

**VALLEY COLLEGE**  
MARTINSBURG CAMPUS  
CATALOG SUPPLEMENT

**STAFF**

<b>Name</b>	<b>Title</b>
Carriss LaBelle	Campus Director
Gail Kennedy	Senior Admissions Representative
Wesley Mackall	Admissions Representative
Tina Raia	Admissions Representative
Mattie Branch	Placement & Student Affairs Advisor
Maria Wines	Financial Aid Advisor
Donna Zimmerman	Director of First Impressions
Kathryn Dailey	Receptionist
Randall Everhart	Mall Kiosk Representative

**FACULTY (Instructors)**

<b>Name</b>	<b>Program(s)</b>	<b>Degree</b>
Rick Smith	Office Technology Lead Instructor	MBA B.A. Education Frostburg State
Pam Divel, CMA (AAMAE)	Medical Clinical Assistant Lead Instructor	A.A.S. Medical Secretary Assistant Kaplan University
Robin Adkin, RN	Nursing Assistant (CNA)	Diploma, Nursing Kings Daughters Hospital School of Nursing
Brad Tenney	HVAC Lead Instructor	B.A. Leadership: Pastoral Theology Crown College Certificate HVAC James Rumsey Vocational and Technical School Journeyman – HVAC (MD) NCCER Certified Teacher for HVAC, Core, and Project Management
Marianela Alberto, GN	Medical Clinical Assistant	A.A.S. Nursing Lord Fairfax Community College
Judy Bauserman, CBCS (NHA)	Medical Clinical Assistant	A.A.S. Executive Secretary A.A.S. Administrative Assistant Lord Fairfax Community College
Joy Hurst	Medical Clinical Assistant	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

### **ADVISORY BOARD MEMBERS**

<b>Name</b>	<b>Title</b>	<b>Company Name</b>
Debi Blair	Director of Nursing	Heartland of Martinsburg
Angel Burke	Community Director	HomeInstead
Barbara Campbell	Office Manager/Business Director	Shenandoah Community Oral Health Center
Sandra Gosnell	Office Manager	Work Force WV– Employment Programs
Jeannette King	CEO	Strategic Resolution Experts
Chris McCray	Project Manager	McCray Chiropractic
Michael Ratfliff	Employment Specialist	Workforce WV
Jessica Scherr	Case Manager	Workforce WV

### **Schedule**

#### **January 1, 2014 to December 31, 2014 Holiday Schedule**

(The campus is closed on Holidays)

January 1, 2014	New Year's Day	November 27, 2014	Thanksgiving
May 26, 2014	Memorial Day	November 28, 2014	Thanksgiving
July 4, 2014	Independence Day	December 24, 2014	Christmas Eve
September 1, 2014	Labor Day	December 25, 2014	Christmas

#### **Student Break Days\***

**Dates of Schedule Breaks may change.**

December 20, 2013 to January 5, 2014

June 20, 2014 to July 6, 2014

December 19, 2014 to January 4, 2015

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

### Medical Clinical Assistant Start Schedule 2013-2014

Start Date	Projected Completion Date
12/2/2013	10/12/2014
1/6/2014	11/3/2014
1/27/2014	11/7/2014
2/17/2014	12/3/2014
3/10/2014	12/23/2014
3/31/2014	1/13/2015
4/21/2014	2/13/2015
5/12/2014	3/6/2015
6/2/2014	3/27/2015
7/7/2014	4/17/2015
7/28/2014	5/8/2015
8/18/2014	5/29/2015
9/8/2014	6/19/2015
9/29/2014	7/10/2015
10/20/2014	8/14/2015
11/10/2014	9/4/2015
12/1/2014	9/25/2015

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

### Heating, Ventilation, and Air Conditioning Start Schedule 2013-2014

Start Date	End Date
6/2/2014	3/5/2015
7/7/2014	3/26/2015
7/28/2014	4/16/2015
8/18/2014	5/7/2015
9/8/2014	5/28/2015
9/29/2014	6/18/2015
10/20/2014	7/23/2015
11/10/2014	8/13/2015
12/1/2014	9/3/2015

### Nursing Assistant (CNA) Start Schedule 2014

START DATE	Projected Completion Date	
January 3, 2014	February 13, 2014	Includes Orientations/Make Up Days
February 14, 2014	March 27, 2014	Includes Orientations/Make Up Days
March 28, 2014	May 8, 2014	Includes Orientations/Make Up Days
May 9, 2014	June 19, 2014	Includes Orientations/Make Up Days
July 3, 2014	August 14, 2014	Includes Orientations/Make Up Days
August 15, 2014	September 25, 2014	Includes Orientations/Make Up Days
September 26, 2014	November 6, 2014	Includes Orientations/Make Up Days
November 7, 2014	December 19, 2014	Includes Orientations/Make Up Days

## Office Technology/Office Administration

As of December 2, 2013, Valley College will no longer enroll students in the Office Technology program.

The following information is for our current students.

### Holidays for 2014\*

\*The 2014 Break Day schedule will be determined and posted at a later date. The Holiday Schedule is as follows:

January 1, 2014	New Year's Day	November 27, 2014	Thanksgiving
May 26, 2014	Memorial Day	November 28, 2014	Thanksgiving
July 4, 2014	Independence Day	December 24, 2014	Christmas Eve
September 1, 2014	Labor Day	December 25, 2014	Christmas

### Student Break Days\*

Dates of Schedule Breaks may change. Students in this program do not have the same break schedule as the MCA or NA programs. Break days are scheduled for Fridays.

January 31, 2014	July 25, 2014
March 14, 2014	September 5, 2014
May 2, 2014	October 17, 2014
June 13, 2014	December 5, 2014

### NEW Campus Hours:

\*Effective May 7, 2014.

Valley College operating hours will be 8am to 6pm Monday – Thursday and 8am to 5pm on Friday.

#### Office Technology Class Schedule

Monday – Thursday	8am to 6pm
Friday	8am to 5pm

#### MCA Class Schedule

Monday – Thursday	9am to 2pm
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#### HVAC Class Schedule

Monday – Thursday	9am to 2pm
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#### Nursing Assistant (CNA) Class Schedule

Monday – Thursday	9:00am to 3:00pm
Clinicals	9:00am to 3:00pm

See Student Catalog for more details