

VALLEY COLLEGE
MARTINSBURG CAMPUS
CATALOG SUPPLEMENT
September 15, 2017

STAFF**Name**

Brandon Bowers
 Wesley Mackall
 Gail Kennedy
 Will Shepherd
 Darron Williams
 Mattie Branch
 Mary Quilici
 Lesha McDaniel
 Melody Jones
 Kaitlyn Huff
 Kristina Norcross
 Andrea McDonald
 Marianela Alberto, GN
 Sandy Shingleton-Salyers, RN
 Amber Richard
 Shelly Smith
 Nick Palmieri
 Jessica Snyder
 Maria Wines
 Allison Bevins
 Emily Simmons
 Scott Lowe

Title

Campus Director
 Campus Coordinator
 Senior Admissions Representative
 Admissions Representative
 Admissions Representative
 Career Services Advisor
 Career Services Advisor
 Career Services Advisor-Online
 Financial Aid Advisor
 Enrollment Coordinator
 Bursar
 Director of First Impressions
 Director of Academics Affairs –Campus Programs
 Externship Coordinator
 MCA Faculty Aide
 Director of Academic Affairs – Online Programs
 Help Desk Specialist
 Orientation Specialist
 Senior Student Success Coach
 Student Success Coach
 Student Success Coach
 Maintenance Tech

Academics**Name/Title/Program**

Shelly Smith
 Director of Academic Affairs -Online Programs

Marianela Alberto, GN
 Director of Academic Affairs –On Campus Programs

Judy Bauserman, CBCS (NHA)
 MCA- Program Head
 MCA-Instructor
 Full-Time

Joy Hurst, MATL, NCMA
 MCA-Instructor
 Part-Time

Tiffany Snyder
 MCA-Instructor
 Part-Time

Laurie Taylor
 MCA-Instructor
 Part-Time

Martin Easley
 HVAC- Program Head
 HVAC-Instructor
 Full-Time

Credential

Juris Doctorate - Appalachian School of Law
 B.S. Business Administration - Mountain State University

A.A.S. Nursing - Lord Fairfax Community College

O.A.S. Health Services Administration - Valley College
 A.A.S. Executive Secretary - Lord Fairfax Community College
 A.A.S. Administrative Assistant - Lord Fairfax Community College

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

Certificate Phlebotomy - Kaplan University

A.A.S. Medical Assisting - Mandi School of Nursing

E.P.A. 608 Universal – ESCO Institute
 Escro Institute Appointed Proctor

Robert Bragg
HVAC – Instructor, Full-Time

Licensed HVAC Contractor (WV)
Universal EPA Refrigerant Certification (E.P.A. 608 and R-410a)

Dennis Kammerdiener
HVAC Instructor
Full-Time

HVAC Certificate - James Rumsey Technical Institute
E.P.A. 608 Universal
R-410a Safety Certificate
609 Vehicle Air Conditioning

Richard (Rick) Smith
HVAC-Instructor (Substitute)
Full-Time

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

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

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

Richard (Rick) Smith
Program Head – Online Business Administration
Online Instructor Business Administration

M.B.A. - Frostburg State
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
Online Instructor Healthcare Programs

O.A.S. Health Services Administration – Valley College
A.A.S. Executive Secretary - Lord Fairfax Comm. College
A.A.S. Administrative Assistant - Lord Fairfax Community College

Brandon Ash
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

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

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

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

M.A. Communication Studies – Edinboro University of Pennsylvania
B.A. English Writing – Edinboro University of Pennsylvania

Andrea Cline
Online Adjunct Instructor Healthcare Programs

B.S., Business Administration- Bluefield State College
A.S., Nursing- Bluefield State College

Marla “Gigi” Craig
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

B.S. Sociology – Virginia Tech

Magdaline Exantus
Online Adjunct Instructor Healthcare Programs

B.S. Health Services - Florida Atlantic University

Traci Flewellen
Online Adjunct Instructor Cybersecurity

M.B.A., Information Systems - Troy University

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

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

Kay Green
Online Adjunct Instructor Business Administration

DBA, Doctor Business Administration- Argosy University, Atlanta
MBA, Business Administration- Walden University

Lisa Hall
Online Adjunct Instructor Healthcare Programs

Brenda Fox Hashem
Online Adjunct Instructor Healthcare Programs

Shirley Laidley
Online Adjunct Instructor Healthcare Programs

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

Kathleen Leiske
Online Adjunct Instructor Healthcare Programs

Susan Little
Online Adjunct Instructor Business Administration

Paul Mancini
Online Adjunct Instructor Cybersecurity

Nikita Mason
Online Adjunct Instructor Healthcare Programs

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
Online Adjunct Instructor Healthcare Programs
Online Adjunct Instructor Cybersecurity

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

Kim Reed
Online Adjunct Instructor Cybersecurity
Online Adjunct Instructor Business Administration
Online Adjunct Instructor Healthcare Programs

Geanyra Sanchez
Online Adjunct Instructor Healthcare Programs

Errol Seymour
Online Adjunct Instructor Cybersecurity

Shiketheia Simmons
Online Adjunct Instructor Healthcare Programs

Ayana Singhateh
Online Adjunct Instructor Business Administration

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

M.S. Nursing – Maryville University
B.S. Nursing - Chamberlain College of Nursing

M.S., Leadership- Walden University
B.S., Business Administration- Walden University

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 - Fort Lauderdale College
A.S. Accounting - Fort Lauderdale College

M.S., Computer Information Systems- University of Phoenix
B.S., Information Systems- Western International University
A.S. Network Management- Cochise College

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

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

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

M.B.A. 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

M.B.A., IT Management – Western Governor’s University
B.S., Computer Science- Bluefield State College

B.S. Health Information Management - Florida International University

B-IT., Information Technology with Network Concentration – American InterContiental University

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

B.A. Journalism - Howard University

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

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

Phil Thacker
 Online Adjunct Instructor Cybersecurity

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

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

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

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

M.S. Mathematical Sciences - University of Nevada Las Vegas

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

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

Ph.D. Family Therapy - Nova Southeastern University
 M.S. Human & Social Sciences - Nova Southeastern University
 M.S. Community Counseling - Barry University

B.S. Education, Business Education - Concord University

Schedules

2017 Holiday Schedule

(The campus is closed on Holidays)

January 2, 2017	New Year's Day	November 23, 2017	Thanksgiving
May 29, 2017	Memorial Day	November 24, 2017	Thanksgiving
July 4, 2017	Independence Day	December 25, 2017	Christmas
September 4, 2017	Labor Day	December 26, 2017	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 Campus Director, 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 26, 2017, August 25, 2017 and November 17, 2017)

HVAC Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (May 26, 2017, August 25, 2017 and November 17, 2017)

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 are held to make-up time for a scheduled holiday (May 26, 2017, August 25, 2017 and November 17, 2017)

Student Break Days*

Dates of Schedule Breaks may change.

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

December 23, 2016 to January 8, 2017

February 20, 2017 to February 26, 2017

July 3, 2017 to July 9, 2017

December 25, 2016 to January 7, 2018

On Campus Programs

Heating, Ventilation, and Air Conditioning Start Schedule

Start Date	Projected Completion Date
January 9, 2017	September 28, 2017
January 30, 2017	October 19, 2017
February 27, 2017	November 9, 2017
March 20, 2017	November 30, 2017
April 10, 2017	December 21, 2017
May 1, 2017	January 25, 2018
May 23, 2017	February 15, 2018
June 12, 2017	March 8, 2018
July 10, 2017	April 5, 2018
July 31, 2017	April 26, 2018
August 21, 2017	May 17, 2018
September 11, 2017	June 7, 2018
October 2, 2017	June 28, 2018
October 23, 2017	July 26, 2018
November 13, 2017	August 16, 2018
December 4, 2017	September 6, 2018

Medical Clinical Assistant Start Schedule

Start Date	Projected Completion Date
January 9, 2017	October 19, 2017
January 30, 2017	November 9, 2017
February 27, 2017	November 30, 2017
March 20, 2017	December 21, 2017
April 10, 2017	January 25, 2018
May 1, 2017	February 15, 2018
May 23, 2017	March 8, 2018
June 12, 2017	April 5, 2018
July 10, 2017	April 26, 2018
July 31, 2017	May 17, 2018
August 21, 2017	June 7, 2018
September 11, 2017	June 28, 2018
October 2, 2017	July 26, 2018
October 23, 2017	August 16, 2018
November 13, 2017	September 6, 2018
December 4, 2017	September 27, 2018

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
January 6, 2017	January 9, 2017	February 15, 2017	
February 24, 2017	February 27, 2017	April 5, 2017	
April 7, 2017	April 10, 2017	May 17, 2017	
May 19, 2017	May 22, 2017	June 28, 2017	May 26, 2017
July 7, 2017	July 10, 2017	August 16, 2017	
August 18, 2017	August 21, 2017	September 27, 2017	August 25, 2017
September 29, 2017	October 2, 2017	November 8, 2017	
November 10, 2017	November 13, 2017	December 20, 2017	November 17, 2017
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**

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 9, 2017	September 7, 2017
January 30, 2017	September 28, 2017
February 27, 2017	October 19, 2017
March 20, 2017	November 9, 2017
April 10, 2017	November 30, 2017
May 1, 2017	December 21, 2017
May 23, 2017	January 25, 2018
June 12, 2017	February 15, 2018
July 10, 2017	March 8, 2018
July 31, 2017	April 5, 2018
August 21, 2017	April 26, 2018
September 11, 2017	May 17, 2018
October 2, 2017	June 7, 2018
October 23, 2017	June 28, 2018
November 13, 2017	July 26, 2018
December 4, 2017	August 16, 2018

Health Services Administration**Business Administration**

(Schedule subject to change based on enrollment)

Start Date	Projected Completion Date
January 9, 2017	April 5, 2018
January 30, 2017	April 26, 2018
February 27, 2017	May 17, 2018
March 20, 2017	June 7, 2018
April 10, 2017	June 28, 2018
May 1, 2017	July 26, 2018
May 23, 2017	August 16, 2018
June 12, 2017	September 6, 2018
July 10, 2017	September 27, 2018
July 31, 2017	October 18, 2018
August 21, 2017	November 8, 2018
September 11, 2017	November 29, 2018
October 2, 2017	December 20, 2018
October 23, 2017	January 24, 2019
November 13, 2017	February 15, 2019
December 4, 2017	March 7, 2019

Cybersecurity**OAS Degree Program****(Schedule subject to change based on enrollment)**

Start Date	Projected Completion Date
January 9, 2017	March 8, 2018
January 30, 2017	April 5, 2018
February 27, 2017	April 26, 2018
March 20, 2017	May 17, 2018
April 10, 2017	June 7, 2018
May 1, 2017	June 28, 2018
May 23, 2017	July 26, 2018
June 12, 2017	August 16, 2018
July 10, 2017	September 6, 2018
July 31, 2017	September 27, 2018
August 21, 2017	October 18, 2018
September 11, 2017	November 8, 2018
October 2, 2017	November 29, 2018
October 23, 2017	December 20, 2018
November 13, 2017	January 24, 2019
December 4, 2017	February 15, 2019