

**VALLEY COLLEGE**  
*MARTINSBURG CAMPUS*  
*CATALOG SUPPLEMENT*

**STAFF**

<b>Name</b>	<b>Title</b>
Tony Palmieri	Executive Director (Acting)
Matthew Jenkins	Admissions Representative
Yaznay Rodriguez-Soto	Admissions Representative
Deana Reeder	Placement & Student Affairs Advisor (Acting)
Kathy Gundling	Financial Aid Director
Cookie Carper	Administrative Assistant

**FACULTY (Instructors)**

<b>Name</b>	<b>Program(s)</b>	<b>Degree</b>
Amy Cole	Business Admin/OT	B.S. Applied Computer Science Troy University A.A. General Studies Fayetteville Technical Comm. College
Frank Janeczek	Business Admin/OT	B.S. Business Administration University of Maryland
Susan Ruiz	Business Admin/OT	M.S. General Psychology Walden University Bachelor of Arts Shepherd College (University)
Richard Smith	Business Admin/OT	MBA B.S. Education Frostburg University

**ADVISORY BOARD MEMBERS**

<b>Name</b>	<b>Title</b>	<b>Company Name</b>
Ms. Melanie Files	Retired	Berkeley County Schools
Dr. Robert Phares	Physician	Mountain View Family Practice
Mr. Mark Sutton	Attorney	Sutton and Janelle
Mr. Rodney Woods	Retired	Berkeley County Schools

**2012 Schedule\***

\*Dates may change

**Break Days and Holidays for 2012 (Break Days are designated days off for students. The campus is closed on Holidays. )**

January 2, 2012	Holiday New Year's Day	September 3, 2012	Holiday Labor Day
January 4, 2012	Break Day	September 25, 2012	Break Day
February 16, 2012	Break Day	November 7, 2012	Break Day
March 30, 2012	Break Day	November 22, 2012	Holiday Thanksgiving
May 14, 2012	Break Day	November 23, 2012	Holiday Thanksgiving
May 28, 2012	Holiday Memorial Day	December 24, 2012	Holiday Christmas
June 27, 2012	Break Day	December 25, 2012	Holiday Christmas
July 4, 2012	Holiday Independence Day	December 26, 2012	Break Day
August 10, 2012	Break Day		

**2012 Class Start Schedule**

\*(Schedule subject to change based on enrollment)

**BUSINESS ADMINISTRATION A.A.S. SCHEDULE\***

<b>START DATE</b>	<b>END DATE</b>
January 5, 2012	May 3, 2013
February 17, 2012	June 7, 2013
April 2, 2012	August 1, 2013
May 15, 2012	September 16, 2013
June 28, 2012	October 29, 2013
August 13, 2012	December 13, 2013
September 26, 2012	January 3, 2014
November 8, 2012	March 14, 2014
December 27, 2012	April 29, 2014

**OFFICE TECHNOLOGY SCHEDULE\***

<b>Start Date</b>	<b>Completion Date (For those who attend classes during the day (Monday-Friday))</b>	<b>Completion Date (For those who attend classes at night (Monday-Thursday))</b>
1/5/2012	August 24, 2012	October 23, 2012
1/16/2012	September 5, 2012	October 31, 2012
2/6/2012	September 27, 2012	November 26, 2012
2/17/2012	October 9, 2012	December 5, 2012
3/5/2012	October 24, 2012	December 20, 2012
3/19/2012	November 8, 2012	January 4, 2013
4/2/2012	November 21, 2012	January 16, 2013
4/16/2012	December 6, 2012	January 28, 2013
4/30/2012	December 20, 2012	February 7, 2013
5/7/2012	January 2, 2013	February 28, 2013
5/15/2012	January 9, 2013	March 7, 2013
5/21/2012	January 15, 2013	March 13, 2013
6/4/2012	January 28, 2013	March 27, 2013
6/18/2012	February 12, 2013	April 10, 2013

<b>Start Date</b>	<b>Completion Date (For those who attend classes during the day (Monday-Friday))</b>	<b>Completion Date (For those who attend classes at night (Monday-Thursday))</b>
6/28/2012	February 21, 2013	April 22, 2013
7/2/2012	February 25, 2013	April 23, 2013
7/16/2012	March 8, 2013	May 6, 2013
7/30/2012	March 22, 2013	May 21, 2013
8/13/2012	April 5, 2013	June 5, 2013
8/27/2012	April 19, 2013	June 19, 2013
9/4/2012	April 26, 2013	June 27, 2013
9/17/2012	May 10, 2013	July 11, 2013
9/26/2012	May 20, 2013	July 22, 2013
10/8/2012	May 31, 2013	July 31, 2013
10/22/2012	June 14, 2013	August 15, 2013
10/29/2012	June 24, 2013	August 22, 2013
11/8/2012	July 3, 2013	September 4, 2013
11/19/2012	July 15, 2013	September 12, 2013
12/3/2012	July 26, 2013	September 26, 2013
12/17/2012	August 12, 2013	October 10, 2013
12/27/2012	August 19, 2013	October 17, 2013