



School of Professional Development and Continuing Education

# Veteran's Handbook

## *Policies and Procedures for Professional Development Programs*

ECPI University  
School of Professional Development and Continuing Education  
5555 Greenwich Road  
Virginia Beach, VA 23462

The following is a handbook of policies and procedures related to programs offered by ECPI University School of Professional Development and Continuing Education.

This handbook is a supplement to the division's schedule of classes. Schedules are posted at [www.ecpi.edu/continuing-education](http://www.ecpi.edu/continuing-education) and are revised as necessary to remain current.

Volume 2, Number 1  
2017

**Professional Development and Continuing Education Web Address:**

[www.ecpi.edu/continuing-education](http://www.ecpi.edu/continuing-education)

**Office Location Phone Numbers:**

Virginia Beach 757-671-7171 Ext. 55308

Newport News 757-838-9191 Ext. 74813

The following information is provided for the Veteran who wishes to take an ECPI Professional Development course or program and is not sure how to start the process.

**VETERANS EDUCATION BENEFITS**

**WHERE TO GO FOR HELP, INFORMATION AND QUESTIONS**

*The Virginia Department of Veterans Services, Veterans Education and Training provides the following website address and the toll free phone number for general questions on Veterans Education Benefits:*

Internet: [www.gibill.va.gov](http://www.gibill.va.gov) (Links: “FAQ” or “Submit a Question”)

Toll Free Call: 1-888-GIBILL1 (1-888-442-4551)

Contact ECPI’s VA Certifying Officials

Virginia Beach Campus: John Nichols 757-671-7171 Ext. 55275 Email [JNichols@ecpi.edu](mailto:JNichols@ecpi.edu)

Newport News Campus: Gina Boyd 757-838-9191 Ext. 74236 Email [GBoyd@ecpi.edu](mailto:GBoyd@ecpi.edu)

Contact ECPI’s Executive Director of Military Affairs

Robert Larned 757-671-7171 Ext. 56209 Email [RLarned@ecpi.edu](mailto:RLarned@ecpi.edu)

**ECPI University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate’s, baccalaureate, and master’s degrees and diplomas. SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. For more information visit [www.sacscoc.org](http://www.sacscoc.org). The School of Professional Development and Continuing Education is a division of ECPI University.**

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Acknowledgement of Receipt Form

[Updated November 30, 2016]

I. **Schedule of Classes**

The School of Professional Development and Continuing Education publishes class schedules on the division’s website and is updated and revised as needed.

II. **Calendar of Important Dates:**

The School of Professional Development and Continuing Education is closed on the following dates:

January 1, 2017	New Year’s Day
January 16, 2017	Martin Luther King Jr. Birthday
May 29, 2017	Memorial Day
July 3-7, 2017	Summer Break
September 4, 2017	Labor Day
November 23, 2017	Thanksgiving Holiday
December 24, 2017 - January 1, 2018	Winter Break
January 15, 2018	Martin Luther King Jr. Birthday
May 28, 2018	Memorial Day
July 2-6, 2018	Summer Break
September 3, 2018	Labor Day
November 22, 2018	Thanksgiving Holiday
December 24, 2018 - January 1, 2019	Winter Break

**Schedule for Helpdesk Administration and Management**

January 23, 2017 – June 12, 2017  
Monday and Wednesday evenings 5:30 to 10:30

**Schedule for Networking Administration and Management**

January 23, 2017 – October 4, 2017  
Monday and Wednesday evenings 5:30 to 10:30

Professional Development and Continuing Education days and times of operation follow the University’s normal office hours: Monday through Friday, 8:30 a.m.-5:00 p.m. (Exceptions may occur at any of the office locations. Call ahead or check online. Office phone numbers may be found on page i.)

III. **Policy and Regulations on Enrollment**

*Registration* - Registration is continuous throughout the year. For each program, registration begins once a start date has been established for a program, and continues throughout the term until two

business days before the specific program begins. Requests for registration after the “two-day prior” deadline will be considered on a case-by-case basis.

*Entrance Requirements* – In general, applicants for enrollment into the Professional Development (Non-Credit) certificate programs must meet the following requirements: 1) be 18 years of age; and 2) have a high school diploma or GED.

*Program Specific Requirements* – Beyond minimal requirements, other requirements for successful completion of a program may exist. Any additional requirements are published in specific program descriptions. [See Appendix B]

#### IV. **Policy and Regulations on Attendance**

ECPI believes students should follow a policy of regular attendance and punctuality to receive the maximum benefit from an ECPI education and to develop the work habits and personal qualities highly valued by employers. Therefore, students are expected to attend all regularly scheduled class meetings. The student should attempt to notify the faculty member assigned to the course, by telephone or email, in advance of any anticipated absence. Faculty and staff may likewise contact the student via telephone, email, or social media if the student is absent.

On the first day of class for each course, the faculty member will make available the course syllabus which includes the specific attendance policy and opportunities, if any, to make up missed assignments for that course.

***Late Arrivals and Early Departures.*** Students are encouraged to contact the faculty member for the course, by telephone or email, if the student anticipates being late for class. Being tardy is defined as student arrival after class attendance has been taken. Leaving prior to class dismissal is considered early departure. Students are not allowed to disrupt academic processes and, at the faculty member’s discretion, admission to a class may be denied to tardy students until the next class break. Late arrivals and early departures may affect a student’s record of attendance.

***Make-up Tests.*** Tests are typically announced in advance so that a student may prepare. Students must complete the required tests on the stated schedule. Students who miss an original (first administered) test for sufficient and documented reasons may arrange with the faculty member for that course to take a make-up test and receive full credit. Make-up tests will normally be given the day the student returns to school.

Examples of sufficient reason include third-party written documentation of illness, medical, or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals, or family emergencies. A make-up test is an examination of equal or greater difficulty given in a subject area. Only one make-up will be allowed per course.

*Late Assignments.* A student who has excused documented absence will have the opportunity to earn full credit for any missed assignments that are submitted late. Assignments turned in late due to a documented excused absence will be graded as initially assigned.

V. **Policy and Regulations on Standards of Progress and Grades**

Unless otherwise stated in any specific program description, the following general grade and attendance standards for satisfactory progress will apply:

- A. Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of the each course.
- B. In general and unless otherwise stated, the minimum grade average to maintain satisfactory progress is 70%. The course syllabus outlined in each program will be followed for determining academic progress.
- C. The student's progress will be evaluated in each course by the student's ability to complete and turn in approved assessments, including homework, quizzes, tests and other assignments. The quality of the work will also be taken into consideration during the evaluation process.
- D. The minimum attendance standard to maintain satisfactory progress is to be in attendance for 80% of the total class hours of instruction.

Failure to complete courses successfully for any reason **may** negatively affect satisfactory academic progress. Failing courses or withdrawing from courses **could** result in academic dismissal.

If the student is unable to complete work to be evaluated, a grade of "I" (Incomplete) may be assigned.

*Incomplete grades.* Incomplete ("I") grade may be assigned at the faculty member's discretion upon request by the student to permit the student time to complete required coursework which he/she was prevented from completing in a timely manner due to non-academic reasons. The faculty member may require the student to document the request to assist in the decision. The faculty member may choose not to grant the request. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

To be eligible for an "I" grade, the student must have a passing grade in the course at the time of the request based upon the required coursework up to that point and must have completed at least 75% of the course work. All incomplete work must be completed within the first week of the immediately subsequent term; exceptions must be approved by the program director or his/her designee. When the work is completed, the faculty member will submit a grade change form with the final grade earned. If the work is not completed within the prescribed time frame, the "I" will automatically change to a permanent "F" grade. The student will be informed of the final grade assigned.

## Grades

The following grades are assigned at the end of a course to indicate the status of the student relative to the successful completion of the course:

<b>Letter Grade</b>	<b>Numerical Grade Equivalent</b>
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
F	69 and below

<b>Letter Grade</b>	<b>Other designations</b>	<b>Quality Points</b>
AS	Advanced Standing	Not computed
F	Attempted/Withdrawal	0
I	Incomplete	Not computed
ME	Credit for Military Experience	Not computed
NP	Not Passed	Not computed
P	Passed	Not computed
T	Transferred credit from academic institution	Not computed
TO	Tested Out	Not computed
W	Attempted/Withdrawal during add/drop	Not computed

## VI. Policy and Regulations on Student Conduct

### **Student Rights, Responsibilities, and Conduct.**

ECPI University and the School of Professional Development and Continuing Education supports the freedom of the faculty and students to exchange ideas, examine all aspects of issues, and question assumptions in order to develop the skills and understanding necessary for graduates to qualify for employment in appropriate occupations and to assume positions as responsible members of society. The University's approach to students is to provide a safe and healthy learning environment that promotes the enhancement of each student's professional life through education. When a student's conduct adversely affects the college's pursuit of its educational objectives, actions will be taken to remedy the situation. The School's approach will be to both resolve the problem and to help students learn from their mistakes. In accordance with this general philosophy,

efforts will always be made to resolve discipline issues informally, if possible. The following discusses your rights, responsibilities, and conduct as you pursue your education.

**A. Rights and Responsibilities**

The submission of an Application for Admission to the School represents a voluntary decision on your part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. The School's approval of your application, in turn, represents the extension of a privilege to join the School community and to remain a part of it so long as you meet its required academic and behavior standards.

You have the privilege of exercising your rights without fear or prejudice as long as you respect the laws of the state, policies of the University. Students in good standing have access to all instructional facilities and services, including classes, laboratories, library, tutoring, advising, etc.

- a. Students have the right to inquire about, and to propose, improvements in policies, regulations and procedures affecting the welfare of students through student surveys, MySafeCampus™, campus clubs and organizations, and University offices.
- b. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of, and access to, student records, and this Act will be adhered to by the University. See the heading Family Education Rights and Privacy Act (FERPA) in the University catalog for more detailed information.
- c. Students may appeal results of tests, examinations, or other grades within one week of the end of the course.
- d. ECPI decisions affecting a student may be appealed by requesting a review board hearing.
- e. Students may tape class lectures only with the approval of the faculty member assigned to the course.

**B. Student Conduct**

University and the School of Professional Development and Continuing Education disciplinary action shall be limited to conduct which adversely affects the University community's pursuit of its educational objectives. ***The following misconduct is subject to disciplinary action up to and including withdrawal/ termination:***

- a. Acts of dishonesty, including but not limited to cheating on quizzes, tests, papers, hands-on homework documentation, or other assignments; or plagiarism.
- b. Fraudulent activities including but not limited to willful misrepresentation by a student concerning qualification for admission, continuing eligibility as a student, eligibility for financial aid, current enrollment information, status or position at ECPI.
- c. Forgery, alteration or misuse of school documents, records or identification.

- d. The unlawful possession, use, or distribution of illicit or prescription drugs on campus.
- e. Possession, use, intoxication, or being under the influence of alcohol while on campus.
- f. Possession of firearms or other weapons on campus.
- g. Gambling on campus.
- h. Any act or threat of physical assault or intimidation directed toward any member of the school community or any other individual on campus.
- i. Sexual harassment or hazing as described in the Student Non-Harassment Policy and Anti-Hazing Policy.
- j. Theft or attempted theft of ECPI property, or any theft on campus.
- k. The defacing or destruction of ECPI property.
- l. Use of indecent, illegal, disruptive language and/or actions
- m. Insubordination in carrying out instructions of faculty or staff.
- n. Any refusal to abide with or violation of federal, state, or local regulations.
- o. Smoking in unauthorized areas.
- p. Continued violation of the ECPI dress code.
- q. Furnishing false information to/for/against any student, faculty member or ECPI employee.

The School believes in the use of progressive discipline (verbal warning, written warning and dismissal). However, depending upon the circumstances (i.e., collective student history, seriousness of conduct, issues of safety, facts surrounding the conduct, etc.), the School reserves the right to use or not use progressive discipline.

### **C. Student Appeal Procedures**

The first line of appeal is for the student to reach out to their instructor and work to resolve any issues.

If the first line of appeal does not produce a satisfactory outcome, the student may then reach out to a Department Head.

### **VII. Statement on Schedule of Fees**

A detailed listing of fees, charges for tuition, books, supplies, tools, laboratory fees, and all other charges can be found in each program's description [Appendix B] as well as in the program's listing in the semester schedule of classes ([www.ecpi.edu/continuing-education](http://www.ecpi.edu/continuing-education)). Fees and other costs can change from one term to the next, but will not change during a term from what is published for that term.

### **VIII. Veteran Refund Policy (Veterans using their Benefits)**

In the event that a veteran, spouse of a veteran, surviving spouse or child of a veteran is using their veteran's benefits to attend school and that person fails to enter the course or withdraws or has discontinued schooling at any time prior to the completion of the course, the unused portion of the tuition and/or fees paid by the person shall be refunded. The exact amount of the refund will be

determined based on the ratio of the number of hours of instruction the person completed to the total number of instructional hours in the course. (Example: A person attends 5 hours of instruction out of 20 total instructional hours. The person has completed 25% of the class. Therefore, the person would receive a refund of 75% of the total tuition.) All refunds will be made within 30 days.

To request a refund, e-mail a letter of intent to withdraw to the office of Professional Development (5555 Greenwich Road, Suite 104, Virginia Beach, VA 23462 or [dabshaheen@ecpi.edu](mailto:dabshaheen@ecpi.edu) ). Refunds will be processed once the written request is received. Refunds will be issued from ECPI University to the student if there was attendance in a term. Refunds will be issued to Veteran's Affairs if a term is paid for in advance and there is no attendance by the student.

#### **IX. Policy on Reinstating Student After Prolonged Absence**

ECPI University and the School of Professional Development and Continuing Education complies with readmission requirements for service members set forth in the Higher Education Opportunity Act (HEOA) section 487 and its implementing regulations (34 CFR § 668.18).

The School will promptly readmit service members to the same program with the same academic status after an interruption in their program due to a call to active duty. The cumulative length of all absences for military service may not exceed five years.

Students who are service members who are called to active duty must provide the School with either oral or written notification of (1) the military service and (2) the intent to return to school following the active duty service.

Students who are called to active duty must return to school under one of the following:

- Within three years after the completion of the period of service.
- Within two years of the needed recovery period if hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service.

Students must provide documentation such as, but not limited to the following: DD214, duty orders indicating completion of service, a letter from commanding officer or other authority, certificate of completion from military training school, discharge certificate with character of service, payroll documents showing periods of service, or letter from National Disaster Medical System Team Leader/Administrative Officer verifying dates and time of NDMS training or Federal activation. Other documents may be considered on a case by case basis.

Service members readmitted to ECPI University and the School of Professional Development and Continuing Education under this procedure will be assessed tuition and fees at the rate of their last attendance or prior offer of admission for one (1) calendar year if they are pursuing the same program. After the one calendar year, they are assessed the tuition and fee rates in effect at that time.

X. **Statement on Credit for Previous Education and Training**

Professional Development will evaluate and maintain written record of previous education and training of Veterans as it will for all students or other eligible persons. Professional Development will clearly indicate “time-appropriate credit” (clock hours) which will be given for previous education and training, with the time of the current training period shortened proportionately, and the Veteran or eligible person and the Department of Veterans Affairs notified.

Campus President of ECPI University, Virginia Beach Campus  
*Kevin Paveglio*

Campus Director of Academic Affairs  
*William Salice*

School of Professional Development and Continuing Education Director  
*David Abeshaheen*

#### **Instructional Staff:**

##### **Helpdesk Administration and Management**

Michael Clark, Bachelor's Degree in Information Technology, MBA and over 20 years of related experience. Mr. Clark teaches IST210C and IST211C.

Gary Melander, MS degree in Information Technology, MS degree in Electronic Engineering Technology, BS in Industrial Technology and over 40 years of related experience. Mr. Melander teaches CIS150C and CIS212C.

##### **Networking Administration and Management**

Thomas Trevethan, is the Dean of Curriculum at ECPI University in Southeastern Virginia and holds a BS, MS, and PhD in Computer Information Systems. Dr. Trevethan has over 20 years of related experience. He teaches all subjects in the program.

Lawrence Saccoia, Associate of Applied Science Degree in Engineering Technology, Bachelor of Science Degree in Electrical Engineering Technology, Masters of Science Degree in Network Architecture and Design and over 15 years of related experience. He teaches all subjects in the program.

##### **Advanced Network Administration and Management**

Lawrence Saccoia, Associate of Applied Science Degree in Engineering Technology, Bachelor of Science Degree in Electrical Engineering Technology, Masters of Science Degree in Network Architecture and Design and over 15 years of related experience. He teaches all subjects in the program.

##### **Systems Engineering**

Thomas Trevethan, is the Dean of Curriculum at ECPI University in Southeastern Virginia and holds a BS, MS, and PhD in Computer Information Systems. Dr. Trevethan has over 20 years of related experience. He teaches all subjects in the program.

##### **Server Administration and Management**

Michael Clark, Bachelor's Degree in Information Technology, MBA and over 20 years of related experience. Mr. Clark teaches all subjects in the program

**The following programs and course descriptions include detailed program fees, tuition, books, supplies and other fees or charges.**

*[Note: Not all programs, or courses within programs, are available each term. Refer to the current schedule of classes ([www.ecpi.edu/continuing-education](http://www.ecpi.edu/continuing-education)) each term for current offerings.]*

## HELPDESK ADMINISTRATION AND MANAGEMENT

This program is intended for students who want to prepare for a challenging and rewarding career in Information Technology. The program provides opportunities for students to become independent and lifelong learners. Students experience challenging activities and acquire critical-thinking skills as they apply problem-solving models. The commitment to provide a program of excellence is evident in the broad student-centered and project-based goals of the Information Technology curriculum. The Helpdesk Administration and Management program validates skills on computer operating systems, preventative maintenance, basic networking, installation, troubleshooting, communication and professionalism. This 200 hour program is meant to go beyond basic concepts and skills in today's fast paced industry in Information Technology.

### **IST210C Computer Organization / 50 clock hours**

Computer Organization provides students with knowledge and skills regarding the maintenance, Upgrading, and configuration of PC hardware, components, and peripherals. Upon successful completion of this course, students are able to maintain, upgrade, and configure PC systems. Students receive both classroom instruction and hands-on laboratory experiences. A strong emphasis is placed on proper security practices and industry ethics. The student will also be introduced to the skills and techniques requires to provide outstanding customer service and support.

*No prerequisites*

### **IST211C Computer Organization II / 50 clock hours**

This course covers computer peripheral devices. Students are introduced to the internal function, operation, maintenance, and repair of these devices. The course also covers operating systems, security, mobile devices and troubleshooting. Preventive and corrective maintenance, configuration, installation, and safety issues are presented. Call handling best practices, communication and listening techniques, conflict negotiation, and responses to difficult customer behaviors will also be covered.

*Prerequisite: Computer Organization*

### **CIS150C Introduction to Networking / 50 clock hours**

This course covers troubleshooting, configuring, and managing common network wireless and wired devices, establish basic network design and connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards, and protocols. The candidate will have a basic understanding of emerging technologies including unified communications, mobile, cloud, and virtualization technologies.

*Prerequisite: Computer Organization II*

**CIS212C Network Security Concepts / 50 clock hours**

The main goal of this course is to ensure the student has the knowledge and skills required to identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. In addition, the successful candidate will apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations.

*Prerequisite: Introduction to Networking*

<p><b>Instructor:</b> Michael Clark , Bachelors Degree in Information Technology, MBA and over 20 years of related experience, or Gary Melander , MS degree in Information Technology, MS degree in Electronic Engineering Technology, BS in Industrial Technology and over 40 years of related experience.</p>	
<p><b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b></p>	<p><b>Specific additional policies that apply to this specific program:</b></p>
<p><b>Entrance Requirements:</b> 18 years of age or older – (Any exceptions are considered on a case-by case basis.) High School Diploma or GED is required.</p>	<p>None</p>
<p><b>Attendance:</b> 80% attendance required.  In general, if the student cuts class, or is late to class longer than half the class session, they are marked absent.  If a student is asked to leave the class due to unsatisfactory conduct, that student will be marked absent for that class session.  The only excused absences are for medical reasons, a death in the family or other extreme emergency. The student may be asked to verify the reason.  There is no formal make-up policy. Allowances are at the instructor’s discretion.</p>	<p>None</p>
<p><b>Grading System:</b> A passing grade for satisfactory completion of work and as a final grade is 70% unless otherwise stated in the specific program description. (See grading scale on page 3)</p>	<p>None</p>

<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b> (continued)	<b>Specific additional policies that apply to this specific program:</b>  (continued)
<p><b>Academic Progress:</b> Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of each course. It is at the instructor’s discretion to use quizzes, tests or conferences throughout the course.</p> <p>For multi-course programs, however, grades are assigned at the end of each course.</p> <p>The instructor may assign homework or group work, and consider satisfactory completion/ participation as a requirement for successful completion of the course.</p>	<p>None</p>
<p><b>Itemized Costs:</b> Tuition, Books, Supplies, Other fees (specify):</p>	<p><u>IST210C Computer Organization</u> \$1300.00 <u>IST211C Computer Organization II</u> \$1300.00 <u>CIS150C Introduction to Networking</u> \$1225.00 <u>CIS212C Network Security Concepts</u> \$1225.00</p> <p><b>Textbooks:</b> <b>ECPI93001SKT</b>- Computer Organization and Maintenance \$150.00 (Publisher: Logical Operations) <b>ECPI93012SKT</b>- Introduction to Networking \$150.00 (Publisher: Logical Operations) <b>ECPI93022SKT</b>- Network Security Concepts \$150.00 (Publisher: Logical Operations)</p>

## NETWORKING ADMINISTRATION AND MANAGEMENT

The Networking Administration and Management certificate program is designed to provide an integrated and comprehensive coverage of networking topics, from fundamentals to advanced applications and services, while providing opportunities for hands-on practical experience and career skills development. It is for students who are seeking entry-level jobs in the ICT industry or hope to fulfill prerequisites to pursue more specialized ICT skills. This is a 350 hour program.

### **CIS103 Essentials of Networking / 70 clock hours**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

*No prerequisites*

### **CIS113 Operating Systems & Router Fundamentals / 70 clock hours**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Routing Information Protocol (RIPv1, RIPv2), single-area and multi-area Open Shortest Path First (OSPF), virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

*Prerequisite: CIS103 Essentials of Networking*

### **CIS209 Installation Configuration and LAN Segmentation / 70 clock hours**

This course describes the architecture, components, and operations of a converged switched network. Students learn about the hierarchical network design model and how to configure a switch for basic and advanced functionality. By the end of this course, students will be able to troubleshoot and resolve common issues with Virtual LANs and inter-VLAN routing in a converged network. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.

*Prerequisite: CIS113 Operating Systems & Router Fundamentals*

### **CIS221 Security & Network Implementation / 70 clock hours**

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

*Prerequisite: CIS209 Installation Configuration and LAN Segmentation*

**CIS217 Routing Security / 70 clock hours**

Routing Security will develop an in depth understanding of network security principles, as well as the tools and configurations available. The students will use the following tools as hands on reinforcement to increase their knowledge and awareness in Cisco Security: Protocol sniffers/analyzers, TCP/IP and common desktop utilities, IOS software, VPN client, web based resources, and Packet Tracer.

*Prerequisite all 4 courses above*

<p><b>Instructor:</b> Thomas Trevethan, is the Dean of Curriculum at ECPI University in Southeastern Virginia and holds a BS, MS, and PhD in Computer Information Systems. Dr. Trevethan has over 20 years of related experience. He teaches all subjects in the program. Lawrence Saccoia, Associate of Applied Science Degree in Engineering Technology, Bachelor of Science Degree in Electrical Engineering Technology, Masters of Science Degree in Network Architecture and Design and over 15 years of related experience. He teaches all subjects in the program.</p>	
<p><b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b></p>	<p><b>Specific additional policies that apply to this specific program:</b></p>
<p><b>Entrance Requirements:</b> 18 years of age or older – (Any exceptions are considered on a case-by case basis.) High School Diploma or GED is required.</p>	<p>None</p>
<p><b>Attendance:</b> 80% attendance required.  In general, if the student cuts class, or is late to class longer than half the class session, they are marked absent.  If a student is asked to leave the class due to unsatisfactory conduct, that student will be marked absent for that class session.  The only excused absences are for medical reasons, a death in the family or other extreme emergency. The student may be asked to verify the reason.  There is no formal make-up policy. Allowances are at the instructor’s discretion.</p>	<p>None</p>
<p><b>Grading System:</b> A passing grade for satisfactory completion of work and as a final grade is 70% unless otherwise stated in the specific program description. (See grading scale on page 3)</p>	<p>None</p>

<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b> (continued)	<b>Specific additional policies that apply to this specific program:</b> (continued)
<p><b>Academic Progress:</b> Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of each course. It is at the instructor’s discretion to use quizzes, tests or conferences throughout the course.</p> <p>For multi-course programs, however, grades are assigned at the end of each course.</p> <p>The instructor may assign homework or group work, and consider satisfactory completion/ participation as a requirement for successful completion of the course.</p>	<p>None</p>
<p><b>Itemized Costs:</b> Tuition, Books, Supplies, Other fees (specify):</p>	<p><u>CIS103 Essentials of Networking</u> \$1500.00 <u>CIS113 Operating Systems &amp; Router Fundamentals</u> \$1500.00 <u>CIS209 Installation Configuration and LAN Segmentation</u> \$1500.00 <u>CIS221 Security &amp; Network Implementation</u> \$1500.00 <u>CIS217 Routing Security</u> \$1575.00</p> <p><b>Textbooks:</b> Network Basics Cisco Press Companion Guide and Lab Manual Pearson # 9781587133435           \$125.00 Routing Protocols Cisco Press Companion Guide and Lab Manual Pearson # 9781587133404           \$125.00 Switched Networks Cisco Press Companion Guide and Lab Manual Pearson # 9781587133381           \$125.00 Connecting Networks Cisco Press Companion Guide and Lab Manual Pearson # 9781587133374           \$125.00 Cisco CCNA Security Course Booklet Pearson # 9781587133466           \$50.00</p>

## ADVANCED NETWORK ADMINISTRATION AND MANAGEMENT

This program prepares students with the knowledge and skills needed to plan, implement, secure, maintain, and troubleshoot converged enterprise networks. The course content was designed to reflect the job skills and responsibilities that are associated with professional-level job roles such as network engineer, systems engineer, network support engineer, network administrator, network consultant, and system integrator. This is a 280 hour program.

### **CIS235 Advanced Routing / 70 clock hours**

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

*No prerequisites*

### **CIS236 Implementing IP Routing / 70 clock hours**

This course teaches students an in-depth knowledge of Border Gateway Protocol (BGP), the routing protocol that is one of the underlying foundations of the Internet. Students will explore the theory of BGP, configuration of BGP on routers, and detailed troubleshooting information along with hands-on exercises that provide students with the skills needed to configure and troubleshoot BGP networks in enterprise environments.

*Prerequisite: CIS235 Advanced Routing*

### **CIS237 Implementing IP Switching / 70 clock hours**

This course teaches students how to implement, monitor, and maintain switching in converged enterprise networks. Students will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of Virtual LANs (VLANs), Wireless LANs (WLANs), as well as integrating voice, and video into enterprise networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

*Prerequisite: CIS236 Implementing IP Routing*

### **CIS238 Maintaining and Troubleshooting IP Networks / 70 clock hours**

This course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

*Prerequisite: CIS237 IP Switching*

<p><b>Instructor:</b> Lawrence Saccoia, Associate of Applied Science Degree in Engineering Technology, Bachelor of Science Degree in Electrical Engineering Technology, Masters of Science Degree in Network Architecture and Design and over 15 years of related experience. He teaches all subjects in the program.</p>	
<p><b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b></p>	<p><b>Specific additional policies that apply to this specific program:</b></p>
<p><b>Entrance Requirements:</b> 18 years of age or older – (Any exceptions are considered on a case-by case basis.) High School Diploma or GED is required.</p>	<p>None</p>
<p><b>Attendance:</b> 80% attendance required. In general, if the student cuts class, or is late to class longer than half the class session, they are marked absent. If a student is asked to leave the class due to unsatisfactory conduct, that student will be marked absent for that class session. The only excused absences are for medical reasons, a death in the family or other extreme emergency. The student may be asked to verify the reason. There is no formal make-up policy. Allowances are at the instructor’s discretion.</p>	<p>None</p>
<p><b>Grading System:</b> A passing grade for satisfactory completion of work and as a final grade is 70% unless otherwise stated in the specific program description. (See grading scale on page 3)</p>	<p>None</p>
<p><b>Academic Progress:</b> Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of each course. It is at the instructor’s discretion to use quizzes, tests or conferences throughout the course. For multi-course programs, however, grades are assigned at the end of each course. The instructor may assign homework or group work, and consider satisfactory completion/ participation as a requirement for successful completion of the course.</p>	<p>None</p>

<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b> (continued)	<b>Specific additional policies that apply to this specific program:</b>  (continued)
<p><b>Itemized Costs:</b> Tuition, Books, Supplies, Other fees (specify):</p>	<p><u>CIS235 Advanced Routing</u> \$1936.25 <u>CIS236 Implementing IP Routing</u> \$1936.25 <u>CIS237 Implementing IP Switching</u> \$1873.75 <u>CIS238 Maintaining and Troubleshooting IP Networks</u> \$1873.75</p> <p><b>Textbooks:</b> Implementing Cisco IP Routing, Cisco Press Pearson # 9781587204562                      \$125.00 Implementing Cisco IP Switched Networks, Cisco Press Pearson ISBN-10: 1-58705-884-7              \$125.00 Troubleshooting and Maintaining IP Networks, Cisco Press Pearson #9781587204555                      \$125.00</p>

## SYSTEMS ENGINEERING

The Systems Engineering Certificate program will prepare students to design, develop, configure, and manage complex information systems that run on both traditional and cloud-based enterprise networks. This will allow them to enter the workforce with skills in network administration, management, and network security. The program emphasizes the synchronization of legacy systems with public and private data centers leveraged to facilitate the management of server virtualization, enterprise storage, disaster recovery, data de-duplication, and systematic backups in a secure and efficient manner. This is a 300 hour program.

### **CIS148 Cloud Computing Concepts / 50 clock hours**

This course is divided into two parts: the first part discusses cloud computing architecture and the second part introduces cloud computing security concepts. First, students will be introduced to cloud computing and review a wide variety of currently available solutions. Students will become familiar with: why industry uses cloud computing, cloud characteristics, cloud models and deployment methods. The student will gain a solid understanding of hardware, storage, thin clients and virtualization in the cloud computing platform. The second part of this course will discuss the cloud security fundamentals and virtualization security management.

*No prerequisites*

### **CIS222 Storage Area Networks and Data Recovery / 50 clock hours**

This course provides students with a background in storage management needed to advance in today's technology workplace. This course provides a comprehensive introduction to information storage that will enable one to make informed decisions in an ever growing complexity of the IT industry. The course includes an overview of storage technology with lectures dedicated to the latest storage products: FC-SAN, NAS, IP-SAN, iSCSI as well as the methodology for long-term archiving solutions, the critical need of information security and the ever growing field of storage technologies. Many hands-on activities are included, which allow the student to work with storage computing concepts, using real-world situations to build the skills necessary for a successful understanding of information storage management.

*Prerequisite: CIS148 Cloud Computing Concepts*

### **CIS257 Virtualization Introduction / 50 clock hours**

This course provides students with a background in virtualization technology needed to advance in today's technology workplace. Presentations focus on using virtualization software in networked server environments and include building virtual networks, implementing high-availability clusters, enhancing performance and security, and using Virtual Machine Manager to centralize management of multiple virtual servers. Many hands-on activities are included, which allow the student to work with virtual computing concepts, using real-world situations to build the skills necessary for a successful understanding of virtualization.

*Prerequisite: CIS222 Storage Area Networks and Data Recovery*

### **CIS355 Virtualization Administration / 50 clock hours**

This course emphasizes standard approaches to manage virtualization environments and the different types of advanced virtualization solutions available to maintain a company's datacenter. Students will become familiar with why industry uses virtualization, comparing leading industry virtualization solutions currently in use today, how virtualization relates to server, desktop, and

application environments and how to install and configure the different types of virtualization scenarios based on a company’s datacenter needs.

*Prerequisite: CIS257 Virtualization Introduction*

**CIS413 Cyber Security I / 50 clock hours**

This course will prepare students by submerging them into an interactive environment where they will be shown how to scan, test, hack and secure their own information systems. This course will use hacking techniques used by malicious, black-hat hackers as a means to learn best defense mechanisms, mitigation strategies, and legal issues associated with operating systems and network targets. The advanced lab intensive environment provides each student with in-depth knowledge and practical experience using the most current and essential security systems technologies. While these hacking skills can be used for malicious purposes, this class teaches the student how to use the same hacking techniques to perform a white-hat or ethical hack, on an organizational network. The course objectives are delivered using a combination of lectures, demonstrations, discussions, and hands-on labs.

*Prerequisite: CIS413 Virtualization Administration*

**CIS414 Cyber Security II / 50 clock hours**

This course will prepare students by submerging them into an interactive environment where they will be shown how to scan, test, hack, and secure web servers and/or wireless networks through the use of encryption and penetration testing results. This course will use hacking techniques used by malicious, black-hat hackers as a means to learn best defense mechanisms and mitigation strategies. The advanced lab intensive environment provides each student with in-depth knowledge and practical experience using the most current and essential security systems technologies. While these hacking skills can be used for malicious purposes, this class teaches the student how to use the same hacking techniques to perform a white-hat or ethical hack, on an organizational network. The course objectives are delivered using a combination of lectures, demonstrations, discussions, and hands-on labs.

*Prerequisite: CIS 413 Cyber Security I*

<b>Instructor:</b> Thomas Trevethan, is the Dean of Curriculum at ECPI University in Southeastern Virginia and holds a BS, MS, and PhD in Computer Information Systems. Dr. Trevethan has over 20 years of related experience. He teaches all subjects in the program.	
<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b>	<b>Specific additional policies that apply to this specific program:</b>
<b>Entrance Requirements:</b> 18 years of age or older – (Any exceptions are considered on a case-by case basis.) High School Diploma or GED is required.	None

<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b> (continued)	<b>Specific additional policies that apply to this specific program:</b> (continued)
<p><b>Attendance:</b> 80% attendance required.</p> <p>In general, if the student cuts class, or is late to class longer than half the class session, they are marked absent.</p> <p>If a student is asked to leave the class due to unsatisfactory conduct, that student will be marked absent for that class session.</p> <p>The only excused absences are for medical reasons, a death in the family or other extreme emergency. The student may be asked to verify the reason.</p> <p>There is no formal make-up policy. Allowances are at the instructor’s discretion.</p>	<p>None</p>
<p><b>Grading System:</b> A passing grade for satisfactory completion of work and as a final grade is 70% unless otherwise stated in the specific program description. (See grading scale on page 3)</p>	<p>None</p>
<p><b>Academic Progress:</b> Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of each course. It is at the instructor’s discretion to use quizzes, tests or conferences throughout the course.</p> <p>For multi-course programs, however, grades are assigned at the end of each course.</p> <p>The instructor may assign homework or group work, and consider satisfactory completion/ participation as a requirement for successful completion of the course.</p>	<p>None</p>

<p><b>Itemized Costs:</b> Tuition, Books, Supplies, Other fees (specify):</p>	<p><u>CIS148 Cloud Computing Concepts</u> \$2,123.75 <u>CIS222 Storage Area Networks and Data Recovery</u> \$2,123.75 <u>CIS257 Virtualization Introduction</u> \$2,198.75 <u>CIS355 Virtualization Administration</u> \$2,198.75 <u>CIS413 Cyber Security I</u> \$1,948.75 <u>CIS414 Cyber Security II</u> \$2,048.75</p> <p><b>Textbooks:</b> Cloud Computing #978-14496-4739-1 Jones and Bartlett \$125.00 Storage and Management 2<sup>nd</sup> edition Wiley ISBN # 978-1-118-09483-9 \$125.00 VMware vSphere 5.0: Install, Configure, Manage VAP-ENG-VSICM5-SK Gilmore \$100.00 Ethical Hacking and Countermeasures Attack Phases #978-1-4354-8360-6 Cengage \$100.00 Ethical Hacking and Countermeasures Secure Network Infrastructure #978-1-4354-8365-1 Cengage \$100.00 Ethical Hacking and Countermeasures (Linux, Macintosh &amp; Mobile Systems) #978-1-4354-8364-4 Cengage \$100.00 Ethical Hacking and Countermeasures (Threats and Defense Mechanisms) #978-1-4354-8361-3 Cengage \$100.00 Ethical Hacking and Countermeasures (Web Application &amp; Data Servers) #978-1-4354-8362-0 Cengage \$100.00</p>
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## SERVER ADMINISTRATION AND MANAGEMENT

The Server Administration and Management Program provides students with the skills needed to use Windows Server technology to power the next generation of cloud-optimized networks, applications, and web services. Graduates of this program will be able to provide corporate enterprise Information Technology (IT) solutions to businesses ranging from small office to large corporations that need to manage complex day to day operations. This is a 350 hour program.

### **CIS288 Configuring Windows 8 / 50 clock**

This course provides students hands-on experience with Windows 8 computers, and prepares them as IT professionals to work with networks configured as a domain-based or peer-to-peer environment with access to the Internet and cloud services. In addition, students will have mastered the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows 8-based computers and devices as a portion of their broader technical responsibilities.

*No prerequisites*

### **CIS295 Managing and Maintaining Windows 8 / 50 clock hours**

In this course, students learn how to design an installation and application strategy, maintain resource access, maintain windows clients, and manage Windows 8 using cloud services and desktop optimization.

*Prerequisite: CIS288 Configuring Windows 8*

### **CIS296 Installing & Configuring Windows Server 2012 / 50 clock hours**

This course prepares students with the knowledge and skills necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. It focuses on core services required to meet the daily demands of today's corporate businesses such as implementing local storage, file and print services and implementing sever virtualization with Hyper-V.

*Prerequisite: CIS295 Managing Windows 8*

### **CIS297 Administering Server 2012 / 50 clock hours**

This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as Direct-Access, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. Prerequisites: Installing & Configuring Windows Server 2012

*Prerequisite: CIS297 Installing & Configuring Windows Server 2012*

### **CIS298 Configuring Advanced Windows Server 2012 Services / 50 clock hours**

This course focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering,

business continuity and disaster recovery services as well as access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with Active Directory Federation Services AD FS.

*Prerequisite: Administering Server 2012*

**CIS299 Designing & Implementing a Server Infrastructure / 50 clock hours**

This course covers the knowledge and skills needed to provide an enterprise solution that supports manual and automated server installations in a physical and virtual environment including the supporting file and storage services. You will also learn the skills necessary to provide enterprise networking solutions such as Dynamic Host Configuration Protocol (DHCP), IP Address Management (IPAM), VPN, and Direct-Access. You will also learn the skills necessary to design and implement a forest and domain infrastructure including multi domains/forest and branch office scenarios.

*Prerequisite: CIS298 Configuring Advanced Windows Server 2012 Services*

**CIS289 Implementing an Advanced Server Infrastructure / 50 clock hours**

This course prepares a student for the process of designing, planning, deploying, securing, monitoring, automating, and virtualizing an enterprise server infrastructure.

*Prerequisite: CIS299 Designing & Implementing a Server Infrastructure*

<b>Instructor:</b> Michael Clark, Bachelors Degree in Information Technology, MBA and over 20 years of related experience. He teaches all subjects in the program	
<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b>	<b>Specific additional policies that apply to this specific program:</b>
<b>Entrance Requirements:</b> 18 years of age or older – (Any exceptions are considered on a case-by case basis.) High School Diploma or GED is required.	None
<b>Attendance:</b> 80% attendance required. In general, if the student cuts class, or is late to class longer than half the class session, they are marked absent. If a student is asked to leave the class due to unsatisfactory conduct, that student will be marked absent for that class session. The only excused absences are for medical reasons, a death in the family or other extreme emergency. The student may be asked to verify the reason. There is no formal make-up policy. Allowances are at the instructor’s discretion.	None

<b>General Policies: These policies apply to all programs in The School of Professional Development and Continuing Education</b> (continued)	<b>Specific additional policies that apply to this specific program:</b>  (continued)
<b>Grading System:</b> A passing grade for satisfactory completion of work and as a final grade is 70% unless otherwise stated in the specific program description. (See grading scale on page 3)	None
<b>Academic Progress:</b> Coursework will be evaluated throughout each course within a program, and a final grade will be awarded at the end of each course. It is at the instructor’s discretion to use quizzes, tests or conferences throughout the course.  For multi-course programs, however, grades are assigned at the end of each course.  The instructor may assign homework or group work, and consider satisfactory completion/ participation as a requirement for successful completion of the course.	None
<b>Itemized Costs:</b> Tuition, Books, Supplies, Other fees (specify):	<u>CIS288 Configuring Windows 8</u> \$1485.71 <u>CIS289 Implementing an Advanced Server Infrastructure</u> \$1610.71 <u>CIS295 Managing and Maintaining Windows 8</u> \$1485.71 <u>CIS296 Installing &amp; Configuring Windows Server 2012</u> \$1610.71 <u>CIS297 Administering Server 2012</u> \$1610.71 <u>CIS298 Configuring Advanced Windows Server 2012 Services</u> \$1610.71 <u>CIS299 Designing &amp; Implementing a Server Infrastructure</u> \$1610.71  <b>Textbooks:</b> Supporting Windows 8.1 ISBN : 978-1-118-88245-0 Wiley \$175.00 Supporting Windows 8.1 with Lab Manual Set

	ISBN: 978-1-118-96820-8 Wiley \$175.00 Configuring Windows 8.1 ISBN: 978-1-118-88275-7 Wiley \$175.00 Configuring Windows 8.1 with Lab Manual Set ISBN: 978-1-118-96678-5 Wiley \$175.00 Installing and Configuring Windows Server 2012 R2 with Lab Manual Set ISBN: 978-1-118-96609-9 Wiley \$175.00 Administering Windows Server 2012 R2 with Lab Manual Set ISBN: 978-1-118-96633-4 Wiley \$175.00 Configuring Advanced Windows Server 2012 R2 Services with Lab Manual Set ISBN: 978-1-118-96641-9 Wiley \$175.00 Designing and Implementing a Server Infrastructure with Lab Manual Set ISBN: 978-1-118-91853-1 Wiley \$175.00
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For further information on Veteran Education Benefits,  
go to: [www.gibill.va.gov](http://www.gibill.va.gov) (Links: “FAQ” or “Submit a Question”)



## Acknowledgement of Receipt

ECPI University's Professional Development Division, being required to "furnish to the veteran or eligible person, upon enrollment, copies of the course outline, schedule of tuition, fees and other charges, regulations pertaining to absences, grading policy, and rules of operations and conduct," is providing the veteran or eligible person a copy of the current *Veteran's Handbook of Policies and Procedures for Professional Development Programs*.

Upon receipt of a copy of the current handbook, please sign and date.

"I, \_\_\_\_\_, acknowledge receipt of the ECPI University "*Veteran's Handbook of Policies and Procedures for Professional Development Programs*."

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Signature

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Print Name

Date

If you have additional questions, feel free to contact  
Mr. David Abeshaheen, [dabeshaheen@ecpi.edu](mailto:dabeshaheen@ecpi.edu), (757) 671-7171 Ext. 55308,  
or your local VA representative at the Virginia Beach or Newport News campus.