VALLEY COLLEGE

ONLINE CAMPUS
CATALOG SUPPLEMENT
January 23, 2015

STAFF

Name	Title
Wennetta Rhodes	Campus Director
Beth Gardner	Acting Online Director
Latishche Dowdy	Admissions Representative
Phillip Dues	Senior Admissions Representative
Beth Perry	Admissions Representative
Dianne Cordial-Milam	Placement & Student Affairs Director
Mariah Ritterbush	Placement & Student Affairs Advisor
Sarah Redman	Financial Aid Advisor
Consuela Phillips	Financial Aid Advisor
Terri Ballard	Director of First Impressions
Lindsay Reed	Enrollment Coordinator
Nancy Nickel	Bursar
Priscilla Harrison	Faculty Aide
Cheryl Long	Online Facilitator
Shelly Smith	Student Success Advisor
Amanda Ciochetty	Student Success Advisor
Clarence Sanders	Maintenance Tech

FACULTY (Instructors)

Name	Department	Degree

Shelly Smith	Online -Lead
	Business Adjunct
		Juris Doctorate
		    Appalachian School of Law
		B.S. Business Administration
		    Mountain State University

Stephanie Gaiser	Online
	Healthcare Adjunct
		M.S. Adult & Technical Education
		    Marshall University
		B.S. Business Administration
		    Mountain State University (formally CWV)

Brenda Fox Hashem	Online
	Healthcare Adjunct
		B.S. Nursing
		    Chamberlain College
		A.A. Nursing
		    Alleghany College of Nursing

Issac Hatley	Online	M.ED Administration B.A. Sociology/Minor Psychology California State University-Dominquez Hills

Penethia Mack	Online
	Business Adjunct
		Ed. D. Counseling Psychology
		    University of Sarasota
		M.S. Counseling Education
		    University of South Florida
		B.A. Education
		    Eckerd College

Mark Mahoney	Online	B.S. Business/ HR Management
	Business Adjunct	Mountain State University
		A.S. Business Management / Accounting
		Mountain State University
Sebrina Mahoney	Online	B.S. Diagnostic Medical Sonography
	Healthcare Adjunct	Mountain State University
Ann Nagye	Online	MBA
	Business Adjunct	Marshall University
	Healthcare Adjunct	B.S. Business Administration
		Concord University
E.B. Weaver	Online	M.A. Educational Administration
	Business Adjunct	West Virginia University
		B.S. Education
		Concord College
Angela Wright MBA	Online	MBA Business Admin in Health Care Management
	Healthcare Adjunct	Colorado Technical University
		B.S. Health Care Service
		University of Phoenix
Iris Ellen Pridemore, RN, MSN ED	Online	M.S. Nursing Educator Track
	Healthcare Adjunct	Liberty University
		Bachelors of Science in Nursing
		Mountain State University
Yasmine Candis,	Online	B.S. Computer Information Systems
CPC, CPC-1, OCS, CMBS, CMRS	Healthcare Adjunct	DeVry Institute of Technology
Doug May	Online	MBA
	Business Adjunct	University of Phoenix
		B.A. English Literature
		Villanova University

ADVISORY BOARD MEMBERS

Name	Title	Company Name/Expertise
Greg Childers	Owner	Childers Enterprises
Gil DeLaRosa	Insurance Agent	Jim Lively Insurance
Angela Henson	Executive Director	Region 1 Workforce WV
Dr. Mark Miller	Registrar	West Virginia University Institute of Technology
Ellen Taylor	Executive Director	Beckley-Raleigh County Chamber of Commerce

Catalog Supplements are subject to change. Please contact the campus for the most up-to-date information.

Schedules
November 1, 2014 to December 31, 2015 Holiday Schedule
(The campus is closed on Holidays)

November 27, 2014	Thanksgiving	July 3, 2015	Independence Day
November 28, 2014	Thanksgiving	September 7, 2015	Labor Day
December 24, 2014	Christmas Eve	November 26, 2015	Thanksgiving
December 25, 2014	Christmas	November 27, 2015	Thanksgiving
January 1, 2015	New Year's Day	December 24, 2015	Christmas Eve
May 25, 2015	Memorial Day	December 25, 2015	Christmas

Student Break Days*
Dates of Schedule Breaks may change.

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

December 19, 2014 to January 4, 2015

June 11, 2015 to July 5, 2015

December 21, 2015 to January 3, 2016

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
(Schedule subject to change based on enrollment)

START DATE	COMPLETION
January 5, 2015	September 3, 2015
January 26, 2015	September 28, 2015
February 16, 2015	October 15, 2015
March 9, 2015	November 5, 2015
March 30, 2015	November 25, 2015
April 20, 2015	December 17, 2015
May 11, 2015	January 21, 2016
June 1, 2015	February 11, 2016
July 6, 2015	March 3, 2016
July 27, 2015	March 24, 2016
August 17, 2015	April 21, 2016
September 8, 2015	May 12, 2016
September 28, 2015	June 2, 2016
October 19, 2015	June 23, 2016
November 9, 2015	July 28, 2016
November 30, 2015	August 18, 2016

Medical Administrative Assistant
The Medical Administrative Assistant program's information is for current students only.
The program was revised and renamed Medical Front Office, Billing and Coding.

START DATE	COMPLETION
3/31/2014	12/18/2014
4/21/2014	1/22/2015
5/12/2014	2/12/2015
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

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Health Services Administration
(Schedule subject to change based on enrollment)

START DATE	COMPLETION
January 5, 2015	March 24, 2016
January 26, 2015	April 21, 2016
February 16, 2015	May 12, 2016
March 9, 2015	June 2, 2016
March 30, 2015	June 23, 2016
April 20, 2015	July 28, 2016
May 11, 2015	August 18, 2016
June 1, 2015	September 8, 2016
July 6, 2015	September 29, 2016
July 27, 2015	October 20,2016
August 17, 2015	November 10,2016
September 8, 2015	December 1,2016
September 28, 2015	December 22, 2016
October 19, 2015	January 19, 2017
November 9, 2015	February 9,2017
November 30, 2015	March 2, 2017

Business Administration
(Schedule subject to change based on enrollment)

START DATE	COMPLETION
January 5, 2015	June 23, 2016
January 26, 2015	July 28, 2016
February 16, 2015	August 18, 2016
March 9, 2015	September 8, 2016
March 30, 2015	September 29, 2016
April 20, 2015	October 20,2016
May 11, 2015	November 10,2016
June 1, 2015	December 1,2016
July 6, 2015	December 22, 2016
July 27, 2015	January 19, 2017
August 17, 2015	February 9,2017
September 8, 2015	March 2, 2017
September 28, 2015	March 30, 2017
October 19, 2015	April 20,2017
November 9, 2015	May 11, 2017
November 30, 2015	June 1, 2017

Catalog Addendum

Page 3 of the Student Catalog discusses additional requirement for the Business Administration program (online). The information below describes the software requirements for Windows 8 and Microsoft Office 2013. Source: Microsoft website, Microsoft.com. The online student should know some basic computer skills: basic file management skills--to organize your electronic files and basic Internet skills—connect to Internet provider and use web browsers. It is also helpful if the student understands basic word processing skills.

SOFTWARE REQUIREMENTS
The student must have a PC computer using a Windows oriented operating system that has Internet access. Internet access, through a local or national Internet Service Provider (ISP) is required.

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Valley College teaches computer classes using current Microsoft Office application and Windows operating software. Any deviation from this requirement must be approved by the Online Executive Director. If a student has a different operating system or a lower version of Microsoft Office, they still can be successful in the program, but they will need to work with instructors to resolve issues involving the different software packages, including material covered in the textbooks.

Windows 8 system requirements
If you want to run Windows 8 on your PC, here's what it takes:
- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- DirectX 9 graphics device with WDDM 1.0 or higher driver

Microsoft Office 365 (download) or Microsoft Office 2013, Home and Business Software Requirements
- Required Processor: Computer and processor 1 gigahertz (Ghz) or faster x86- or x64-bit processor with SSE2 instruction set
- Required Operating System: Windows 8, Windows 7, Windows Server 2008 R2, or Windows Server 2012
- Required Memory: 1 GB RAM (32 bit); 2 GB RAM (64 bit)
- Required Hard Disk Space: 3.0 GB available
- Required Display: Graphics hardware acceleration requires a DirectX 10 graphics card and 1024 x 576 resolution
- Required .NET Version: 3.5, 4.0, or 4.5
- Multi-touch: A touch-enabled device is required to use any multi-touch functionality. However, all features and functionality are always available by using a keyboard, mouse, or other standard or accessible input device. Note that new touch features are optimized for use with Windows 8.
- Additional Requirements may be found at the Microsoft Office Web Site http://office.microsoft.com/

(Microsoft Office 2013 Student edition does not come with Outlook. Outlook is used in CPS135)

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 you do not have a reader, you 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.

CPS135	Computer Operations and Apps.	Microsoft Windows and Microsoft Outlook
CPS148	Document Processing	Microsoft Word
CPS202	Presentation Software	Microsoft PowerPoint
CPS143	Spreadsheet Applications	Microsoft Excel
CPS233	Advanced Spreadsheet Apps.	Microsoft Excel
ACC122	Accounting/Bookkeeping	Microsoft Excel
CPS121	Computer Applications – Medical	Microsoft: Windows, Outlook, Word, PowerPoint and Excel