excused reason are expected to make up the scheduled academic work. Attendance is tracked and rounded to the nearest fifteen (15) minutes.

### **Program Specific Attendance Requirements:**

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

The following attendance rates are required for Graduation:

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

If a student misses excessive class time, and his or her attendance drops below his or her program required attendance rates, he or she will be counseled and monitored closely until the attendance percentage reaches or exceeds the expected attendance rate. If the student does not reach the expected attendance rate, he or she may be termed from the program, or he or she may complete the program but will not receive his or her diploma. Students who are terminated due to excessive absenteeism shall receive a refund of tuition in accordance with the College's published Refund Policy. Students who are terminated from the program and wish to return to finish their program must follow the Re-entry/Returning Student process discussed in the Admission section of this Valley College Student Catalog.

**Make Up Time:** Residential students (students who attend classes on campus) are accountable for all work missed during periods of absence and are responsible for contacting their instructors about any make-up of class work missed. Make up time is dependent on faculty availability. A student must schedule make-up time with the campus designated academic lead. This person will introduce themselves to the student body at Orientation. Make-up of missed classes does not erase an absence from a student's record. Make up time is REQUIRED for the Medical Clinical Assistant's program Externship course.

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

A student who misses class will have points deducted from their Classroom Participation Grade regardless of the reason the student is absent. The instructor also has the discretion to allow a student to make up any and all missed tests, quizzes, in class assignments, and/or competencies within three school days of the student's return. The instructor has the right to impose point deductions on the missed class work. The maximum deductions will be 10% for any missed work/tests. In the event a student encounters an extenuating circumstance such as, but not limited to, a death in his or her family, or the student has been hospitalized, he or she may file a written grievance with the Director of Academic Affairs (or designated staff member). The student may be asked to give supporting documentation. The student has the right to submit an appeal on that decision to the Campus Director.

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

Students in the Nursing Assistant (CNA) program must attend Orientation or they will be reclassified as a No-Start Status. Students in the CNA program must have a cumulative attendance rate of 100%. **The student must contact the instructor (or Valley College staff member) if he or she will be absent from class.** Students are required to make up missed time. The schedules for each class, including make-up time, are preapproved by the WV State DHHR's OHFLAC Office. If a student does not meet the attendance requirements at the end of the classroom portion of the course, he or she cannot move to the Clinical portion of the course and will be

termed from the program. If he or she does not meet the attendance requirements for the Clinical portion of the program before the pinning ceremony, he or she will be termed from the program. The students in this program may not request a Leave of Absence. Students who drop from the program voluntarily and return must complete the whole course again. The attendance policy for the Nursing Assistant program is written in accordance with the State's attendance requirements and must be strictly enforced.

### **Attendance for Online Students:**

Online students do not have an attendance requirement for graduation; however, they are monitored and tracked for educational activity by Valley College staff. Online students are expected to log on the student learning platform (Moodlerooms) every two or three days and participate in class (have educational activity). Educational activity includes participating in the class discussion by posting responses and submitting assignments and tests as directed by instructors. Simply logging on to Moodle will not count as attendance. Instead, attendance points are earned based on participation in the course. Actions such as viewing resources and submitting discussion questions will create attendance points. A list of actions counted as educational activity is available by request from the Online Student Success Advisors.

Students are requested to notify the College if they plan to be absent (offline) and why. Students who do not log on for three (3) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence and may be asked for documentation concerning the absence. The College will continue to attempt to contact the student via phone, email or social media. An Attendance Alert Letter will be sent to a student with the time frame of three (3) to nine (9) consecutive calendar days of missed class. Additionally, Valley College will contact the references (contact people) that the student provided the College during the enrollment period. If a response is not received, the student is subject to termination. New students who do not attend class regularly during the first twelve calendar days (otherwise referred to the Start Period) may be reclassified as a No-Start status and withdrawn from the program.

Students who do not make specific arrangements for prolonged absenteeism, such as a Leave of Absence, will be terminated from a program within thirty (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 fourteen (14) calendar days after the student's last date of attendance/educational activity.**

### **How Late Submissions of Work Affects Grades for Online Programs:**

Online instructors may use a Rubric scorecard when grading discussion questions, assignments, homework, tests, and quizzes that includes on time submission in the grade formula. Unless the student has made arrangements with the instructor, discussion questions will not be awarded points if they are posted after their submission date. The instructor also has the discretion to allow a student to make up any and all missed tests, quizzes, class assignments, and/or competencies as long as all work is submitted by the end of the incomplete period. The instructor has the right to impose point deductions on the missed class work. The maximum deductions will be 10% for any missed work/tests.

In the event a student encounters an extenuating circumstance such as, but not limited to, a death in his/her family or the student has been hospitalized, he/she may file a written grievance with the Director, Online Division. The student must provide supporting documentation. The student has the right to make an appeal for that decision to the Vice President, Campus Operations.

### **Leave of Absence**

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

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

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

### **Military Service LOA/ Readmissions**

If a student who is either service member or reservist is temporarily unable to attend class or has to suspend his or her studies due to military service requirements, he or she may either request a Leave of Absence (LOA) or withdraw from the program. An LOA may be granted if the student's service requirements can be served in 180 calendar days or less. If the student cannot return within 180 calendar days, the student will need to withdrawal from the program. He or she will be eligible to return as a re-entry student, if he or she is able

to return within three years. If the service requirements will result in the student being out of school for more than 180 days, and the student has expressed either verbally or in writing that it is his or her intention to return to school within three years, the student will be able to return to class and resume his or her program. Valley College will evaluate the student's educational program when the student returns to school and will work with the student to resolve any scheduling difficulties. If for some reason, Valley College is no longer offering the program or has dramatically altered the program, Valley College will work with the student to find an alternative program option and educational plan. The College will evaluate the student's completed courses and transfer credits as it sees appropriate to ensure that the student is able to resume his or her program with the same number of credits as when he or she left the program. The student will be considered a re-entry student, and tuition rules for reentry will be applied.

## Grading System

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

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

Course grades are recorded on the grade transcript as follows:

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

Special Notation /Explanation of Grades:

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

**Leave of Absence exemption: If a student requests and is approved for Leave of Absence after the fifth (5th) calendar day from the start of class, the Campus Director/ Director, Online Division may reverse the "WF" grade to a "WP" grade.**

**Grade of "I" (Incomplete) is a temporary grade.** The grade of "I" is recorded when a student has approval to submit class work after the course's scheduled completion date. At the end of five (5) calendar days extension period, the "I" will be replaced by the grade the student has earned. Exceptions for periods greater than five (5) calendar days are at the sole discretion of the Campus Director/Director, Online Division.

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

**Special Consideration for a "WP" or "WF" Grade:** Valley College's policy states: A student who withdraws from a course after the fifth (5th) calendar day earns a "WF" grade. If the student must request a Leave of Absence (LOA), the Campus Director (on campus programs) or Director, Online Division (online programs) may, upon his or her discretion, grant the student a "WP" grade instead of a "WF" grade. The following criteria will be considered: 1) the reason for the LOA as written on the Leave Of Absence form and any additional supporting documentation, 2) the student's current grade in the course, and 3) the student's attendance or class participation. In an Emergency Leave of Absence situation, the student will receive a "WF" grade, but the Campus Director (on campus programs) or the Director, Online Division (online programs) has the discretion to change the grade to a "WP" grade upon receipt a proper documented LOA form from the student.

**Grades of "AS" or "CT" are awarded during the enrollment process.** Advanced Standing (AS) is awarded to a student if he or she passed Advanced Standing tests. Credit Transfers (CT) is awarded if the student has received credit for courses he or she completed in

other Valley College programs or from other institutions. The grades of “AS” or “CT” will appear on the student’s transcript as applicable.

**Grade of “AU”** Valley College allows students to audit courses if they are returning to finish a program and need to review skills. The grade “AU” will appear on a returning student’s transcript and will not count as credits attempted. The student is not charged a Course Retake Fee when auditing a course.

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

### **Grade Point Average**

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

### **Appealing a Final Course Grade**

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

### **Retaking Courses**

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

### **Audit Courses**

If a current or returning student or a graduate requests to audit a course, he or she must put the request in writing and provide a reason to audit the class. Possible reasons why a student or graduate will be granted permission to audit a course include:

- The student successfully passed the course and earned a grade of “D.”
- Student is returning to complete an externship. Valley College requires a student to audit a clinical course.
- Graduate needs to brush up on skills to obtain employment.

When the student completes the course, the audited course name and grade of “AU” will be recorded on the student’s transcript. The student or graduate will not be charged tuition or associated lab fees for the course. However, if the student or graduate does not have a Valley College uniform, he or she will be required to purchase the uniform to wear to class. The request for auditing a course is not automatically approved. Students and graduates cannot audit a course if the class’ enrollment is at or exceeding the 24 to 1 student/faculty ratio. Also the audited course cannot cause the current student’s program completion date to go beyond their SAP 150% maximum evaluation date.

### **Academic Probation**

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

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

### Reinstatement:

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

#### Consecutive Failed Courses

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

#### **Withdrawal**

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

If a student wants to drop a course after the fifth (5th) calendar day, the student needs to contact the Director of Academic Affairs or Campus Director/ Director, Online Division and put his or her request in writing. The student will receive a “WF” for the course. The student will not be reminded that the “WF” grade may affect the student’s ability to meet Satisfactory Academic Progress requirement for both credits earned and GPA. Online students will follow the same procedure but will either contact the Student Success Coach, Online Director of Academic Affairs or Director, Online Division.

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

**Involuntary Withdrawal:** Students may be administratively withdrawn from the College if they fail to make specific arrangements for prolonged absenteeism, such as a Leave of Absence, will be terminated from a program within thirty (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 fourteen (14) calendar days after the student’s last date of attendance/educational activity.

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

#### **Conduct Administrative Withdrawal.**

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

- Failure to maintain and meet the program requirements (academic or attendance)
- Failing three consecutive classes in a diploma program
- Failing four consecutive classes in a degree program
- Failure to follow safety rules in the lab environment
- Excessive absenteeism
- Falsification, misrepresentation, or omission of significant facts at the time of enrollment
- Failure to meet financial obligations related to the college
- Failure to comply with the college’s Code of Conduct or classroom rules
- Failure to comply to the college’s Academic Integrity policy
- Failure to comply with the college’s dress code upon warning
- Possession, use or distribution of illicit drugs or alcohol
- Possession of weapons on campus
- Failure to meet the specific program requirements to be placed in a clinical or externship experience (such as providing documentation necessary for clinical or externship experience)
- Suspension or dismissal from or refusal of Externship or Clinical experience site for any reason
- Any other actions that the College may deem to be in violation of its policies and procedures.

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

### **Code of Conduct**

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

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

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

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

### **Non-Discrimination Policy**

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

### **Bullying and Harassment**

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

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

### **Title IX Compliance**

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

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

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

### **Student Code of Conduct**

#### **Classroom Rules**

In addition to the statements above, each instructor will distribute specific class rules and expectations for their class. Lab Safety documents are distributed at the appropriate time to Medical Clinical Assistant and Heating, Ventilation, and Air Conditioning programs that specifically addresses the Code of Conduct and/or Classroom Rules that apply to those programs. Students in the Medical Clinical

Assistant and Nursing Assistant (CNA) programs also receive Handbooks specific to their programs' off site clinical experience. The MCA Student Externship Handbook and a Nursing Assistant Handbook discuss the Code of Conduct and expectations for those programs.

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

Students are expected to:

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

### **Internet Usage Policy**

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

### **Computer, Email and Internet Usage**

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

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

- \* Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
- \* Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- \* Stealing, using, or disclosing someone else's password without authorization
- \* Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- \* Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- \* Hacking into unauthorized websites.
- \* Sending or posting information that is defamatory to the college.
- \* Introducing malicious software onto the Valley College network and/or jeopardizing the security of the organization's electronic communications system.
- \* Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
- \* Passing off personal views as representing those of Valley College.
- \* Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
- \* Conducting a business using the Valley College network for personal business use.

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

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

## **Standards of Dress Code**

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

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

## **Tattoos**

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

Heating, Ventilation, and Air Conditioning Students: In accordance with professional workplace expectations, tattoos of an offensive nature (profane language or gestures, nude images, or violent images) will be covered appropriately while on campus or any function organized by Valley College.

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

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

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

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

## **Nursing Assistant (CNA) Standard of Dress (Uniform)**

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

## **Casual Days**

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

## **Code of Conduct: Consequences and Appealing a Violation Decision:**

A student may be suspended for inappropriate behavior for a period of one hour to five calendar days. The student will be marked absent from class. Upon his or her return to class, the student will be allowed to make-up class hours (work) within the guidelines of Valley College Attendance Policy. If the student fails to successfully complete the class, the student will need to retake the course and will be charged a Course Retake Fee. Failing a course or receiving a grade lower than a "C" will negatively impact the student's cumulative GPA and satisfactory academic progress.

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



## **STUDENT SERVICES**

### **Academic and Financial Advising**

If any problems or questions arise during the course of study, students may bring them to the attention of the College's staff. The instructional staff is ready to assist students with problems stemming from classroom experiences, the school program, or related areas. The Financial Aid Department personnel and/or Campus Director/ Director, Online Division are prepared to advise students on questions

regarding fees, tuition, scholarships, eligibility, or other related topics within the knowledge of their department. Academic and financial advising is based on individual student's needs.

### **Placement Assistance**

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

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

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

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

### **Library/Resource Center**

The student and staff Resource Center provides access to text materials, reference books, trade journals, periodicals, and Internet research, which may be used as supplemental reading for course work and for general background information. Students are requested to comply with the Resource Center rules on book checkouts and return. Students and staff/faculty also have access to an Internet Library service. The College subscribes to the Gale Internet Library. Log on information is as follows:

<http://infotrac.galegroup.com/itweb/mar1321> password: mar\_log All students, faculty and staff have free access to the library. Online training is available for users. Students who have suggestions for additions to the Resource Center or comments on its operation should address their comments to the Campus Director.

### **Housing Assistance**

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

### **Emergency**

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

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

### **Food Service**

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

### **Student Activities**

Valley College provides students with a variety of activities throughout the year. Field trips to local employers provide students with an opportunity to learn more about career opportunities they are being trained for. Guest speakers are invited to the campus to speak to the student body about career opportunities, professionalism, self-development, personal health care, etc.

Other events include such things as contests, college sponsored pot-lucks, holiday parties, food drives, community service activities, career fairs, fund raising for neighborhood agencies, etc.

## **General Information**

### **Non-Discrimination and Equal Opportunity**

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

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

Each campus has an Equal Opportunity Officer. Contact information is posted on the campus' Student Bulletin Board and in the campus Catalog Supplement.

### **Privacy of Educational Records**

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

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

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

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

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

### **Safeguarding Data**

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

with the expectation that this device will be returned (as is the case with USB thumb drives, for example), the extent of Valley College liability will be for the return or replacement of the device only, and not the data contained therein.

### **Student Privacy Protected**

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

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

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

### **Drug, Alcohol and Tobacco Free Environment**

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

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

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

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

### **Copyright Infringement Policy**

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

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

Valley College's Copyright Compliance Policy informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that Valley College will take to detect and punish illegal distribution of copyrighted materials. Specifically, the penalties and fines are discussed in 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.

### **Academic Integrity Policy (Honor Code)**

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

#### **Consequences:**

- First Offense: If a student who is caught (or the instructor suspects the student of) cheating or plagiarizing on an assignment, the student will be formally counseled. The instructor will give the student a second chance and allow him/her to resubmit the assignment. **Cheating on a test will result in the student receiving a zero on the test.**
- Second offense: A student who is caught cheating or plagiarizing a second time in the same class or a different class will be counseled by the Campus Director/ Director, Online Division. The student will receive a zero for the class. **Cheating on a test, in**

**the same or a different class will result in the student receiving a zero in that class.** If the student fails a class, the student will have to retake the course again when it is offered.

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

Students are given a copy of the Valley College Academic Integrity Policy during the Admission process. If a campus or online student feels like he/she has been unjustly accused of academic dishonesty he/she has the right to appeal the instructor's decision by appealing to the Campus Director/Director, Online Division. After the appropriate Director has investigated the circumstances, the student will be notified of the results of the investigation in writing.

### **Crime Awareness and Campus Security**

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

The Student Right To Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Statistical information regarding previously reported crimes is updated annually and made available to students and staff. This information is also available to potential students and employees upon request. The statistical information is posted on the College's website at <http://www.valley.edu/consumer-information/> Click on [Valley College Campus Security Report and Crime Statistics](#)

### **Grievance/Complaint Procedure**

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

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

1. The student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.
2. If the student does not feel that the issue has been resolved, the student should present a written grievance to the Director of Academic Affairs (or designated staff member). The Director of Academic Affairs (or designated staff member) should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The Director of Academic Affairs (or designated staff member) will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.
3. If the issue remains unresolved, the student must present a written complaint to the Campus Director/Director, Online Division. The appropriate Director should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The appropriate Director will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.
4. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's President at the following address: 287 Aikens Center, Martinsburg WV 25404. The President will respond to the student in writing with the proposed resolution.
5. If the student continues to feel that the complaint has not been resolved by Valley College to the satisfaction of the student, the complaint may contact one of the following:

West Virginia Council for Community and Technical Education  
1018 Kanawha Blvd. E., Ste. 700  
Charleston WV 25301

West Virginia Office of the Attorney General  
Education, Arts & Boards Division  
State Capitol Complex, Bldg. 1, Room E-26  
Charleston, WV 25305

West Virginia Office of Consumer Affairs  
Contact West Virginia Office of the Attorney General

U.S. Department of Education  
<https://answers.ed.gov/link/portal/28022/28025/Article/1013/Complaint-against-a-school>

WIOA Sponsored Students: WIOA sponsored students must comply with any grievance procedure provided to them by the WIOA office.

### **Nursing Assistant (CNA) Students Only:**

Valley College is confident that students will be fully satisfied with their educational program. If a student has a concern, he or she should discuss the matter with the campus' Nursing Assistant Program Director (NAPD) or Campus Director.

In accordance with the Long-Term Care Nurse Aid Training Program, any grievances/complaints that a student may have in regards to his or her training program, either in the classroom or at the clinic site, will be recorded and maintained in a *Compliant File*. Form CP-NA101 will be provided for a student to use to record his or her grievance/complaint in writing. The student should place the completed form in the Grievance Box. The campus' Nursing Assistant Program Director will follow up with all grievances. She will speak with a student directly if he or she identifies himself or herself on the form.

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. WIOA sponsored students must comply with any grievance procedure provided to them by the WIOA office.

### **Non-Fraternization Policy**

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

## **Curriculum**

Valley College 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. Valley College's objectives are to provide quality educational programs that are career-oriented programs.

Members of the teaching staff at Valley College have been carefully selected for their experience, technical competence, and ability to relate their experience and knowledge to their students in accordance with the accreditation requirements. Faculty background and Valley College's system of instruction encourages student interactions through hands-on training or computer interactive simulations and provides challenge and stimulation for students in an attentive and supportive learning environment. Students are assigned homework (out of class assignments) that enables them to develop and enhance their critical-thinking and problem-solving skills.

For each program, a course schedule and class syllabus, which reinforces the student's responsibility for timely completion of instructional material, is generally available to students on the first day of class. Instructors monitor student achievements and progression according to the schedule on an ongoing basis. Additional information such as the program outline and course descriptions are found in the Program Outlines and Course Descriptions

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

### **Advisory Board / Program Advisory Committees**

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

### **Graduation Requirements**

A Candidate for Graduation has achieved the following:

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

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

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

### **Summary of Graduation Requirements / Credential Earned**

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

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

### Academic Honors at Graduation

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

### Nursing Assistant (CNA) Pinning Ceremony

A Candidate for Pinning Ceremony has achieved the following:

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

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

### Student Grade Transcripts

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 93380 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 upon written request for \$5.00 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.

### Class Hours Schedules:

#### Class Start Schedules / School Calendar / Holiday Schedule

The class start schedules for these programs may be found in the College Schedule in the Catalog Supplement. Online programs are administratively operated through the Valley College-Martinsburg campus and information appears on the Valley College-Martinsburg's Catalog supplement. Valley College reserves the right to add or change class start dates based on enrollments.

For regular attendance, standard completion times are expressed in full weeks/months. The week schedules are for instructional/contact hours. The range in estimated month schedules includes holidays and breaks and varies depending on time of year of the start date.

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

## Program Outlines & Course Descriptions

## **Business Administration (BA)**

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

Delivered online through the Martinsburg campus

O.A.S. Degree Program

### **Program Description**

Business Administration is a two-year Occupational Associate of 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 in business.

Business specific courses (Accounting/Bookkeeping, Computerized Accounting, Principles of Management, Human Resource Management, Business Management, Business Law, Introduction to Economics, Strategic Business Planning, Marketing and Sales, and Customer Service) are designed to provide the student with a solid foundation in the basic concepts and theories that are necessary when managing a business. The emphasis of the program focuses on small business management or management of a department in an organization. Computer Software Application courses, (Computer Operations and Applications, Document Processing, Spreadsheet Applications and Presentation Software Applications) allow the students to perform various computer application skills. The Career Development course provides the student with the opportunity to learn work force readiness skills. In addition to creating employment related documents including a resume, students learn interview techniques and participate in a mock interview.

Through an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The skills and concepts learned can transfer to the work environment. Although not mentioned in this section, students also complete general education courses ensure that they have a well-rounded education.

### **Student Learning Outcomes:**

#### **General Core Student Learning Outcomes include:**

- Write clearly and effectively;
- Think analytically and logically;
- Analyze quantitative problems;
- Define and solve problems;
- Use computing and information technology;
- Learn effectively on their own;
- Conduct research and create electronic presentations.

#### **Business Specific Student Learning Outcomes include:**

- Effectively relate business processes to daily management functions and operations;
- Develop a working knowledge of basic aspects of human resource management and relate human resources to other management functions;
- Possess the basic knowledge needed for starting a small business;
- Demonstrate a basic understanding of the concepts and terminology of business law and relate the business law concepts introduced to operations in a typical business environment;
- Accurately provide definitions and examples that demonstrate the terms, explain and give examples of the economic models;
- Given a series of charts or graphs, explain economic relationships and perform the following tasks: plot a supply curve on a graph, draw a typically shaped total output curve, and complete a table to show profit-maximizing output;
- Create, produce and present a business plan;
- Conduct market research and develop a marketing plan;
- Discuss customer services skills that can be transferred to the work place;
- Demonstrate knowledge of the accounting cycle and analyze business events;
- Perform such skills as (but not limited to) apply the basic accounting procedures, create financial statements and complete payroll accounting transactions;
- Develop professional communication skills;
- Plan, organize, and compose effective business messages;
- Perform various computer application skills using Microsoft Word, Excel and PowerPoint;
- Develop career readiness skills such as resume preparation and job lead generation;
- Demonstrate interview techniques by participating in a mock interview.



## Program Outline

Rotation Schedules will vary.

Classes start approximately every three weeks.

COURSES		SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab) Externship (Extn)	HOMEWORK HOURS
<b>FIRST TIER</b>				
COM112	BUSINESS ENGLISH	3.0	30 Lec 30 Lab	60 Hours
CPS135	COMPUTER OPERATIONS & APPLICATIONS	3.0	30 Lec 30 Lab	60 Hours
CPS143	SPREADSHEET APPLICATIONS	2.0	0 Lec 60 Lab	15 Hours
CPS148	DOCUMENT PROCESSING	3.0	30 Lec 30 Lab	60 Hours
<b>SECOND TIER</b>				
COM122*	EFFECTIVE WRITING	3.0	30 Lec 30 Lab	60 Hours
CPS205	PRESENTATION SOFTWARE APPLICATIONS	3.0	30 Lec 30 Lab	60 Hours
MAT122	BUSINESS MATH	3.0	30 Lec 30 Lab	60 Hours
MGT103	PRINCIPLES OF MANAGEMENT	3.0	30 Lec 30 Lab	60 Hours
<b>THIRD TIER</b>				
ACC122	ACCOUNTING/BOOKKEEPING	3.0	30 Lec 30 Lab	60 Hours
COM215	CAREER DEVELOPMENT	2.0	10 Lec 50 Lab	60 Hours
MKT122	MARKETING AND SALES	3.0	30 Lec 30 Lab	60 Hours
PSY102*	GENERAL PSYCHOLOGY	4.0	60 Lec 0 Lab	120 Hours
<b>FOURTH TIER</b>				
BUS104	BUSINESS LAW	3.0	30 Lec 30 Lab	60 Hours
MGT104	HUMAN RESOURCE MANAGEMENT	3.0	30 Lec 30 Lab	60 Hours
MGT212	BUSINESS MANAGEMENT	3.0	30 Lec 30 Lab	60 Hours
MKT202	CUSTOMER SERVICE	3.0	30 Lec 30 Lab	60 Hours
<b>FIFTH TIER</b>				
ACC242	COMPUTERIZED ACCOUNTING	3.0	30 Lec 30 Lab	60 Hours
BUS202	INTRODUCTION TO ECONOMICS	3.0	30 Lec 30 Lab	60 Hours
BUS275	STRATEGIC BUSINESS PLANNING	4.0	60 Lec 0 Lab	120 Hours
MAT140*	COLLEGE ALGEBRA	3.0	30 Lec 30 Lab	60 Hours

\*Denotes General and Applied General Education courses

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

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

### PROGRAM TOTALS:

+Year 1: 660 Total Hours (280Lec/380Lab) and 31 Credits  
 +Year 1: Expected Out-of-Class Activities (Homework): 575 hours  
 +Year 2: 540 Total Hours (330Lec/210 Lab) and 29 Credits  
 +Year 2: Expected Out-of-Class Activities (Homework): 540 hours  
 Total Program: 1200 Hours (610Lec/590Lab) and 60 Credits  
 Total Program: Expected Out-of-Class Activities (Homework): 1235 hours

### Career Opportunities

**CIP CODE:** 52.0201

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career.

Examples of positions graduates may be qualified for entry level positions and/or may find advancement opportunities into include, but are not limited to:

#### Business Administration and Management – General

Sales Managers – other job titles: Sales Manager, Sales Supervisor, Sales Representative, Store Manager

Administrative Services Managers – other job titles: Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations

Social and Community Service Manager – other job titles: Program Director, Social Services Director, Program Manager, Vocational Rehabilitation Administrator, Adoption Services Manager, Children's Service Supervisor, Clinical Services Director, Director of Child Welfare Services, Director of Social Services

Management Analysts – other job titles: Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst

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

**Accounting Technology, Technician and Bookkeeping** - Bookkeeping, Accounting and Auditing Clerks- other job titles: Accounting

Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

### **Customer Service Management**

First-Line Supervisors of Office and Administrative Support Workers- other job titles: Office Manager, Team Leader, Customer Service Manager, Customer Service Supervisor, Office Supervisor, Accounting Manager, Director, Office Coordinator, Accounts Payable Supervisor, Administrative Supervisor

Customer Service Representative – other job titles: Customer Service Representative, Customer Service Associate, Account Manager, Client Services Representative, Account Representative, Customer Service Specialist, Customer Service Agent, Member Services Representative, Hub Associate, Account Service Representative, Call Center Representative Customer Registration/Service Representative

### **General Office Occupations and Clerical Services**

Procurement Clerks – other job titles: Procurement Specialist, Buyer, Purchasing Assistant, Purchasing Clerk, Procurement Assistant, Purchasing Specialist, Departmental Buyer, Procurement Officer, Purchasing Associate, Warehouse Clerk

Insurance Claims Clerks - Claims Representative, Customer Service Representative (CSR), Claims Service Representative, Claims Technician, Claims Examiner, Claims Processor, Claims Customer Service Representative (Claims CSR), Insurance Specialist, Claims Adjudicator, Claims Adjuster

Insurance Policy Processing Clerks - Account Manager, Administrative Underwriter, Account Administrator, Agency Service Representative, Associate Financial Representative, Field Secretary, Customer Service Technician, Insurance Analyst, Premium Representative, Processing Clerk

### **Administrative Assistant and Secretarial Science, General or Executive Assistant Secretary**

Executive Secretaries and Executive Administrative Assistants –other job titles: Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive – other job titles: Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

**Receptionist** - Receptionist and Information Clerk – other job titles - Sample of reported job titles: Receptionist, Administrative Assistant, Office Manager, Secretary, Clerk Specialist, Office Assistant, Clerk, Community Liaison, Member Service Representative, Registration Clerk

### **Banking and Financial Support Services**

Bill and Account Collectors - other job titles: Collector, Patient Account Representative, Debt Collector, Account Representative, Collections Manager, Credit Clerk, Patient Access Specialist, Telephone Collector, Accounts Receivable Specialist, Biller Tellers – other job titles: Teller, Customer Service Representative (CSR), Bank Teller, Member Services Representative, Account Representative, Customer Relationship Specialist, Customer Service Associate (CSA), Personal Banking Representative, Roving Teller, Teller Coordinator

Loan Counselors – other job titles: Financial Aid Counselor, Financial Aid Director, Financial Aid Administrator, Financial Assistance Advisor, Financial Aid Advisor, Financial Aid Officer, Loan Counselor, Pell Coordinator

Credit Authorizers and/or Credit Checkers – other job titles: Credit Manager, Business Manager, Credit Director, Credit Administrator, Credit Processor, Credit Investigator, Credit Administrator, Credit Representative, Commercial Credit Reviewer, and Commercial Loan Reviewer

Loan Interviewees and Clerks – other job titles: Loan Processor, Loan Officer, Mortgage Loan Processor, Loan Analyst, Loan Clerk, Underwriter, Loan Closer, Processor, Production Assistant, Closer

New Accounts Clerks – other job titles: Personal Banker, Customer Service Representative, Member Service Representative, New Accounts Representative, Financial Services Representative, Relationship Manager, Loan Processor, Retail Banker, Retail Service Representative, Administrative Assistant

### **Selling Skills and Sales Operations**

First-Line Supervisors of Retail Sales Workers – other job titles: Manager, Store Manager, Assistant Manager, Department Manager, Shift Manager, Assistant Store Manager, Office Manager

First-Line Supervisors of Non-Retail Sales Workers – other job titles: Branch Manager, Sales Manager, Sales Supervisor

**Meeting, Convention, and Event Planners** -other job titles: Convention Services Manager (CSM), Conference Planning Manager, Conference Services Manager, Catering Manager, Events Manager, Conference Planner, Director of Conference Services, Conference Manager, Director of Events, Event Manager, Wedding Planner

# Cybersecurity

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

Delivered online through the Martinsburg campus

OAS Degree Program

## Program Description

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

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

## Student Learning Outcomes:

### General Core Student Learning Outcomes include:

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

### Specific Cybersecurity Student Learning Outcomes include:

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

## Career Opportunities

### CIP CODE: 11.1003

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

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

## Program Outline

### Cybersecurity

Classes start approximately every three weeks.

COURSES		SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab) Externship (Extn)		HOMEWORK HOURS
<b>First Rotation</b>					
CSY100	Computer Applications	3.0	30 LEC	30 LAB	60 hours
CSY105	Introduction to Networking	3.0	30 LEC	30 LAB	60 hours
CSY235	IT Project Management	3.0	30 LEC	30 LAB	60 hours
<b>Second Rotation</b>					
CSY110	Networking Hardware	3.0	30 LEC	30 LAB	60 hours
CSY115	Routing & Security Protocols	3.0	30 LEC	30 LAB	60 hours
CSY125	Operating Systems	3.0	30 LEC	30 LAB	60 hours
CSY130	Network Security	3.0	30 LEC	30 LAB	60 hours
<b>Third Rotation</b>					
CSY200	Introduction to Programming	3.0	30 LEC	30 LAB	60 hours
MAT140*	College Algebra	3.0	30 LEC	30 LAB	60 hours
CSY140	Network & Security Fundamentals	3.0	30 LEC	30 LAB	60 hours
<b>Fourth Rotation</b>					
CSY145	Advanced Network & Security Fundamentals	3.0	30 LEC	30 LAB	60 hours
CSY120	Network Application Support	3.0	30 LEC	30 LAB	60 hours
COM140*	Technical Writing	4.0	60 LEC	0 LAB	120 hours
<b>Fifth Rotation</b>					
CSY210	Cloud Computing with Security	3.0	30 LEC	30 LAB	60 hours
CSY215	Information Security	3.0	30 LEC	30 LAB	60 hours
PSY102*	General Psychology	4.0	60 LEC	0 LAB	60 hours
<b>Sixth Rotation</b>					
CSY205	Ethical Hacking and System Security	3.0	30 LEC	30 LAB	60 hours
MAT160*	Statistics	4.0	60 LEC	0 LAB	120 hours
CSY220	Secure Wireless Networks	3.0	30 LEC	30 LAB	60 hours

\*Denotes General and Applied General Education courses

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

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

#### PROGRAM TOTALS:

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

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

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

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

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

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

## Health Services Administration (HSA)

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

Delivered online through the Martinsburg campus  
O.A.S. Degree Program

### Program Description

**Health Services Administration** is a two-year Occupational Associate of Science degree program that is designed to equip graduates with the skills associated with an administrative professional position in the healthcare field.

The Health Services Administration student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms. The student/instructor ratio would normally be less than 25:1 in the Health Services Administration program.

The Health Service Administration program is designed to provide students with a broad foundation of general medical administrative skills and prepares students to develop, plan and manage health care operations within health care facilities and across health care systems. Through an integrated curriculum that includes hands on activities/assignments and computer-mediated discussions students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The assignments/activities/projects can transfer to the work environment. Although not mentioned in this section, the student also completes general education courses to ensure that the student has a well-rounded education.

### Student Learning Outcomes:

#### General Core Student Learning Outcomes include:

- Write clearly and effectively;
- Think analytically and logically;
- Analyze quantitative problems;
- Define and solve problems;
- Use computing and information technology;
- Learn effectively on their own;
- Conduct research and create electronic presentations.

#### Healthcare Specific Student Learning Outcomes include:

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

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

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

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

## Health Services Administration's Program Outline

Each diploma program transfers fully into the Health Services Administration OAS degree program. A student who is enrolling in the Health Services Administration program must select one of the following three tracks. The courses below are not listed in the order that they are presented.

### Medical Administrative Assistant Track

Code	Class Name	Credits
COM112	Business English	3
COM215	Career Development	2
CPS121	Computer Applications – Medical	2
CPS143	Spreadsheet Applications	2
MAT122	Business Math	3
MED111	Basic Anatomy	3
MED122	Medical Terminology	3
MED132	Basic Medical Office Procedures	3
MED237	Fundamentals of Electronic Health Records	3
MED240	Introduction to Medical Insurance, Administration & Coding	3
MED255	Patient Service and Communication	3
	Total Credits	30

### Medical Front Office, Billing and Coding Track

Code	Class Name	Credits
COM112	Business English	3
COM215	Career Development	2
CPS121	Computer Applications – Medical	2
MAT122	Business Math	3
MED111	Basic Anatomy	3
MED122	Medical Terminology	3
MED132	Basic Medical Office Procedures	3
MED238	Medical Insurance Administration & Billing	3
MED243	Medical Records Management	2
MED244	Basic Coding - Diagnostic	3
MED247	Basic Coding – Procedural	3
	Total Credits	30

### Health Services Administration Concentration

Code	Class Name	Credits
COM122	Effective Writing	3
HSA200	Health Information Technology & Management	3
HSA210	Healthcare Delivery in the United States	3
HSA220	Principles of Healthcare Management	4
HSA230	Essentials of Healthcare Compliance	3
HSA250	Healthcare Customer Relations and Outcomes	3
MAT140	College Algebra	3
MED101	Medical Assisting - Front Office	4
PSY102	General Psychology	4
	Total Credits	30
	<b>One of the Diploma programs PLUS:</b>	30
	Total Program Credits	60

## Rotation Schedule

Rotation Schedules will vary.

Classes start approximately every three weeks.

	COURSES	Semester Credits	Clock Hours Lecture (Lec) Lab (Lab)	Homework Hours
<b>First Tier</b>				
COM112	Business English	3.0	30 Lec 30 Lab	60 Hours
MED122	Medical Terminology	3.0	30 Lec 30 Lab	60 Hours
MED132 Δ	Basic Medical Office Procedures	3.0	30 Lec 30 Lab	60 Hours
MED138	Principles of Health Information Management	3.0	30 Lec 30 Lab	60 Hours
CPS121	Computer Applications-Medical	2.0	0 Lec 60 Lab	15 Hours
<b>Second Tier</b>				
MED111	Basic Anatomy	3.0	30 Lec 30 Lab	60 Hours
MED249	Medical Record Auditing	3.0	30 Lec 30 Lab	60 Hours
MAT122	Business Math	3.0	30 Lec 30 Lab	60 Hours
MED243 Δ	Medical Records Management	2.0	0 Lec 60 Lab	15 Hours
CPS143 □	Spreadsheet Applications	2.0	0 Lec 60 Lab	15 Hours
MED244 Δ	Basic Coding – Diagnostic	3.0	30 Lec 30 Lab	60 Hours
MED255□	Patient Service and Communication	3.0	30 Lec 30 Lab	60 Hours
<b>Third Tier</b>				
COM215	Career Development	2.0	10 Lec 50 Lab	20 Hours
MED238 Δ	Medical Insurance Administration & Billing	3.0	30 Lec 30 Lab	60 Hours
MED240 □	Introduction to Medical Insurance, Administration & Coding	3.0	30 Lec 30 Lab	60 Hours
MED237 □	Fundamentals Of Electronic Health Records	3.0	30 Lec 30 Lab	60 Hours
MED247 Δ	Basic Coding-Procedural	3.0	30 Lec 30 Lab	60 Hours
MED101	Medical Assisting-Front Office	4.0	60 Lec 0 Lab	120 Hours
<b>Fourth Tier</b>				
HSA200	Health Information Technology & Management	3.0	30 Lec 30 Lab	60 Hours
COM122*	Effective Writing	3.0	30 Lec 30 Lab	60 Hours
HSA210	Healthcare Delivery in the United States	3.0	30 Lec 30 Lab	60 Hours
PSY102*	General Psychology	4.0	60 Lec 0 Lab	120 Hours
<b>Fifth Tier</b>				
HSA220	Principles Of Healthcare Management	4.0	60 Lec 0 Lab	120 Hours
MAT140*	College Algebra	3.0	30 Lec 30 Lab	60 Hours
HSA230	Essentials Of Healthcare Compliance	3.0	30 Lec 30 Lab	60 Hours
HSA250	Healthcare Customer Relations and Outcomes	3.0	30 Lec 30 Lab	60 Hours

### Key:

\* Denotes General and Applied General Education courses

Δ Medical Front Office, Billing and Coding Track

□ Medical Administrative Assistant Tract

### PROGRAM TOTALS:

Year 1: 660 Total Hours (250 Lec/410 Lab)\*and 30 Credits\*

Year 1: Expected Out-of-Class Activities (Homework): 570 hours\*

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

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

Total Program: 1200 Hours (610 Lec/590 Lab) and 60 Credits

\*May vary due to class rotation.

## Career Opportunities

**CIP CODE:** 51.0706

On completion of their program, graduates of the Health Services Administration program may be qualified, but not limited to, work in hospitals, clinics, physicians' offices, community service organizations and insurance companies.

Administrator, Health Care Facility  
Administrator or Manager in an Insurance Office  
Coordinator or Rehabilitation Services  
Executive Medical Administrative Assistants  
Health and Social Service Manager  
Hospitals Admissions Coordinators

Medical Office Managers  
Medical Records Coordinator/Supervisor or Manager  
Practice Administrator  
Program Administrator or Director  
Social and Community Service Manager  
Vocational Rehabilitation Administrator

## Heating, Ventilation and Air Conditioning (HVAC)

[www.valley.edu/programs/hvac](http://www.valley.edu/programs/hvac)

Offered at Beckley and Martinsburg Campuses

Diploma Program

### Campus Hours:

Classes run from Monday through Thursday

Day Time: 9:00 a.m. to 2:00 p.m.

### Program Description

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

The Heating, Ventilation and Air Conditioning program is conducted primarily in a traditional classroom environment and is comprised of both traditional lecture and lab classes. Material is presented by qualified instructors who follow structured lesson plans and utilize audio-visual techniques to enhance learning and facilitate note taking. Practical lab exercises and projects are assigned to reinforce what is learned. Students also use textbooks/workbooks and complete in-class and out-of class assignments. Through an integrated curriculum that includes hands on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The assignments/activities/projects can transfer to the work environment. Students are expected to study every day outside the classroom. The Heating, Ventilation and Air Conditioning program's student/instructor ratio would normally be less than 25:1.

The journey begins with an entry level job as an HVAC Technician in Training as defined in West Virginia regulations. New graduates from HVAC training institutions are not required to be licensed in order to work on HVAC systems and equipment. However, they will need to work under the direct observation of contractors who are required to be licensed by the State's contractor licensing board. Training at Valley College qualifies for 720 hours toward completion of the 8,000 hours of experience and/or training required before eligibility to take the license examination to become an HVAC Technician in the state of WV. For more information please visit [www.wvlabor.com](http://www.wvlabor.com)

### Student Learning Outcomes:

#### General Core Student Learning Outcomes include:

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

#### Heating, Ventilation and Air Conditioning Specific Student Learning Outcomes include:

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



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

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

### **Heating, Ventilation and Air Conditioning's Program Outline**

Rotation Schedules will vary

Classes start approximately every three weeks.

COURSES	SEMESTER CREDITS	CLOCK HOURS		HOMEWORK HOURS
		Lecture (Lec)	Lab (Lab)	
<u>First Tier</u>				
HVAC100 Introduction to Refrigeration	3.0	30 Lec	30 Lab	15 hours
HVAC105 Building Environments	3.0	30 Lec	30 Lab	15 hours
HVAC110 Principles of Electricity and HVAC Controls	3.0	30 Lec	30 Lab	15 hours
HVAC115 Blueprints and Plans	3.0	30 Lec	30 Lab	15 hours
<u>Second Tier</u>				
HVAC200 Professionalism for Technicians	3.0	30 Lec	30 Lab	15 hours
HVAC205 Air Conditioning	3.0	30 Lec	30 Lab	15 hours
HVAC210 HVAC Math	3.0	30 Lec	30 Lab	15 hours
HVAC215 Heating Systems and Boilers	3.0	30 Lec	30 Lab	15 hours
<u>Third Tier</u>				
HVAC230 Specialized Equipment	3.0	30 Lec	30 Lab	15 hours
HVAC235 Commercial Systems	3.0	30 Lec	30 Lab	15 hours
HVAC240 Safety and Handling Regulations	3.0	30 Lec	30 Lab	15 hours
HVAC245 Troubleshooting for the HVAC Technician	3.0	30 Lec	30 Lab	15 hours

Courses are listed by Course Number and not necessarily the order in which they will be offered. Most students will complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. The Campus Director may approve any variation of the schedules.

#### **Program Totals:**

36 SEMESTER CREDITS

720 CLOCK HOURS: 360 Lecture, and 360 Lab,

Expected Out-of-Class Activities (Homework): 180 hours

### **Career Opportunities**

CIP CODE: 47.0201

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

Installation Technician / Installation Helper  
Maintenance Mechanic / Maintenance Helper  
Repair Technician /Repair Helper  
Shop Service Technician

HVAC Helper  
HVAC Installer  
Service Technician

## Medical Administrative Assistant (MAA)

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

Delivered online through the Martinsburg campus  
Diploma Program

### Program Description

The Medical Administrative Assistant program is designed to provide students the skills necessary to obtain an entry level position where they may perform administrative duties and provide customer service for visitor reception, patient intake and/or discharge services. The program includes instruction in medical office procedures, medical terminology, interpersonal skills, record-keeping, customer service, telephone skills, data entry, interpersonal communications skills, and applicable policies and regulation. The Medical Administrative Assistant program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understands concepts that can transfer to the work environment.

The Medical Administrative Assistant student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms. The student/instructor ratio would normally be less than 25:1 in the Medical Administrative Assistant program.

### Student Learning Outcomes:

#### General Core Student Learning Outcomes include:

Write clearly and effectively;  
Think analytically and logically;  
Analyze quantitative problems;  
Define and solve problems;  
Use computing and information technology;  
Learn effectively on their own;  
Conduct research and create electronic presentations.

#### The Medical Administrative Assistant Specific Learning Outcomes:

- Develop professional communication skills;
- Plan, organize, and compose effective business messages;
- Demonstrate the ability to navigate an operating system, the Internet, and application software (word processing, spreadsheets and presentations);
- Demonstrate a sound knowledge of the mathematical concepts needed to solve problems in a business environment;
- Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation;
- Effectively use EHR software to create, retrieve, and maintain medical records;
- Demonstrate the ability to perform insurance claims preparation, transmission, and follow-up;
- Demonstrate the ability to utilize spreadsheets applications for a variety of numerical and mathematical business functions;
- Demonstrate familiarity with the body systems and their structural organization;
- Develop a working knowledge of all facets of medical front office management;
- Develop career readiness skills such as resume preparation and job lead generation;
- Demonstrate interview techniques by participating in a mock interview.

Students who successfully complete the program are eligible to sit for the following National Healthcareer Association (NHA) certification test:

#### Certified Medical Administrative Assistant (CMAA)

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

## Medical Administrative Assistant Program Outline

Rotation Schedules will vary.

Classes start approximately every three weeks.

COURSES		SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab)	HOMEWORK HOURS
<b>First Tier</b>				
COM112	Business English	3.0	30 Lec 30 Lab	60 Hours
MED122	Medical Terminology	3.0	30 Lec 30 Lab	60 Hours
MED132	Basic Medical Office Procedures	3.0	30 Lec 30 Lab	60 Hours
CPS121	Computer Applications-Medical	2.0	0 Lec 60 Lab	15 Hours
<b>Second Tier</b>				
COM215	Career Development	2.0	10 Lec 50 Lab	60 Hours
CPS143	Spreadsheet Applications	2.0	0 Lec 60 Lab	15 Hours
MAT122	Business Math	3.0	30 Lec 30 Lab	60 Hours
MED237	Fundamentals of Electronic Health Records	3.0	30 Lec 30 Lab	60 Hours
<b>Third Tier</b>				
MED111	Basic Anatomy	3.0	30 Lec 30 Lab	60 Hours
MED240	Introduction to Medical Insurance, Administration & Coding	3.0	30 Lec 30 Lab	60 Hours
MED255	Patient Service and Communication	3.0	30 Lec 30 Lab	60 Hours

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

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

### PROGRAM TOTALS:

Total Program: 660 Hours (250 Lec/410 Lab) and 30 Credits

Expected Out-of-Class Activities (Homework): 570 hours

Total Program Hours: 1,190

### Career Opportunities

CIP CODE 51.0712

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

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

### Medical Clinical Assistant (MCA)

[www.valley.edu/programs/medical-clinical-assistant](http://www.valley.edu/programs/medical-clinical-assistant)

Offered at the Beckley, Martinsburg, and Princeton campuses

Diploma Program

### Beckley, Martinsburg and Princeton Campus Hours:

Classes run from Monday through Thursday

Time: 9:00 a.m. to 2:00 p.m.

20 hours / Week for classroom instruction

Upon the completion of the classroom instruction, students are scheduled for a 180 hour externship. Externship hours may vary and often are scheduled for seven to eight hours a day for a period of five to six weeks.

### Program Description

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

The Medical Clinical Assistant program is conducted primarily in a traditional classroom environment and is comprised of both traditional lecture and lab classes. Material is presented by qualified instructors who follow structured lesson plans and utilize audio-visual techniques to enhance learning and facilitate note taking. Practical lab exercises and projects are assigned to reinforce what is learned. Students also use textbooks/workbooks and complete in-class and out-of-class assignments. Students are expected to study every day outside the classroom. Through an integrated curriculum that includes hands on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The assignments/activities/projects can transfer to the work environment. The Medical Clinical Assistant program's student/instructor ratio would normally be less than 25:1.

#### **Student Learning Outcomes:**

##### **General Core Student Learning Outcomes include:**

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

##### **The Medical Clinical Assistant Specific Learning Outcomes:**

- Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation;
- Gain a broad understanding of human anatomy and physiology while correctly defining, spelling, and pronouncing related medical terminology;
- Demonstrate a working knowledge of human anatomy and be familiar with the body systems and their structural organization.
- Develop a working knowledge of all facets of medical front office management;
- Demonstrate the ability to navigate an operating system, application software, and the Internet;
- Demonstrate the ability to create documents, spreadsheets and electronic presentations associated with the medical office;
- Effectively use EHR software to create, retrieve, and maintain medical records;
- Identify commonly administered drugs along with their uses, side effects and interactions;
- Learn phlebotomy techniques, glucose testing, gram staining procedures, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other laboratory-testing procedures and drug administration techniques performed in a medical office;
- Learn how to obtain samples for testing and how to follow up patient test results;
- Perform selected diagnostic and surgical procedures that are completed in a medical office;
- Complete training in electrocardiography, respiratory testing, radiology, and wound care;
- Successfully pass the CPR, AED, and First Aid certification examinations;
- Explain what an autoclave is, how it operates, and demonstrate how to wrap and label instruments for sterilization in the autoclave;
- Develop clinical medical assisting skills required to prepare a patient for examination and to assist the physician during patient examination and treatment;
- Follow all safety procedures required in a medical environment;
- Develop career readiness skills such as resume preparation and job lead generation;
- Demonstrate interview techniques by participating in a mock interview.

Students who successfully complete the program are eligible to sit for the following National Healthcareer Association (NHA) certification test:

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

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

## Medical Clinical Assistant's Program Outline

Rotation Schedules will vary.

Classes start approximately every three weeks.

COURSES		SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab) Externship (Extn)	HOMEWORK HOURS
<b><u>First Tier</u></b>				
CPS121	COMPUTER APPLICATIONS-MEDICAL	2.0	0 Lec 60 Lab	15 Hours
MED102	MEDICAL FRONT OFFICE PROCEDURES	4.0	60 Lec 0 Lab	15 Hours
MED122	MEDICAL TERMINOLOGY	3.0	30 Lec 30 Lab	15 Hours
MED116	ANATOMY & PHYSIOLOGY I	4.0	60 Lec 0 Lab	15 Hours
<b><u>Second Tier</u></b>				
COM211	CAREER DEVELOPMENT-MCA	2.0	15 Lec 30 Lab	11.25 Hours
MED118	ANATOMY & PHYSIOLOGY II	4.0	60 Lec 0 Lab	15 Hours
MED222	PHARMACOLOGY	4.0	60 Lec 0 Lab	15 Hours
MED243	MEDICAL RECORDS MANAGEMENT	2.0	0 Lec 60 Lab	15 Hours
<b><u>Third Tier</u></b>				
MED201	MEDICAL ASSISTING-CLINICAL	3.0	30 Lec 30 Lab	15 Hours
MED206	MEDICAL ASSISTING-PROCEDURES	3.0	30 Lec 30 Lab	15 Hours
MED211	MEDICAL ASSISTING-LABORATORY	3.0	30 Lec 30 Lab	15 Hours
<b><u>Final Course</u></b>				
MED251	EXTERNSHIP & SEMINAR	4.0	180 Extn	None

Courses are listed by Course Number and not necessarily the order in which they will be offered. Most students will complete or have received credit transfers/advanced standing in one rotation before they can proceed to a subsequent rotation of classes. The Campus Director may approve any variation of the schedules.

Program Totals:

38 SEMESTER CREDITS

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

Expected Out-of-Class Activities (Homework): 161.25 hours

Upon the completion of the classroom instruction, students are scheduled for a 180 hour externship. Externship hours may vary and often are scheduled for seven to eight hours a day for a period of six to seven weeks.

## Career Opportunities

CIP CODE 51.0801

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

- Medical/Clinical Assistant
- Front Office Assistant
- Health Information/Medical Records Administration/Administrator
- Home Health Aide
- Medical Office Assistant/Specialist
- Medical Reception/Receptionist
- Medical Administrative/Executive Assistant and Medical Secretary
- Patient Care Technician
- Patient Registration/Service Representative/Registration Clerk
- Personal Care Assistant (PCA)

## EXTERNSHIP

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

Instructor's approval is necessary before a student is allowed to begin their externship. Using the Externship Preparation Checklist and their professional judgement, instructors determine whether a student has met the requirements and is prepared to begin the externship. The student must have a 2.0 or 70% CGPA or higher and a 75% or higher attendance rate. The student must obtain CPR certification and first aid training prior to starting their Externship. (CPR training is part of the MCA Curriculum.)

Medical Assistant Externships sites are assigned by Valley College staff member (Career Service Advisor/Director, Extern Coordinator and/or Director of Academic Affairs). Valley College will provide proof that professional liability insurance has been purchased for the student. Students are required to wear their Valley College Uniforms and provide their own transportation to the externship site. Students will sign a Confidentiality Statement before starting their externship. A confidentiality statement is necessary because in a clinical setting, students will be required to use health information and read patient records. **Students are not considered employees of the facility and shall not receive payment for the services provided.**

Students are instructed at the time of enrollment that they are required to submit to a criminal background check and drug screening/testing prior to participating in Externship Clinical placement. The results (forwarded to Valley College by the companies performing the tests) must be on file at the College before the student will be placed at a site. This is a cost incurred by the student and is not part of the Laboratory Fees on the Enrollment Agreement. The results may be shared with the designated person at the clinical site. Based on the guidelines of the site, the student may or may not be accepted to his or her site for Externship. Students are given the opportunity to make an informed decision about whether to participate in a program that requires background checks and/or drug screenings. If for some unforeseen reason the student has completed all of the Medical Clinical Assistant course work, but cannot start his or her externship because the school does not have proof that all of the prerequisite requirements for an externship, the student will be marked as absent from the class (MED251) The student will have only fourteen (14) calendar days to meet the prerequisite requirements or will be terminated from the program. If during this period of time, the student is waiting for documentation to be gathered and his or hers attendance rate drops to below 75% overall, the student will be terminated from the program.

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

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

### **Attendance**

During the externship, the student is expected to have 100% attendance. The student must make up any missed hour during externship, regardless of the reason. It is expected that the student will contact his or her externship site if he or she absolutely must be absent (written excuse may be required). Students who are habitually late or absent from their externship may fail their externship (course) because they may not meet the attendance requirement.

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

### **Supervision and Evaluation**

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

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

### **Student Evaluations at the Site:**

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

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

- 4.5 to 5.0 = A

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

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

### **Weekly Review Sessions:**

Externs will be required to complete a weekly review session at a mutually agreed up time with the Extern Coordinator. The weekly review session can be conducted over the phone or in person but cannot be done via email or any other form of non-verbal communication.

Students will be asked to review items that include their work on the text assignments illustrated above, Time-Sheets, key learning outcomes, questions, progress on action items established from previous calls, journal entries and other items related to their ability to productively perform as an Extern.

Notes from the weekly review will be kept with the Extern's records and will be reviewed leading up to the final Weekly Review, student self-evaluation, and site evaluation. Students will be graded on timeliness of the communication, overall communication with the Extern Coordinator, and completing the action-items taken from the weekly review session.

### **Weekly Journal Entries:**

Students will complete daily journal entries based on their experiences at the Externship site to log their observations, skill competency and comments. These journal entries also include information specific to the student's experiences, learning outcomes, interaction with the site, and action items established by the Extern Coordinator based weekly communication.

Journal entries should be submitted to the Extern Coordinator via email, fax, or hand delivery on a weekly basis and should have entries for each day the student was at the site.

### **Student Evaluation of Clinical Setting:**

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

### **Grading and Grade Scale**

The MCA Externship Resource Booklet., Externship Site, and Extern Coordinator will establish grading criteria for each journal, weekly review session, and site/self-evaluation. Each applicable individual will explain the grading criteria as part of each assignment and/or evaluation. Students will be graded using a numeric grade that will then be transferred into the following alphabetic grading scale.

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

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

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

The Weekly Review Sessions and Assignments from the Text, Journals, and Student Evaluation of Clinical Setting will be discussed, at a minimum, in a meeting (Seminar) held prior to the student starting his or her externship.

Evaluation Forms are part of the MCA Externship Resource Booklet and will be distributed prior to the student starting his or her externship.

### **Dismissal from the Externship**

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

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

- *Clinic's Refusal of Student for Externship:* A clinic's refusal of a student for clinical externship participation or refusal to allow a student to return to the clinic's site to complete externship requirements

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

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

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

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

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

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

Note: If the student's *TB test* expires before the student can complete his/her externship, he or she will be required to provide documentation of a new TB test.

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

## **Medical Front Office, Billing and Coding (MFOBC)**

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

Delivered online through the Martinsburg campus

Diploma program

### **Program Description**

The Medical Front Office, Billing and Coding program is designed to provide students with the skills necessary to obtain and maintain entry level positions in the Medical Administrative Assistant career field. The Medical Front Office, Billing and Coding program is designed to prepare students to perform medical administrative procedures for the front office with a focus on the expanded functions of insurance, patient billing, and coding for health care claims. The Medical Front Office, Billing and Coding program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understands concepts that can transfer to the work environment.

The Medical Front Office, Billing and Coding student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms. The student/instructor ratio would normally be less than 25:1 in the Medical Front Office, Billing and Coding program.

### **Student Learning Outcomes:**

#### **General Core Student Learning Outcomes include:**

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



Conduct research and create electronic presentations.

**The Medical Front Office, Billing and Coding Specific Learning Outcomes:**

- Develop professional communication skills;
- Plan, organize, and compose effective business messages;
- Demonstrate the ability to navigate an operating system, the Internet, and application software (word processing, spreadsheets and presentations);
- Demonstrate a sound knowledge of the mathematical concepts needed to solve problems in a business environment;
- Develop a foundational knowledge in medical terminology and apply this knowledge correctly to medical documentation;
- Effectively use EHR software to create, retrieve, and maintain medical records;
- Demonstrate the ability to perform insurance claims preparation, transmission, and follow-up;
- Develop a working knowledge of the 10 steps of the billing cycle;
- Identify coding systems used for reimbursement and indicate the relationship between patient record documentation and accurate coding;
- Demonstrate familiarity with the body systems and their structural organization.
- Develop a working knowledge of all facets of medical front office management.
- Interpret CPT section guidelines, coding notes, and modifiers and assign CPT procedure and service codes for patient and outpatient care.
- Develop career readiness skills such as resume preparation and job lead generation;
- Demonstrate interview techniques by participating in a mock interview.

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

Certified Billing and Coding Specialist (CBCS)  
Certified Medical Administrative Assistant (CMAA)

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

**Medical Front Office, Billing and Coding's Program Outline**

Rotation Schedules will vary.

Classes start approximately every three weeks.

COURSES		SEMESTER CREDITS	CLOCK HOURS Lecture (Lec) Lab (Lab)	HOMEWORK HOURS
<b><u>First Tier</u></b>				
COM112	BUSINESS ENGLISH	3.0	30 Lec 30 Lab	60 Hours
MED122	MEDICAL TERMINOLOGY	3.0	30 Lec 30 Lab	60 Hours
MED132	BASIC MEDICAL OFFICE PROCEDURES	3.0	30 Lec 30 Lab	60 Hours
CPS121	COMPUTER APPLICATIONS-MEDICAL	2.0	0 Lec 60 Lab	15 Hours
<b><u>Second Tier</u></b>				
COM215	CAREER DEVELOPMENT	2.0	10 Lec 50 Lab	60 Hours
MED244	BASIC CODING - DIAGNOSTIC	3.0	30 Lec 30 Lab	60 Hours
MAT122	BUSINESS MATH	3.0	30 Lec 30 Lab	60 Hours
MED243	MEDICAL RECORDS MANAGEMENT	2.0	0 Lec 60 Lab	15 Hours
<b><u>Third Tier</u></b>				
MED111	BASIC ANATOMY	3.0	30 Lec 30 Lab	60 Hours
MED238	MEDICAL INSURANCE ADMINISTRATION & BILLING	3.0	30 Lec 30 Lab	60 Hours
MED247	BASIC CODING – PROCEDURAL	3.0	30 Lec 30 Lab	60 Hours

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

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

**PROGRAM TOTALS:**

Total Program: 660 Hours (250 Lec/410 Lab) and 30 Credits

Expected Out-of-Class Activities (Homework): 570 hours

Total Program Hours: 1,190

## Career Opportunities

CIP CODE 51.0712

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

Administrative Assistant

Billing Coordinator

Customer Service Representative

Health Information Clerk

Health Unit Coordinator

Medical Administrative Assistant

Medical Records Clerk

Medical Secretary

Patient Coordinator

Records Clerk

## Nursing Assistant (CNA)

[www.valley.edu/programs/certified-nursing-assistant](http://www.valley.edu/programs/certified-nursing-assistant)

Non-Credit Certificate Program

Offered at the Beckley, Martinsburg, and Princeton campuses

WV DHHR Approved

### Beckley, Martinsburg and Princeton Campus Hours:

Classroom Hours	9:00 a.m. to 3:00 p.m.	20 Hrs/Wk (Total 65 hours)
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Clinicals	9:00 a.m. to 3:00 p.m.**	20 Hrs/Wk (Total 55 hours)
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Students will have a 30 minute scheduled lunch break.

In addition to the 120 scheduled hours, there are two required Orientation days. One is held prior to the first day of the classroom training and second is the day prior to the first day of the clinical training.

\*\* Clinical hours may vary to provide students the opportunity to work on the various shifts

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

### GPA and Attendance Requirements to qualify for Clinical experience:

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

### Program Description

The **Nursing Assistant (CNA)** program is designed to train students in all of the vital medical skills needed to deliver quality care.

Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care. The program is intended for persons who desire a concentrated certificate in certified nursing assisting and wish to pursue a career on completion.

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

### Student Learning Outcomes:

#### General Core Student Learning Outcomes include:

- Write clearly and effectively;
- Think analytically and logically;
- Analyze quantitative problems;
- Define and solve problems.

#### The Nursing Assistant (CNA) Specific Learning Outcomes:

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

**Test eligible for the West Virginia Nursing Assistant Certification Exam**

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

**Nursing Assistant (CNA)'s Program Outline**

See schedule for start dates in the Catalog Supplement

COURSES	SEMESTER CREDITS	CLOCK HOURS
		Lecture (Lec) Lab (Lab)
NUR101 Nursing Assistant	0.0	65 Lecture (classroom) 55 Clinicals Lab (supervised at clinicals site)

**Program Totals:**

120 CLOCK HOURS: 65 Lecture and 55 Clinicals

Expected Out-of-Class Activities (Homework): 12 hours

This is a non-credit program

**Career Opportunities****CIP CODE 51.3902**

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

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

## ***COURSE DESCRIPTIONS***

The following course number system is used:

100 - 199 First level courses

200 - 299 Second level courses

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

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

### **Accounting**

<b>ACC122</b>	<b>Accounting/Bookkeeping</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: MAT122 or concurrent with MAT122</b>
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Accounting/Bookkeeping has been designed to provide students with a solid foundation of accounting. Students will gain an understanding of key accounting principles, concepts, and techniques used in the US businesses. Accounting/Bookkeeping will provide students with a balanced approach of theory and practical application of the principles, concepts, and techniques through various practical activities.

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

<b>ACC242</b>	<b>Computerized Accounting</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: ACC122</b>
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Computerized Accounting will provide students with an introduction to a commonly accepted and used accounting software package. Students will be asked to use this software package and execute the principles of Accounting/Bookkeeping as the foundation for setting up, using, and reporting various pieces of accounting information.

Students will also be introduced to adjusting entries, managing inventory, and depreciating assets as part of this process. Finally students will be placed in a series of practical activities that will enable them to understand how to effectively use the accounting software package through various sample cases and exercises.

### **Business**

<b>BUS104</b>	<b>Business Law</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Business Law provides students with a broad-based survey approach to the study of business law. The Business Law course provides students with an introduction to essential concepts and terminology that relate to a host of industries and further, are essential to understand the total scope of business law.

Students will apply these concepts to a host of activities and will be asked to critically assess, analyze, and evaluate a series of solutions. Using the proper terminology, students will draw specific conclusions in order for an organizations and their leadership to take the appropriate course of legal, ethical, and compliant action.

<b>BUS202</b>	<b>Introduction To Economics</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Introduction to Economics provides students with a fundamental introduction to economics. This course introduces essential concepts and principles with specific focus on how these concepts and principles relate to small businesses in the United States. Specific topics that are presented in this class include: Supply, Demand, Competition, Inflation, Interest Rates, Opportunity Costs, and Consumer Spending.

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

<b>BUS275</b>	<b>Strategic Business Planning</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: MKT122 and MGT212</b>
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Strategic Business Planning will require students to demonstrate their ability to think critically and utilize effective strategic business planning techniques. In order to demonstrate these strategic planning techniques, students will create, develop, and ultimately present a Strategic Business Plan with minimal instruction.

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

## Communications

<b>COM112</b>	<b>Business English</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Business English provides students with instruction in basic and fundamental English topics. The English topics that will be introduced will be directly linked to essential business communication practices that include specific emphasis on editing various forms of business communications to ensure that each form of communication is accurate, complete, clear, concise, and speaks to the person/group reading the communication.

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

<b>COM122</b>	<b>Effective Writing</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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### **Applied General Education Course- Humanities**

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

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

<b>COM140</b>	<b>Technical Writing</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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### **Applied General Education Course- Humanities**

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

<b>COM211</b>	<b>Career Development – MCA</b>	<b>2.0 credits</b>	<b>45 hours</b>	<b>Prereq: None</b>
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Career Development - MCA is designed to assist Medical Clinical Assistant “MCA” students develop the career development skills necessary to search for, find, and retain employment as a professional in their chosen field in the medical industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

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

<b>COM215</b>	<b>Career Development</b>	<b>2.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Career Development is designed to assist students develop the career skills necessary to search for, find, and retain employment as a professional in their chosen field. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

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

## Computer Software

<b>CPS121</b>	<b>Computer Applications – Medical</b>	<b>2.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Computer Applications - Medical will provide students with the fundamental computer skills that they will need to perform in a medical facility. The student will be introduced to fundamental technology skills that focus on application software that includes: word processing, spreadsheets, presentations, and email.

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

<b>CPS135</b>	<b>Computer Operations &amp; Applications</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Computer Operations & Applications will provide students with the fundamental knowledge and corresponding skills to operate a personal computer in a professional setting. Students will be presented to concepts and principles that will enable them to understand the relationship between the operating system and application software.

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

<b>CPS143</b>	<b>Spreadsheet Applications</b>	<b>2.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Spreadsheet Applications provides students with a thorough introduction to various elements of spreadsheet applications using the Microsoft® Excel software package. Students will be introduced to a series of topics that include creating and modifying worksheets, charts, formulas, and functions. Students will first be presented with the concepts for each of these topics and then, will be asked to execute the steps associated with each topic through a series of practical activities.

<b>CPS148</b>	<b>Document Processing</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Document Processing has been designed to provide students with a thorough understanding of beginning, intermediate, and advanced features in word processing. This course will provide the students with the ability to create, format, edit, print, and save documents.

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

<b>CPS205</b>	<b>Presentation Software Applications</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Presentation Software Applications provide students with a thorough introduction to presentation software most commonly used in business. Students are provided with an opportunity to learn concepts, guidelines, and best practices for the software package and supporting applications.

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

## Cybersecurity

<b>CSY100</b>	<b>Computer Applications</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Computer Applications is designed to introduce the student to basic computer terminology, file management, and PC system components. This course will provide an overview of the Internet, the Web, email, and application software, including word processing, spreadsheets, databases, and presentation graphics software.

<b>CSY105</b>	<b>Introduction to Networking</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: CSY100</b>
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Introduction to Networking offers an introduction to computer networks and related technologies. Students will develop a solid foundation in basic networking fundamentals, including design, configuration, backup, and recovery.

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

<b>CSY110</b>	<b>Networking Hardware</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Networking Hardware will cover the most fundamental topics in networking hardware. Network topologies, hubs, bridges, switches, routers, and modems will all be explored. Students will also learn about Ethernet technology and network design.

<b>CSY115</b>	<b>Routing &amp; Security Protocols</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Routing & Security Protocols offers an introduction to the different levels of network protocols. The course will cover topics such as: IP addressing, IP packet structures, IP address auto-configuration, name resolution, and interoperation.

<b>CSY120</b>	<b>Network Application Support</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Network Application Support provides an overview of common network applications from both user and administrator perspectives. Typical support issues and troubleshooting techniques for electronic mail, the Internet, and business information systems are presented.

<b>CSY125</b>	<b>Operating Systems</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Operating Systems is designed to offer students an introduction to computer operating systems. Students will learn about the different theories, concepts, and technologies that go into the functionality of the major operating systems.

<b>CSY130</b>	<b>Network Security</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Network Security provides an introduction to network security and cryptography. Students will learn about core computer system security, OS hardening and virtualization, application security, network design elements and corresponding threats, security network media, encryption levels, hardware and software components, and forensic techniques.

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

<b>CSY140</b>	<b>Network &amp; Security Fundamentals</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting.

<b>CSY145</b>	<b>Advanced Network &amp; Security Fundamentals</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: CSY140</b>
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Advanced Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANS, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting.

<b>CSY200</b>	<b>Introduction to Programming</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Introduction to Programming provides an introduction to fundamental programming skills. Students will learn to follow the problem-solving process when coding. Students will be introduced to concepts that include control statements, strings, lists, dictionaries, and how to design using functions. In addition, students will also be introduced to simple graphics, image processing, and instructed on how to design with classes. Finally, students will also be introduced to graphical user interfaces, multithreading, client/server programming, and the principles of searching, sorting, and complexity analysis.

<b>CSY205</b>	<b>Ethical Hacking and System Security</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Ethical Hacking and System Security provides students with a balanced approach of ethical hacking procedures and guidelines and the corresponding practical skills that will enable students to utilize tools and resources to protect and secure their system. Students will be presented with essential concepts that illustrate ethical and hacking principles. Building on these concepts and principles, students will then be introduced to countermeasures that can be taken from both a pre-emptive perspective and in response to system attacks. Ultimately, students will use this balanced approach to minimize the risk and impact of cyber-attacks from both potential internal and external sources.

<b>CSY210</b>	<b>Cloud Computing with Security</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Cloud Computing with Security is designed to provide students with an overview of the concepts, technology, and architecture of cloud computing. Students will be introduced to the material from an industry-centric and vendor-neutral point of view.

<b>CSY215</b>	<b>Information Security</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Information Security is designed to offer students a broad perspective of the entire field of information security. Students will learn key information security terms, the history of information security, and an overview of how to properly manage information security.

<b>CSY220</b>	<b>Secure Wireless Networks</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Secure Wireless Networks provides an introduction to wireless data communications. Students will learn the fundamentals of wireless communication, including protocols, transmissions, and standards that make the communication possible and secure. Technologies for wireless network capabilities will also be discussed.

<b>CSY235</b>	<b>IT Project Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: CSY100</b>
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IT Project Management will introduce students to the concepts of project management from an IT perspective. Students will learn how to effectively manage project scope, time, cost, quality, and risk for IT projects.

## Health Services Administration

<b>HSA200</b>	<b>Health Information Technology &amp; Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Health Information Technology & Management is designed to provide students with the knowledge and fundamental skills that are required to operate a computer and the corresponding process of healthcare coding and management. In this course, students will study and develop skills specific to Desktop IT, Network IT, and Medical Business Operational procedures and process.

In addition, students will also be introduced to basic and advanced concepts that relates to Health Information Security. Finally, all students will complete a series of practical based activities to apply the computer and coding skills.

<b>HSA210</b>	<b>Healthcare Delivery In The United States</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Healthcare Delivery in the United States will provide students with a comprehensive account of the history of healthcare in the United States. This course will also describe the roles, functions, and accountabilities of the various types of healthcare professionals.

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

<b>HSA220</b>	<b>Principles of Healthcare Management</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Principles of Healthcare Management provides students and in-depth introduction to the various elements of healthcare administration. This course will provide students with instruction on corresponding topics that include organized delivery systems, legal implications of business, and project management. Students will also be introduced to labor employment laws and management skills that correspond with healthcare administration.

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

conflict management to recommend and direct effective, legal, and efficient decisions and actions.

<b>HSA230</b>	<b>Essentials Of Healthcare Compliance</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Essentials of Healthcare Compliance is designed to provide students with a deep foundation of knowledge in the laws, regulations, agencies, and accreditations that govern various types of healthcare organizations. Students will assess and analyze various compliance based requirements and challenges faced by the Healthcare industry.

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

<b>HSA250</b>	<b>Healthcare Customer Relations and Outcomes</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Healthcare Customer Relations & Outcomes introduces students to essential customer service principles and concepts that will enable students to create solutions to customer service needs in the medical industry. Through the analysis of several different industries, students will be presented with a host of tools that will enable them to understand the needs of, communicate with, and create solutions for their customers.

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

## Heating, Ventilating, and Air Conditioning

<b>HVAC100</b>	<b>Introduction to Refrigeration</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Introduction to Refrigeration has been designed to introduce students to basic refrigeration concepts, properties, and applications. Students will be thoroughly introduced to safety procedures, essential tools, and how to properly and safely use equipment.

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

<b>HVAC105</b>	<b>Building Environments</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Building Environments provide students with the practical and theoretical skills necessary to create and maintain healthy building environments. In order to create and maintain healthy building environments, students will learn essential concepts about heat, cold/cool air, temperature, and pressure and how each impact the building environment and ultimately, human comfort.

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

<b>HVAC110</b>	<b>Principles of Electricity and HVAC Controls</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Principles of Electricity and HVAC Controls provides a complete introduction to the concepts and principles associated with electricity and automatic controls. In correspondence with these concepts and principles, students will also be provided with hands-on practical activities that focus on electrical tools and meters.

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

<b>HVAC115</b>	<b>Blueprints and Plans</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Blueprints and Plans provides students with the fundamental concepts and corresponding skills to read blueprints. Students will focus on topics that include linear and angular measurements, types and weights of lines, letterings and notations, shading and crosshatching, and ductwork planning. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

<b>HVAC200</b>	<b>Professionalism for Technicians</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Professionalism is designed to assist HVAC students with the ability to develop the career development skills necessary to search for, find, and retain employment as a professional in their chosen field in the their industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

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

<b>HVAC205</b>	<b>Air Conditioning</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Air Conditioning provides students with the critical concepts and supporting applications of residential air conditioning systems. Students will gain a



combination of theoretical principles that focus on Psychometrics, Air Distribution, Energy Auditing, and Operating Conditions and corresponding hands-on practical based activities focused on air conditioning equipment. Air Conditioning will also provide students with the skills required to troubleshoot in a safe and effective manner. Finally, students will also be asked to demonstrate their comprehension of key subject matter with a series of practical applications in the classroom and lab.

<b>HVAC210</b>	<b>HVAC Math</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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HVAC Math will provide students with essential mathematical concepts that will enable them to effectively operate in the HVAC field. Topics that will be covered include; fractions, ratios, proportions, percentages, discounts, direct measure, computed measure, arcs, and graphs.

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

<b>HVAC215</b>	<b>Heating Systems and Boilers</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Heating Systems and Boilers will introduce the students to a host of theories that relate to heating, heating systems, and service. Based on the theories presented in this course, students will also be presented with the specifics elements of different types of electric, oil, and gas heating systems.

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

<b>HVAC230</b>	<b>Specialized Equipment</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Specialized Equipment will provide students with an introduction to specialized equipment that they will encounter as an HVAC professional. The equipment that will be covered includes Ice Makers, Domestic Refrigerators, Room Air Conditioning Units, and Dehumidifiers.

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

<b>HVAC235</b>	<b>Commercial Systems</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Commercial Systems provides students with the primary principles and concepts that deal directly with Commercial Refrigeration and Systems. Students will focus on topics that include Evaporators, Condensers, Compressors, Expansion Systems, Tower Materials, Chillers, and Rooftop Packages.

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

<b>HVAC240</b>	<b>Safety and Handling Regulations</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Safety and Handling Regulations will provide students with the principles required to understand and demonstrate the proper, safe, and compliant methods of handling and transport of refrigerants. Students are also provided with essential OSHA standards.

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

<b>HVAC245</b>	<b>Troubleshooting for the HVAC Technician</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Troubleshooting for the HVAC Technician provides students with the processes, procedures, safety requirements, and best practices for troubleshooting the different types of HVAC Systems. Students will gain hands-on experience through a host of practical based applications and scenarios that they will use as HVAC professionals during both the heating and cooling seasons.

## Management

<b>MGT103</b>	<b>Principles of Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Principles of Management will provide students with the opportunity to explore, assess, and analyze the fundamental elements of basic management principles and processes. Building on the principles and processes presented in this course, students will gain an understanding of the management process for various professional environments.

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

<b>MGT104</b>	<b>Human Resource Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Human Resource Management provides students with a comprehensive understanding of the principles of human resources management concepts, philosophies, and practices. Students will gain the skills and knowledge required to develop and successfully execute supervisory skills. In order to gain these skills, students are presented with a wide range of relevant topics that focus on personnel management.

Focus will be applied to employee evaluation, motivating employees, leadership principles, managing conflict towards a successful resolution, effective

discipline methods, and ultimately, employee safety and productive labor relations. Finally, as part of this focus, students will be presented with various scenarios and activities that deal with those unique to supervisors, which include motivation, productivity, and legal challenges.

<b>MGT212</b>	<b>Business Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Business Management will provide students with a deep foundation in the theoretical concepts and corresponding practical techniques that are associated with starting, operating, and managing a small business. Students will be presented with a host of practical and realistic assortment of topics, challenges, and activities that relate to those of a small business and small business owner.

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

## Marketing

<b>MKT122</b>	<b>Marketing and Sales</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Marketing and Sales is designed to provide students with essential fundamental marketing concepts and a thorough understanding of the sales process. Students are presented with marketing concepts in correspondence with the marketing mix, which is comprised of: product, place, price, and promotion along with additional topics that include the marketing environment, ethics/social responsibility, target markets, the product-life cycle, branding, pricing, packaging, and delivery.

Building on the marketing concepts presented in this course, students will also focus on specific processes and topics that include: the skills and traits of successful sales people, the factors involved in the consumer decision-making process, the elements of and delivery of a sales presentation, qualifying sales opportunities, closing a sale, and following up sales opportunities in an effective manner. Finally, in correspondence with each marketing and sales topic presented in this course, students will also learn different methods for conduct marketing research.

<b>MKT202</b>	<b>Customer Service</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Customer Service will provide students with an introduction to the various customer service skills and concepts that are used in various types of industries in the United States. Students will also receive an emphasis on developing and maintaining a positive one-to-one relationship in a professional setting.

Further, students will also be introduced to the relationship and nuances of establishing and maintaining good customer relations and establishing and conducting productive business practices. Finally, students will also learn key verbal and non-verbal cues that contribute to developing and maintain positive and productive customer language and relationships.

## Math

<b>MAT122</b>	<b>Business Math</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Business Math has been designed to provide students with fundamental math-related skills that are required to solve business problems. The topics that the student will be introduced to include basic math operations, fractions, decimals, and percentages.

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

<b>MAT140</b>	<b>College Algebra</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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### General Education Course- Mathematics and the Sciences

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

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

<b>MAT160</b>	<b>Statistics</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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### General Education Course- Mathematics and the Sciences

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

## Medical

<b>MED101</b>	<b>Medical Assisting – Front Office</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Assisting – Front Office provides students with an introduction to the field of healthcare and more specifically, being a Medical Assistant in the front office of a medical facility. This course also provides students with a comprehensive history of medical assisting and other related health care

professions. In addition, students will learn about job responsibilities, employment opportunities, and career laddering as a member of the medical field.

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

<b>MED102</b>	<b>Medical Front Office Procedures</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Front Office Procedures provides students with an introduction to the field of healthcare and what encompasses being a Medical Assistant in the front office of a medical facility. This course will introduce the student to essential concepts that include; communication, professionalism, legal/ethical standards, patient interaction, records/documentation, scheduling, insurance, and coding.

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

<b>MED111</b>	<b>Basic Anatomy</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Basic Anatomy provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of the of several body systems, that will include specific attention to structure, function, and the related conditions of each system.

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

<b>MED116</b>	<b>Anatomy &amp; Physiology I</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Anatomy & Physiology I provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of the of several body systems, that will include specific attention to structure, function, and the related conditions of each system. Anatomy & Physiology I will focus on the integumentary, skeletal, muscular, circulatory (to include the heart, blood, and lymphatic), immune, and special senses.

<b>MED118</b>	<b>Anatomy &amp; Physiology II</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: MED116</b>
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Anatomy & Physiology II provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of the of several body systems, that will include specific attention to structure, function, and the related conditions of each system. Specifically, Anatomy & Physiology II will focus on the special senses, nervous, urinary, reproductive, digestive, and endocrine systems.

<b>MED122</b>	<b>Medical Terminology</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Terminology provides students with the essential principles and concepts for medical terminology. This course establishes a foundation for students to apply these principles and concepts in order to accurately define, spell, pronounce, and transcribe medical terms used throughout the medical industry.

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

<b>MED132</b>	<b>Basic Medical Office Procedures</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Basic Medical Office Procedures provides students with an introduction to what encompasses managing a medical office and key elements of the office that include the facility, equipment, and office security.

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

<b>MED138</b>	<b>Principles of Health Information Management</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Principles of Health Information Management will introduce student to concepts and principles essential in the Healthcare industry. Based on the concepts and principles presented in the course, students will be asked to critically assess and analyze a host of practical applications related to health information management.

In order to effectively apply these concepts, the student will learn about healthcare delivery systems, management of patient records, and legal aspects of health information management.

<b>MED201</b>	<b>Medical Assisting - Clinical</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Assisting - Clinical focuses on the medical assisting skills that are required to prepare the patient for examination and assist the physician during the patient examination and corresponding treatment. Students will work in a competency based environment where they will obtain hands-on instruction on procedures and techniques that include vital signs, positioning the patient for procedures, ensuring accurate and complete medical documentation, obtaining infant weight and measurement, and performing patient education in coordination with the physician's efforts.

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

<b>MED206</b>	<b>Medical Assisting – Procedures</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Assisting - Procedures focuses on developing the skills necessary for students to perform selected diagnostic and surgical procedures that are completed in a physician's office. Student will work in a competency-based environment where they will obtain hands-on instruction on procedures that include electrocardiography, respiratory testing, radiology, and wound care.

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

<b>MED211</b>	<b>Medical Assisting – Laboratory</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Assisting - Laboratory focuses on developing the skills necessary for students to perform selected laboratory procedures that they will be required to complete in a physician's office. Student will work in a competency-based environment where they will obtain hands-on instruction on procedures and techniques that include phlebotomy, glucose testing, microscopic examination skills, gram staining, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other various laboratory procedures and techniques that will arise in a physician's office.

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

<b>MED222</b>	<b>Pharmacology</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Pharmacology introduces the student to the calculation, identification, and distribution of medication. Students will begin with a fundamental introduction to key mathematical concepts that they will use to perform the preparation and delivery of medication to patients.

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

<b>MED237</b>	<b>Fundamentals of Electronic Health Records</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Fundamentals of Electronic Health Records provides students with essential principles and concepts that focus on Electronic Health Records "EHR" through a technology-based representation of a medical facility. Students will be introduced to the overall flow of medical information, fundamental computer operations, privacy requirements, patient interaction, registration, and billing.

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

<b>MED238</b>	<b>Medical Insurance Administration &amp; Billing</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Insurance Administration & Billing provides students with the concepts and principles necessary to understand the 10-step billing cycle. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

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

<b>MED240</b>	<b>Introduction to Medical Insurance Administration and Coding</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Introduction to Medical Insurance Administration and Coding provides students with an introduction to the concepts and principles associated with medical insurance administration and coding. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

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

<b>MED243</b>	<b>Medical Records Management</b>	<b>2.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Records Management provides students with an introduction to the various elements of medical software used in a medical facility. Students will be introduced to several elements of the cycle for a patient that include; registration, on-going Electronic Medical Record "EHR" development, future appointments, patient correspondence, billing, and claims.

Students will have an opportunity to apply these principals and concepts through a series of practical activities using medical software. Based on the use

of the medical software, students are expected to understand each step of the medical records management process.

<b>MED244</b>	<b>Basic Coding – Diagnostic</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Basic Coding - Diagnostic provides students with the fundamental concepts and principles that they will need to become proficient at medical coding. In order to prepare the student to become proficient at medical coding, this course will introduce the student to Diagnostic Coding that will then lead to an introduction to ICD-9 and ICD-10 concepts that include; coding conventions, guidelines, hospital inpatient coding, and physician office coding.

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

<b>MED247</b>	<b>Basic Coding – Procedural</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Basic Coding - Procedural will give students an opportunity to continue to build the concepts and principles that they will need to become proficient at medical coding. This course will give students the opportunity to apply ICD-9 and ICD-10 coding concepts and principles to Procedural Coding (CPT) with specific focus on HIPAA requirements for coding guidelines. Students will have an opportunity to apply these principals and concepts through a series of practical coding-based lessons and activities.

<b>MED249</b>	<b>Medical Record Auditing</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Medical Record Auditing provides students with the knowledges and skills that are required to assess, analyze, and ultimately ensure that medical records are both accurate and compliant. Students will be introduced to essential fundamental concepts as it relates to the medical record and further, how the record relates to accurate coding.

In addition, students will be introduced to key compliance, privacy, and processes to ensure efficient and effective medical record auditing. Finally, students will be gain fundamental auditing skills that will enable them to continuously review an assortment of medical records.

<b>MED251</b>	<b>Externship &amp; Seminar</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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**Prereq: All courses in the Medical Clinical Assistant program. The student must be maintaining 2.0 or higher GPA and 75% or greater attendance rate. Students must be at least 18 years old when they start their externship.**

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

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

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

<b>MED255</b>	<b>Patient Service and Communication</b>	<b>3.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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Patient Service and Communication provides students with essential patient service and communication concepts that they will need in order to effectively provide superior patient support in various types of medical organizations. Students will apply these concepts to a host of situations that will require them to utilize different techniques that focus on customer service, all forms of communication, and professionalism.

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

## Nursing Assistant (C N A)

<b>NUR101</b>	<b>Nursing Assistant (CNA)</b>	<b>0.0 credits</b>	<b>120 hours</b>	<b>Approved by WV DHHR</b>
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**This course/program is a non-credit program/Module**

The course trains students in all of the vital medical skills needed to deliver quality care. Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care.

## Psychology

<b>PSY102</b>	<b>General Psychology</b>	<b>4.0 credits</b>	<b>60 hours</b>	<b>Prereq: None</b>
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**General Education Course- Social Sciences**

Psychology provides students with the foundational elements, concepts, and theories. This course will provide students with a balance of practical activities to apply the theories and concepts presented in this course.

Students will focus on topics that include a through introduction to psychology, sensation and preparation, learning, memory, thinking, language, intelligence, motivation and emotion, personality, stress, and social behavior. Ultimately, this course will culminate with students having an opportunity to assess analyze and evaluate the elements, layers, and background of a topic related to Psychology.