

**VALLEY COLLEGE**

Student Catalog Addendum

Effective Date of Addendum: 11/03/2025

Posted Date: 11/03/2025

Effective Date of Catalog: August 2025

This Catalog Addendum contains information for the updates to the Medical Clinical Assistant (MCA) diploma program and the articulation agreement with Hilbert College.

MCA

Valley College has received approval from the Accrediting Commission of Career Schools and Colleges (ACCSC) to revise the MED251 Externship course.

Additionally, the College is finalizing its transition to the approved consortium model for the Medical Clinical Assistant (MCA) program. The MCA program is officially approved and administered by Valley College – Martinsburg. Through the consortium, students complete the clinical components of MED201, MED206, and MED211, as well as their externship, at the campus location nearest to their place of residence.

The Program Summary Chart below will replace the chart that appears on page 5 of the Student Catalog.

Program Summary Chart

Standard completion times are expressed in full weeks/months. The weeks scheduled are for instructional/contact hours. The range of estimated month schedules includes holidays and breaks and varies depending on the time of year of the start date. Online programs are offered 100% online. Blended programs are hybrid programs.

Campus and Program Name		Credential	Delivered	Semester Credits	Total Hrs.	Weeks	Months
M	Business Administration	Bachelor (BS)	Online	125	2400	114	31
M	Cybersecurity	Bachelor (BS)	Online	126	2400	120	31
M	Health Services Administration	Bachelor (BS)	Online	126	2460	123	32
M	Business Administration	Associate (AAB)	Online	61	1200	60	16
M	Cybersecurity	Associate (AAS)	Online	65	1200	60	16
M	Health Services Administration	Associate (AAB)	Online	63	1260	63	17
M	Information Technology (IT) and Network Administration	Diploma	Online	30	600	30	8
M	Information Technology (IT) and Security Administration	Diploma	Online	30	600	30	8
M	Medical Administrative Assistant	Diploma	Online	30	660	33	9
M	Medical Clinical Assistant*	Diploma	Blended	35	825	39	10
M	Medical Front Office, Billing and Coding	Diploma	Online	30	660	33	9
B M	Nursing	Associate	Blended	70	1548	69	18
C F	Practical Nursing	Diploma	Blended	36	924	39	10
C	Veterinary Assistant	Diploma	Blended	30	600	30	8
C	Veterinary Technician*	Associate (AAS)	Blended	65	1560	74	19

Total hours do not reflect out-of-class assignments.

Key: B = Beckley Campus, M = Martinsburg Campus, C = Cleveland Campus, and F = Fairlawn Satellite (Learning Center)

***This program has an externship course. Course number MED251 is scheduled for six weeks and has an externship (90 hour) component. Course number VTA250 is the externship course for Veterinary Technician. It is scheduled for eight weeks. The number of weeks may vary because of the schedule of the externship. Externship hours are offered at designated externship sites, and the hours vary and are set by the Externship site and may be scheduled after regular class hours and/or in the evenings and/or on weekends.**

There is a slight change to the Medical Clinical Assistant program description found on page #70. That section will now read:

Medical Clinical Assistant Diploma

www.valley.edu/programs/medical-clinical-assistant-diploma

Credential: Diploma

Approved to be offered as a Blended program at Valley College –Martinsburg.

Medical Clinical Assistant program is delivered by Valley College - Martinsburg via a consortium agreement with Valley College – Beckley and Valley College - Cleveland.

Program Description

The Medical Clinical Assistant diploma program is designed to equip graduates with a broad range of skills necessary to enter the health care profession. The program is intended for people who desire a concentrated certificate/diploma in medical clinical assisting and wish to pursue a career on completion. On completion of their program, graduates of the Medical Clinical Assistant program may be qualified for entry-level positions in hospitals, clinics, physicians' offices, and other healthcare-related facilities.

The Medical Clinical Assistant program is primarily taught online. Material is presented by qualified instructors who follow structured lesson plans and utilize a variety of techniques to enhance learning. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodle. Towards the end of the program, the clinical classes, Medical Assisting – Clinicals, Medical Assisting – Laboratory, and Medical Assisting – Procedures, lecture component is presented online. The laboratory components for these courses are taught on campus on designated dates/times. The final course includes an externship. The externship is completed at a Valley College approved Externship site.

Through an integrated curriculum that includes hands-on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The assignments/activities/projects can be transferred to the work environment.

The Program Outline also was revised to reflect a change in the credits for courses MED102 and MED251. The delivery method for MED251 has also been revised. The course will now be a blended course with 90 hours of lab simulation and 90 hours of an externship. The chart will appear below on page #71.

Program Outline

Course Number	Course Name	Delivery Method	Contact Hrs.	Sem Credits
Technical Courses				
COM211	Career Development-MCA	Online	45	2.0
CPS121	Computer Applications-Medical	Online	60	2.0
MED102	Medical Front Office Procedures	Online	60	3.0
MED116	Anatomy & Physiology I	Online	60	3.0
MED118	Anatomy & Physiology II	Online	60	3.0
MED122	Medical Terminology	Online	60	3.0
MED222	Pharmacology	Online	60	3.0
MED243	Medical Records Management	Online	60	2.0
MED201	Medical Assisting-Clinical	Blended	60	3.0
MED206	Medical Assisting-Procedures	Blended	60	3.0
MED211	Medical Assisting-Laboratory	Blended	60	3.0
MED251	Externship	Blended	180	5.0
		Lab/Externship		
TOTALS			825	35

Two course descriptions will be revised to reflect the changes to the curriculum (credit changes).

On page 104, the course description for MED102 will read

MED102: Medical Front Office Procedures.....3.0 Semester Credits

Medical Front Office Procedures introduces the role of a Medical Assistant in a front office, covering communication, professionalism, scope of practice, the medical team, and three categories of skills. The course also includes legal/ethical standards, patient interaction, records/documentation, scheduling, insurance, and coding.

On page 105, the course description for MED251 will read

MED251: Externship 5.0 semester credits

Students will work at a medical facility to practice or observe what they've learned in the Medical Clinical Assistant (MCA) program. Students will be guided by the campus Extern Coordinator and the Extern Site Preceptor. Students must complete **Students must complete 90 hours of simulation and 90 hours of supervised work.**

Prerequisite: Must be at least 18 years old. Must have successfully passed all MCA program courses or received approved credit transfers. or the approval of the Online Director of Academic Affairs.

Minor updates may appear throughout the catalog to reflect that the MCA program is exclusively approved for Valley College – Martinsburg and delivered through the approved consortium. **It is anticipated that the revised catalog will be posted in December 2025 or early January 2026.**

Valley College made a slight change to the Student Grievance Policy (Student Complaint Procedure) that appears on page 42 of the Student Catalog.

West Virginia Students may contact West Virginia Higher Education Policy Commission, 1018 Kanawha Blvd E #700, Charleston, WV 25301, (304) 558-2101. <https://www.wvhepc.edu/wp-content/uploads/2024/10/Student-Complaint-Process.pdf>

Ohio residents enrolled in Martinsburg's Medical Clinical Assistant program the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481 Columbus, Ohio, 43215. Phone 614-466-2752; toll free 877-275-4219. <https://scr.ohio.gov/information-for-students/file-a-complaint>

Ohio Students may contact Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752 or toll free 877-275-4219. <https://scr.ohio.gov/information-for-students/file-a-complaint>

The Student Grievance Policy is also posted on the college's Consumer Information website. [Student Grievance Procedure - Valley College](#)

(Reposting) This information was originally posted on 10/2/2025

Certification

On Page 71: Within the Medical Clinical Assistant program description (prior to Career Opportunities) the following information regarding certification (CCMA) will be added to the catalog. If you have any questions regarding the CCMA exam, please contact the Online Director of Academic Affairs.

Medical Clinical Assistant – Most states do not require Medical Assistants to hold certification. However, many healthcare employers may require or prefer certification. Students who graduate from this program are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Valley College does not require students to sit for certification and does not offer a course designed solely for exam preparation. However, the curriculum has been thoughtfully aligned with the NHA's Certified Clinical Medical

Assistant (CCMA) Test Plan, which outlines the knowledge and skills assessed on the certification exam. The current test plan is available on the NHA website at www.nhanow.com.

Valley College cannot guarantee a candidate's eligibility to sit for or pass a certification exam. Students are not automatically certified upon graduation.

Articulation Agreement

Valley College has entered into an articulation agreement with Hilbert College. The Articulation Agreement section on Page 21, in the Student Catalog, has been revised to read as follows:

Articulation agreements are formal partnerships between our institution and other colleges that help students transfer credits smoothly and efficiently. Agreements may outline which courses are accepted for transfer, ensuring that students can continue their academic journey.

Blue Ridge Community and Technical College entered an articulation agreement with Valley College for the Cybersecurity Associate to Cybersecurity Bachelor program offered at Valley College.

South Hills School of Business & Technology entered into an articulation agreement with Valley College for the Business Bachelor program offered at Valley College.

Valley College entered into an articulation agreement with Hilbert College for the Business Associate and Business Bachelor programs offered at Valley College.

Please note that these agreements do not guarantee the transfer of some or all credits to Valley College. To make an informed decision, it is the prospective student's responsibility to request the appropriate articulation agreement, review it, and then discuss the transferability of credits with a Valley College Admissions Representative or the other institution(s). The Articulation Agreement is not for indefinite duration and may terminate at any time.

Just a reminder -

The Valley College Student Catalog is available at this link [Catalog - Valley College](#) If you would like a paper copy of the handbook, please contact the Campus Director at the campus.