

VALLEY COLLEGE
 MARTINSBURG CAMPUS
 CATALOG SUPPLEMENT
 November 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
Mary Quilici	Financial Aid Advisor (Acting)
Adetia McKenzie	Enrollment Coordinator
Kristina Norcross	Bursar
Emily Simmons	Director of First Impressions
Marianela Alberto, GN	Director of Academics Affairs –Campus Programs
Amber Richard	Faculty Assistant
Amber Richard	Extern Coordinator
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
Scott Lowe	Maintenance Tech

ACADEMICS

Name/Program	Degree
Marianela Alberto, GN Director of Academic Affairs –On Campus Programs	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

Tiffany Snyder
MCA-Instructor
Part-Time

Certificate Phlebotomy
Kaplan University

Laurie Taylor
MCA-Instructor
Part-Time

Diploma Medical Assisting
Mandi School of Nursing

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

Rick Smith
HVAC-Instructor
Full-Time

MBA
B.A. Education
Frostburg State
E.P.A. 608 Universal
R-410a Certificate

David Doyle
HVAC - Instructor
Substitute

Diploma – Heating, Ventilation & Air Conditioning
Valley College
Licensed HVAC Contractor (WV)
EPA 608 Universal Certification

Sandy Shingleton-Salyers, RN
Nursing Assistant-Instructor
Full-Time

A.A. Nursing
University of the State of New York

Richard Smith
Program Head – Online Business Administration

M.B.A.
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
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

Bryan Boatright
Online Adjunct Instructor Business Administration

Jennifer Butler-Williams
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Marla "Gigi" Craig
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Traci Flewellen
Online Adjunct Instructor Cybersecurity

Stephanie Gaiser
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Lisa Hall
Online Adjunct Instructor Healthcare Programs

Brenda Fox Hashem
Online Adjunct Instructor Healthcare Programs

Daniel Lebowitz
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Kathleen Leiske
Online Adjunct Instructor Healthcare Programs

Susan Little
Online Adjunct Instructor Business Administration

Nikita Mason
Online Adjunct Instructor Healthcare Programs

M.B.A. Business Administration
Ohio Dominican University
B.A. Business Administration
Carthage College

M.A. Communication Studies
B.A. English
Edinboro University

B.S. Sociology
Virginia Tech

M.B.A., Information Systems
Troy University

M.S. Adult & Technical Education
Marshall University
B.S. Business Administration
A.A. Medical Secretarial Science
A.A. Secretarial Science
Mountain State University

M.A. Education
Trident University
B.S. Health Science
TUI University

M.S. Nursing
Maryville University
B.S. Nursing
Camberlain College of Nursing

M.S. Mathematics minor Statistics
Oregon State University
B.S. Mathematics minor Math Education
Southern Oregon University

B.S. Nursing
Walla Walla University

M.B.A. Accounting
University of Phoenix
B.S. Accounting
A.S. Accounting
Fort Lauderdale College

M.B.A. Healthcare Management
Colorado Technical University
B.A. Healthcare Management
Medical Assisting Diploma
Missouri College

Scott Mensch
Online Adjunct Instructor Cybersecurity

William McDonald
Online Adjunct Instructor Healthcare Programs

Jennifer McGinnis
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Alice Musser
Online Adjunct Instructor Business Administration

Elizabeth Oxendine
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Amanda Pennington
Online Adjunct Instructor Healthcare Programs

Geanyra Sanchez
Online Adjunct Instructor Healthcare Programs

Shiketheia Simmons
Online Adjunct Instructor Healthcare Programs

Ayana Singhateh
Online Adjunct Instructor Business Administration

Michael W. Smith
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

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

Sandra Thompson
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

PhD Organization and Management
Specialization: Information Technology Management
Capella University

PhD Public Policy and Administration
Walden University
B.P.S. Interdisciplinary Studies with concentration in
Emergency Management
A.S. Interdisciplinary Studies
Empire State College

M.A. Teaching
Marshall University
B.A. Business Administration
Concord University

MBA, Business Administration
Eastern University
B.S. Mathematics Education
Shippensburg University

M.S. Curriculum and Instruction Education
University of Phoenix
B.A. Sociology
University of North Carolina Pembroke

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

B.S. Health Information Management
Florida International University

M.S. Counseling and Psychology
B.S. Human Services
Troy University

B.A. Journalism
Howard University

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

M.S. Mathematical Sciences
University of Nevada Las Vegas

M.A. History
American Military University
M.A. Education
B.A. English Education, Secondary Education
Northeastern State University

Phil Thacker
Online Adjunct Instructor Cybersecurity

M.B.A. Technology Management
University of Phoenix
B.S. Electrical Engineering Technology
University of Alabama

Margo Weiss
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Ph.D. Family Therapy
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

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)

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).

Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinical
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

OAS Degree Program

(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