

VALLEY COLLEGE
MARTINSBURG CAMPUS
CATALOG SUPPLEMENT
 February 8, 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	Career Services Advisor
Peter Christenson	Career Services Advisor
Brian Higgins	Career Services Advisor-Online
Mary Quilici	Financial Aid Advisor (Acting)
Adetia McKenzie	Enrollment Coordinator
Kristina Norcross	Bursar
Kaitlyn Huff	Director of First Impressions
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
Emily Simmons	Online Coordinator
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

<u>Name/Title/Program</u>	<u>Credential</u>
Marianela Alberto, GN Director of Academic Affairs –On Campus Programs	A.A.S. Nursing - Lord Fairfax Community College
Judy Bauserman, CBCS (NHA) MCA- Program Head MCA-Instructor Full-Time	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
Robert Douglass MCA-Instructor Part-Time	A.A.S. Respiratory Therapy- Shenandoah University
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	A.A.S. Medical Assisting - Mandi School of Nursing
Darron Williams MCA-Instructor Part-Time	Diploma Medical Assistant - Sanford-Brown Institute

*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

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

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

Robert Bragg
 HVAC – Instructor, Full-Time

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

Rick Smith
 HVAC-Instructor
 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

Shelly Smith
 Director of Academic Affairs -Online Programs

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

Richard Smith
 Program Head – Online 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

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

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

Andrea Cline
 Online Adjunct Instructor Healthcare Programs

B.S., Nursing- Bluefield State College

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

B.S. Sociology – Virginia Tech

Jessie Dunkley
 Online Adjunct Instructor Healthcare Programs

M.S. Physician Assistant - University of Charleston

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
 A.A. 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	M.A. Education - Trident University B.S. Health Science - TUI University
Brenda Fox Hashem Online Adjunct Instructor Healthcare Programs	M.S. Nursing – Maryville University B.S. Nursing - Camberlain College of Nursing
Alex Jalinous Online Adjunct Instructor Cybersecurity	M.S., Telecommunications- University of Colorado B.S., Computer Science Applications- University of Colorado
Michelle Komm Online Adjunct Instructor Healthcare Programs	D.C., Doctor of Chiropractic- Cleveland University- Kansas City
Adam Komm Online Adjunct Instructor Business Administration	M.A., Management- Webster University
Shirley Laidley Online Adjunct Instructor Healthcare Programs	M.S., Leadership- Walden University B.S., Business Administration- Walden University
Daniel Lebowitz Online Adjunct Instructor Business Administration Online Adjunct Instructor Healthcare Programs	M.S. Mathematics minor Statistics - Oregon State University B.S. Mathematics minor Math Education - Southern Oregon University
Kathleen Leiske Online Adjunct Instructor Healthcare Programs	B.S. Nursing - Walla Walla University
Susan Little Online Adjunct Instructor Business Administration	M.B.A. Accounting - University of Phoenix B.S. Accounting - Fort Lauderdale College A.S. Accounting - Fort Lauderdale College
Paul Mancini Online Adjunct Instructor Cybersecurity	M.S., Computer Information Systems- University of Phoenix B.S., Information Systems- Western International University A.S. Network Management- Cochise College
Nikita Mason Online Adjunct Instructor Healthcare Programs	M.B.A. Healthcare Management - Colorado Technical University B.A. Healthcare Management - Missouri College Medical Assisting Diploma - Missouri College
William McDonald Online Adjunct Instructor Healthcare Programs	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
Jennifer McGinnis Online Adjunct Instructor Business Administration Online Adjunct Instructor Healthcare Programs	M.A. Teaching - Marshall University B.A. Business Administration - Concord University
Scott Mensch Online Adjunct Instructor Cybersecurity	PhD Organization and Management Specialization: Information Technology Management - Capella University
Alice Musser Online Adjunct Instructor Business Administration	M.B.A. Business Administration - Eastern University B.S. Mathematics Education - Shippensburg University
Elizabeth Oxendine Online Adjunct Instructor Business Administration Online Adjunct Instructor Healthcare Programs	M.S. Curriculum and Instruction Education - University of Phoenix B.A. Sociology - University of North Carolina Pembroke
Amanda Pennington Online Adjunct Instructor Healthcare Programs	B.S. Psychology - Virginia Commonwealth University C. S. Certificate- Health Records Coding - J. Sargent Reynolds Community College

Kim Reed
 Online Adjunct Instructor Cybersecurity
 Online Adjunct Instructor Business Administration

M.B.A., IT Management
 B.S., Computer Science- Bluefield State College

Geanyra Sanchez
 Online Adjunct Instructor Healthcare Programs

B.S. Health Information Management - Florida International University

Shiketheia Simmons
 Online Adjunct Instructor Healthcare Programs

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

Ayana Singhateh
 Online Adjunct Instructor Business Administration

B.A. Journalism - Howard University

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

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

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

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

Phil Thacker
 Online Adjunct Instructor Cybersecurity

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

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

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

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

Ph.D. Family Therapy - Nova Southeastern University
 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

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

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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).

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
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

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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