

**VALLEY COLLEGE**  
*BECKLEY CAMPUS*  
**CATALOG SUPPLEMENT**  
 November 30, 2017

**STAFF**

<b>Name</b>	<b>Title</b>
Beth Gardner	Campus Director
Open	Campus Coordinator
Philip Dues	Senior Admissions Representative
Diana Cox Booth	Admissions Representative
Alicia Coleman	Community Liaison
Peggy Janney	Bursar
Terri Ballard	Director of First Impressions
Lindsay Reed	Enrollment Coordinator
Tarsha Green	Financial Aid Advisor
Amy Bolen	Financial Aid Advisor
Dianne Cordial-Milam	Senior Career Services Advisor
Misty Testerman	Career Services Advisor
Locienda Johnson	Director of Academics Affairs
Melissa Hatcher	Medical Clinical Assistant Faculty Aide
John Szoke	Maintenance Tech

**Academics**

<b>Name/Credentials/Title</b>	<b>Credentials</b>
Locienda Johnson, MSN, RN Director of Academic Affairs Campus Programs	MSN Nursing Administration - Kaplan University B.S. Nursing - Fairmont State University A.S. Nursing - Fairmont State University
Charles Gore, Jr. HVAC – Program Head HVAC - Instructor Full-Time	Licensed Master Electrician (WV) Licensed HVAC Technician (WV) Drafting and Architectural Design Universal EPA Refrigerant Certification
Amanda Worthington, CMA (AAMA) MCA-Program Head MCA – Instructor, Full-Time	A.S. Medical Assisting - Mountain State University
Tiffany Vass MCA – Instructor, Full-Time Extern Coordinator	A.A.S. Diagnostic Medical Sonography – Mountain State University
Rachel Dove MCA – Instructor, Part-Time	Diploma Medical Assisting - Academy of Career & Technology
Karen LeMoine, RN Nursing Assistant-Lead Instructor Full-Time	A.S. Nursing - University of Cincinnati A.A. Early Childhood Education - Gulf Coast Bible College

## Schedules

### 2017-2018 Holiday Schedule

(The campus is closed on Holidays)

December 25, 2017	Christmas	September 3, 2018	Labor Day
December 26, 2017	Christmas	November 22, 2018	Thanksgiving
January 1, 2018	New Year's Day	November 23, 2018	Thanksgiving
May 28, 2018	Memorial Day	December 24, 2018	Christmas
July 4, 2018	Independence Day	December 25, 2018	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 (June 1, 2018, August 24, 2018 and November 16, 2018)

#### Nursing Assistant (CNA) Class Schedule

Monday – Thursday 9:00am to 3:00pm

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 are held to make-up time for a scheduled holiday (June 1, 2018, August 24, 2018 and November 16, 2018)

### Student Break Days\*

Dates of Schedule Breaks may change.

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

December 22, 2017 to January 7 2018

March 9, 2018 to March 18, 2018

June 29, 2018 to July 8, 2018

December 21, 2018 to January 6, 2019

### On Campus Programs

#### Nursing Assistant (CNA) Start Schedule

Orientation	START DATE	Completion Date	Friday Class	Schedule Evening Clinical
2/16/2018	2/19/2018	3/28/2018		
5/18/2018	5/21/2018	6/27/2018	6/1/2018	6/21/2018
8/17/2018	8/20/2018	9/26/2018	8/24/2018	9/20/2018
11/9/2018	11/12/2018	12/20/2018	11/16/2018	

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.

**Medical Clinical Assistant Start Schedule**

Start Date	Projected Completion Date
January 08, 2018	October 18, 2018
January 29, 2018	November 08, 2018
February 19, 2018	November 29, 2018
March 19, 2018	December 20, 2018
April 09, 2018	January 24, 2019
April 30, 2018	February 15, 2019
May 21, 2018	March 07, 2019
June 11, 2018	March 28, 2019
July 09, 2018	April 18, 2019
July 30, 2018	May 09, 2019
August 20, 2018	May 30, 2019
September 10, 2018	June 20, 2019
October 1, 2018	July 18, 2019
October 22, 2018	August 08, 2019
November 12, 2018	August 29, 2019
December 3, 2018	September 19, 2019

The program completion date will vary depending on the dates/hours of the externship. Typically, externships run for six weeks (30 hours a week).