

**VALLEY COLLEGE**  
*BECKLEY CAMPUS*  
 CATALOG SUPPLEMENT  
 June 2, 2016

**STAFF**

<b>Name</b>	<b>Title</b>
Karla Sanford	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
Nancy Nickell	Bursar
Terri Ballard	Director of First Impressions
Lindsay Reed	Enrollment Coordinator
Sarah Redman	Financial Aid Advisor
Dianne Cordial-Milam	Placement & Student Affairs Director
Kathie Bailey	Placement & Student Affairs Advisor
Brian Higgins	Placement & Student Affairs Advisor -Online
Peggy Janney	Faculty Assistant
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
Addison Carr	Student Success Coach
Maria Wines	Student Success Coach
Derek Webb	Maintenance Tech

**Academics**

<b>Name/Credentials</b>	<b>Department</b>	<b>Degree</b>
Locienda Johnson, MSN, RN	Director of Academic Affairs Campus Programs	MSN Nursing Administration Kaplan University B.S. Nursing A.S. Nursing Fairmont State University
Shelly Smith	Director of Academic Affairs Online Programs	Juris Doctorate Appalachian School of Law B.S. Business Administration Mountain State University
Charles Gore, Jr.	HVAC – Lead Instructor Full-Time	Licensed Master Electrician (WV) Licensed HVAC Contractor (WV) Drafting and Architectural Design Universal EPA Refrigerant Certification
Terry Clay	HVAC Full-Time	Clay’s Heating and Air Conditioning ESCO EPA 608 Universal Certification
David Doyle	HVAC Part-Time	Diploma – Heating, Ventilation & Air Conditioning Valley College Licensed HVAC Contractor (WV) EPA 608 Universal Certification
Brian Robinson	HVAC Full-Time	Licensed HVAC Contractor (WV) EPA 608 Universal Certification

Keith Cole, RMA	MCA Part-Time	A.S. Medical Assisting American National University
Stacie Layne	MCA Part-Time	B.S. Ultrasound Mountain State University
Karen LeMoine, RN	CNA Full-Time	A.S. Nursing University of Cincinnati A.A. Early Childhood Education Gulf Coast Bible College
Helen Perkins	MCA Part-Time	A.S. Medical Assisting New River Community & Technical College
Tabithia Paynter	MCA Part-Time	Diploma Surgical Technology A.A.S. Clinical Trials Research Durham Technical Community College
Bruce Battaile	Online Business Adjunct	B.S. Business Administration CONC Accounting Concord University
Bryan Boatright	Online Business Adjunct	B.S. Business Administration Carthage College
Jennifer Butler-Williams	Online Business Adjunct Healthcare Adjunct	M.S. Communications Edinboro University B.A. English Edinboro University
Marla "Gigi" Craig	Online Adjunct	B.A. Sociology Virginia Tech
Jessie Dunkley	Online Healthcare Adjunct	M.S. Physician's Assistant University of Charleston
Magdaline Exantus	Online Healthcare Adjunct	B.A. Health Service Administration Florida Atlantic University
Brenda Fox Hashem	Online Healthcare Adjunct	M.S. Nursing Maryville University
Tasia Hilton	Online Healthcare Adjunct	M.A. Healthcare Administration Ashford University B.S. Medical Technology Armstrong Atlantic State University B.S. Chemistry University of South Carolina
Shirley King	Online Healthcare Adjunct	M.S. Education Trident University B.A. Interdisciplinary Studies University of South Carolina A.S. General

		University of South Carolina
Daniel Lebowitz	Online Business Adjunct Healthcare Adjunct	M.S. Mathematics minor Statistics Oregon State University B.S. Mathematics minor Math Education Southern Oregon University
Kathleen Leiske	Online Healthcare Adjunct	B.S. Nursing Walla Walla University
Susan Little	Online Business Adjunct	M.B.A. Accounting University of Phoenix B.S., Accounting Florida Metropolitan University
William McDonald	Online Healthcare Adjunct	PhD Public Policy and Administration Walden University
Jennifer McGinnis	Online Business Adjunct	M.A. Teaching Marshall University B.S. Business Administration Concord University
Alice Musser	Online Business Adjunct	MBA, Business Administration Eastern University B.S., Mathematics Education Shippensburg University
Geanyra Sanchez	Online Healthcare Adjunct	B.S. Health Information Management Florida International University
Shiketheia Simmons	Online Healthcare Adjunct	M.A. Counseling and Psychology Troy University B.A. Human Services Troy University
Ayana Singhateh	Online Business Adjunct	B.A. Public Relations/Business Administration Howard University
Michael W. Smith	Online Business Adjunct	M.A. History Clemson University B.A. Psychology Clemson University
Sandra Thompson	Online Business Adjunct Healthcare Adjunct	M.S. History American Military University M.A. Education B.A. English Education, Secondary Education Northeastern State University
E.B. Weaver	Online Business Adjunct	M.A. Educational Administration West Virginia University B.S. Education

## Concord College

Margo Weiss

Online  
Business Adjunct  
Healthcare AdjunctPh.D. Family Therapy  
Nova Southeastern University  
M.S. Community Counseling  
Barry University

Stephanie Woodson

Online  
Business AdjunctB.S. Education CONC Business Education  
Concord University**ADVISORY BOARD MEMBERS**

Name	Title	Company Name/Expertise
Alyce Almond	Branch Manager	Division of Vocational Rehabilitation ~ Beckley
Chase Cappellari	President	Compute One
Greg Childers	Owner	Childers Enterprises HVAC Company
Gil DeLaRosa	Insurance Agent	Jim Lively Insurance
Stephanie Dunbar	Office Manager	Dr. Khiami at Kid Care
Angela Henson	Executive Director	Region 1 Workforce WV
Tom Hughes	President/Owner	HSC Inc. (HVAC Company)
Dr. Mark Miller	Registrar	West Virginia University Institute of Technology
Joy Napier	Branch Manager	Division of Vocational Rehabilitation ~ Oak Hill
Mustafa Rahim, MD	Internal Medicine	Stanford Medical Clinic
Justin Roberts	Senior Technician	Compute One
Ellen Taylor	President	Beckley-Raleigh County Chamber of Commerce
Kevin Thompson	Health Services Administrator	Federal Bureau of Prisons

**Schedules****January 1, 2016 to December 31, 2016 Holiday Schedule**

(The campus is closed on Holidays)

January 1, 2016	New Year's Day	November 24, 2016	Thanksgiving
May 30, 2016	Memorial Day	November 25, 2016	Thanksgiving
July 4, 2016	Independence Day	December 23, 2016	Christmas Eve
September 5, 2016	Labor Day	December 24, 2016	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 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 27, 2016, September 2, 2016, and November 18, 2016)

**HVAC Class Schedule**

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (May 27, 2016, September 2, 2016, and November 18, 2016)

**Nursing Assistant (CNA) Class Schedule**

Monday – Thursday 9:00am to 3:00pm

Catalog Supplements are subject to change. Please contact the campus at 304-252-9547 or 1-888-53LEARN for the most up-to-date information. Valley College – Beckley, 120 New River Town Center, Suite C, Beckley, WV 25801

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 may be held to make-up time for a scheduled holiday

## Student Break Days\*

Dates of Schedule Breaks may change.

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

December 21, 2015 to January 3, 2016

March 28, 2016 to April 3, 2016

June, 27 2016 to July 11, 2016

December 23, 2016 to January 8, 2017

## Heating, Ventilation, and Air Conditioning Start Schedule

Start Date	Projected Completion Date
January 4, 2016	September 29, 2016
January 25, 2016	October 20, 2016
February 15, 2016	November 10, 2016
March 7, 2016	December 1, 2016
April 4, 2016	December 22, 2016
April 25, 2016	January 26, 2017
May 16, 2016	February 16, 2017
June 6, 2016	March 16, 2017
July 11, 2016	April 6, 2017
August 1, 2016	April 27, 2017
August 22, 2016	May 18, 2017
September 12, 2016	June 8, 2017
October 3, 2016	June 29, 2017
October 24, 2016	July 27, 2017
November 14, 2016	August 17, 2017
December 5, 2016	September 7, 2017

## Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
January 4, 2016	October 20, 2016
January 25, 2016	November 10, 2016
February 15, 2016	December 1, 2016
March 7, 2016	December 22, 2016
April 4, 2016	January 26, 2017
April 25, 2016	February 16, 2017
May 16, 2016	March 16, 2017
June 6, 2016	April 6, 2017
July 11, 2016	April 27, 2017
August 1, 2016	May 18, 2017
August 22, 2016	June 8, 2017
September 12, 2016	June 29, 2017
October 3, 2016	July 27, 2017
October 24, 2016	August 17, 2017
November 14, 2016	September 7, 2017
December 5, 2016	September 28, 2017

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
April 1, 2016	April 4, 2016	May 11, 2016		May 5, 2016
July 8, 2016	July 11, 2016	August 17, 2016		August 11, 2016
September 30, 2016	October 3, 2016	November 9, 2016		November 3, 2016

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. Faculty Information for programs delivered online are listed in the Online Catalog Supplement.

**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 4, 2016	September 8, 2016
January 25, 2016	September 29, 2016
February 15, 2016	October 20, 2016
March 7, 2016	November 10, 2016
April 4, 2016	December 1, 2016
April 25, 2016	December 22, 2016
May 16, 2016	January 26, 2017
June 6, 2016	February 16, 2017
July 11, 2016	March 16, 2017
August 1, 2016	April 6, 2017
August 22, 2016	April 27, 2015
September 12, 2016	May 18, 2017
October 3, 2016	June 8, 2017
October 24, 2016	June 29, 2017
November 14, 2016	July 27, 2017
December 5, 2016	August 17, 2017

**Health Services Administration****Business Administration**

(Schedule subject to change based on enrollment)

<b>Start Date</b>	<b>Projected Completion Date</b>
January 4, 2016	April 6, 2017
January 25, 2016	April 27, 2015
February 15, 2016	May 18, 2017
March 7, 2016	June 8, 2017
April 4, 2016	June 29, 2017
April 25, 2016	July 27, 2017
May 16, 2016	August 17, 2017
June 6, 2016	September 7, 2017
July 11, 2016	September 28, 2017
August 1, 2016	October 19, 2017
August 22, 2016	November 9, 2017
September 12, 2016	November 30, 2017
October 3, 2016	December 21, 2017
October 24, 2016	January 25, 2018
November 14, 2016	February 15, 2018
December 5, 2016	March 8, 2018