

**VALLEY COLLEGE**  
*BECKLEY CAMPUS*  
**CATALOG SUPPLEMENT**  
 December 12, 2016

**STAFF**

<b>Name</b>	<b>Title</b>
Beth Gardner	Campus Director
Joshua Wiener	Director, Online Division
Mariah Ritterbush	Campus Coordinator
Philip Dues	Senior Admissions Representative
Diana Cox Booth	Admissions Representative
Tammy Sammons	Admissions Representative
Peggy Janney	Bursar
Terri Ballard	Director of First Impressions
Lindsay Reed	Enrollment Coordinator
Tarsha Green	Financial Aid Advisor
Dianne Cordial-Milam	Career Services Director
Kathie Bailey	Career Services Advisor
Brian Higgins	Career Services Advisor – Online
Locienda Johnson	Director of Academics Affairs –Campus Programs
Shelly Smith	Director of Academic Affairs – Online Programs
Cheryl Long	Help Desk Specialist
Nick Palmieri	Help Desk Specialist
Jessica Snyder	Student Success Coach
Maria Wines	Student Success Coach
Derek Webb	Maintenance Tech

**Academics**

<b>Name/Credentials/Title</b>	<b>Credentials</b>
Locienda Johnson, MSN, RN Director of Academic Affairs Campus Programs	MSN Nursing Administration - Kaplan University B.S. Nursing - Fairmont State University A.S. Nursing - Fairmont State University
Charles Gore, Jr. HVAC – Program Head HVAC - Instructor Full-Time	Licensed Master Electrician (WV) Licensed HVAC Technician (WV) Drafting and Architectural Design Universal EPA Refrigerant Certification
Terry Clay HVAC – Instructor, Full-Time	Clay’s Heating and Air Conditioning ESCO EPA 608 Universal Certification
Brian Robinson HVAC – Instructor, Full-Time	Licensed HVAC Contractor (WV) EPA 608 Universal Certification
Keith Cole, RMA MCA - Program Head MCA – Instructor, Full-Time	A.S. Medical Assisting -American National University
Stacie Layne MCA – Instructor, Full-Time Extern Coordinator	B.S. Ultrasound - Mountain State University
Tabithia Paynter MCA – Instructor, Part-Time	Diploma Surgical Technology - Durham Technical Community College A.A.S. Clinical Trials Research - Durham Technical Community College
Amanda Worthington, CMA (AAMA) MCA – Instructor, Part-Time	A.S. Medical Assisting - Mountain State University
Karen LeMoine, RN Nursing Assistant-Lead Instructor Full-Time	A.S. Nursing - University of Cincinnati A.A. Early Childhood Education - Gulf Coast Bible College

Shelly Smith Director of Academic Affairs -Online Programs	Juris Doctorate - Appalachian School of Law B.S. Business Administration - Mountain State University
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	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	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
Bruce Battaile Online Adjunct Instructor Business Administration	B.S. Business Administration- Accounting - Concord University
Bryan Boatright Online Adjunct Instructor Business Administration	M.B.A. Business Administration – Ohio Dominican University B.A. Business Administration - Carthage College
Marla “Gigi” Craig Online Adjunct Instructor Business Administration Online Adjunct Instructor Healthcare Programs	B.S. Sociology – Virginia Tech
Jessie Dunkley Online Adjunct Instructor Healthcare Programs	M.S. Physician Assistant - University of Charleston
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 A.A. Secretarial Science - Mountain State University
Lisa Hall Online Adjunct Instructor Healthcare Programs	M.A. Education - Trident University B.S. Health Science - TUI University
Brenda Fox Hashem Online Adjunct Instructor Healthcare Programs	M.S. Nursing – Maryville University B.S. Nursing - Camberlain College of Nursing
Daniel Lebowitz Online Adjunct Instructor Business Administration Online Adjunct Instructor Healthcare Programs	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
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

Scott Mensch  
Online Adjunct Instructor Cybersecurity

PhD Organization and Management Specialization: Information  
Technology Management - Capella University

Alice Musser  
Online Adjunct Instructor Business Administration

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

Amanda Pennington  
Online Adjunct Instructor Healthcare Programs

B.S. Psychology - Virginia Commonwealth University  
C. S. Certificate- Health Records Coding - J. Sargent Reynolds  
Community College

Geanyra Sanchez  
Online Adjunct Instructor Healthcare Programs

B.S. Health Information Management - Florida International University

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

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

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

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

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

B.S. Education, Business Education - Concord University

## Schedules

### December 2016 to December 2017 Holiday Schedule

(The campus is closed on Holidays)

December 23, 2016	Christmas Eve	September 4, 2017	Labor Day
December 26, 2016	Christmas	November 23, 2017	Thanksgiving
January 2, 2017	New Year's Day	November 24, 2017	Thanksgiving
May 29, 2017	Memorial Day	December 25, 2017	Christmas
July 4, 2017	Independence 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<sup>†</sup>

<sup>†</sup>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	Schedule Evening Clinical
January 6, 2017	January 9, 2017	February 15, 2017		
April 7, 2017	April 10, 2017	May 17, 2017		May 11, 2017
July 7, 2017	July 10, 2017	August 16, 2017		August 10, 2017
September 29, 2017	October 2, 2017	November 8, 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****Medical Records Specialist**

(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

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

<b>Start Date</b>	<b>Projected Completion Date</b>
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