

VALLEY COLLEGE
MARTINSBURG CAMPUS
 CATALOG SUPPLEMENT
 August 1, 2016

STAFF

Name	Title
Brandon Bowers	Campus Director
Joshua Wiener	Director, Online Division
Wesley Mackall	Campus Coordinator
Gail Kennedy	Senior Admissions Representative
Tina Raia	Admissions Representative
Will Shepherd	Admissions Representative
Mattie Branch	Placement & Student Affairs Advisor
Peter Christenson	Placement & Student Affairs Advisor
Brian Higgins	Placement & Student Affairs Advisor -Online
Montrell Smith	Financial Aid Advisor
Adetia McKenzie	Enrollment Coordinator
Kristina Norcross	Bursar
Jessica Snyder	Director of First Impressions
Randall Everhart	Community Liaison
Marianela Alberto, GN	Director of Academics Affairs –Campus Programs
Amber Richard	Faculty Assistant
Amber Richard	Externship Coordinator
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
Open	Maintenance Tech

ACADEMICS

Name	Program	Degree
Marianela Alberto, GN	Director of Academic Affairs	A.A.S. Nursing Lord Fairfax Community College
Shelly Smith	Director of Academic Affairs Online Programs	Juris Doctorate Appalachian School of Law B.S. Business Administration Mountain State University
Judy Bauserman, CBCS (NHA)	MCA- Program Head MCA-Instructor Full-Time	O.A.S. Health Services Administration Valley College A.A.S. Executive Secretary A.A.S. Administrative Assistant Lord Fairfax Community College
Joy Hurst, MATL, NCMA	MCA-Instructor Part-Time	M.A. Teaching and Learning Kaplan University –Online Certificate Medical Assisting Accutech Career Institute Master of Forensic Science The George Washington University B.A. Biology and Psychology Hood College

*The catalog supplement is subject to change without notice. For the most current information, contact the Campus. Valley College-Martinsburg, 287 Aikens Center, Martinsburg WV 25404 Phone 304-263-0979 or 1-888-53LEARN

Darron Williams	MCA-Instructor Part-Time	Diploma Medical Assistant Sanford-Brown Institute
Martin Easley	HVAC- Program Head HVAC-Instructor Full-Time	E.P.A. 608 Universal – ESCO Institute Esco Institute Appointed Proctor
Jeremy Miley	HVAC-Instructor Full-Time	E.P.A. 608 Universal –VGI Training
Rick Smith	HVAC-Instructor Full-Time	MBA B.A. Education Frostburg State E.P.A. 608 Universal R-410a Certificate
Sandy Shingleton-Salyers	Nursing Assistant-Instructor Full-Time	A.A. Nursing University of the State of New York
Brandon Ash	Adjunct Instructor Online Business Administration Healthcare Programs	B.S. Health and Human Performance University of Tennessee at Martin
Bryan Boatright	Adjunct Instructor Online Business Administration	B.S. Business Administration Carthage College
Jennifer Butler-Williams	Adjunct Instructor Online Business Administration Healthcare Programs	M.S. Communications B.A. English Edinboro University
Marla “Gigi” Craig	Adjunct Instructor Online Business Administration Healthcare Programs	B.A. Sociology Virginia Tech
Jessie Dunkley	Adjunct Instructor Online Healthcare Programs	M.S. Physician’s Assistant University of Charleston
Magdaline Exantus	Adjunct Instructor Online Healthcare Programs	B.A. Health Service Administration Florida Atlantic University
Stephanie Gaiser	Adjunct Instructor Online Business Administration Healthcare Programs	M.S. Adult & Technical Education Marshall University B.S. Business Administration Mountain State University (formally CWV)
Brenda Fox Hashem	Adjunct Instructor Online Healthcare Programs	M.S. Nursing Maryville University
Tasia Hilton	Adjunct Instructor Online Healthcare Programs	M.A. Healthcare Administration Ashford University B.S. Medical Technology Armstrong Atlantic State University B.S. Chemistry University of South Carolina

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Daniel Lebowitz	Adjunct Instructor Online Business Administration Healthcare Programs	M.S. Mathematics minor Statistics Oregon State University B.S. Mathematics minor Math Education Southern Oregon University
Kathleen Leiske	Adjunct Instructor Online Healthcare Programs	B.S. Nursing Walla Walla University
Susan Little	Adjunct Instructor Online Business Administration	M.B.A. Accounting University of Phoenix B.S., Accounting Florida Metropolitan University
Nikita Mason	Adjunct Instructor Online Healthcare Programs	M.A. Healthcare Management Colorado Technical University B.A. Healthcare Management MAA Diploma Missouri College
William McDonald	Adjunct Instructor Online Healthcare Programs	PhD Public Policy and Administration Walden University
Jennifer McGinnis	Adjunct Instructor Online Business Administration Healthcare Programs	M.A. Teaching Marshall University B.S. Business Administration Concord University
Alice Musser	Adjunct Instructor Online Business Administration	MBA, Business Administration Eastern University B.S., Mathematics Education Shippensburg University
Elizabeth Oxendine	Adjunct Instructor Online Business Administration Healthcare Programs	M.A. Education in Curriculum and instruction University of Phoenix B.A. Sociology University of North Carolina- Pembroke
Amanda Pennington	Adjunct Instructor Online Business Administration Healthcare Programs	B.S. Psychology Virginia Commonwealth University Career Studies Certificate - Health Service Coding Technician J. Sargent Reynolds Community College
Geanyra Sanchez	Adjunct Instructor Online Healthcare Programs	B.S. Health Information Management Florida International University
Shiketheia Simmons	Adjunct Instructor Online Healthcare Programs	M.A. Counseling and Psychology B.A. Human Services Troy University
Ayana Singhateh	Adjunct Instructor Online Business Administration	B.A. Public Relations/Business Administration Howard University

Michael W. Smith	Adjunct Instructor Online Business Administration Healthcare Programs	M.A. History B.A. Psychology Clemson University
Jonathan Summer	Adjunct Instructor Online Business Administration Healthcare Programs	B.S. Mathematics University of Pittsburg
Sandra Thompson	Adjunct Instructor Online Business Administration Healthcare Programs	M.S. History American Military University M.A. Education B.A. English Education, Secondary Education Northeastern State University
Phil Thacker	Adjunct Instructor Online	MBA Technology Management University of Phoenix B.S. Electrical Engineering Technology University of Alabama
E.B. Weaver	Adjunct Instructor Online Business Administration	M.A. Educational Administration West Virginia University B.S. Education Concord College
Margo Weiss	Adjunct Instructor Online Business Administration Healthcare Programs	Ph.D. Family Therapy Nova Southeastern University M.S. Community Counseling Barry University
Dakari Williams	Adjunct Instructor Online Healthcare Programs Certificate Therapeutic Massage	A.A. Physical Therapy Assistant Carroll Community College Anne Arundel Community College
Stephanie Woodson	Adjunct Instructor Online Business Administration	B.S. Education CONC Business Education Concord University

ADVISORY BOARD MEMBERS

Name	Title	Office
Angel Wells	Community Service Administrator	HomeInstead
Angie Shirley	Practice Manager	Valley Family Practice
Barbara Campbell	Retired - Medical Office	Manager Director
Debi Blair	Director of Nursing	Heartland
Derek Plaine	HVAC Tech. - Service Manager	RE Michel Co.
Jessica Scherr	Case Manager	WIA - Workforce WV
Karen Dunn	Office Manager	Habitat For Humanity
Katie Smith	Nurse Practitioner - Office Manager	City Pediatrics
Mac Davis	Owner – HVAC	All Weather Heating and Air
Marissa Velasquez	Office Manager	Johnson and Johnson Heating & Air Conditioning
Michael Ratliff	Employment Specialist	WIA - Workforce WV
Richard Gibson	HVAC Tech.	Climate Master
Sandra Gosnell	Site Manager - Martinsburg Office	Workforce WV (Proper)
Seth Lanhardt	HVAC Manager	McCrea Heating and Air
Shannon Ball	Office Manager	Daily Companions
Sharon Awkard	Site Manager - Martinsburg Office	KISRA
Suzanne Egolf	Nurse Practitioner - Office Manager	Diabetes and Endocrinology
Tesha Saville	Office Manager	Daily Companions
Tiffany Heerd	Nurse Practitioner - Office Manager	Hahn Medical Associates

Schedules

January 1 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)

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Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

Clinicals 9:00am to 3:00pm[†]

[†]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

Programs Delivered On Campus - Schedules

Heating, Ventilation, and Air Conditioning

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 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).

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Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	<i>Schedule Evening Clinical</i>
December 31, 2015	January 4, 2016	February 10, 2016		
February 12, 2016	February 15, 2016	March 23, 2016		
April 1, 2016	April 4, 2016	May 11, 2016		May 5, 2016
May 13, 2016	May 16, 2016	June 22, 2016	May 27, 2016	June 16, 2016
July 8, 2016	July 11, 2016	August 17, 2016		August 11, 2016
August 19, 2016	August 22, 2016	September 28, 2016	September 2, 2016	September 22, 2016
September 30, 2016	October 3, 2016	November 9, 2016		November 3, 2016
November 11, 2016	November 14, 2016	December 21, 2016	November 18, 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.

Medical Front Office, Billing and Coding

Medical Administrative Assistant

Medical Records Specialist

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
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)

Start Date	Projected Completion Date
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

CYBERSECURITY

OAS Degree Program

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
August 1, 2016	September 28, 2017
August 22, 2016	October 19, 2017
September 12, 2016	November 9, 2017
October 3, 2016	November 30, 2017
October 24, 2016	December 21, 2017
November 14, 2016	January 25, 2018
December 5, 2016	February 15, 2018

