

VALLEY COLLEGE
MARTINSBURG CAMPUS
CATALOG SUPPLEMENT
 May 8, 2017

STAFF

| Name | Title |
|-----------------------------|--|
| Brandon Bowers | Campus Director |
| Joshua Wiener | Director, Online Division |
| Wesley Mackall | Campus Coordinator |
| Gail Kennedy | Senior Admissions Representative |
| Tina Raia | Admissions Representative |
| Will Shepherd | Admissions Representative |
| Mattie Branch | Career Services Advisor |
| Peter Christenson | Career Services Advisor |
| Brian Higgins | Career Services Advisor-Online |
| Melody Jones | Financial Aid Advisor |
| Adetia McKenzie | Enrollment Coordinator |
| Kristina Norcross | Bursar |
| Kaitlyn Huff | Director of First Impressions |
| Marianela Alberto, GN | Director of Academics Affairs –Campus Programs |
| Sandy Shingleton-Salyers,RN | Externship Coordinator |
| Amber Richard | MCA Faculty Aide |
| Shelly Smith | Director of Academic Affairs – Online Programs |
| Jessica Snyder | Help Desk Specialist |
| Nick Palmieri | Help Desk Specialist |
| Allison Bevins | Student Success Coach |
| Emily Simmons | Student Success Coach |
| Maria Wines | Student Success Coach |
| Scott Lowe | Maintenance Tech |

Academics

| <u>Name/Title/Program</u> | <u>Credential</u> |
|--|--|
| Shelly Smith Director of Academic Affairs -Online Programs | Juris Doctorate - Appalachian School of Law B.S. Business Administration - Mountain State University |
| Marianela Alberto, GN Director of Academic Affairs –On Campus Programs | A.A.S. Nursing - Lord Fairfax Community College |
| Judy Bauserman, CBCS (NHA) MCA- Program Head MCA-Instructor Full-Time | O.A.S. Health Services Administration - Valley College A.A.S. Executive Secretary - Lord Fairfax Community College A.A.S. Administrative Assistant - Lord Fairfax Community College |
| Joy Hurst, MATL, NCMA MCA-Instructor Part-Time | M.A. Teaching and Learning - Kaplan University –Online Certificate Medical Assisting - Accutech Career Institute Master of Forensic Science - The George Washington University B.A. Biology and Psychology - Hood College |
| Tiffany Snyder MCA-Instructor Part-Time | Certificate Phlebotomy - Kaplan University |
| Laurie Taylor MCA-Instructor Part-Time | A.A.S. Medical Assisting - Mandi School of Nursing |
| Darron Williams MCA-Instructor Part-Time | Diploma Medical Assistant - Sanford-Brown Institute |

*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College-Martinsburg, 287 Aikens Center, Martinsburg WV 25404 / Phone: 304-263-0979 or 1-888-53LEARN

Martin Easley
 HVAC- Program Head
 HVAC-Instructor
 Full-Time

E.P.A. 608 Universal – ESCO Institute
 Esco Institute Appointed Proctor

Robert Bragg
 HVAC – Instructor, Full-Time

Licensed HVAC Contractor (WV)
 Universal EPA Refrigerant Certification (E.P.A. 608 and R-410a)

Rick Smith
 HVAC-Instructor
 Full-Time

MBA - Frostburg State
 B.A. Education - Frostburg State
 E.P.A. 608 Universal
 R-410a Certificate

Dennis Kammerdiener
 HVAC Instructor
 Full-Time

HVAC Certificate - James Rumsey Technical Institute
 E.P.A. 608 Universal
 R-410a Safety Certificate
 609 Vehicle Air Conditioning

Sandy Shingleton-Salyers, RN
 Nursing Assistant-Instructor
 Full-Time

A.A. Nursing - University of the State of New York

Richard Smith
 Program Head – Online Business Administration

M.B.A. - Frostburg State
 B.A. Education - Frostburg State

Amy Cole
 Program Head – Online Cybersecurity

B.S. Applied Computer Science - Troy University
 A.A. General Studies - Fayetteville Technical Community College

Judy Bauserman, CBCS (NHA)
 Program Head – Online Healthcare
 Online Instructor Healthcare Programs

O.A.S. Health Services Administration – Valley College
 A.A.S. Executive Secretary - Lord Fairfax Comm. College
 A.A.S. Administrative Assistant - Lord Fairfax Community College

Brandon Ash
 Online Adjunct Instructor Business Administration
 Online Adjunct Instructor Healthcare Programs

B.S. Health and Human Performance - University of Tennessee at Martin

Khalid Ayyubov
 Online Adjunct Instructor Cybersecurity

M.S., Information Systems - University of Phoenix
 M.A. Education - University of Phoenix
 B.S. Information Technology - DeVry University

Bryan Boatright
 Online Adjunct Instructor Business Administration

M.B.A. Business Administration – Ohio Dominican University
 B.A. Business Administration - Carthage College

Jennifer Butler-Williams
 Online Adjunct Instructor Business Administration
 Online Adjunct Instructor Healthcare Programs

M.A. Communication Studies – Edinboro University of Pennsylvania
 B.A. English Writing – Edinboro University of Pennsylvania

Andrea Cline
 Online Adjunct Instructor Healthcare Programs

B.S., Business Administration- Bluefield State College
 A.S., Nursing- Bluefield State College

Marla “Gigi” Craig
 Online Adjunct Instructor Business Administration
 Online Adjunct Instructor Healthcare Programs

B.S. Sociology – Virginia Tech

Magdaline Exantus
 Online Adjunct Instructor Healthcare Programs

B.S. Health Services - Florida Atlantic University

Traci Flewellen
 Online Adjunct Instructor Cybersecurity

M.B.A., Information Systems - Troy University

Stephanie Gaiser
 Online Adjunct Instructor Business Administration
 Online Adjunct Instructor Healthcare Programs

M.S. Adult & Technical Education - Marshall University
 B.S. Business Administration - Mountain State University
 A.A. Medical Secretarial Science - Mountain State University

Kay Green
Online Adjunct Instructor Business Administration

DBA, Doctor Business Administration- Argosy University, Atlanta
MBA, Business Administration- Walden University

Lisa Hall
Online Adjunct Instructor Healthcare Programs

M.A. Education - Trident University
B.S. Health Science - Trident University

Brenda Fox Hashem
Online Adjunct Instructor Healthcare Programs

M.S. Nursing – Maryville University
B.S. Nursing - Chamberlain College of Nursing

Shirley Laidley
Online Adjunct Instructor Healthcare Programs

M.S., Leadership- Walden University
B.S., Business Administration- Walden University

Daniel Lebowitz
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

M.S. Mathematics minor Statistics - Oregon State University
B.S. Mathematics minor Math Education - Southern Oregon University

Kathleen Leiske
Online Adjunct Instructor Healthcare Programs

B.S. Nursing - Walla Walla University

Susan Little
Online Adjunct Instructor Business Administration

M.B.A. Accounting - University of Phoenix
B.S. Accounting - Fort Lauderdale College
A.S. Accounting - Fort Lauderdale College

Paul Mancini
Online Adjunct Instructor Cybersecurity

M.S., Computer Information Systems- University of Phoenix
B.S., Information Systems- Western International University
A.S. Network Management- Cochise College

Nikita Mason
Online Adjunct Instructor Healthcare Programs

M.B.A. Healthcare Management - Colorado Technical University
B.A. Healthcare Management - Missouri College
Medical Assisting Diploma - Missouri College

William McDonald
Online Adjunct Instructor Healthcare Programs

PhD Public Policy and Administration - Walden University
B.P.S. Interdisciplinary Studies with concentration in Emergency
Management - Empire State College
A.S. Interdisciplinary Studies - Empire State College

Jennifer McGinnis
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

M.A. Teaching - Marshall University
B.A. Business Administration - Concord University

Alice Musser
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

M.B.A. Business Administration - Eastern University
B.S. Mathematics Education - Shippensburg University

Elizabeth Oxendine
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

M.S. Curriculum and Instruction Education - University of Phoenix
B.A. Sociology - University of North Carolina Pembroke

Kim Reed
Online Adjunct Instructor Cybersecurity
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

M.B.A., IT Management – Western Governor’s University
B.S., Computer Science- Bluefield State College

Geanyra Sanchez
Online Adjunct Instructor Healthcare Programs

B.S. Health Information Management - Florida International University

Errol Seymour
Online Adjunct Instructor Cybersecurity

M.S. Information & Communication Technology -University of Wisconsin
(specialization in Network Engineering)

Shiketheia Simmons
Online Adjunct Instructor Healthcare Programs

M.S. Counseling and Psychology - Troy University
B.S. Human Services - Troy University

Ayana Singhateh
Online Adjunct Instructor Business Administration

B.A. Journalism - Howard University

Michael W. Smith
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

M.A. History - Clemson University
B.A. Psychology - Clemson University

Jonathan Summer
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

M.S. Mathematical Sciences - University of Nevada Las Vegas

Phil Thacker
Online Adjunct Instructor Cybersecurity

M.B.A. Technology Management - University of Phoenix
B.S. Electrical Engineering Technology - University of Alabama

Sandra Thompson
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

M.A. History - American Military University
M.A. Education - Northeastern State University
B.A. English Education, Secondary Education - Northeastern State University

Margo Weiss
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

Ph.D. Family Therapy - Nova Southeastern University
M.S. Human & Social Sciences - Nova Southeastern University
M.S. Community Counseling - Barry University

Stephanie Woodson
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

B.S. Education, Business Education - Concord University

Schedules

2017 Holiday Schedule

(The campus is closed on Holidays)

| | | | |
|-------------------|------------------|-------------------|--------------|
| January 2, 2017 | New Year's Day | November 23, 2017 | Thanksgiving |
| May 29, 2017 | Memorial Day | November 24, 2017 | Thanksgiving |
| July 4, 2017 | Independence Day | December 25, 2017 | Christmas |
| September 4, 2017 | Labor Day | December 26, 2017 | Christmas |

Campus Hours:

Valley College operating hours will be 8am to 5pm Monday - Friday.

(To schedule after hours appointments on Monday-Thursday, please contact the school)

Requests for information by current and perspective students about the college should be directed to the Campus Director. Other employees, such as Admissions Representatives and Financial Aid Advisors may provide information regarding their specific areas of responsibility. If a student needs a paper copy of any of the information they can contact the Campus Director, Admissions or Financial Aid Departments.

Class Hours:

MCA Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (May 26, 2017, August 25, 2017 and November 17, 2017)

HVAC Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (May 26, 2017, August 25, 2017 and November 17, 2017)

Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm[†]

[†]It is possible that one Thursday evening shift (1:00pm to 7:00pm) will be scheduled.

Friday classes are held to make-up time for a scheduled holiday (May 26, 2017, August 25, 2017 and November 17, 2017)

Student Break Days*

Dates of Schedule Breaks may change.

***Students in their externship are excluded from the long scheduled breaks.**

December 23, 2016 to January 8, 2017

February 20, 2017 to February 26, 2017

July 3, 2017 to July 9, 2017

December 25, 2016 to January 7, 2018

On Campus Programs

Heating, Ventilation, and Air Conditioning Start Schedule

| Start Date | Projected Completion Date |
|--------------------|---------------------------|
| January 9, 2017 | September 28, 2017 |
| January 30, 2017 | October 19, 2017 |
| February 27, 2017 | November 9, 2017 |
| March 20, 2017 | November 30, 2017 |
| April 10, 2017 | December 21, 2017 |
| May 1, 2017 | January 25, 2018 |
| May 23, 2017 | February 15, 2018 |
| June 12, 2017 | March 8, 2018 |
| July 10, 2017 | April 5, 2018 |
| July 31, 2017 | April 26, 2018 |
| August 21, 2017 | May 17, 2018 |
| September 11, 2017 | June 7, 2018 |
| October 2, 2017 | June 28, 2018 |
| October 23, 2017 | July 26, 2018 |
| November 13, 2017 | August 16, 2018 |
| December 4, 2017 | September 6, 2018 |

Medical Clinical Assistant Start Schedule

| Start Date | Projected Completion Date |
|--------------------|---------------------------|
| January 9, 2017 | October 19, 2017 |
| January 30, 2017 | November 9, 2017 |
| February 27, 2017 | November 30, 2017 |
| March 20, 2017 | December 21, 2017 |
| April 10, 2017 | January 25, 2018 |
| May 1, 2017 | February 15, 2018 |
| May 23, 2017 | March 8, 2018 |
| June 12, 2017 | April 5, 2018 |
| July 10, 2017 | April 26, 2018 |
| July 31, 2017 | May 17, 2018 |
| August 21, 2017 | June 7, 2018 |
| September 11, 2017 | June 28, 2018 |
| October 2, 2017 | July 26, 2018 |
| October 23, 2017 | August 16, 2018 |
| November 13, 2017 | September 6, 2018 |
| December 4, 2017 | September 27, 2018 |

The program completion date will vary depending on the dates/hours of the externship. Typically, externships run for six weeks (30 hours a week).

Nursing Assistant (CNA) Start Schedule

| Orientation | START DATE | Completion Date | Friday Class |
|--------------------|-------------------|--------------------|-------------------|
| January 6, 2017 | January 9, 2017 | February 15, 2017 | |
| February 24, 2017 | February 27, 2017 | April 5, 2017 | |
| April 7, 2017 | April 10, 2017 | May 17, 2017 | |
| May 19, 2017 | May 22, 2017 | June 28, 2017 | May 26, 2017 |
| July 7, 2017 | July 10, 2017 | August 16, 2017 | |
| August 18, 2017 | August 21, 2017 | September 27, 2017 | August 25, 2017 |
| September 29, 2017 | October 2, 2017 | November 8, 2017 | |
| November 10, 2017 | November 13, 2017 | December 20, 2017 | November 17, 2017 |

Evening Hours: 1:00 pm - 7:00 pm with a scheduled 30 minute 'lunch' break at 4:30.
 Friday classes are held to make-up time for a scheduled holiday
 Make-up Days are prescheduled and are mostly on Fridays. A schedule will be provided to the student.

Programs Delivered Online - Schedules

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

Medical Front Office, Billing and Coding

Medical Administrative Assistant

(Schedule subject to change based on enrollment)

| Start Date | Projected Completion Date |
|--------------------|---------------------------|
| January 9, 2017 | September 7, 2017 |
| January 30, 2017 | September 28, 2017 |
| February 27, 2017 | October 19, 2017 |
| March 20, 2017 | November 9, 2017 |
| April 10, 2017 | November 30, 2017 |
| May 1, 2017 | December 21, 2017 |
| May 23, 2017 | January 25, 2018 |
| June 12, 2017 | February 15, 2018 |
| July 10, 2017 | March 8, 2018 |
| July 31, 2017 | April 5, 2018 |
| August 21, 2017 | April 26, 2018 |
| September 11, 2017 | May 17, 2018 |
| October 2, 2017 | June 7, 2018 |
| October 23, 2017 | June 28, 2018 |
| November 13, 2017 | July 26, 2018 |
| December 4, 2017 | August 16, 2018 |

Health Services Administration

Business Administration

(Schedule subject to change based on enrollment)

| Start Date | Projected Completion Date |
|--------------------|---------------------------|
| January 9, 2017 | April 5, 2018 |
| January 30, 2017 | April 26, 2018 |
| February 27, 2017 | May 17, 2018 |
| March 20, 2017 | June 7, 2018 |
| April 10, 2017 | June 28, 2018 |
| May 1, 2017 | July 26, 2018 |
| May 23, 2017 | August 16, 2018 |
| June 12, 2017 | September 6, 2018 |
| July 10, 2017 | September 27, 2018 |
| July 31, 2017 | October 18, 2018 |
| August 21, 2017 | November 8, 2018 |
| September 11, 2017 | November 29, 2018 |
| October 2, 2017 | December 20, 2018 |
| October 23, 2017 | January 24, 2019 |
| November 13, 2017 | February 15, 2019 |
| December 4, 2017 | March 7, 2019 |

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Cybersecurity**OAS Degree Program****(Schedule subject to change based on enrollment)**

| Start Date | Projected Completion Date |
|--------------------|----------------------------------|
| January 9, 2017 | March 8, 2018 |
| January 30, 2017 | April 5, 2018 |
| February 27, 2017 | April 26, 2018 |
| March 20, 2017 | May 17, 2018 |
| April 10, 2017 | June 7, 2018 |
| May 1, 2017 | June 28, 2018 |
| May 23, 2017 | July 26, 2018 |
| June 12, 2017 | August 16, 2018 |
| July 10, 2017 | September 6, 2018 |
| July 31, 2017 | September 27, 2018 |
| August 21, 2017 | October 18, 2018 |
| September 11, 2017 | November 8, 2018 |
| October 2, 2017 | November 29, 2018 |
| October 23, 2017 | December 20, 2018 |
| November 13, 2017 | January 24, 2019 |
| December 4, 2017 | February 15, 2019 |